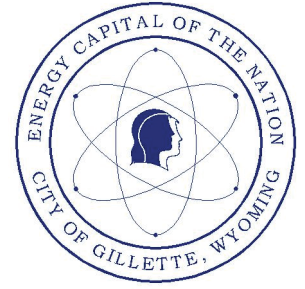
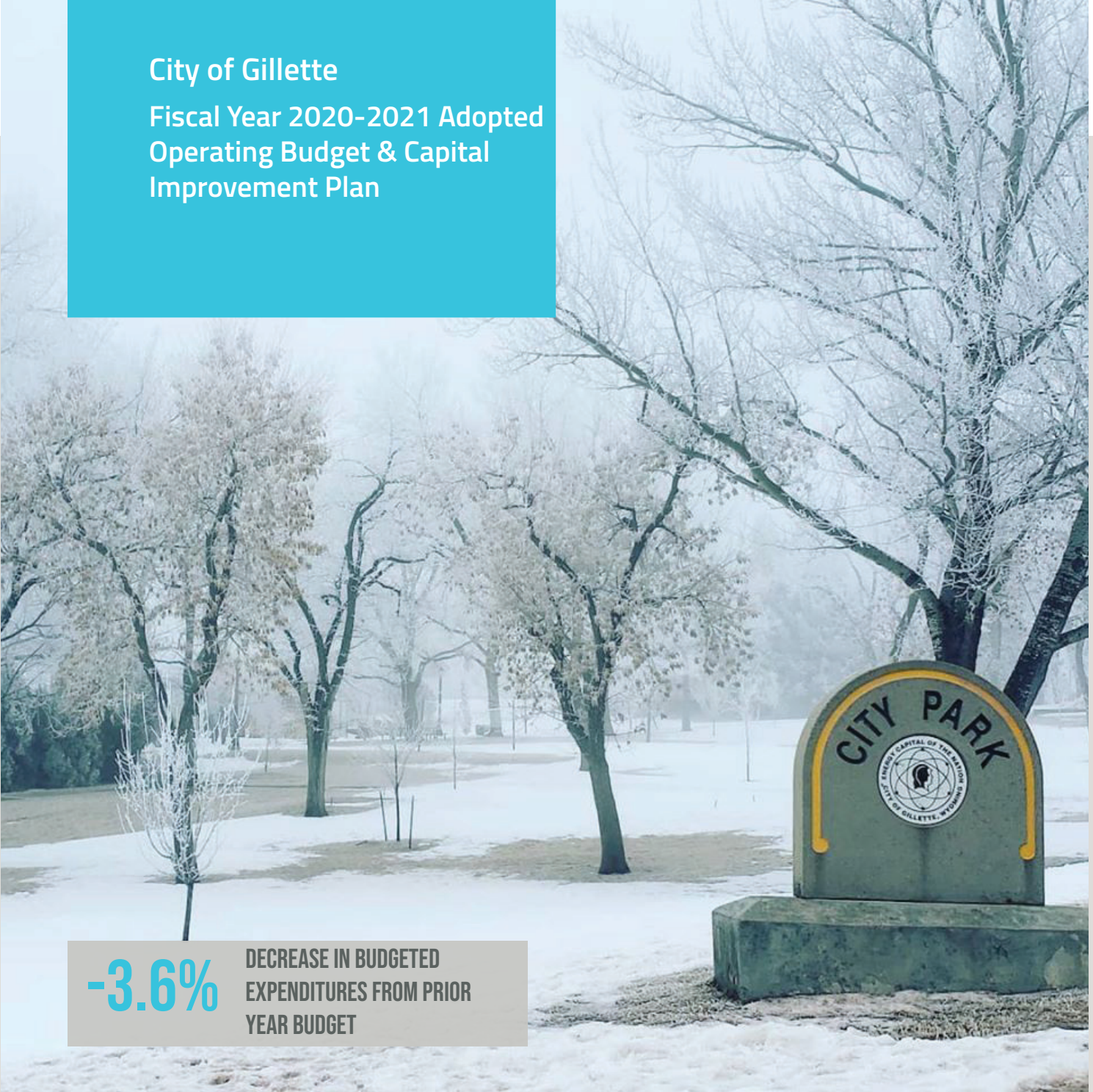


2021

ADOPTED BUDGET



City of Gillette
Fiscal Year 2020-2021 Adopted
Operating Budget & Capital
Improvement Plan



-3.6%

DECREASE IN BUDGETED
EXPENDITURES FROM PRIOR
YEAR BUDGET

WINTER PARKS COVER PHOTO TAKEN BY EMPLOYEE
GENO PALAZARRI

SERVICE WITH P.R.I.D.E.
PRODUCTIVITY RESPONSIBILITY INTEGRITY
DEDICATION ENTHUSIASM

CONTENTS

BUDGET MESSAGE	7	ADMINISTRATIVE SERVICES	72
CITY COUNCIL	18	POLICE DEPARTMENT	75
CITY OF GILLETTE ORGANIZATIONAL CHART	21	POLICE	76
POSITION SUMMARY	22	DISPATCH	78
ALL FUNDS SUMMARIES	24	VICTIM SERVICES	80
GENERAL FUND	28	ANIMAL CONTROL & ANIMAL SHELTER	82
GENERAL FUND REVENUE	30	PUBLIC WORKS DEPARTMENT	85
GENERAL FUND EXPENDITURE SUMMARIES	34	PUBLIC WORKS ADMINISTRATION	86
ADMINISTRATION DEPARTMENT	37	FACILITIES MAINTENANCE (CITY HALL/CITY WEST)	88
MAYOR & COUNCIL	38	PARKS	90
ADMINISTRATION	40	FORESTRY	92
GILLETTE PUBLIC ACCESS	42	STREETS	94
SPECIAL PROJECTS	44	TRAFFIC SAFETY	96
JUDICIAL	46	DEVELOPMENT SERVICES DEPARTMENT	99
CITY ATTORNEY	49	GEOGRAPHIC INFORMATION SYSTEMS (GIS)	100
CITY ATTORNEY	50	ENGINEERING	102
HUMAN RESOURCES DEPARTMENT	53	BUILDING INSPECTION	104
HUMAN RESOURCES	54	PLANNING	106
SAFETY	56	CODE COMPLIANCE	108
FINANCE DEPARTMENT	59	OPTIONAL ONE PERCENT TAX	111
FINANCE	60	ONE PERCENT TAX REVENUE	112
CUSTOMER SERVICE	62	ONE PERCENT TAX EXPENSE	114
PURCHASING/WAREHOUSE	64	UTILITIES DEPARTMENT	117
CITY CLERK	66	MADISON WATERLINE FUND	119
INFORMATION TECHNOLOGY	68	MADISON WATERLINE REVENUE	120
ADMINISTRATIVE SERVICES DEPARTMENT .	71	MADISON WATERLINE EXPENSE	122
		UTILITIES ADMINISTRATION FUND	125
		UTILITIES ADMINISTRATION REVENUE	126
		UTILITIES ADMINISTRATION EXPENSE	128
		ELECTRICAL ENGINEERING	130
		SCADA	132
		WATER FUND	135
		WATER REVENUE	136

WATER EXPENSE	138
SWIMMING POOL	140
POWER FUND	143
POWER REVENUE	144
POWER EXPENSE	146
SEWER FUND	149
SEWER REVENUE	150
SEWER EXPENSE	152
FIBER FUND	155
FIBER REVENUE	156
FIBER EXPENSE	158
SOLID WASTE FUND	161
SOLID WASTE REVENUE	162
SOLID WASTE EXPENSE	164
VEHICLE MAINTENANCE FUND	167
VEHICLE MAINTENANCE REVENUE	168
VEHICLE MAINTENANCE EXPENSE	170
VEHICLE REPLACEMENT EXPENSE	172
HEALTH BENEFIT FUND	175
HEALTH BENEFIT REVENUE	176
HEALTH BENEFIT EXPENSE	178
PROPERTY & LIABILITY INSURANCE . . .	181
PROPERTY & LIABILITY INS REVENUE	182
PROPERTY & LIABILITY INS EXPENSE	184
LOCAL IMPROVMENT DISTRICTS	187
LID 51	188
LID 52	189
PROPOSED CAPITAL PROJECTS	190
APPENDIX	1-A
DEFINITIONS	1-B
BUDGET CALENDARS	1-D



**2019 FALL PARKS PHOTO
CONTEST - NATURE & WILDLIFE**

FY21 ADOPTED BUDGET

BUDGET MESSAGE



CITY OF GILLETTE

Administration

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www.gillettewy.gov

MEMORANDUM

TO: Her Honor the Mayor and the Honorable Members of the City Council
FROM: Patrick G. Davidson, City Administrator, City of Gillette
RE: Budget Message for Fiscal Year 2021
DATE: May 12, 2020

INTRODUCTION

Pursuant to the direction of the Gillette City Council, and in conformity with Wyoming law, attached is the proposed City of Gillette Budget for Fiscal Year 2021 (FY2021). The attached budget represents a balanced approach for the funding of the City's General Fund for the upcoming fiscal year. The following is Staff's recommendation and collective suggestions as to how funds should be allocated and ultimately spent in the upcoming year. As always, the attached budget is a suggestion for spending by the Council, but is subject to further direction as Council may deem fit. It is our hope that during the upcoming budget discussions, additional direction may be gained so that the final work product is to Council's satisfaction. As the starting point for these discussions, the City's total proposed budget for FY2021 is \$146,422,366.

SUMMARY OVERVIEW

The City of Gillette starts its budget process in approximately January of each year. During the initial process, general discussions are had regarding the outlook for the local, state and national economy. Trends are identified both in our local economy, such as employment rate, natural resource prices, and sales tax revenue. The trends that staff identify are then spot checked against other community revenue sources such as lodging tax receipts, anticipated sales tax revenue calculated by the State, and other governmental entities. In addition, we monitor the information provided to the legislature as to the overall position of Wyoming's economy.

For the last several budget cycles, staff has calculated anticipated sales tax revenue, using the lowest six (6) months of sales tax receipts for the prior year, averaging those results, and then annualizing the same to create the overall anticipated sales tax revenue. When this revenue number was calculated in February 2020 the anticipated sales tax revenue for the FY2021 budget was approximately \$23MM (General Fund) or about a 6% increase from the current year budget. These calculations appeared appropriate based on the overall national and state economies. As we had cautioned in the past, there were underlying concerns regarding coal prices and employment, but oil appeared strong as did retail sales. These factors, combined with trends identified in the national economy, left us optimistic that sales tax revenue would be relatively stable for the upcoming year.

All of this changed in the month of March for every sector of our economy on local, state and national levels. The impact that COVID-19 has had on the economy is profound to the point of being difficult to

comprehend. To demonstrate the overall impact, a few basic indicators may help demonstrate what you are already aware of:

The Dow Jones Industrial Average has repeatedly cycled up and down over the last two (2) months. The close on February 20, 2020 was 29,219.98. The close on March 20, 2020 was 19,173.98. (It is important to recognize that the problem is compounded by losses. For purposes of an example, the initial loss of 3% in the market translated into nearly \$1 trillion dollars in unrealized value being literally erased.) On April 20, 2020 Dow Jones Industrial Average was 23,650.44, showing a decline of nearly 20% since February 20, 2020.ⁱ

Oil prices have plummeted over the last month, regardless of the location or the type of commodity being sold. For example, On February 20, 2020 Brent Crude was \$58.80/barrel, WTI Crude was \$53.88/barrel, and WY General Sweet was \$45.25/barrel. By comparison on March 20, 2020 Brent Crude fell 48% to \$30.30/barrel, WTI Crude has fallen 57% to \$22.63/barrel and Wyoming General Sweet fell 60% to \$17.75/barrel (March 19, 2020 reporting price). Natural Gas in general had fallen 13% from an already low \$1.931/MCF to \$1.675/MCF during that exact same timeframe. As of April 20, 2020, Brent Crude was \$25.57/barrelⁱⁱ, WTI Crude was *negative* \$37.63/barrelⁱⁱⁱ, and Wyoming General Sweet was *negative* \$45.75/barrel^{iv}.

From January 1, 2020 through March 1, 2020, Wyoming's unemployment had been oscillating between 3% and 3.6%.^v However, we know that COVID-19 will have a profound impact on employment, and more importantly on unemployment claims. Based on the data available through March 14, 2020, unemployment in Wyoming was estimated to be 3.7%.^{vi} This number, however, cannot and does not reflect the impact the loss of jobs in March and April 2020 will have in the future to Gillette or the State. Nationally, in the past five (5) weeks a total of 26.5MM workers have filed jobless claims, which combined since March presents a total of 33MM unemployed in the United States or a real unemployment rate of 20.6% - the highest level since 1934.^{vii}

The overall impact to the tourism industry, another pillar of the Wyoming economy, is yet to be determined. As of right now, however, Delta Airlines, United Airlines and American Airlines are storing 40% to 60% of their fleet.^{viii} Closer to home, Yellowstone Park is tentatively planned to open on June 15, 2020, but the Park's Old Faithful Inn, Roosevelt Lodge and Grant Village will remain closed in 2020.^{ix} This is an indicator as to the damage that will be inflicted upon the tourism industry, whether it be airlines, the rental car industry, hotels, and other tourism sponsored industries.

To prepare the best budget for the City of Gillette, during these times of uncertainty, Finance and Administration chose to rely on the budget of FY2017 as the starting point for the analysis. As Council may recall this budget was extremely conservative in its approach, and represented a bottom line for operations without substantial impacts upon the citizens of Gillette. From a management perspective it also provided a true idea as to how the organization could operate under limited resources. Changes in both revenues and expenditures are noted throughout this Memorandum. These changes in operations hopefully provide stability that further downward adjustments may not need to be made during the budget year. However, there remains flexibility within the proposed budget to make additional reductions should the need arise.^x

Before proceeding into the budget analysis, I would offer the following advice to the current Council and to future Councils: there should no longer be considered a “normal” with regard to our City’s finances. The budget processes over the past five (5) years have each presented a challenge at every level. *Until the State Legislature provides municipalities with a means of stabilizing vast shifts in monthly revenue, there is no bedrock in which to craft a standardized budget.* Every budget moving forward should be crafted upon the minimum it takes to operate the City of Gillette, with any surplus Sales Tax Revenue specifically identified for future projects based on need and the community’s goals for the future.

REVENUE

GENERAL FUND

The projected revenues of the General Fund form the basis of the entire budget presented herein. The projected General Fund revenues for FY2021 are \$32,191,565 including an application of unassigned cash. *This is a total reduction of \$14,741,126 from the FY2020 revised budget.* This estimate reflects an unknown future picture regarding revenue in the current economy. Historically, the General Fund revenue calculations are based on the average of the six (6) lowest receipt months in FY2020. For purposes of this Memorandum, the lowest receipt for the past four (4) years has been considered the benchmark, and annualized over the entire year to create the FY2021 budget.

UTILITIES

Beginning in FY2013, the Gillette City Council mandated that staff provide a utility rate forecast (proforma) annually to the Council. The proforma estimates the performance of each of the enterprise funds over a five (5) year period, while taking into consideration the need for any rate adjustments in each fund on an annual basis. This year’s proforma review occurred on January 28, 2020, wherein Council provided direction to review the need for a rate adjustment for both the wastewater fund as well as the distribution side of the water fund. This is the third consecutive year that an adjustment has been required in the wastewater fund to keep up with repairs and maintenance to an aging plant. It should be noted that the Council has previously allowed for the use of Optional 1% Tax revenue to be used as a means of supplementing the capital expenditures for the enterprise funds to keep utility rates as low as possible. This budget, and the discussion of the individual enterprise funds below, assumes this practice will continue through FY2021.

1. Water Fund. Through the development of the Madison Regional Water Project, the City calculates rates, and operates this fund in a manner somewhat different than other municipal water systems. The rates charged by the City are made up of two factors: transmission and distribution. Transmission rates are those costs associated with the movement of water from the well field in Crook County to Gillette. The distribution rates are those rates associated with the infrastructure and delivery of water within the City.

The water fund is generally financially solid. However, there is a need to adjust distribution rates to reflect the demands upon that system. Nominal rate increases have been approved effective May 1, 2020. This increase is based on data provided by the Nebraska Municipal Power Pool (NMPP), an organization of which the City is a member, which was retained to provide an evaluation of pricing operations. The proposed rate changes are based on that information and a review of operations.

2. Solid Waste Fund. In 2017 several changes were made to the basic operations of the solid waste fund. These changes included: (1) the removal of 3-yard dumpsters for residential customers resulting in a reduction of tipping fees associated with those dumpsters; (2) assisting the privatization of the recycling program through an independent contractor; and (3) replacement of aged and maintenance heavy garbage trucks with new, high-efficiency models. The effects of these changes were substantial enough, that the fund required no increase or variation in its financial operations, even with absorbing the additional customers through annexation, and relocation of the County's solid waste facility to twelve (12) miles north of the City.

The fund is projected to operate above optimal operating conditions for FY2021. If the County's tipping fees remain unchanged at \$75/ton, fuel prices remain relatively stable, and other programs are not implemented within this fund, there should be no need for fee increases for several years to come.

3. Wastewater Fund. The City's wastewater facility is one of the more aged facilities and operations of the City. As previously presented, City staff has identified approximately \$46.5MM for repairs and upgrades that have been included in the City's five-year Capital Improvement Program (CIP). During last year's budget preparation, the City was awaiting the results of a structural and operational needs assessment for the wastewater facilities. On May 14, 2019 HDR, Inc. presented the assessment to Council, which set forth the immediate and future facility needs for the wastewater plant. Of immediate concern was the headworks project and associated operations in the amount of approximately \$20MM. Staff has been instructed to seek a loan from the State of Wyoming to assist in this upgrade.

In 2018 staff was authorized to work with the Nebraska Municipal Public Power Pool (NMPP) to evaluate the health of the wastewater fund, determine appropriate cash reserves, and develop and update its financial model. Rate increases were proposed and accepted by Council during the January 22, 2019 workshop. Those needs for a rate increase became effective May 1, 2020. Additional rate increases will be needed to operate and upgrade the facility over the next several years.

4. Electrical Fund. The City is one of the few municipalities within the State which is permitted to own its own power plant. The City is the sole owner of the CT II combustion turbine, and holds a 23% ownership in the WYGEN III coal-fired power plant. This ownership interest also requires 100% responsibility for maintenance, upgrades and upkeep in the CT II turbine and a 23% share of responsibility for maintenance, upgrades and upkeep of the WYGEN III facility.

The City's private industry partners largely dictate the maintenance and upgrades to the plant. As part of their long-term planning requirements, they sometimes look to different factors than the City in timing these actions. They rely more upon market conditions, costs of materials, equipment depreciation, and tax ramifications for their actions. They likewise must balance these costs with the needs and requirements of their shareholders. Ultimately, they time many of our maintenance and upgrades to the facility. The electrical fund builds into its budget the known repairs to the electrical system. It is the timing of those repairs that remains somewhat beyond our control.

The fund is projected to operate at appropriate income levels for FY2021, by having a net surplus budget of \$1,130,000 and using zero (\$0.00) in unassigned cash to balance FY2021. Staff did not seek rate increases during the January 28, 2020 work session. It should be noted that staff is carefully monitoring the performance of this fund. For the past several years staff had been anticipating the need to increase

rates to meet increased electrical demands. However, the City has encountered much lower than anticipated coal and gas costs in the prior year, which has helped to offset what had been an anticipated reduction in reserves and the need for a fee increase in the immediate future. Consequently, for purposes of FY2021, no revisions to the budget are anticipated.

EXPENSES

GENERAL FUND EXPENDITURES OF EXTERNAL ORGANIZATIONS

The operations of the General Fund are burdened by the funding of external organizations which are separate from the general operations of the City of Gillette. While many of these external organizations are a benefit to the community, they provide no independent revenue stream to the General Fund. As such, they are expenses to the City as an organization for which there is generally no offsetting financial benefit.

1. Fire Department: The funding of the Fire Department is set by means of a Joint Powers Agreement (JPA) between the City of Gillette and Campbell County. The JPA was amended on June 7, 2016 to provide for automatic increases in the operating expenses incurred by the City in upcoming years. To adjust to meet the demands of these increases, this proposed budget assumes the transfer of all Fire Department expenses to the Optional 1% Fund. As such, the Fire Department is addressed later in this Memorandum.

2. CAM-PLEX. The CAM-PLEX is managed through the Campbell County Joint Powers Public Land Board and a JPA. The proposed budget from the City for FY2021 is as follows: \$702,136 in operating expenses, a capital contribution of \$303,500, and vehicle depreciation contribution in the amount of \$50,492. These amounts are consistent with the funding requests from the CAM-PLEX.

In FY2020, the CAM-PLEX undertook a remodel of both the Heritage Center and Energy Hall. Funding of the \$6MM project came from the City, the County, and a combination of a grant and loan from the State of Wyoming through the State Loan Investment Board (SLIB). There are anticipated cost overruns in the project regarding upgrades to the sewer system which were not envisioned in the original project budget. Currently, it appears that the Land Board will be able to absorb those costs overruns within their existing funds and proposed budget.

3. Gillette College. Gillette College is funded in several separate and distinct ways through the City. For the purposes of the General Fund, the City makes annual payments on the Resident Housing Facility in the amount of \$1,140,000 per year, plus interest. This long-term funding obligation will continue to have an impact as a General Fund expense through FY2026-2027. The facility is managed by Gillette College, and any income stream received from the College (budgeted this year in the amount of \$244,369) is simply used to offset the ongoing financial obligation the City has towards the Resident Housing Facility. This year, the total sum of \$1,140,000 is allocated to this payment plus accrued interest in the amount of \$166,780.

4. Gillette Main Street Program. During the April 2019 budget process, Council instructed staff to budget a total of \$20,000 for the FY2020 budget, with an instruction to reduce that amount over the next four (4) years. In keeping with Council's direction, the amount budgeted is \$15,000 for FY2021.

5. Energy Capital Economic Development. The mission of Energy Capital Economic Development is to “stimulate and facilitate a diverse economy through business retention, expansion, and recruitment”.^{xi} The City of Gillette has consistently been a member of the organization and a financial supporter. The sitting Mayor and City Administrator are permanent members of the Board of Directors, allowing for some influence over the activities of the organization. For the upcoming year, the budget anticipates providing funding in the amount of \$130,000, the same amount of funding as in FY2020.

6. Northeast Wyoming Growth Alliance. This organization, NEWGA, is a cooperative group made up of Gillette, Buffalo, and Sheridan which seeks to encourage new businesses and economic growth in the area. The Board of Directors includes the Mayor and the City Administrator. Additionally, the Executive Director of ECED is on the technical advisory board. NEWGA did not seek funding for FY2021 and believes it will not require funding through the upcoming year. As such, the funding has been reduced from \$40,000 to zero (\$0.00) for FY2021.

7. Advanced Carbon Products Innovation Center (ACPIC). The Advanced Carbon Products Innovation Center, otherwise known as ACPIC, is a proposed coal research facility at the former Ft. Union Coal Mine. The purpose of ACPIC is to provide a scalable research facility for inventors and entrepreneurs looking to expand the uses of Powder River Basin coal beyond consumption for power generation. ACPIC has been promoted through Energy Capital Economic Development, the University of Wyoming, and through private industry. Funding for the project has come from the State Loan and Investment Board (SLIB), U.S. Economic Development Administration (EDA) grants, the Wyoming State Legislature, Campbell County, and the City of Gillette. For purposes of the FY2021 budget, ACPIC has requested no additional funding from the City for purposes of furtherance of the project. However, as required under the EDA grant, and based on prior discussions, ACPIC may seek additional funding for purposes of assisting in operational expenses within the next budget year. If such a request is made, Council will then need to determine the availability of funds for such further purposes.

8. Rare Earth Element (USDOE Project). The University of Wyoming School of Energy Resources (on behalf of the City of Gillette and Campbell County) provided a proposal to the United States Department of Energy (USDOE) to study rare earth elements located in Powder River Basin coal reserves. The University of Wyoming committed to assisting in funding this project, should the USDOE award the same to the University of Wyoming. The Council has previously agreed to contribute \$62,500 for FY2021 [for as many as three (3) consecutive years] in the event the University of Wyoming is awarded the Rare Earth Elements project from the USDOE.

ONE-PERCENT (1%) FUND

Beginning in 2017, Council undertook a new method to the allocation and use of Optional 1% funds. Rather than projecting the 1% revenues into the future and budgeting accordingly, the Council undertook to only spend those funds for which cash was physically held by the City. The cash-on-hand approach to 1% has continued to be a success. It has allowed for a managed approach to projects, allowed for matching funds to be readily available for grant projects, and has been positive in every regard. The policy is continued within this budget.

The budget for FY2021 anticipates \$21,590,998 will be available for construction projects and other 1% projects from cash-on-hand. For reference, in FY2020 approximately \$22.6MM was available for 1%

designated projects, and in FY2019 a budget of \$16.5MM was available for construction projects and other 1% projects from cash-on-hand.

1. Social Service Funding. In 2012, the Gillette City Council passed Resolution 2356 which was designed to place a cap on the amount of 1% funds that could be allocated towards social service agencies. Pursuant to Resolution 2356, the total amount of 1% funds which may be allocated towards social service agencies is 5% of the sales tax revenue collected. With the economic downturn in FY2016, it became clear that maintaining the 5% cap would do substantial harm to the community, including those organizations who were in place to specifically help those most impacted by the downturn. Consequently, in 2017 (FY2018) Council provided a temporary increase in this cap from 5% to 6% with a sunset provision. The same approach was taken in 2018 (FY2019) wherein the cap was increased from 5% to 5.5% to meet social service agencies' needs. This year (FY2021) it will be necessary to provide an increase in the cap from 5% to 6.5% to reasonably address the financial concerns of the social service agencies.

For FY2021 staff has projected 1% receipts at \$14.85MM, providing a total estimated funding for social service agencies at \$965,250. With careful planning, staff has been able to meet funding requests from social service agencies within the 6.5% temporary cap. Staff has recommended, and Council has provisionally approved "new" and or additional funding for Edible Prairie Project in the amount of \$5,000, and the Salvation Army in the amount of \$25,000. Regarding agencies requesting an increase in funding, the Council has provisionally approved the following: Council of Community Services \$80,000 (an increase of \$45,000); and Gillette Abuse Refuge Foundation \$69,000 (an increase of \$5,000).

2. Gillette College 1% Funding. Beginning in FY2019 Gillette College received \$500,000 in 1% funds to offset the costs of operations. This amount has remained unchanged through the FY2020 budget. For FY2021 Gillette College has requested additional funding in the amount of \$184,000. With the anticipated downturn in the economy expected to last some time into the future, Staff is unable to support the entire increase sought in the request. However, recognizing the need of the College, Staff has recommended an increase of \$50,000 to Gillette College with anticipated 1% funding for FY2021 in the amount of \$550,000.

3. Fire Department 1% Funding. As mentioned previously, the proposed budget envisions the transfer of the funding for the Joint Powers Fire Board from the General Fund to the Optional 1% Budget. The proposed budget anticipates the following expenditures from the 1% Fund: operating expenses in the amount of \$2.4MM; approximately \$123,750 for purposes of the capital equipment replacement fund; \$24,750 for the Fire Facility Maintenance Account; capital requests in the amount of \$84,101; and the sum of \$250,000 towards the Vehicle Depreciation Fund. The total amount provisionally budgeted is \$2,882,601.

The transfer of this expense between the General Fund and the Optional 1% Fund is permissible under the prior resolutions passed by the Council. Those resolutions prohibit City general fund operation expenses from being paid out of the Optional 1% Fund. However, they do not prevent the operations of a third party (as is the case with social service agencies) to be funded through this account. Additionally, the most recent 1% Survey indicated that emergency services was a priority in the community. As such,

to present the most viable budget for Council’s consideration, the City’s funding of its share of the Joint Powers Fire Board must come from the Optional 1% Fund.

GILLETTE REGIONAL WATER SUPPLY PROJECT

The Gillette Regional Water Supply Project, commonly known as the “Madison Project” is one of the largest, if not the largest, water projects undertaken by the State of Wyoming. The total estimated costs of this project, when completed, is \$217,000,000 which does not consider additional funding for the Regional/District extensions. Funding for this project is made through a series of annual grants from the State of Wyoming, a loan from the State of Wyoming to the City of Gillette, and a Local Capital Facilities Tax. Through the construction of the Madison Project, the City has been responsible for prioritizing smaller aspects of construction by identifying priority projects in advance. The City, in cooperation with the Wyoming Water Development Commission, has identified the following Madison projects for the upcoming budget:

Priority 5
(FY2020-21) CC Airport, Hoy MHP, Lakeview MHP, Section 4, Means, Hitching Post *Design and Construction*.

Of these amounts, the Wyoming Water Development Commission, in the 2020 Omnibus Water Bill, has recommended \$3,088,700 in grant funding for this project, with the remaining balance of \$1,521,300 to come from the Local Capital Facility Tax funds currently held by the City.

HUMAN RESOURCES

The City of Gillette currently has 283 full time equivalent (FTE) positions. For purposes of comparison, the highest employment by the City was 319.5 FTE, in addition to 41 seasonal employees. In January 2020 there were several proposed positions which were being considered for inclusion in the FY2021 budget. Based on the uncertainty of the economy, no new positions are requested. The budget anticipates continuing with 283 FTE positions with an addition of 37 seasonal employees.

RESERVES

GENERAL FUND

Effective September 4, 2018, staff proposed and Council agreed to increase the reserves to one hundred fifty (150) days in operations in the General Fund. For the FY2021 budget, the total amount set aside for general fund operation reserves is \$14.17MM. While there is no standard or set sum in which to rely upon for reserves, staff continues to recommend this conservative approach to budgeting. Setting aside more into reserves, while appearing prudent, may be detrimental as tax dollars would not be utilized for public needs.

UTILITY RESERVES

Under the financial policies set by Council, each enterprise fund is required to maintain a ninety (90) day operating reserve, and one full years’ worth of capital depreciation reserves.

1. Water: The water fund, in total, has approximately \$8.65MM in available cash-on-hand. As previously discussed during the proforma presentation, it is difficult to determine the balance of each component until construction of the Madison project, and its Regional Extensions is complete. The

transmission side of the water system retains healthy reserves, however, the distribution side of the water system required a ten percent (10%) increase for the upcoming fiscal year.^{xii}

2. Sanitation and Solid Waste: For the end of FY2021, the projections for solid waste are an available fund balance of \$1.594MM, with operating reserves of approximately \$757,635 and no capital reserves.^{xiii} Short of an increase in County tipping fees, the reserve amounts are correct for the fund.

3. Wastewater: For the end of FY2021, wastewater is currently projected to have an available fund balance of \$287,000, and capital reserves of approximately \$2.46MM.

4. Electrical: For the end of FY2021, the projections for the electrical enterprise funds are an available fund balance of a \$6.870MM with operating reserves of \$5.415MM and capital reserves of \$4.041MM.

MEDICAL FUND

The City, as a self-funded entity, maintains a Medical Fund to cover expenses associated with: medical claims, prescription claims, dental claims, short-term disability claims, administrative costs, and participation in the Campbell County Coordinated Benefit Trust. This fund has proven challenging to manage over the years due to constantly increasing medical costs. The demand for the City's High Deductible Health Plan with a Health Savings Account has remained strong. Currently, there is a total of fifty-three (53) participants in the High Deductible Health Plan, with more anticipated in the years to come.

The Medical Fund has a reserve requirement equal to six (6) months of expenses for the fund. This amount does change and currently is approximately \$2.7MM, and would provide medical insurance coverage for participants for a period of six (6) months should the fund otherwise lack income. The fund has approximately \$2.9MM in total cash assets, leaving a reserve overage of approximately \$222,000. This proposed budget proposes a \$50,000 transfer to the health insurance fund to assist in unforeseen deficiencies. This fund will be carefully monitored through the end of FY2021 to determine if any additional transfers are required.

CONCLUSIONS

The proposed budget for FY2021 in the amount of \$146,422,366 is balanced and in accordance with Wyoming law.^{xiv} The City, as an organization, is financially healthy. Over the past ninety (90) days the budget, the budget message and the short-term future of the economy has been substantially altered. The budget anticipates a substantial drop in Sales Tax Revenue which has required approximately \$6.4MM in cuts to General Fund operations. Likewise, several large cuts have been required in the Optional 1% Fund for the upcoming fiscal year. The budget presented seeks to remain fiscally conservative, only expending funds when necessary, and focusing on cash-on-hand for large capital expenditures. In closing, the budget as presented allows for continued operations of the City with nominal impacts on the community. It also provides Council with the flexibility to direct further reductions should the economy force such action, but also allows for an expansion of projects should we see a recovery in the upcoming year.

ⁱ Data taken from: finance.yahoo.com/quote/%5EDJI/history as of April 27, 2020.

ⁱⁱ Brent Crude data from: macrotrends.net/2480/brent-crude-oil-prices-10-year-daly-chart as of April 27, 2020.

ⁱⁱⁱ WTI Crude Oil data from: investing.com/commodities/crude-oil-historical-data as of April 27, 2020.

^{iv} Wyoming Sweet Price data from: oilmonster.com/crude-oil-prices/Wyoming-sweet-price/186/28 as of April 27, 2020.

^v Historically 4% unemployment is considered “full employment” by economists. Currently, the Congressional Budget Office uses a rate of 4.6% as the non-accelerating inflation rate of unemployment (NAIRU).

^{vi} Wyoming Dept. Workforce Services, doe.state.wy.us/lmi/news.htm as of April 27, 2020.

^{vii} Lambert, Lance, “Real Unemployment Rate Soars”, [Fortune.com](https://fortune.com), April 23, 2020 article, last review April 27, 2020.

^{viii} Fruen, Lauren, “The World’s Largest Airline Parking Lot”, dailymail.co.uk/news/article-8247971, as of April 23, 2020.

^{ix} Hirst, Greg, “Yellowstone’s Old Faithful Inn Closed for 2020 Summer Season, Limited Park Activities to Resume June 15th”, Oil City News, oilcity.news/wyoming/2020/04/24/yellowstones-old-faithful-inn-closed-for-2020-summer-season-limited-park-activities-to-resume-june-15/, as of April 24, 2020, last review April 27, 2020.

^x Staff recommends that the budget be re-evaluated in September/October 2020 to determine whether mid-year adjustments should be made to the budget to better reflect changes in the economy.

^{xi} The mission statement taken directly from the ECED website.

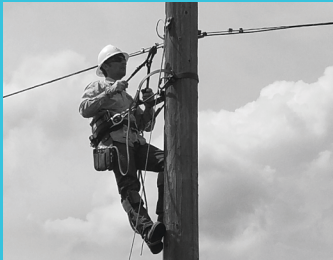
^{xii} Overall, the water fund is solid. The reason for the relatively large reserves in this fund is directly related to the development of the regional water system, the development of regional connections, and the impact the regional extensions may have on the overall fund. These reserves are on the transmission side of the water system. Regarding distribution, a 10% increase has been approved, effective May 1, 2020, for in-city distribution. These calculations will be monitored carefully in the upcoming year to determine the best means to reach the ideal reserve for the fund.

^{xiii} The capital reserve amount for the Solid Waste Enterprise is effectively zero. It should be kept in mind that the actual solid waste vehicles, including garbage trucks, fall within the fleet account, and are independent of the Solid Waste Enterprise fund.

^{xiv} This number is somewhat deceptive as it includes the \$20MM sought from SLIB for the wastewater project. Were it not for these funds, the budget amount would be considerably less. For purposes of comparison, the FY2020 budget was \$151,917,895, the FY2019 budget \$124,625,835 and the FY2018 budget was \$110,919,490.

CITY COUNCIL

COUNCIL GOALS



Continue to promote the expansion and diversification of the local economy with an emphasis on attracting new business opportunities to the community.



Effectively use 1% and enterprise funds to maintain and expand infrastructure around the community, with a view towards a changing economy, future technology, and reliability.



Seek to expand public safety for our citizens, including police and fire protection, through cooperative agreements with community partners.



Continue to maintain strong financial reserves; expend funds with the direction of the community and its citizens; and account to adjust expenditures to reflect any changes in revenues.



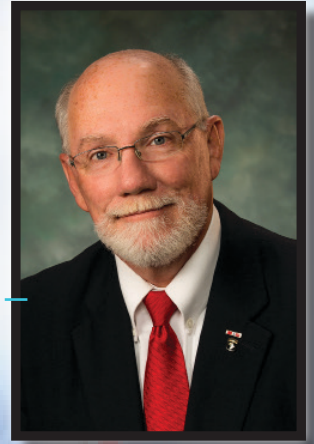
Consistently communicate updates on city operations, decisions of the Council, and items that impact the community in order to receive public input and educate the community on things that impact citizens' lives.

DIVERSIFY, EXPAND, SUSTAIN

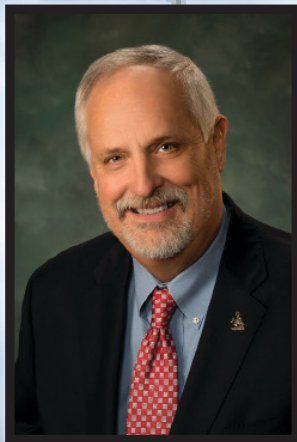
Gillette City Council 2020



Mayor Louise Carter-King



Councilman Billy
Montgomery
Ward 2



Councilman Bruce
Brown
Ward 1



Councilman Tim
Carsrud
Ward 2



Council President
Shawn Neary
Ward 1

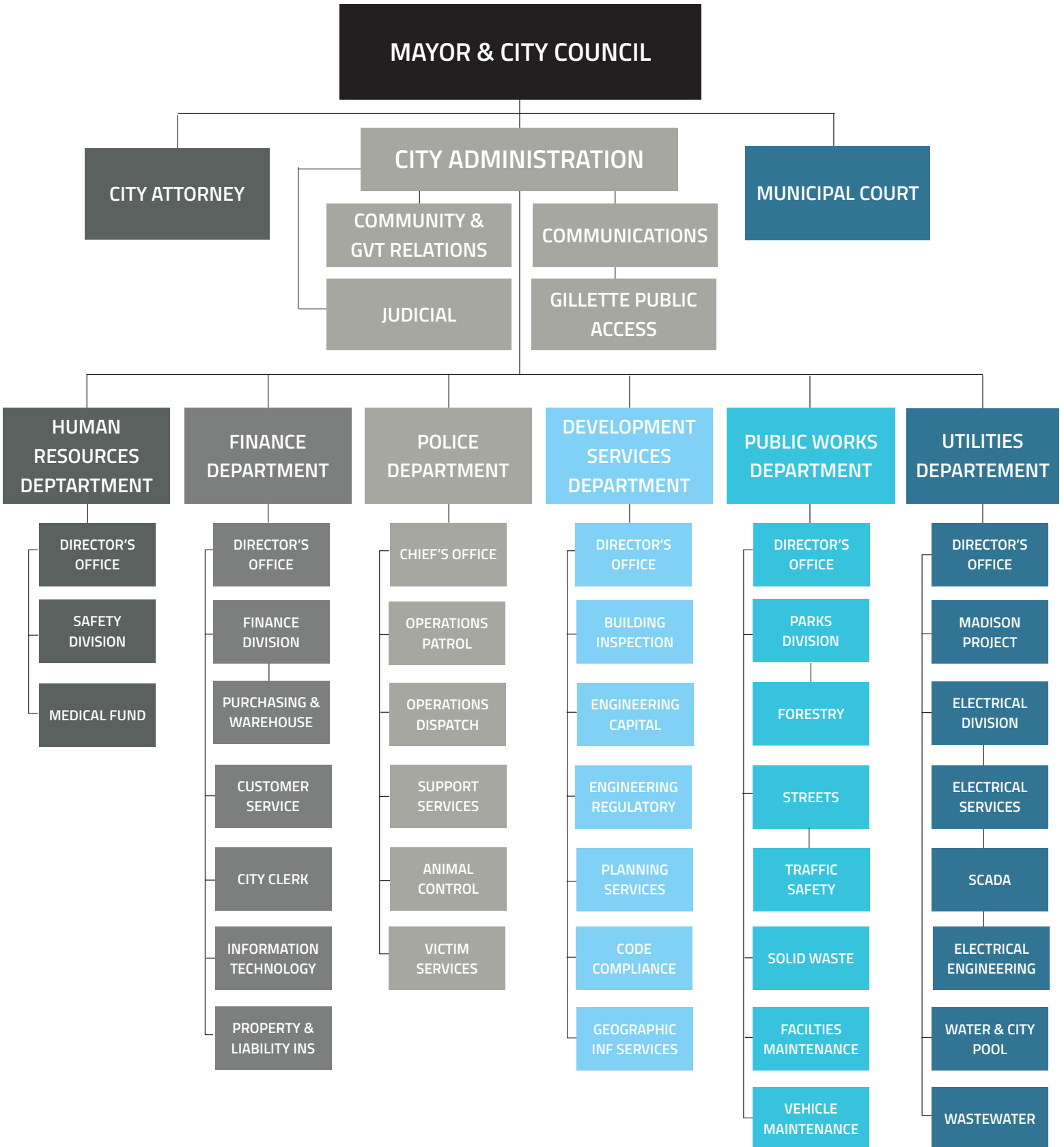


Councilman Nathan
McLeland
Ward 3



**2019 SUMMER PARKS PHOTO CONTEST - 2ND PLACE
PEOPLE'S CHOICE - GENERAL CATEGORY- CALLIE ANDREW**

CITY OF GILLETTE ORGANIZATIONAL CHART



POSITION SUMMARY

GENERAL FUND

	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21	Change From FY20 Adjusted Budget
Administration	4.0	4.0	4.0	4.0	4.0	-
Public Access	2.0	2.0	3.0	3.0	3.0	-
Judicial	7.0	7.0	6.0	6.0	6.0	-
City Attorney	3.0	2.0	2.0	2.0	2.0	-
Human Resources	4.5	5.0	5.0	5.0	5.0	-
Safety	1.0	1.0	1.0	1.0	1.0	-
Finance	7.0	6.0	7.0	7.0	7.0	-
Customer Service	9.0	9.0	9.0	9.0	9.0	-
Purchasing / Warehouse	3.0	4.0	4.0	4.0	4.0	-
Admin. Services / Risk Management	2.0	-	-	-	-	-
City Clerk	3.0	2.0	2.0	2.0	2.0	-
Information Technology	7.0	8.0	9.0	9.0	9.0	-
Police	61.0	65.0	65.0	65.0	67.0	2.0
Dispatch	11.0	11.0	11.0	11.0	11.0	-
Victim Services	2.0	2.0	2.0	2.0	2.0	-
Animal Control / Animal Shelter	6.0	7.0	7.0	7.0	7.0	-
Public Works Administration	3.0	3.0	3.0	3.0	3.0	-
Facilities Maintenance (City Hall/City West)	7.0	7.0	8.0	8.0	8.0	-
Parks & Landscaping	31.0	28.0	20.8	20.8	20.0	(0.8)
Forestry	2.0	2.0	2.0	2.0	2.0	-
Streets	15.0	16.0	16.0	16.0	16.0	-
Traffic Safety	2.0	2.0	2.0	2.0	2.0	-
Engineering	9.0	10.0	10.0	10.0	10.0	-
Geographical Information Systems	6.0	4.5	4.5	3.5	4.0	0.5
Building Inspection	6.0	6.0	6.0	6.0	6.0	-
Planning	2.0	2.5	2.5	2.5	2.0	(0.5)
Code Compliance	1.0	1.5	1.5	2.0	2.0	-
General Fund FTE Total	216.5	217.5	213.3	212.8	214.0	1.2
Less City West Fund*	2.0	2.0	2.0	2.0	2.0	-
Less Warehouse Fund**	2.0	2.0	2.0	2.0	2.0	-
Net General Fund FTE Total	212.5	213.5	209.3	208.8	210.0	1.2

*Included in Facilities Maintenance for budget presentation purposes

**Included in Purchasing for budget presentation purposes

Mayor and Council - Elected Officials, Not FTEs	7.0	7.0	7.0	7.0	7.0	-
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ALL FUNDS

	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21	Change From FY20 Adjusted Budget
General Fund	212.5	213.5	209.3	208.8	210.0	1.2
Capital Project Funds						
Madison Waterline	1.0	1.0	1.0	1.0	-	(1.0)
Total Capital Project Fund FTEs	1.0	1.0	1.0	1.0	-	(1.0)
Enterprise Funds						
Utilities Administration Fund:						
Utilities Administration Division	4.8	3.0	3.0	3.0	4.0	1.0
Electrical Engineering Division	7.0	7.0	7.0	7.0	7.0	-
SCADA Division	6.0	6.0	7.0	7.0	7.0	-
Water	15.0	16.0	17.1	17.1	17.1	-
Power	17.0	17.0	16.0	16.0	16.0	-
Sewer	14.5	14.5	17.8	17.8	17.6	(0.2)
Solid Waste	9.0	9.0	9.0	9.0	9.0	-
Total Enterprise Funds FTEs	73.3	72.5	76.9	76.9	77.7	0.8
Internal Service Funds & Other						
Vehicle Maintenance	7.0	7.0	7.0	7.0	7.0	-
City West Fund	2.0	2.0	2.0	2.0	2.0	-
Warehouse Fund	2.0	2.0	2.0	2.0	2.0	-
Total Other Funds FTEs	11.0	11.0	11.0	11.0	11.0	-
City of Gillette FTE Total	297.8	298.0	298.2	297.7	298.7	1.0
Less Parks Seasonal FTEs*	21.0	20.0	12.8	12.8	12.0	(0.8)
Less Water Seasonal FTEs**	-	-	1.1	1.1	2.1	1.0
Less Sewer Seasonal FTEs***	1.5	1.5	1.8	1.8	1.6	(0.2)
City of Gillette Full Time Budgeted Positions Total	275.3	276.5	282.5	282.0	283.0	1.0

SUMMARY OF SIGNIFICANT CHANGES

+0.34%



Total City Staffing Increased By 1 Full Time Equivalent (FTE)

This budget:

- Added two Police Officers
- Consolidated a manager position into GIS, previously split between Planning & GIS
- Eliminated one position in Madison
- Transferred one Water position to UT Admin
- Decreased Parks seasonal staffing FTEs
- Increased Water seasonal staffing FTEs
- Decreased Sewer seasonal staffing FTEs
- A mid-year FY20 budget amendment increased a part-time position to a full-time position in Code Compliance and eliminated a GIS position.

EXPENDITURE BY FUND

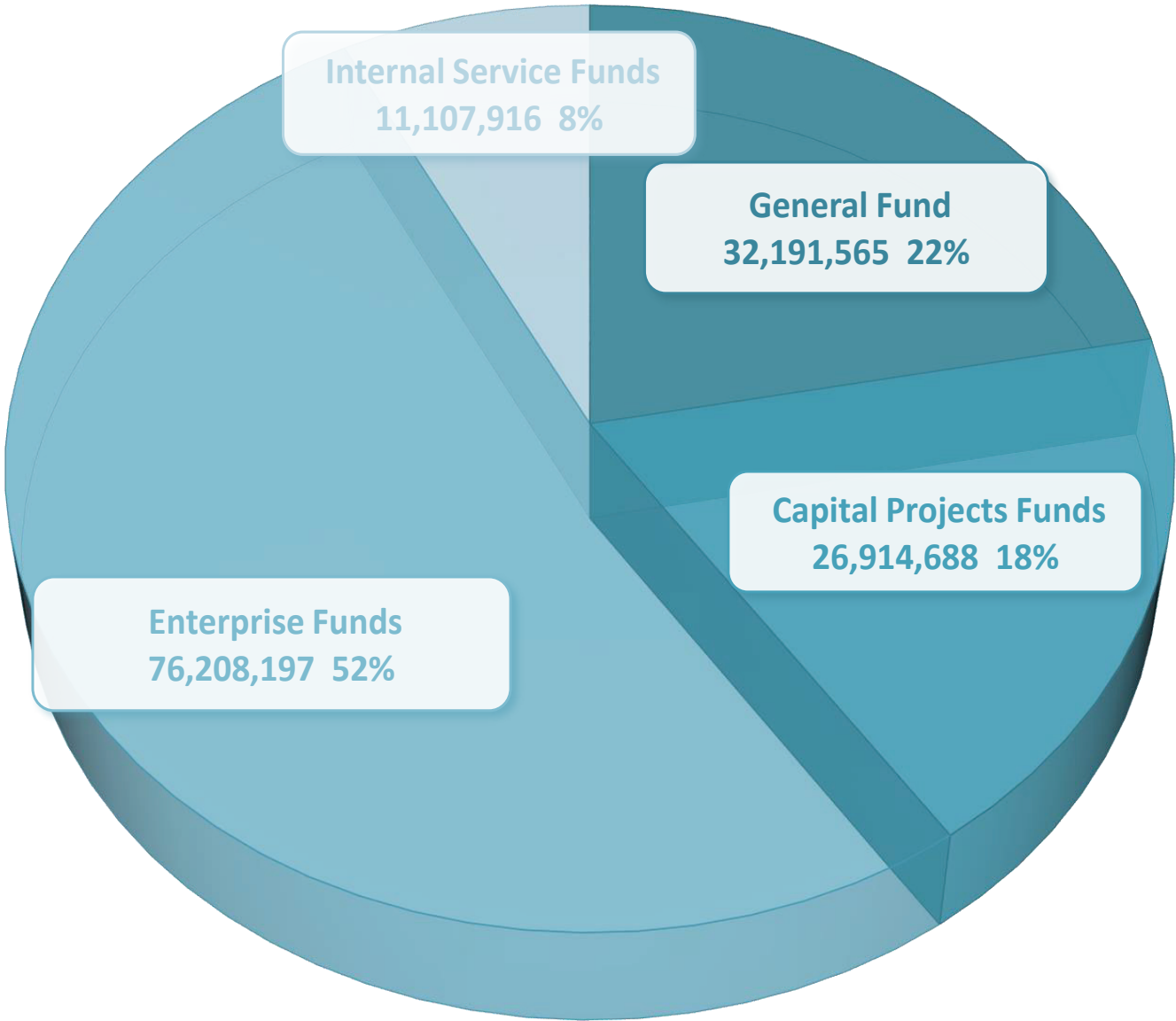
ALL FUNDS SUMMARIES

EXPENDITURE BY FUND SUMMARY

	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
General Fund	\$ 29,207,021	\$ 31,950,330	\$ 43,996,651	\$ 50,476,102	\$ 32,191,565
Capital Project Funds					
1% Optional Sales Tax	13,319,498	15,945,194	23,824,500	35,818,549	22,294,688
Madison Waterline	18,037,916	3,206,012	7,010,114	48,009,647	4,620,000
Total	\$ 31,357,414	\$ 19,151,206	\$ 30,834,614	\$ 83,828,196	\$ 26,914,688
Enterprise Funds					
Utilities Administration	2,650,986	2,613,424	3,028,577	3,062,172	3,147,556
Water	6,711,589	7,330,275	11,648,245	12,071,176	8,015,832
Power	30,241,272	33,752,535	38,086,739	38,200,639	34,397,458
Sewer	4,933,838	6,015,358	7,807,426	8,896,360	26,777,238
Fiber	1,102,900	898,137	2,534,837	2,734,837	736,224
Solid Waste	2,726,191	2,904,231	3,389,045	3,448,002	3,133,889
Total	\$ 48,366,776	\$ 53,513,960	\$ 66,494,869	\$ 68,413,186	\$ 76,208,197
Internal Service Funds & Other					
Vehicle Maintenance	2,400,485	2,707,530	2,984,040	3,248,039	3,296,096
Health Benefit Plan	4,958,626	5,306,761	5,699,296	7,169,988	5,847,225
Property & Liability Insurance	663,596	921,792	763,886	1,122,286	998,237
City West Fund	430,967	562,723	584,748	584,748	663,114
Warehouse Fund	186,477	193,326	452,840	470,240	196,299
Local Improvement Districts	-	-	106,951	536,851	106,945
Total	\$ 8,640,151	\$ 9,692,132	\$ 10,591,761	\$ 13,132,152	\$ 11,107,916
Total	\$ 117,571,361	\$ 114,307,628	\$ 151,917,895	\$ 215,849,636	\$ 146,422,366

Percent change from FY20 Original Budget -3.6%

TOTAL CITY OF GILLETTE FY 20-21 BUDGET



\$146,422,366

TOTAL SPEND



\$35,582,659

TOTAL CITY RESERVES



\$50,409,695

TOTAL CAPITAL

EXPENDITURE BY TYPE SUMMARY - ALL FUNDS

CITY OF GILLETTE EXPENDITURES BY TYPE ALL FUNDS	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Salaries	17,063,868	17,037,536	18,912,807	18,973,823	18,540,524
Overtime	546,243	537,311	665,150	679,271	673,250
Merit Pay Plan	-	272,900	-	34,000	-
On-Call Pay	139,044	132,228	141,840	150,439	138,540
Benefits	8,854,618	9,798,440	10,599,375	10,699,153	10,267,287
Subtotal Personnel Costs	\$ 26,603,772	\$ 27,778,416	\$ 30,319,172	\$ 30,536,686	\$ 29,619,601
Contractual Services	9,705,887	10,581,678	13,969,832	15,247,571	12,165,678
Materials and Supplies	42,005,341	44,718,104	46,926,958	49,882,529	47,280,738
Subtotal Operating Costs	\$ 51,711,228	\$ 55,299,782	\$ 60,896,790	\$ 65,130,100	\$ 59,446,416
Total Operating	\$ 78,315,000	\$ 83,078,198	\$ 91,215,962	\$ 95,666,786	\$ 89,066,017
Total Capital	\$ 34,284,105	\$ 24,996,061	\$ 51,765,639	\$ 108,257,664	\$ 50,409,695
Interfund Transfers	\$ 1,570,102	\$ 1,600,000	\$ 3,156,410	\$ 4,179,066	\$ 1,317,925
Outside Agency Funding	\$ 3,402,154	\$ 4,633,369	\$ 5,779,884	\$ 7,746,120	\$ 5,628,729
GRAND TOTAL	\$ 117,571,361	\$ 114,307,628	\$ 151,917,895	\$ 215,849,636	\$ 146,422,366

Percent change from FY20 Original Budget

-4%

20.23%



Personnel Costs Percent of
Total Budget

34.43%



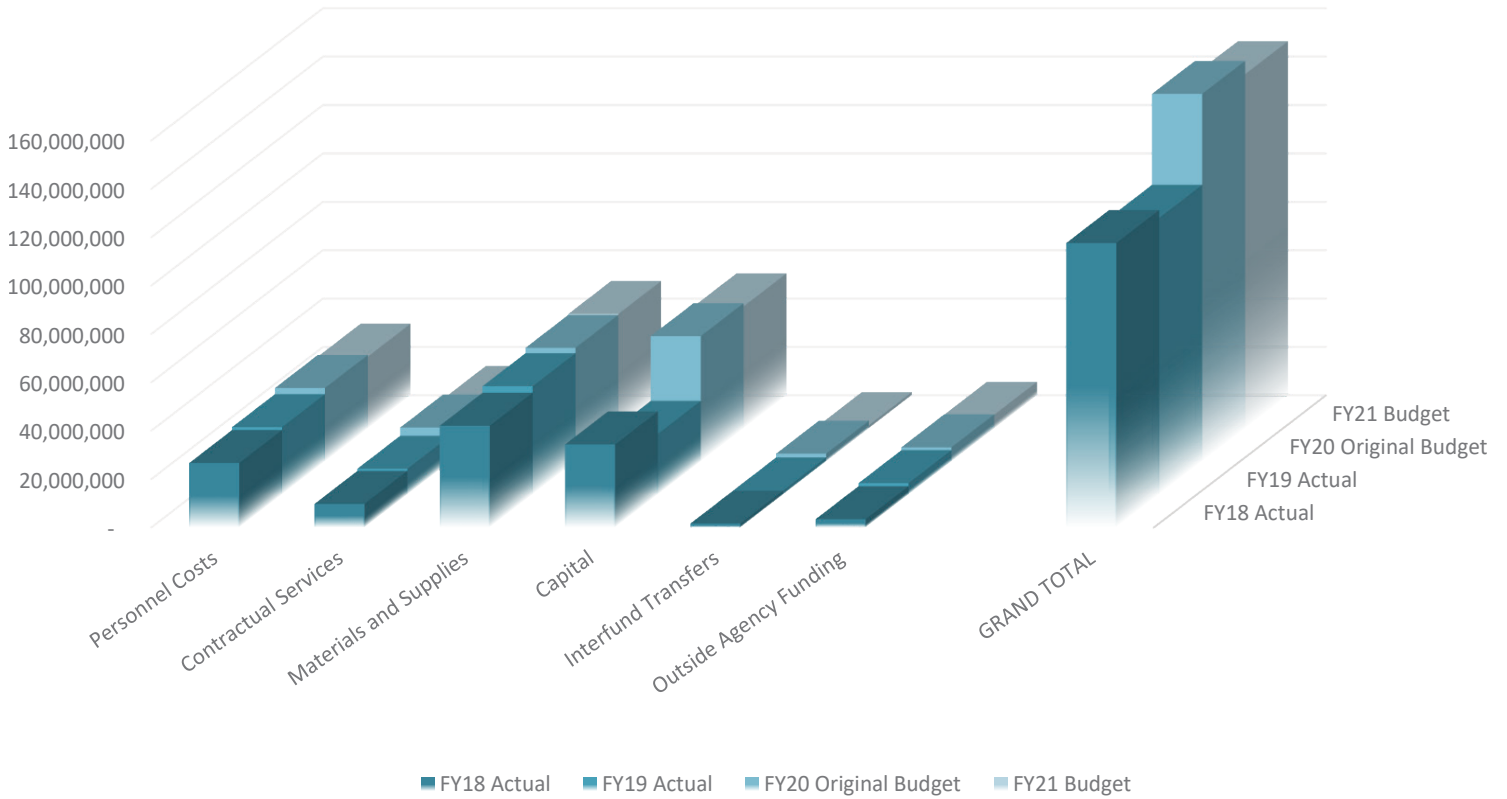
Capital Costs Percent of
Total Budget

60.70%



Total Operating Costs
Percent of Total Budget

EXPENDITURE BY TYPE - ALL FUNDS





– GENERAL FUND

2019 WINTER PARKS PHOTO CONTEST - 2ND PLACE PEOPLE'S
CHOICE - NATURE & WILDLIFE CATEGORY - JOSUE LABOY

GENERAL FUND DEPARTMENT SUMMARY

	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Revenue:					
Taxes	\$ 23,316,460	\$ 26,718,521	\$ 25,136,771	\$ 25,136,771	\$ 20,657,108
Licenses & Permits	1,173,320	1,027,141	1,009,667	1,009,667	1,048,416
State & Federal Shared Revenues	3,910,237	3,986,860	3,962,195	3,962,195	3,968,501
Grants & Loans	274,636	411,268	247,000	334,329	494,399
Charges for Services	3,483,597	3,803,044	6,252,141	6,609,075	4,157,953
Other Revenues	1,837,286	3,059,733	2,116,347	2,471,093	2,267,754
Total Revenue Before Application of Cash	\$ 33,995,536	\$ 39,006,567	\$ 38,724,121	\$ 39,523,130	\$ 32,594,131
Application of Cash					
Application of Designated Cash	-	-	4,030,000	5,532,800	-
Application of Unassigned Cash	-	-	2,282,018	6,477,060	458,347
Total Application of Cash	\$ -	\$ -	\$ 6,312,018	\$ 12,009,860	\$ 458,347
Total General Fund Revenue	\$ 33,995,536	\$ 39,006,567	\$ 45,036,139	\$ 51,532,990	\$ 33,052,478
Less City West Fund*	430,968	559,521	586,648	586,648	664,614
Less Warehouse Fund**	186,477	191,433	452,840	470,240	196,299
Total Net General Fund Revenue	\$ 33,378,091	\$ 38,255,613	\$ 43,996,651	\$ 50,476,102	\$ 32,191,565
Department Expenditures:					
Administration	\$ 5,219,716	\$ 6,941,671	\$ 16,019,466	\$ 21,882,404	\$ 5,518,800
City Attorney	341,054	359,003	342,877	412,465	342,213
Human Resources	721,627	851,694	839,428	841,117	819,675
Finance	4,680,186	4,975,407	5,800,244	6,021,529	5,528,171
Police	8,661,500	9,208,403	10,252,779	10,316,771	9,963,024
Public Works	7,164,269	7,410,114	7,971,186	8,217,955	7,570,041
Development Services	2,814,519	2,960,086	3,808,259	3,838,849	3,309,054
Administrative Services	221,595	-	-	-	-
Total General Fund Expenditures	\$ 29,602,870	\$ 32,706,379	\$ 45,034,239	\$ 51,531,090	\$ 33,050,978
Less City West Fund*	430,967	562,723	584,748	584,748	663,114
Less Warehouse Fund**	186,477	193,326	452,840	470,240	196,299
Total Net General Fund Expenditures	\$ 28,985,426	\$ 31,950,330	\$ 43,996,651	\$ 50,476,102	\$ 32,191,565
Excess Revenues Over/(Under) Expenditures	\$ 4,392,665	\$ 6,305,283	\$ -	\$ -	\$ -

*Included in Facilities Maintenance for budget presentation purposes

**Included in Purchasing for budget presentation purposes



GENERAL FUND REVENUE



FUND: General
UNIT: Revenue

DEPT: Administration
CODE: 001

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

General Fund Revenue includes Real Property Taxes, Sales and Use Tax, Mineral Royalties and other general government revenues. These revenues pay for the general government operations of the City of Gillette. This includes Mayor and Council, Administration, Finance, Police Services, Engineering and Development Services, Public Works Administration, Parks and Streets.

Sales and Use Tax, which is the main revenue source for the General Fund, represents the City's share of the 4.00% general sales tax. After a steep decline in fiscal years 2016 and 2017, sales tax revenues slightly rebounded in fiscal years 2018 and 2019, but are still substantially lower than actual receipts from four years ago. Based on current year to date receipts, General Fund sales tax revenues are projected to be approximately \$24.8M for fiscal 2020, which is an increase of 8% over fiscal year 2019's receipts. The mining industry (including oil and gas extraction) is a pivotal industry for the State of Wyoming, Campbell County and the City of Gillette, and these were encouraging signs that coal and oil production have recovered and leveled off after a sharp decrease in recent years. However, in March 2020, the COVID crisis erupted, oil prices plummeted and coupled with a marked contraction in mining activities and employment, the City is forecasting a substantial reduction in this revenue stream. Sales tax receipts in fiscal year 2019 did experience a 16.2% increase over fiscal year 2018, however, because of traditional uncertainties with the energy sector, the fiscal year 2021 budget upholds the City's conservative philosophy and the budget is drastically lower than fiscal year 2020 projected receipts.

Other revenues from the State that are contributed to the General Fund include Severance Tax and Mineral Royalty income. The amounts allocated to Gillette for fiscal year 2021 are \$1,106,585 and \$1,552,974 respectively. These amounts are nearly identical to the prior year allocation. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2021 is \$1,308,942 which is a modest decrease from the previous fiscal year.

The majority of the remaining General Fund revenues come from various fees, fines, and grants. No substantial changes have been made to these projected revenues, other than the City is forecasting a 21% reduction in interest earnings due to current economic outlook. Overall, before the application of unassigned cash, budgeted General Fund revenues decreased from the prior year by approximately \$5.95M which is primarily attributable to the reduction in anticipated sales tax receipts and technical services (costs allocated to other funds).

The City collects the full eight-mill levy for real property taxes.

GENERAL FUND REVENUE SUMMARY

GENERAL FUND Revenue 001-00-00-300	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Taxes	\$ 23,316,460	\$ 26,718,521	\$ 25,136,771	\$ 25,136,771	\$ 20,657,108
Licenses & Permits	1,173,320	1,027,141	1,009,667	1,009,667	1,048,416
State & Federal Shared Revenues	3,910,237	3,986,860	3,962,195	3,962,195	3,968,501
Grants & Loans	274,636	411,268	247,000	334,329	494,399
Charges for Services	3,483,597	3,803,044	6,252,141	6,609,075	4,157,953
Other Revenues	1,837,286	3,059,733	2,116,347	2,471,093	2,267,754
Total Revenue Before Application of Cash	\$ 33,995,536	\$ 39,006,567	\$ 38,724,121	\$ 39,523,130	\$ 32,594,131
Application of Cash					
Application of Designated Cash	-	-	4,030,000	5,532,800	-
Application of Unassigned Cash	-	-	2,282,018	6,477,060	458,347
Total Application of Cash	\$ -	\$ -	\$ 6,312,018	\$ 12,009,860	\$ 458,347
Total General Fund Revenue	\$ 33,995,536	\$ 39,006,567	\$ 45,036,139	\$ 51,532,990	\$ 33,052,478
Less City West Fund*	430,968	559,521	586,648	586,648	664,614
Less Warehouse Fund**	186,477	191,433	452,840	470,240	196,299
Net General Fund Revenue Total	\$ 33,378,091	\$ 38,255,613	\$ 43,996,651	\$ 50,476,102	\$ 32,191,565

*Included in Facilities Maintenance for budget presentation purposes

**Included in Purchasing for budget presentation purposes

***DETAIL TO FOLLOW ON THE NEXT TWO PAGES**

GENERAL FUND REVENUE DETAIL

GENERAL FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
001-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
Taxes					
Property Tax	\$ 2,125,450	\$ 2,219,506	\$ 2,212,771	\$ 2,212,771	\$ 2,296,108
Auto Taxes	891,300	1,007,845	930,000	930,000	963,000
Sales & Use Tax	19,869,400	23,086,875	21,600,000	21,600,000	17,000,000
Lodging Tax	32,365	40,312	-	-	-
Motor Fuel Tax	209,632	175,691	200,000	200,000	200,000
Cigarette Tax	188,313	188,292	194,000	194,000	198,000
Total Taxes	\$ 23,316,460	\$ 26,718,521	\$ 25,136,771	\$ 25,136,771	\$ 20,657,108
Licenses & Permits					
Liquor Licenses	\$ 89,025	\$ 89,525	\$ 87,525	\$ 87,525	\$ 87,525
Contractor Licenses	108,625	96,590	102,000	102,000	99,000
Franchise Fees	890,293	754,484	726,817	726,817	764,570
Building Permits	22,714	24,671	25,000	25,000	28,000
Electrical Permits	6,607	6,848	7,200	7,200	8,600
Plumbing Permits	7,316	4,099	7,000	7,000	5,000
Mechanical Permits	5,480	6,745	6,600	6,600	10,000
Gas Pipe Fitting	1,065	1,230	2,200	2,200	1,400
Other Permits	39,865	40,180	42,525	42,525	42,321
Stormwater Permits	2,330	2,770	2,800	2,800	2,000
Total Licenses & Permits	\$ 1,173,320	\$ 1,027,141	\$ 1,009,667	\$ 1,009,667	\$ 1,048,416
State & Federal Shared Revenues					
State Supplemental Revenue	\$ 1,218,874	\$ 1,359,104	\$ 1,270,400	\$ 1,270,400	\$ 1,308,942
Royalties	1,584,413	1,521,535	1,584,817	1,584,817	1,552,974
Severance Tax	1,106,950	1,106,221	1,106,978	1,106,978	1,106,585
Total State & Federal Shared Revenues	\$ 3,910,237	\$ 3,986,860	\$ 3,962,195	\$ 3,962,195	\$ 3,968,501
Grants & Loans					
Federal Grants	\$ 188,894	\$ 310,026	\$ 236,800	\$ 242,819	\$ 484,199
State Grants	73,742	94,761	10,200	88,010	10,200
Local Grants	12,000	6,481	-	3,500	-
Total Grants & Loans	\$ 274,636	\$ 411,268	\$ 247,000	\$ 334,329	\$ 494,399
Charges for Services					
Planning Fees	\$ 10,595	\$ 12,460	\$ 17,895	\$ 17,895	\$ 12,500
Commercial Plan Reviews	12,300	22,250	12,000	12,000	22,000
Technical Services	2,761,427	2,924,127	5,099,788	5,439,322	3,184,733
GPA Revenues	18,292	22,251	15,500	15,500	10,000
Highway and Streets	2,480	3,625	3,250	3,250	3,250
Animal Control - City	53,351	58,992	56,500	56,500	56,500
Animal Control - County	7,707	8,386	7,720	7,720	8,057
Building Maintenance Revenue	430,968	559,521	586,648	586,648	664,614
Warehouse Revenue	186,477	191,433	452,840	470,240	196,299
Total Charges for Services	\$ 3,483,597	\$ 3,803,044	\$ 6,252,141	\$ 6,609,075	\$ 4,157,953

GENERAL FUND

Revenue 001-00-00-300	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Other Revenues					
Gaming Revenue	\$ 570,942	\$ 867,605	\$ 550,000	\$ 550,000	\$ 650,000
E911 Reimbursement	200,000	250,000	200,000	200,000	200,000
Local Government Other	33,754	29,180	31,730	67,726	213,799
Fines and Forfeitures	363,872	353,823	346,200	346,200	337,800
Principle Revenue	13,994	178,355	-	-	-
Interest Revenue	2,097	2,223	-	-	-
Interest Earnings	12,561	21,652	18,000	18,000	12,000
Interest on Investments	256,821	523,998	567,800	567,800	234,500
Interest - Managed Investments	20,111	20,285	19,100	19,100	230,400
Unrealized Gain/Loss - Bonds	(73,886)	168,678	-	-	-
Rents and Royalties	55,638	47,612	37,961	37,961	43,961
Little League Fields	10,000	10,000	10,000	10,000	-
Contributions & Donations	16,265	4,004	-	3,000	-
Mayor's Art Council	11,430	11,126	-	4,750	-
Animal Shelter Donations	10,669	26,583	-	10,000	-
Memorial Program	10,540	5,000	-	1,000	-
Incident Reimbursement Revenue	5,958	2,046	-	-	-
Miscellaneous	283,957	299,646	279,860	579,860	287,369
Cash in Lieu	6,811	8,122	-	-	-
Sunshine Fund	2,392	1,306	-	-	-
Drainage Fee in Lieu	798	949	-	-	-
Interfund Operating Transfer In	100	113,901	55,696	55,696	57,925
Proceeds from Asset Disposal	22,462	113,638	-	-	-
Total Other Revenues	\$ 1,837,286	\$ 3,059,733	\$ 2,116,347	\$ 2,471,093	\$ 2,267,754
Application of Cash					
Application of Designated Cash	\$ -	\$ -	\$ 4,030,000	\$ 5,532,800	\$ -
Application of Unassigned Cash	-	-	2,282,018	6,477,060	458,347
Total Application of Cash	\$ -	\$ -	\$ 6,312,018	\$ 12,009,860	\$ 458,347
GRAND TOTAL	\$ 33,995,536	\$ 39,006,567	\$ 45,036,139	\$ 51,532,990	\$ 33,052,478
Less City West Fund*	430,968	559,521	586,648	586,648	664,614
Less Warehouse Fund**	186,477	191,433	452,840	470,240	196,299
Net General Fund Revenue Total	\$ 33,378,091	\$ 38,255,613	\$ 43,996,651	\$ 50,476,102	\$ 32,191,565

*Included in Facilities Maintenance for budget presentation purposes

**Included in Purchasing for budget presentation purposes

GENERAL FUND EXPENDITURE SUMMARIES

BY DIVISION

	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Mayor and Council Administration	181,963	181,567	239,458	273,995	180,065
Public Access	660,325	681,300	704,730	718,383	697,182
Special Projects	166,760	179,508	295,254	626,311	499,938
Judicial	3,624,275	5,204,051	13,994,860	19,472,283	3,351,980
City Attorney	586,394	695,246	785,164	791,432	789,635
Human Resources	341,054	359,003	342,877	412,465	342,213
Safety	581,503	692,830	675,899	675,899	666,617
Finance	140,124	158,864	163,529	165,218	153,058
Customer Service	785,767	875,415	931,783	961,813	967,717
Purchasing / Warehouse	1,054,125	1,060,380	1,127,791	1,172,043	1,092,798
Admin. Services / Risk Management	383,400	371,752	638,958	657,358	376,220
City Clerk	221,595	-	-	-	-
Information Technology	347,451	299,529	284,343	306,563	329,158
Police	2,109,443	2,368,330	2,817,369	2,923,752	2,762,278
Dispatch	6,990,982	7,459,491	8,323,646	8,370,010	8,064,289
Victim Services	936,731	889,100	1,003,943	1,003,943	988,097
Animal Control / Animal Shelter	179,438	190,953	202,341	205,394	201,963
Public Works Administration	554,349	668,859	722,849	737,424	708,675
Facilities Maintenance (City Hall/City West)	370,069	391,092	404,741	408,801	408,337
Parks & Landscaping	1,236,095	1,245,860	1,460,036	1,474,618	1,382,583
Forestry	1,683,826	1,799,032	1,945,781	1,945,781	1,930,817
Streets	365,163	359,254	280,900	280,900	269,940
Traffic Safety	3,026,805	3,168,603	3,375,476	3,603,603	3,089,409
Engineering	482,311	446,272	504,252	504,252	488,955
Geographical Information Systems	1,253,735	1,431,588	2,048,888	2,048,888	1,575,214
Building Inspection	534,429	445,448	565,267	519,401	590,483
Planning	605,928	629,156	682,319	708,444	687,049
Code Compliance	321,755	318,145	358,772	358,772	275,506
General Fund Expenditure Total	98,672	135,749	153,013	203,344	180,802
	\$ 29,824,465	\$ 32,706,379	\$ 45,034,239	\$ 51,531,090	\$ 33,050,978
Less City West Fund*	430,967	562,723	584,748	584,748	663,114
Less Warehouse Fund**	186,477	193,326	452,840	470,240	196,299
Net General Fund Expenditure Total	\$ 29,207,021	\$ 31,950,330	\$ 43,996,651	\$ 50,476,102	\$ 32,191,565

*Included in Facilities Maintenance for budget presentation purposes

**Included in Purchasing for budget presentation purposes

-27%

-26.8%

DECREASE IN GENERAL
FUND SPEND OVER PRIOR
YEAR BUDGET

GENERAL FUND EXPENDITURES BY TYPE

	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Salaries	11,938,037	12,078,241	13,133,945	13,191,769	12,950,454
Overtime	348,402	370,028	427,150	441,271	431,250
Merit Pay Plan	-	195,700	-	32,000	-
On-Call Pay	66,862	60,455	61,855	70,454	62,555
Benefits	5,994,173	6,609,511	7,465,024	7,561,546	7,208,838
Subtotal Personnel Costs	\$ 18,347,473	\$ 19,313,936	\$ 21,087,974	\$ 21,297,040	\$ 20,653,097
Contractual Services	2,557,767	2,819,970	2,976,010	3,104,963	3,339,278
Materials and Supplies	6,278,015	6,792,190	7,939,399	8,093,182	7,308,755
Subtotal Operating Costs	\$ 8,835,782	\$ 9,612,159	\$ 10,915,409	\$ 11,198,145	\$ 10,648,033
Total Operating	\$ 27,183,255	\$ 28,926,095	\$ 32,003,383	\$ 32,495,185	\$ 31,301,130
Total Capital	\$ 416,965	\$ 782,466	\$ 9,470,972	\$ 13,507,129	\$ 468,720
Interfund Transfers	\$ 200,000	\$ -	\$ 50,000	\$ 372,656	\$ 50,000
Outside Agency Funding	\$ 2,024,244	\$ 2,997,817	\$ 3,509,884	\$ 5,156,120	\$ 1,231,128
GRAND TOTAL	\$ 29,824,465	\$ 32,706,379	\$ 45,034,239	\$ 51,531,090	\$ 33,050,978
	Percent change from FY20 Original Budget				-27%

GENERAL FUND

ADMINISTRATION DEPARTMENT

MAYOR & COUNCIL



FUND: General
UNIT: Mayor & City Council

DEPT: Mayor & City Council
CODE: 1001

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Mayor and Council are elected to serve as the City's legislative body, responsible for the long-range direction of the City, policy-making, priority-setting and the local laws governing the community. The Council consists of the Mayor, who serves as the Chairperson of the Council, and six Council members, two elected from each of the City's three wards. The Council enacts ordinances (local laws), resolutions (policy actions) and other orders governing the city and its actions, reviews and adopts the proposed budget, and appoints City Board and Commission members. The Mayor and Council members represent the City on intergovernmental boards and committees, and, in official functions, provide leadership throughout the community. The Mayor and Council appoint the City Attorney, Municipal Judge and the City Administrator.

MAJOR GOALS FOR FY 2020/2021:

- Continue to promote the expansion and diversification of the local economy with an emphasis on attracting new business opportunities to the community.
- Effectively use 1% and enterprise funds to maintain and expand infrastructure around the community, with a view towards a changing economy, future technology, and reliability.
- Seek to expand public safety for our citizens, including police and fire protection, through cooperative agreements with community partners.
- Continue to maintain strong financial reserves; expend funds with the direction of the community and its citizens; and account to adjust expenditures to reflect any changes in revenues.
- Consistently communicate updates on city operations, decisions of the Council, and items that impact the community in order to receive public input and educate the community on things that impact citizens' lives.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
**City & Utility Operating Budgets	\$92.05M	\$90.83M	\$91.5M	\$100.76M	\$121.08M	\$119.51M
Budgeted 1% Penny Tax Revenue	\$20,000,000	\$14,200,000	\$13,300,000	\$15,300,000	\$17,700,000	\$14,850,000
Budgeted Support to Community (GF & 1%)	\$6,339,032	\$4,278,717	\$4,527,800	\$5,765,533	\$7,370,626	\$7,123,009
*Federal/State Grants	\$.6M/\$6.4M	\$1.1M/\$3.5M	\$.9M/\$.9M	\$1.3M/\$.9M	\$1.7M/\$.4M	\$.7M/\$0M

*Excludes Regional Water System

**Excludes 1% Fund and Regional Water System

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Mayor & City Council	7	7	7	7	7	7
Total Mayor & City Council	7	7	7	7	7	7

GENERAL FUND				Original	Adjusted	Requested
Mayor and Council	Actual	Actual	Budget	Budget	Budget	Budget
001-10-01-411	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21
Salaries	53,225	53,308	54,000	57,937	54,000	54,000
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	4,116	4,163	4,173	4,437	4,173	4,173
Subtotal Personnel Costs	\$ 57,342	\$ 57,471	\$ 58,173	\$ 62,374	\$ 58,173	\$ 58,173
Contractual Services	2,500	-	7,000	7,000	-	-
Materials and Supplies	122,121	124,096	174,285	204,621	121,892	121,892
Subtotal Operating Costs	\$ 124,621	\$ 124,096	\$ 181,285	\$ 211,621	\$ 121,892	\$ 121,892
Total Operating	\$ 181,963	\$ 181,567	\$ 239,458	\$ 273,995	\$ 180,065	\$ 180,065
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 181,963	\$ 181,567	\$ 239,458	\$ 273,995	\$ 180,065	\$ 180,065

Percent change from FY20 Original Budget -25%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - WAM, NEWY, Chamber and other dues \$47,500, Mayor's Art Council \$25,000

Capital - Unless Noted, All Items Approved CIP - n/a

ADMINISTRATION



FUND: General
UNIT: Administration

DEPT: Administration
CODE: 1002

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The City of Gillette operates under a charter form of government, with a professional City Administrator appointed by the Mayor and City Council to serve as the City's Chief Executive Officer. The City Administration Department, which also supports the Mayor and City Council, includes the City Administrator's Office, Community and Governmental Relations and Communications and the Judicial Division.

MAJOR GOALS FOR FY 2020/2021:

- Support and assist in the advancement of Mayor and Council goals.
- Provide a high-level of customer service and support to citizens.
- Foster collaboration between the City and community-based organizations, groups and individuals.
- Participate in regional and intergovernmental collaborations.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
# of City Employees Managed (RFTE)	312	290	272	263	274	277
Total Staff: Population Ratio	1:104	1:108	1:112	1:116	1:116	1:115
# of Council Meetings Supported	77	74	76	74	78	78
# of Ordinances/Resolutions Passed	34/43	29/59	20/40	14/34	15/34	15/34

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
City Administrator	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	0
Executive Assistant	0	0	0	0	0	1
Community & Gov't Relations Manager	1	1	1	1	1	1
Communications Manager	1	1	1	1	1	1
Other Positions	0	0	0	0	0	0
Total City Administration Office	4	4	4	4	4	4

GENERAL FUND					
Administration	Actual	Actual	Original	Adjusted	Requested
001-10-02-413	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	396,102	385,037	396,349	399,507	396,302
Overtime	-	-	-	-	-
Merit Pay Plan	-	4,000	-	2,000	-
On-Call Pay	-	-	-	-	-
Benefits	189,146	183,449	206,101	209,346	205,700
Subtotal Personnel Costs	\$ 585,248	\$ 572,485	\$ 602,450	\$ 610,853	\$ 602,002
Contractual Services	10,658	10,420	11,880	11,880	10,080
Materials and Supplies	64,419	98,395	90,400	95,650	85,100
Subtotal Operating Costs	\$ 75,076	\$ 108,815	\$ 102,280	\$ 107,530	\$ 95,180
Total Operating	\$ 660,325	\$ 681,300	\$ 704,730	\$ 718,383	\$ 697,182
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 660,325	\$ 681,300	\$ 704,730	\$ 718,383	\$ 697,182

Percent change from FY20 Original Budget -1%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Advertising \$55,000

Capital - Unless Noted, All Items Approved CIP - n/a

GILLETTE PUBLIC ACCESS



FUND: General
UNIT: Public Access

DEPT: Administration
CODE: 1003

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The mission of Gillette Public Access (GPA) Television is to bring government and local programming to the citizens of Gillette and provide the opportunity to individuals within the community to communicate ideas on public, educational and governmental issues.

MAJOR GOALS FOR FY 2020/2021:

- Renew franchise agreement and have it include HD channels
- Upgrade equipment in Control Room 1 to provide a HD feed to Spectrum Cable for broadcast (pending franchise agreement)
- Continue producing a high quality monthly news magazine program (North By Northeast)
- Facilitate live broadcast of City Council work sessions.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
# of City Employees Managed (RFTE)	312	290	272	277.5	274	277
Staff: Population Ratio	1:104	1:108	1:112	1:113	1:116	1:116
# of GPA TV Programs Filmed & Events	368	311	320	330	315	325
# of Total <u>Online Views</u>	9,575	10,444	6,192	11,633	7,189	10,000
# of Council Meetings <u>Online Views</u>	1,325	1,033	1,048	1,250	285	500
# of North By Northeast <u>Online Views</u>	266	158	1,189	500	2,538	2,000

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Public Access Manager	1	1*	1	1	1	1
Production Specialist	1	1	1	1	2	2
Administrative Assistant	1	1	0	0	0	0
Total Public Access	3	3	2	2	3	3

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Public Access	Actual	Actual	Original	Adjusted	Requested
001-10-03-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	106,726	114,015	176,218	176,218	177,465
Overtime	744	686	1,000	1,500	2,000
Merit Pay Plan	-	2,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	41,679	48,808	95,462	95,462	78,475
Subtotal Personnel Costs	\$ 149,148	\$ 165,509	\$ 272,680	\$ 273,180	\$ 257,940
Contractual Services	960	960	960	960	960
Materials and Supplies	16,651	13,038	20,864	23,864	16,038
Subtotal Operating Costs	\$ 17,611	\$ 13,998	\$ 21,824	\$ 24,824	\$ 16,998
Total Operating	\$ 166,760	\$ 179,508	\$ 294,504	\$ 298,004	\$ 274,938
Total Capital	\$ -	\$ -	\$ 750	\$ 328,307	\$ 225,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 166,760	\$ 179,508	\$ 295,254	\$ 626,311	\$ 499,938

Percent change from FY20 Original Budget 69%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - City Hall Community Room Upgrade \$150,000, City Hall Council Chambers Refresh \$75,000

SPECIAL PROJECTS

FUND: General
UNIT: Special Projects



DEPT: Administration
CODE: 1004

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Special Projects budget is used to provide funding for those activities not budgeted elsewhere. Expenditures included in this year's Special Projects budget are contractual requirements for the Land Board (Cam-Plex), as well as Energy Capital Economic Development Corporation, the Gillette Main Street, Campbell County Conservation District, Advanced Carbon Products initiatives and air service assistance. Additionally, the City's Lease payments for Phase II of the Gillette College Student Housing project are budgeted within the Special Projects budget, as well as the property liability insurance costs for all General Fund assets.

Other programs funded in this year's budget are the City's Wellness Program, employee recognition programs and events, and allocation of various Internal Services. There are no capital projects funded in this year's budget other than the City is acting as a fiscal agent and is passing thru grant funding on behalf of the Yes House for kitchenette remodels.

The fiscal year 2020/21 Special Projects budget of \$3.4M reflects a \$10.6M decrease from the prior year budget. Approximately \$2.1M of that decrease is attributable to transferring the Fire Department funding to the 1% Fund and an \$8.2M reduction in capital spending.

GENERAL FUND

Special Projects 001-10-04-419	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Group Insurance	-	6,765	-	9,288	-
FICA	1,911	1,899	-	2,093	-
Wellness Program ¹	7,234	32,532	38,650	38,650	39,400
Employee Events ²	13,181	40,763	22,776	22,776	22,500
Rep/Maint Buildings ³	-	-	-	-	262,399
Property Tax	(4)	436	-	-	-
Property & Liability Insurance ⁴	-	207,897	199,801	199,801	242,273
Training & Education ⁵	-	-	10,000	10,000	10,000
Buildings ⁵	-	252,306	4,187,000	5,235,224	-
Park Development ⁶	-	163,508	4,030,000	6,473,993	-
Furn/Fixtures/Equip	-	12,732	-	-	-
Principle/Interest ⁶	1,357,062	1,420,999	1,665,749	1,670,682	1,306,780
Joint Powers Cam-Plex ⁷	645,606	1,031,412	1,168,839	2,645,825	1,056,128
Joint Powers Fire Dept	1,170,138	1,770,336	2,121,045	2,244,795	-
Social Service Funding	-	70	-	-	-
Outside Agency Funding ⁸	208,500	196,000	220,000	265,500	175,000
General Community ⁹	19,786	66,396	281,000	281,000	187,500
Keep America Beautiful	861	-	-	-	-
Interfund Transfers	200,000	-	50,000	372,656	50,000
GRAND TOTAL	\$ 3,624,275	\$ 5,204,051	\$ 13,994,860	\$ 19,472,283	\$ 3,351,980

Percent change from FY20 Original Budget -76%

FY21 Budget Requests Include the Following:

¹ Employee Wellness Incentives \$30,000

² Awards Banquet, Thanksgiving Dinner, Summer Picnic \$22,500

³ CDBG pass thru funding for remodel of three kitchenettes at the YES House \$262,399

⁴ General Fund share of Property & Liability Insurance \$242,273

⁵ Warm Loss Control Funds \$10,000

⁶ Debt Service for Gillette College Student Housing, Phase II \$1,306,780

⁷ Operating Contribution \$702,136, Capital Outlay \$303,500, Vehicle Depreciation \$50,492

⁸ Includes \$130,000 for ECEDC, \$15,000 for Gillette Main Street, \$30,000 for Campbell County Conservation District

⁹ Air Service Funding \$125,000, DOE and U.W. School of Energy Resources for Rare Earth \$62,500

JUDICIAL

FUND: General
UNIT: Judicial



DEPT: Administration
CODE: 1032

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The purpose and function of the Judicial Division is for the trial of all offenses arising under the City Ordinances. Judicial staff tracks the Gillette Police Department citations from issuance to final disposition. In addition, the staff schedules and attends all arraignments/trials and forwards contested cases to the City Attorney. Judicial staff tracks and documents payments owed and received. Balancing and reporting of payments are submitted to the Finance Division daily. A total of 3,177 cases were docketed in Municipal Court in 2019. A total of 1,421 Bench Warrants/Order To Show Cause were prepared in 2019. The Judicial Division also tracks parking citations from issuance to final disposition. A total of 845 parking citations were issued in 2019, of which 780 or 92% were paid. The Municipal Court Clerk/Judicial Manager oversees one Deputy Court Clerk at the Municipal Court office; and, two Probation Officers and one Diversion Officer who are housed at the County, yet funded by the City. The number of 18-20 year olds placed on Municipal Court Probation in 2019 was 100; Juveniles placed on Municipal Court Probation was 37. The Diversion Program received and reviewed for eligibility a total of 269 citations issued to youth from the Gillette Police Department in 2019; 69 youths were accepted into Diversion from those 269 Citations.

MAJOR GOALS FOR FY 2020/2021:

- To continue education and training of the new Tyler Incode Court software system for Municipal Court, to efficiently manage court calendars, scheduling, reporting, and to become a paper-light Court.
- To continue cross-training of Municipal Court's staff to utilize coverage for co-workers, and ensure prompt customer service to all employees and customers.
- To track and conserve resources by working towards an overall 10 days of supervision per UA (Urine Analysis) on substance abuse cases ordered random UAs.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
Staff: Population Ratio	1:3,826	1:4,188	1:4,352	1:4,388	1:5,308	1:5,313
# of City Employees (RTFE)	312	290	272	277.5	282.5	277
Staff: Employee Ratio	1:36	1:39	1:39	1:40	1:47	1:46
Municipal Court						
# of Customers Served	24,231	24,466	21,338	18,296	18,932	19,278
Staff : Customers Served Ratio	1:2,769	1:3,262	1:3,048	1:2,614	1:3,155	1:3,213
# of Citations Entered	4,059	4,398	3,637	3,392	3,381	3,177
Staff: Citation Entered Ratio	1:463	1:586	1:520	1:485	1:564	1:530
# of Bench Trial Cases	507	567	494	508	467	432
# of Parking Tickets Entered	2,394	2,256	2,090	1,201	777	845
Staff: Parking Tickets Entered Ratio	1:274	1:301	1:298	1:172	1:130	1:141
Juvenile Probation						
# of Juveniles and Young Adults Placed in YIT	3	8	9	7	14	10
# of Juveniles and Young Adults Placed on Probation	94	141	148	121	122	137
Diversion						
# of Juveniles Placed on Diversion	90	130	95	103	64	69
STAFFING:						
	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Judicial Manager/Clerk of Court	1	1	1	1	1	1
Deputy Court Clerk	1	1	1	1	1	1
Municipal Court Probation Officers	2	2	2	2	2	2
Municipal Court Diversion Officers	2	1	1	1	1	1
Municipal Court Judges	2	2	2	2	1	1
Administrative Specialist	.5	.5	0	0	0	0
Total City Municipal Court Office	8.5	7.5	7	7	6	6

*2016/2017 staffing as originally budgeted. Staffing reduced by a half-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND

Judicial 001-10-32-412	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Salaries	319,844	338,097	367,593	370,861	367,606
Overtime	1,954	-	1,000	1,000	600
Merit Pay Plan	-	5,000	-	3,000	-
On-Call Pay	2,274	2,537	3,000	3,000	3,000
Benefits	153,183	199,170	229,414	229,414	226,840
Subtotal Personnel Costs	\$ 477,255	\$ 544,805	\$ 601,007	\$ 607,275	\$ 598,046
Contractual Services	106,233	135,260	162,830	162,830	174,736
Materials and Supplies	2,906	15,181	21,327	21,327	16,853
Subtotal Operating Costs	\$ 109,139	\$ 150,441	\$ 184,157	\$ 184,157	\$ 191,589
Total Operating	\$ 586,394	\$ 695,246	\$ 785,164	\$ 791,432	\$ 789,635
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 586,394	\$ 695,246	\$ 785,164	\$ 791,432	\$ 789,635

Percent change from FY20 Original Budget 1%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Prisoner expenses \$52,500, Contracted labor through the County for Administrative Support, Community Services Supervisor, \$93,356

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND

**CITY
ATTORNEY**

CITY ATTORNEY



FUND: General
UNIT: Attorney

DEPT: Attorney
CODE: 1515

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The City Attorney represents the City in municipal, state and federal courts, as well as to state and federal administrative agencies and gives legal advice to the Mayor and City Council, the Administrator and staff. The City Attorney prepares agreements, ordinances, deeds and other legal documents and is required to be up-to-date in both general municipal law and Wyoming law. The City Attorney attends continuing legal education programs sponsored by the Wyoming Association of Municipalities, International Municipal Lawyers Association, and the Wyoming Bar Association. The office maintains a specialized technical library including a legal encyclopedia concerned primarily with municipal law and in addition uses internet based research tools such as Casemaker, a standard legal research service which supplies a complete set of Wyoming Supreme Court cases from the territorial decisions to the present day, a set of Wyoming statutes and Attorney General's opinions.

MAJOR GOALS FOR FY 2020/2021:

- To provide timely and accurate legal services to the Mayor, City Council and City of Gillette departments.
- Manage Insurance Attorney and assist with various cases.
- Represent City in Abatement actions throughout the community.
- Standardize City Ordinances and Zoning Code.
- Protect City's interest through contracts.
- Work with the contract attorney to manage City court prosecutions.
- Collect existing Local Improvement District debts.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
# of Council Meetings Supported	77	74	76	74	78*	78*
# of Council Executive Sessions Supported			41	41*	20*	20*
# of Ordinances/Resolutions City-Wide	33/43	31/59	21/41	14/34	15/34*	15/34*
Novus Items Prepared by City Attorney	54	76	29	14	20*	20*
Ordinances Prepared by City Attorney	10	19	7	5	7*	7*
City Code Chapters Updated by City Attorney	6	16	12	7	7*	7*
Case Preparation-City Court	485	432	399	446	450*	450*
% Increase In Case Prep From Previous Year	11%	-10.9%	-7.67%	11.77%	0%	0%

*Projected

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
City Attorney	2	2	2	1	1	1
Paralegal	0	0	0	0	0	1
Legal Services Specialist	1	1	1	1	1	0
Total City Attorney Office	3	3	3	2	2	2

GENERAL FUND

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES



FUND: General
UNIT: Human Resources

DEPT: Human Resources
CODE: 2020

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Human Resources Department 1) coordinates recruitment and selection of new employees; 2) administers employee programs, personnel policies, salaries and benefits for eligible City employees; 3) provide assistance and resources regarding employment issues to City managers; and 4) assists with and coordinates activities which promote a safe working environment and provides the opportunity, training, accountability and recognition for City employees.

MAJOR GOALS FOR FY 2020/2021:

- Set up and utilize the applicant tracking feature in Munis
- Expand focus on Employee Professional Development Training
- Review City health benefits which support recommendations for calendar year 2021
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust

PERFORMANCE MEASURES:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,250	31,411	31,467	31,327	31,848	31,879
# of City Employees Managed	312	290	272	263	274	277
Staff: Employee Ratio	1:78	1:68	1:60	1:53	1:55	1:46

HUMAN RESOURCES:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# HR Presentations to Council	2	13	12	12	12	12
# Open Enrollment Sessions	11	15	18	4	4	10
# Department Training Sessions Facilitated/Sessions	20	17	5	0	12	12
# City Employees Trained	433	546	154	263	458	460
# New Positions Processed	0	6	0	0	7	0
# Interview Sessions Supported	219	375	89	193	205	222
# Employment Applications Received	1,112	1,181	861	1,350	1,055	922
# Personnel Evaluations Processed	291	278	287	283	290	290
# Wellness Sessions Held	12	11	14	14	13	15
# Wellness Program Participants (Employees/Spouses)	218/77	192/93	192/95	203/87	201/100	201/100

STAFFING:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Human Resources Director	1	1	1	1	1	1
Human Resources Generalist	0	0	0	0	0	1
Human Resources Specialist	1	1	1	1	1	0
Medical Fund/Retiree Trust Manager	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Recruiter	1	.25	0	0	0	0
Senior Administrative Assistant	0	0	0	0	0	1
Administrative Specialist/Floater	0	0	.5	1	1	0
Total Human Resources	5	4.25	4.5	5	5	5

GENERAL FUND					
Human Resources	Actual	Actual	Original	Adjusted	Requested
001-20-20-415	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	331,256	348,635	364,066	364,066	361,990
Overtime	1,479	1,576	2,000	2,000	2,000
Merit Pay Plan	-	5,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	185,519	211,419	227,478	227,478	210,652
Subtotal Personnel Costs	\$ 518,255	\$ 566,629	\$ 593,544	\$ 593,544	\$ 574,642
Contractual Services	40,846	90,490	31,300	31,300	43,020
Materials and Supplies	22,402	35,710	51,055	51,055	48,955
Subtotal Operating Costs	\$ 63,248	\$ 126,200	\$ 82,355	\$ 82,355	\$ 91,975
Total Operating	\$ 581,503	\$ 692,830	\$ 675,899	\$ 675,899	\$ 666,617
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 581,503	\$ 692,830	\$ 675,899	\$ 675,899	\$ 666,617

Percent change from FY20 Original Budget -1%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

SAFETY



FUND: General
UNIT: Safety

DEPT: Human Resources
CODE: 2021

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The City of Gillette believes the safety of all employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee and the community.

MAJOR GOALS FOR FY 2020/2021:

- Continue to improve and develop Safety programs.
- Provide educational and informative Safety training for City of Gillette employees throughout 2020.
- Focus on targeting our recurring safety incidents and the primary causes; direct training to prevent future like incidents.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,250	31,411	30,467	30,713	31,848	31,879
# of City Employees Managed	312	309.75	272	277.5	264	277
# Employee Related Safety Incidents	151	121	78	77	76	83
# of City Employees Trained	433	546	154	263	1,257	914

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Safety Manager	1	1	1	1	1	1

Total Safety Department	1	1	1	1	1	1
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GENERAL FUND					
Safety	Actual	Actual	Original	Adjusted	Requested
001-20-21-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	70,354	71,449	73,144	73,734	73,144
Overtime	-	-	-	-	-
Merit Pay Plan	-	1,000	-	500	-
On-Call Pay	-	-	-	-	-
Benefits	40,119	43,292	45,209	45,808	44,820
Subtotal Personnel Costs	\$ 110,472	\$ 115,741	\$ 118,353	\$ 120,042	\$ 117,964
Contractual Services	4,637	5,597	6,741	6,741	6,663
Materials and Supplies	25,014	37,526	38,435	38,435	28,431
Subtotal Operating Costs	\$ 29,651	\$ 43,123	\$ 45,176	\$ 45,176	\$ 35,094
Total Operating	\$ 140,124	\$ 158,864	\$ 163,529	\$ 165,218	\$ 153,058
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 140,124	\$ 158,864	\$ 163,529	\$ 165,218	\$ 153,058

Percent change from FY20 Original Budget -6%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND

FINANCE DEPARTMENT

FINANCE



FUND: General
UNIT: Finance

DEPT: Finance
CODE: 2525

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The primary mission of the Finance Division is to maintain the integrity of the City's financial records and transactions, ensuring the proper and efficient expenditure of City funds. This information is used to provide both the short and long term impacts of national, state and local decisions on the City's financial stability. The division is responsible for the investment of City funds in order to maximize the rate of return consistent with State law and in accordance with the City's investment policy. The Finance Division also manages the centralized Payroll and Accounts Payable functions, along with capital asset tracking and grants management.

MAJOR GOALS FOR FY 2020/2021:

- Evaluate and possibly implement paying vendors via the electronic funds transfer process
- Enhance the City's budget document with efforts to improve online usability by using InDesign software to publish and create a searchable PDF
- Add components to the budget document with the objective to apply for a GFOA Distinguished Budget Presentation award by FY23
 - Steps toward this in FY21 will be to redesign the document, add higher level fund summaries and graphs, council's goals, an organization chart, and a table of contents

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
\$ of Cash and Investments (as of 6/30/xx)	\$195,849,575	\$188,545,400	\$197,409,163	\$215,993,657	\$217,000,000	\$173,000,000
# of Capital Assets (as of 6/30/xx)	3,549	3,700	3,800	4,000	3,876	3,900
\$ of Capital Assets (as of 6/30/xx)	\$469,673,427	\$497,852,263	\$535,633,033	\$589,048,619	\$592,000,000	\$600,000,000
# of Payroll Checks/Direct Deposits	8,383	7,396	7,886	8,178	8,100	8,150
# of Vendor Invoices Processed	17,665	14,578	14,564	15,085	14,760	14,760
\$ of State/Federal Grants	\$40,699,874	\$31,250,041	\$12,358,635	\$4,782,152	Unknown	Unknown

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Finance Director	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1
Senior Financial Analyst	0	0	0	0	0	2
Financial Analyst	2	2	2	2	2	0
Grants/Payroll Specialist	0	0	0	1	1	1
Accounts Payable Specialist	0	0	0	0	0	1
Financial Services Specialist	2.75	2	2	1	1	0
Senior Administrative Assistant	0	0	0	0	1	1
Grants Specialist	1	1	1	0	0	0
Total Finance	7.75	7	7	6	7	7

GENERAL FUND					
Finance	Actual	Actual	Original	Adjusted	Requested
001-25-25-415	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	484,463	490,099	519,898	524,539	519,906
Overtime	385	186	500	500	500
Merit Pay Plan	-	7,000	-	3,500	-
On-Call Pay	-	-	-	-	-
Benefits	201,317	260,793	276,854	297,843	308,196
Subtotal Personnel Costs	\$ 686,165	\$ 758,078	\$ 797,252	\$ 826,382	\$ 828,602
Contractual Services	88,507	92,521	92,220	92,220	101,520
Materials and Supplies	11,095	24,816	42,311	43,211	37,595
Subtotal Operating Costs	\$ 99,602	\$ 117,337	\$ 134,531	\$ 135,431	\$ 139,115
Total Operating	\$ 785,767	\$ 875,415	\$ 931,783	\$ 961,813	\$ 967,717
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 785,767	\$ 875,415	\$ 931,783	\$ 961,813	\$ 967,717

Percent change from FY20 Original Budget 4%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Auditing services \$82,500

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

CUSTOMER SERVICE



FUND: General
UNIT: Customer Service

DEPT: Finance
CODE: 2526

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The purpose of the Customer Service Division is to provide accurate utility billing. This includes meter reading, billing of accounts, and collection of payments; collection and maintenance of bad debt; administration of the Low Income Energy Assistance Program; provide energy assistance information; and assisting citizens with billing and/or metering questions. This division also coordinates metering personnel and administers additional programs as requested.

MAJOR GOALS FOR FY 2020/2021

- Implement rates as proposed by Utilities for Water and Wastewater.
- Assist in the implementation and analysis of the AMI pilot project.
- Regional Water connections; as more connections are made coordinate with Utilities to ensure accounts are set up appropriately for billing.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Meters Read	315,388	316,964	317,122	317,332	317,348	322,212
Utility Notices Processed	217,855	218,944	219,053	221,243	236,490	231,136
Payments Processed	217,716	238,751	237,199	239,957	241,515	248,760
Active Customers Served	16,120	17,000	17,123	17,112	17,151	17,243
Ratio: Staff to Active Customers Served	1:1,697	1:2,125	1:1,903	1:1,901	1:1,906	1:1,915

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Utility Services Manager	1	1	1	1	1	1
Credit Administrator	1	1	1	1	1	1
Billing Specialist	1	1	1	1	1	1
Account Service Specialist	4	3	4	4	4	4
Meter Reader	2	2	2	2	2	2
COE / Part-time Intern	.5	0	0	0	0	0

Total Customer Service Division	9.5	8	9	9	9	9
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GENERAL FUND					
Customer Service	Actual	Actual	Original	Adjusted	Requested
001-25-26-415	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	425,487	412,259	431,533	435,412	436,606
Overtime	480	786	1,000	1,000	1,000
Merit Pay Plan	-	9,000	-	4,500	-
On-Call Pay	-	-	-	-	-
Benefits	206,822	198,258	220,115	221,988	222,440
Subtotal Personnel Costs	\$ 632,790	\$ 620,303	\$ 652,648	\$ 662,900	\$ 660,046
Contractual Services	403,362	405,643	401,288	435,288	403,357
Materials and Supplies	17,974	34,435	51,855	51,855	29,395
Subtotal Operating Costs	\$ 421,336	\$ 440,078	\$ 453,143	\$ 487,143	\$ 432,752
Total Operating	\$ 1,054,125	\$ 1,060,380	\$ 1,105,791	\$ 1,150,043	\$ 1,092,798
Total Capital	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,054,125	\$ 1,060,380	\$ 1,127,791	\$ 1,172,043	\$ 1,092,798

Percent change from FY20 Original Budget -3%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Postal Pros (Outsourcing bill print and mailing) \$116,000, Internal services \$106,477, Credit/Debit card fees \$170,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

PURCHASING/WAREHOUSE



FUND: General
UNIT: Purchasing/Warehouse

DEPT: Finance
CODE: 2527/2528

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Purchasing and Warehouse Divisions will provide prompt and courteous service to all divisions within the City, contractors, vendors, and delivery personnel in accordance with City policies and procedures. The responsibilities of the Purchasing and Warehouse Divisions include assisting all divisions with purchasing, ordering, storing and distributing needed services and supplies and to advise Administration, City Council and other divisions on purchasing polices and warehouse issues.

MAJOR GOALS FOR FY 2020/2021:

- To ensure fair and courteous service to both internal and external customers
- To provide proper training to City staff and the public in the areas of purchasing and warehousing
 - Provide training on the Code of Federal Regulations
- To look at ways to operate more efficiently and effectively within the Purchasing and Warehouse Divisions
 - Work with Wastewater adding inventory to the Warehouse
 - Continue to meet with Electrical to review current inventory min/max numbers, obsolete inventory and any new inventory requests
 - Enhance current processes by continued implementation of scanning capabilities, adding photos to inventory and Toughbook technology

PERFORMANCE MEASURES:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Inventory Value	\$3,538,000	\$4,187,030	\$4,035,252	\$4,034,061	\$4,015,303	\$4,100,000
# of Purchase Order Line Items	3,544	3,570	3,772	3,988	4,168	4,200
# of Pick Tickets	4,027	4,240	4,001	4,053	4,066	4,100

STAFFING:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Purchasing Manager	1	0	0	0	0	0
Purchasing/Warehouse Supervisor	0	1	1	1	1	1
Purchasing Specialist	1	0	0	1	1	1
Warehouse Specialist	2	2	2	2	2	2
Total Purchasing/Warehouse	4	3	3	4	4	4

GENERAL FUND				Original	Adjusted	Requested
Purchasing / Warehouse	Actual	Actual	Budget	Budget	Budget	Budget
001-25-27-415 / 603-25-28-415	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21
Salaries	158,039	193,060	201,145	201,145	201,145	188,491
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	4,000	-	1,000	1,000	-
On-Call Pay	-	-	-	-	-	-
Benefits	77,071	106,117	115,587	132,987	132,987	113,707
Subtotal Personnel Costs	\$ 235,110	\$ 303,178	\$ 316,732	\$ 335,132	\$ 335,132	\$ 302,198
Contractual Services	8,624	7,076	9,960	9,960	9,960	9,960
Materials and Supplies	139,666	61,499	60,266	60,266	60,266	64,062
Subtotal Operating Costs	\$ 148,290	\$ 68,575	\$ 70,226	\$ 70,226	\$ 70,226	\$ 74,022
Total Operating	\$ 383,400	\$ 371,752	\$ 386,958	\$ 405,358	\$ 405,358	\$ 376,220
Total Capital	\$ -	\$ -	\$ 252,000	\$ 252,000	\$ 252,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 383,400	\$ 371,752	\$ 638,958	\$ 657,358	\$ 657,358	\$ 376,220

Percent change from FY20 Original Budget -41%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

CITY CLERK



FUND: General
UNIT: City Clerk

DEPT: Finance
CODE: 2531

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The City Clerk's Division is responsible for preparing agendas and recording the proceedings of the City Council, and maintaining custody of all minutes, ordinances, and resolutions of the governing body, along with the publication of these and other legal records. The City Clerk's Division is also responsible for maintaining all City records in accordance with applicable state statutes through a Records Retention Program. This division handles a variety of licensing and permitting requests as specified in the City Code, including the current 56 liquor licenses renewed for the 2020/2021 licensing period. The Clerk's Office is responsible for management of the City's surplus property.

The Clerk's Office is responsible for Accounts Receivable, General Billing, and the maintenance and distribution of petty cash. The Clerk's Office serves as a City Hall reception area for providing information and directions to citizens and visitors.

The Clerk's Office oversees mail distribution and has centralized the outgoing and incoming mail. This office is also the central hub for FedEx and UPS package pickup and drop off, if applicable.

MAJOR GOALS FOR FY 2020/2021:

- Continue to scan vault files into TCM scanning software for easy retrieval.
- Records Retention – upgrade 300 permanent storage boxes to water proof containers
- Focus on education for IIMC Certifications through WAMCAT & MSU Institute training
- Continue to cross train Clerk's staff to ensure there is no disruption in service to citizens/employees.
- Continue to find more cost-effective ways for the day-to-day operations.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
Staff:Population Ratio	1:8,672	1:15,706	1:10,156	1:15,357	1:15,924	1:15,940
# of City Employees (RFTE)	312	290	272	277.5	274	277
Staff:Employee Ratio	1:83	1:145	1:91	1:139	1:137	1:139
# of Minutes Published	77	74	76	74	78	78
# of Ordinances Passed & Published	34	29	20	14	15	15
# of Resolutions Passed	43	59	40	34	34	34
# of Senior Applications Processed	199	203	232	242	246	246
# of Liquor Licenses Renewed	55	53	55	56	56	56
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
City Clerk	1	1	1	1	1	1
Deputy City Clerk	1	1	2	1	1	1
Administrative Specialist	.75	0	0	0	0	0
Printing Specialist	1	0	0	0	0	0
Total City Clerk	3.75	2	3	2	2	2

GENERAL FUND					
City Clerk	Actual	Actual	Original	Adjusted	Requested
001-25-31-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	174,201	130,400	118,191	119,906	118,199
Overtime	250	-	350	350	350
Merit Pay Plan	-	2,000	-	1,000	-
On-Call Pay	-	-	-	-	-
Benefits	88,922	57,964	49,558	64,358	77,411
Subtotal Personnel Costs	\$ 263,373	\$ 190,365	\$ 168,099	\$ 185,614	\$ 195,960
Contractual Services	6,130	3,340	6,711	11,416	27,310
Materials and Supplies	77,948	105,824	109,533	109,533	105,888
Subtotal Operating Costs	\$ 84,078	\$ 109,165	\$ 116,244	\$ 120,949	\$ 133,198
Total Operating	\$ 347,451	\$ 299,529	\$ 284,343	\$ 306,563	\$ 329,158
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 347,451	\$ 299,529	\$ 284,343	\$ 306,563	\$ 329,158

Percent change from FY20 Original Budget 16%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Legal advertising \$48,000

Capital - Unless Noted, All Items Approved CIP - n/a

INFORMATION TECHNOLOGY



FUND: General
UNIT: Information Technology

DEPT: Finance
CODE: 2534

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Information Technology Division provides technical support services to all departments and divisions within the City including the Mayor and Council. Staff provides software and hardware support for the Tyler/Munis Software, servers, telephone services, security systems, personal computers, printers, scanners, copiers, Internet/Intranet/Extranet, as well as other technical equipment. The division also tracks and monitors all software licensing.

The IT staff provides technical leadership to guide City divisions in their software and hardware purchases including management of the computer/technology replacement program. Staff provides ongoing computer and software training, including training for new hires. The staff aids with the design, maintenance and installation of the outside plant fiber optic system as well as connectivity for all utility sites and mobile technology users.

MAJOR GOALS FOR FY 2020/2021:

- Implement online payment system for Municipal Court citations.
- Begin implementation of new community development software to better serve the Development Services Department, citizens and developers.
- Continue the network installations to support the Utilities AMI project.
- Provide network connectivity to the expanding areas of the Energy Capital Sports Complex.

PERFORMANCE MEASURES:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
Staff:Population Ratio	1:3,613	1:3,926	1:4,352	1:3,839	1:3,539	1:3,542
# of City Employees (RFTE)	312	290	272	277.5	274	277
Staff:Employee Ratio	1:35	1:36	1:39	1:35	1:30	1:31
# Pieces of Equipment	1,148	1,514	1,349	1,270	1,343	1,355
IT Staff:Equipment Ratio	1:128	1:189	1:193	1:159	1:149	1:151
# of Work Orders	2,332	3,686	5,239	4,502	4,855	4,803
IT Staff:Work Order Ratio	1:259	1:460	1:748	1:563	1:539	1:534
Phone Calls	23,303	17,748	9,850	10,995	9,333	23,263
IT Staff:Phone Call Ratio	1:2,589	1:2,219	1:1,407	1:1,374	1:1037	1:2,585

STAFFING:

	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Information Technology Manager	1	1	1	1	1	1
Senior Systems Analyst	1	1	1	1	1	1
Systems Analyst	3	2	2	2	2	2
Network Administrator	1	1	1	1	1	1
Network Analyst	2	2	2	2	2	2
Cybersecurity Analyst	0	0	0	0	1	1
Information Technology Support Technician	1	1	0	1	1	1
Total Information Technology	9	8	7	8	9	9

All Performance Measures are based on previous calendar year.

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Information Technology	Actual	Actual	Original	Adjusted	Requested
001-25-34-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	462,969	524,631	616,977	616,977	606,059
Overtime	6,192	7,029	10,000	10,000	10,000
Merit Pay Plan	-	8,000	-	-	-
On-Call Pay	11,365	11,998	12,500	12,500	12,500
Benefits	225,088	284,707	349,300	349,300	332,879
Subtotal Personnel Costs	\$ 705,614	\$ 836,365	\$ 988,777	\$ 988,777	\$ 961,438
Contractual Services	961,072	1,171,150	1,248,435	1,248,435	1,548,336
Materials and Supplies	35,677	173,924	203,657	203,657	172,504
Subtotal Operating Costs	\$ 996,749	\$ 1,345,074	\$ 1,452,092	\$ 1,452,092	\$ 1,720,840
Total Operating	\$ 1,702,362	\$ 2,181,439	\$ 2,440,869	\$ 2,440,869	\$ 2,682,278
Total Capital	\$ 407,081	\$ 186,892	\$ 376,500	\$ 482,883	\$ 80,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,109,443	\$ 2,368,330	\$ 2,817,369	\$ 2,923,752	\$ 2,762,278

Percent change from FY20 Original Budget

-2%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Maintenance/Service agreements \$1,526,449

Materials and Supplies - Telephone and Internet services \$130,000, Misc Hardware repairs not covered by service agreements \$25,000

Capital - Unless Noted, All Items Approved CIP - Switch replacements \$80,000

GENERAL FUND

ADMINISTRATIVE SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES

FUND: General
UNIT: Administrative Services/Risk Management



DEPT: Administrative Services
CODE: 3030

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The director’s office of the Administrative Services Department performed a variety of duties including risk management, liability and property coverage, claims management, and special projects. This office also supervised the Administrative Specialist/Floater position, which has now been transferred to Human Resources.

The Administrative Services Division was eliminated in Fiscal Year 2017/2018. The duties of this division have been split primarily between the City Clerk’s office and the Utilities Department Director. Costs for Property Insurance and General Fund Property Taxes that were paid out of this division are now budgeted out of the Special Projects budget. Other divisions that were supervised by this office now report as follows: the Judicial Division is now part of Administration; the IT Division and the Clerks Division are now part of Finance; GIS is now part of Development Services, and Building/Facilities Maintenance and the Fleet Divisions are now part of Public Works.

This information is included, along with the associated historical expenditures, for comparison purposes.

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Administrative Services Director	1	1	0	0	0	0
Sr. Administrative Assistant	1	1	1	0	0	0
Sustainability Coordinator	1	0	0	0	0	0
Administrative Specialist/Floater	1	1	1	0	0	0
Management Analyst	1	0	0	0	0	0
Safety Manager	0	0	0	0	0	0
Interns	0	0	0	0	0	0
Total Administrative Services	5	3	2	0	0	0

GENERAL FUND				Original	Adjusted	Requested
Admin. Services / Risk Management	Actual	Actual	Budget	Budget	Budget	Budget
001-30-30-419	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21
Salaries	33,365	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	15,175	-	-	-	-	-
Subtotal Personnel Costs	\$ 48,540	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	230	-	-	-	-	-
Materials and Supplies	172,825	-	-	-	-	-
Subtotal Operating Costs	\$ 173,055	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating	\$ 221,595	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 221,595	\$ -	\$ -	\$ -	\$ -	\$ -

Percent change from FY20 Original Budget N/A

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND

POLICE DEPARTMENT

POLICE



FUND: General
UNIT: Police

DEPT: Police
CODE: 4040

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Gillette Police Department is responsible for all law enforcement and public safety matters within the City boundaries of Gillette. The Police Department consists of the operations division, supporting all patrol and dispatch functions; the support services division, including investigative responsibilities, narcotics enforcement, records management and evidence/property; and the administrative division, responsible for policy, goals, crime analysis, major projects, community programs and grants management.

MAJOR GOALS FOR FY 2020/2021:

- Continue to recruit, hire and train new staff consistent with staffing levels identified and approved.
- Complete the last phase of mobile radio replacement for police department vehicles.
- Work with Campbell County School District to increase SRO staffing levels and provide service in accordance with the revised M.O.U.
- Continue advanced training and work with the City and Police Department staff to ensure smooth transition and continuity during upcoming retirements.

PERFORMANCE MEASURES:	2014	2015	2016	2017	2018	2019
Population Served	32,520	31,411	30,467	31,327	31,848	31,879
Service Area of City (square miles)	21.66	21.69	21.71	21.71	23.2	23.2
Number of Sworn Staff	57	55	55	56	56	57
Number of Sworn Staff per Capita	1.75	1.75	1.80	1.78	1.76	1.78
Total Calls for Service	36,433*	37,005*	31,884*	28,809	29,216	31,236
Number of Part I/II Crimes	4,374	4,150	3,657	4,225	4,157	3,904
Total Number of Traffic Crashes	1,354	1,332	1,114	1,049	1,138	1,279
Total Number of Crash Related Injuries	265	267	200	155	192	126

* These numbers do not include traffic stops/citations.
These numbers are based on a calendar year, not a fiscal year.

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Chief of Police	1	1	1	1	1	1
Police Lieutenant	2	2	2	2	2	2
Police Sergeant	6	6	5	5	5	5
Police Corporal	6	5	5	5	5	6
Police Officer	42	39	39	43	43	44**
Technical Services Manager	1	1	0	0	0	0
Community Service Officer	3	3	2	2	2	2
Police Officer/Property Tech	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1
Police Records Supervisor	1	1	1	1	1	1
Police Records Technician	5	4	4	4	4	4
Intern	1	0	0	0	0	0
Total Police Department	70	64	61	65	65	67

*2016/2017 staffing as originally budgeted. Staffing reduced by 2 full-time positions during Fiscal Year 2016/2017 through the budget amendment process.

** 2020/2021 two additional Student Resource Officers are requested in this proposed budget, to be partially funded by Campbell County School District.

GENERAL FUND				Original	Adjusted	Requested
Police	Actual	Actual		Budget	Budget	Budget
001-40-40-421	2017-18	2018-19		2019-20	2019-20	2020-21
Salaries	3,952,883	3,942,697		4,304,962	4,304,962	4,321,759
Overtime	210,862	214,385		266,300	266,300	266,300
Merit Pay Plan	-	64,000		-	-	-
On-Call Pay	11,033	11,120		12,500	12,500	13,200
Benefits	2,052,211	2,276,686		2,564,341	2,564,341	2,482,756
Subtotal Personnel Costs	\$ 6,226,989	\$ 6,508,888	\$	7,148,103	\$ 7,148,103	\$ 7,084,015
Contractual Services	79,522	83,798		124,020	124,020	110,700
Materials and Supplies	684,471	713,337		1,024,123	1,070,487	853,174
Subtotal Operating Costs	\$ 763,993	\$ 797,135	\$	1,148,143	\$ 1,194,507	\$ 963,874
Total Operating	\$ 6,990,982	\$ 7,306,023	\$	8,296,246	\$ 8,342,610	\$ 8,047,889
Total Capital	\$ -	\$ 153,467	\$	27,400	\$ 27,400	\$ 16,400
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 6,990,982	\$ 7,459,491	\$	8,323,646	\$ 8,370,010	\$ 8,064,289

Percent change from FY20 Original Budget -3%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Prisoner care \$80,000

Materials and Supplies - Vehicle maintenance \$196,168, Vehicle replacement \$211,503, Training and education \$29,000, Computer plan \$69,850, Gasoline \$117,300, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$98,000, Uniforms \$28,000

Capital - *Unless Noted, All Items Approved CIP* - Forensic workstation \$12,000, Upfit for replacement vehicles - unit 415 \$1,100, unit 440 \$1,100, unit 443 \$1,100, and unit 456 \$1,100

DISPATCH



FUND: General
UNIT: Dispatch

DEPT: Police
CODE: 4041

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Gillette Police Department Communications center serves as the City's Public Safety Answering Point and exists as the vital link between the residents and visitors of the City of Gillette and all public agency non-emergency service providers. The Communications Center is responsible for receiving, processing and dispatching all emergency and non-emergency calls for service within the City of Gillette.

MAJOR GOALS FOR FY 2020/2021:

- Update protocols and procedures to continue to streamline processes and functions in the dispatch center.
- Focus on recruitment and retention of communications technicians. Complete training for new communication technicians.

PERFORMANCE MEASURES:

	2014	2015	2016	2017	2018	2019
Population	32,520	31,411	30,467	31,327	31,848	31,879
Total Calls Received in the Center	95,915	85,743	58,704*	59,121	70,945	67,958
Total Calls for Service Dispatched	36,433**	37,005**	31,884	28,809	29,216	31,236
Number of Staff	9	9	10	11	11	11
Staff to Total Calls Ratio	1:10,657	1:9,527	1:5,870	1:5,374	1:6,450	1:6,178

* New software and hardware installed in June 2016. Call logger was malfunctioning so totals are not accurate.

** These numbers do not include traffic stops/citations.
These numbers are based on a calendar year, not a fiscal year.

STAFFING:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Communications Technician	10.5	10	10	10	9	9
Communications Supervisor	1	1	1	1	2	2
Total Dispatch	11.5	11	11	11	11	11

GENERAL FUND					
Dispatch	Actual	Actual	Original	Adjusted	Requested
001-40-41-421	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	571,480	538,520	607,588	607,588	576,973
Overtime	38,000	32,562	45,000	45,000	45,000
Merit Pay Plan	-	10,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	315,745	298,229	329,135	329,135	348,904
Subtotal Personnel Costs	\$ 925,225	\$ 879,311	\$ 981,723	\$ 981,723	\$ 970,877
Contractual Services	960	1,645	1,920	1,920	1,920
Materials and Supplies	10,546	8,143	20,300	20,300	15,300
Subtotal Operating Costs	\$ 11,506	\$ 9,788	\$ 22,220	\$ 22,220	\$ 17,220
Total Operating	\$ 936,731	\$ 889,100	\$ 1,003,943	\$ 1,003,943	\$ 988,097
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 936,731	\$ 889,100	\$ 1,003,943	\$ 1,003,943	\$ 988,097

Percent change from FY20 Original Budget -2%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

VICTIM SERVICES



FUND: General
UNIT: Victim Services

DEPT: Police
CODE: 4042

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Gillette Police Department Victim Services Program is responsible for essential direct services to victims of all crime. Employees working together with volunteers allow this service to be available twenty-four hours a day, seven days a week. The Victim Services Program consists of the Director, Specialist and volunteer Crisis Response Team advocates. Utilization of strong cooperative collaboration with law enforcement, community engagement and reliable support and advocacy allows our program to achieve its mission of providing for victims whose lives have been impacted by crime.

MAJOR GOALS FOR FY 2020/2021:

- Provide crisis response intervention and services twenty-four hours a day, seven days a week for crime victims.
- Provide support services and enhanced advocacy for victims of crime through the City of Gillette Municipal Court.
- Increase awareness of the services available to victims of crime, the issues concerning victimization, and how the community can be a part of the healing process.
- Actively interact and collaborate with law enforcement, prosecution and other community agencies to ensure victims of crime have access to all available resources.

PERFORMANCE MEASURES:

	2014	2015	2016	2017	2018	2019
Crime Victims Served	2,243	1,334	1,579	891	1,099	1,281
# of Officer Requests for Service	189	113	64	75	50	87
Volunteer Hours	5,039	3,857	2,478	2,808	2,904	2,460
# of Active Volunteers	12	9	7	4	2	3
Volunteers Recruited	3	1	1	1	1	2
Number of Restitution Orders	294	432	313	272	351	261
Number of Returned Surveys	9	9	23	7	7	8

* These numbers are based on a calendar year, not a fiscal year.

STAFFING:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Victim Services Manager	0	0	0	0	0	1
Victim Services Director	1	1	1	1	1	0
Victim Service Specialist	2	2	1	1	1	1
Total Victim Services	3	3	2	2	2	2

ANIMAL CONTROL & ANIMAL SHELTER



FUND: General
UNIT: Animal Control/Animal Shelter

DEPT: Police
CODE: 4044/4045

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Gillette Police Department Animal Control Division is responsible for responsive and pro-active enforcement of the City's ordinances on animal control, and to ensure the humane treatment of all animals within the City of Gillette. The Animal Control Division works to ensure the health, safety and welfare of the citizens and animals in our community. The animal shelter is City owned and operated and provides housing and other shelter services for Gillette and Campbell County on a cost sharing basis.

MAJOR GOALS FOR FY 2020/2021:

- Continue to implement new strategies and practices to increase adoptions.
- Continue training for shelter staff to maintain National Animal Shelter Assistant Certification.
- Review and analyze cost benefits and cost sharing options for increasing certain vaccinations and vet wellness exams for animals to increase the number that can be placed in rescues or increase adoptions.

PERFORMANCE MEASURES:	2014	2015	2016	2017	2018	2019
Population Served	32,520	31,411	30,467	31,327	31,848	31,879
Service Area of City (square miles)	21.66	21.69	21.71	21.71	23.15	23.2
Total Calls for Service Handled	5,472	5,559	3,607	3,046	3,125	3,380
Total Number of City Animals Handled	1,602	2,069	1,763	1,919	1,895	1,864
Total Number of Running at Large Animals Impounded	1,263	1,230	1,553	1,703	1,580	1,544
Total Animals Handled at Shelter *	3,155	2,992	2,455	2,666	2,609	2,480
Total Animals Adopted *	846	760	679	679	761	869

* These figures include both City and County animals.
 These numbers are based on a calendar year, not a fiscal year.

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Animal Control Supervisor	1	1	1	1	1	1
Animal Control Officer	3	3	3	3	3	3
Animal Shelter Assistant	3	3	2	3	3	3
Total Animal Control Full Time Employees	7	7	6	7	7	7

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND				Original	Adjusted	Requested
Animal Control / Animal Shelter	Actual	Actual		Budget	Budget	Budget
001-40-44-429 / 001-40-45-429	2017-18	2018-19		2019-20	2019-20	2020-21
Salaries	289,996	326,947		353,178	353,178	341,123
Overtime	2,012	3,520		5,500	5,500	6,000
Merit Pay Plan	-	7,000		-	2,000	-
On-Call Pay	-	-		-	-	-
Benefits	172,363	213,900		242,183	242,758	239,739
Subtotal Personnel Costs	\$ 464,372	\$ 551,367	\$	\$ 600,861	\$ 603,436	\$ 586,862
Contractual Services	38,204	33,425		36,080	36,080	35,580
Materials and Supplies	51,774	81,441		84,908	96,908	86,233
Subtotal Operating Costs	\$ 89,978	\$ 114,866	\$	\$ 120,988	\$ 132,988	\$ 121,813
Total Operating	\$ 554,349	\$ 666,233	\$	\$ 721,849	\$ 736,424	\$ 708,675
Total Capital	\$ -	\$ 2,626	\$	\$ 1,000	\$ 1,000	\$ -
Interfund Transfers	\$ -	\$ -	\$	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 554,349	\$ 668,859	\$	\$ 722,849	\$ 737,424	\$ 708,675

Percent change from FY20 Original Budget -2%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Spay/Neuter program vouchers \$25,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND

— PUBLIC WORKS DEPARTMENT

PUBLIC WORKS ADMINISTRATION



FUND: General
UNIT: Public Works Administration

DEPT: Public Works
CODE: 5050

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

Public Works Administration is responsible for providing leadership and management to the Public Works Department, which consists of the Streets Division (including the Traffic Safety Division, Parks Division (including the Forestry Division) Solid Waste Division, Facilities Maintenance and Vehicle Maintenance. We provide efficient infrastructure systems and maintenance including streets, snow removal, dewatering wells, sidewalks, storm drainage, right-of-way mowing, parks, planters, restrooms, bike and pedestrian pathways, forestry, ball fields and facilities, residential and commercial trash service, curbside yard waste pickup, and contracted blue bag recycling program. The Senior Administrative Assistant and the Administrative Assistant provide courteous and responsive customer service to the public and provide administrative support to the Director and personnel for all five divisions. This division also provides support to the City of Gillette Parks and Beautification Board, and reviews plans for compliance with the City of Gillette Landscape Ordinance.

MAJOR GOALS FOR FY 2020/2021:

- To capture costs and track operations to plan for current and future budgeting.
- To continue to provide a system for succession planning.
- To continue to provide a culture of safe work practices.
- To follow the City of Gillette Parks and Pathways Master Plan, as recommended by the City of Gillette Parks and Beautification Board.
- To work with other City divisions for coordination of the Dalbey Park Master Plan.
- To oversee the development/implementation and maintenance of the Energy Capital Sports Complex.
- To set goals for the department which reflect City Council goals, including a growth management plan for the city.
- Through data analysis, ensure we are providing efficient and cost effective Solid Waste services, including the collection of the curbside Yard Waste Program.
- To facilitate with the recycling contractor to manage the City's Blue Bag Recycling Program.
- To oversee a cost-effective fleet management plan including replacement and depreciation programs for the City and other involved fleets.
- To provide oversight for the upkeep and maintenance for all City facilities and manage contractors working on our facilities.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
# of Public Works Employees Managed (RFTE)	41	42	54	54	55	55
Staff: Population Ratio	1:793	1:747	1:564	1:568	1:579	1:580
# of Incident Management Requests: (Citizen Requests)	1,101	1,094	894	1,181	1,320	1,400
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020*	2020/2021
Public Works Director	1	1	1	1	1	1
Public Works Operations Manager	1	1	0	0	0	0
Senior Administrative Assistant	1	1	1	1	1	1
Administrative Assistant	2	2	1	1	1	1
Total Public Works Administration	5	5	3	3	3	3

GENERAL FUND					
Public Works Administration	Actual	Actual	Original	Adjusted	Requested
001-50-50-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	220,827	226,169	229,994	231,554	232,997
Overtime	65	842	2,000	2,000	2,000
Merit Pay Plan	-	3,000	-	1,500	-
On-Call Pay	-	-	-	-	-
Benefits	113,027	117,609	124,547	124,547	118,277
Subtotal Personnel Costs	\$ 333,919	\$ 347,620	\$ 356,541	\$ 359,601	\$ 353,274
Contractual Services	20,005	22,559	26,870	26,870	32,733
Materials and Supplies	16,144	20,914	21,330	22,330	22,330
Subtotal Operating Costs	\$ 36,149	\$ 43,472	\$ 48,200	\$ 49,200	\$ 55,063
Total Operating	\$ 370,069	\$ 391,092	\$ 404,741	\$ 408,801	\$ 408,337
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 370,069	\$ 391,092	\$ 404,741	\$ 408,801	\$ 408,337

Percent change from FY20 Original Budget 1%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$25,833

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

FACILITIES MAINTENANCE (CITY HALL/CITY WEST)



FUND: General
UNIT: Facilities Maintenance
(City Hall/City West)

DEPT: Public Works
CODE: 5033/5039

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Facilities Maintenance staff manages the development of assigned City facilities, performing duties such as HVAC maintenance, electrical, plumbing, drywall, and other general maintenance work. The maintenance staff plans and oversees all repair, maintenance, and installation activities of all City owned facilities. The staff maintains approximately 206,525 total square feet. Facilities maintenance staff also assists with snow removal for all City owned facilities and lots.

The division currently has six custodians. The custodial staff cleans approximately 103,148 square feet between five different City owned facilities. Due to remodels, the amount of square feet maintained by custodial staff will increase by 4,000 sq. feet, making their ratio 1:17,191 square feet. Staff ensures these areas are clean and ready for all internal and external customers. In addition, they provide meeting room set up and tear down. The custodial staff works Monday – Friday with varying schedules.

MAJOR GOALS FOR FY 2020/2021:

- To provide a proactive building maintenance approach through the PM Work Order System.
- To oversee the completion of City West and Animal Control Remodels.
- To move forward with LED lighting throughout City facilities.
- To continue to provide a high level of customer service.
- Manage and oversee building improvements to all City facilities with emphasis in improved efficiency.
- To continue to train and develop four new Building Maintenance employees.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
Staff: Population Ratio	1:3,613	1:3,926	1:4,352	1:4,387	1:3,981	1:3,985
# of City Employees (RFTE)	312	290	272	277.5	274	277
Staff: Employee Ratio	1:35	1:36	1:38	1:40	1:34	1:35
Avg # of Work Order Requests Per Year	606	606	581	580	506	550
Amount of Sq. Footage Maintained by Maint, Tech	206,525	206,525	206,525	206,525	206,525	206,525
Maintenance Staff: Square Footage Ratio	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263
Amount of Square Footage Cleaned by B.M. Emp.	92,274	95,711	95,711	99,148	99,148	103,148
Custodial Staff: Square Footage Ratio	1:13,182	1:13,673	1:19,142	1:19,830	1:19,830	1:17,191
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Facilities Maintenance Manager	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	1	1
Facilities Maintenance	2	2	2	2	2	2
Building Service Worker	0	0	0	0	0	6
Custodian	7	6	5	5	5	0
Building Service Worker	7	5	5	5	5	6
Total Facilities Maintenance Division	9	8	7	7	7	8

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City Hall/City West)	Actual	Actual		Budget	Budget	Budget
001-50-33-419 / 601-50-39-419	2017-18	2018-19		2019-20	2019-20	2020-21
Salaries	314,634	320,705		376,622	391,204	303,829
Overtime	1,704	2,464		2,000	2,000	4,000
Merit Pay Plan	-	7,000		-	-	-
On-Call Pay	2,100	2,227		2,250	2,250	2,250
Benefits	181,282	196,090		271,794	271,794	173,644
Subtotal Personnel Costs	\$ 499,721	\$ 528,486	\$	652,666	\$ 667,248	\$ 483,723
Contractual Services	15,089	11,930		12,560	12,560	7,060
Materials and Supplies	711,501	705,444		794,060	794,060	813,800
Subtotal Operating Costs	\$ 726,590	\$ 717,374	\$	806,620	\$ 806,620	\$ 820,860
Total Operating	\$ 1,226,311	\$ 1,245,860	\$	1,459,286	\$ 1,473,868	\$ 1,304,583
Total Capital	\$ 9,784	\$ -	\$	750	\$ 750	\$ 78,000
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 1,236,095	\$ 1,245,860	\$	1,460,036	\$ 1,474,618	\$ 1,382,583

Percent change from FY20 Original Budget -5%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - Building maintenance at City Hall & City West \$220,000, Service agreements \$157,196, Utilities (including Heated Storage Bldg) \$235,500, Natural gas \$78,300, Custodial supplies \$36,000, Insurance \$41,026

Capital - Unless Noted, All Items Approved CIP - 34" Walk behind scrubbers \$8,000, High volume doors for Heated Storage Building \$20,000, Chain link fence - southwest of wash bay \$50,000

PARKS

FUND: General
UNIT: Parks



DEPT: Public Works
CODE: 5051

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The mission of the City of Gillette Parks Division is to provide access for recreational opportunities for all residents, as well as those with disabilities. We continue to endeavor to enhance physical, cognitive, emotional, and social functioning, for all to have a sense of belonging to the community. Our goal is to provide a safe, interconnected, and sustainable system of vibrant parks and pathways, thriving green spaces, and quality recreational opportunities that enhance our community and its economic vitality. The Parks Division provides the highest level of facilities and services that positively impact and respond to the changing needs within our community while adhering to the City's strategic goals. In partnership with the Parks and Beautification Board, the Parks Division is responsible for the planning and development of new parks according to the recommendation of the Parks and Pathways Master Plan. The Parks Division also performs landscape inspections to determine compliance with the City of Gillette Landscape Ordinance, completes pathways snow removal and maintenance, and installs trees and benches for the Memorial Program.

MAJOR GOALS FOR FY 2020/2021:

- Continue to evaluate advancements in central control technology, reduce water consumption and related costs, increase efficiency and upgrade components to ensure efficient water usage for City maintained areas of irrigation.
- Continue to manage and monitor alternative forms of maintenance to allow for more user-friendly running paths.
- Continue to pursue and support potential tourism opportunities to benefit the community by working with various sports organizations to sanction tournaments using City of Gillette facilities.
- Continue efforts to provide opportunities for safe play for children of all ages and abilities by accommodating all-inclusive playground equipment with ADA accessibility for playground access.
- Complete various playground repairs.
- Complete Track Trails Kiosk and Brochures.
- Continue to assist the Streets and Solid Waste divisions with overall snow removal.
- Assist in the development of sports fields and ADA playground at ECSC.
- Continue to ensure City facilities, park grounds, boulevards and right-of-ways are attractive, orderly and healthy applying specific areas of responsibility per crew.
- Improve training programs and other ongoing educational opportunities which commit to the further development of Parks employees.
- Continue to review, revise and update the Parks and Pathways Master Plan to ensure that it remains a living document.
- Continue to work with various boards and organizations to keep Gillette clean and free of litter and debris in Parks, right-of-ways and boulevards.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Developed Parks	38	38	38	38	39	39
Developed Park Acres	661.11	661.11	661.11	661.11	678	678
Undeveloped Acres	157.35	157.35	157.35	157.35	157.35	157.35
Pathway Maintained Miles	52.2	52.2	55	55	62	62
Pool Usage	32,278	35,827				
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Parks Manager	1	1	1	1	1	1
Public Works Senior Operators	0	0	0	0	0	3
Park Services Worker/Public Works Operators	9	9	9	7	7	4
Total Parks Division Full Time Employees	10	10	10	8	8	8
Summer/Seasonal Workers – Parks	34	34	34	21	31	30

GENERAL FUND				Original	Adjusted	Requested
Parks & Landscaping	Actual	Actual	Budget	Budget	Budget	Budget
001-50-51-452	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21
Salaries	569,207	601,462	712,074	712,074	684,543	
Overtime	25,327	32,890	29,000	29,000	30,000	
Merit Pay Plan	-	9,700	-	-	-	
On-Call Pay	3,388	3,682	7,500	7,500	7,500	
Benefits	233,914	269,600	311,438	311,438	299,439	
Subtotal Personnel Costs	\$ 831,836	\$ 917,333	\$ 1,060,012	\$ 1,060,012	\$ 1,021,482	
Contractual Services	89,820	109,809	118,469	118,469	153,854	
Materials and Supplies	762,170	762,998	761,550	761,550	755,481	
Subtotal Operating Costs	\$ 851,990	\$ 872,807	\$ 880,019	\$ 880,019	\$ 909,335	
Total Operating	\$ 1,683,826	\$ 1,790,140	\$ 1,940,031	\$ 1,940,031	\$ 1,930,817	
Total Capital	\$ -	\$ 8,891	\$ 5,750	\$ 5,750	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 1,683,826	\$ 1,799,032	\$ 1,945,781	\$ 1,945,781	\$ 1,930,817	

Percent change from FY20 Original Budget -1%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal Services \$61,074, Porta Potty Contract/Nets at ECSC \$74,000

Materials and Supplies - Vehicle maintenance \$104,576, Vehicle replacement \$88,161, Utilities \$400,000, Gasoline \$26,606, Mosquito abatement, fibar, mulch, chemicals \$68,000

Capital - Unless Noted, All Items Approved CIP - n/a

FORESTRY



FUND: General
UNIT: Forestry

DEPT: Public Works
CODE: 5053

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The primary mission of the Forestry Division is to care for over 8,300 trees and shrubs in City facilities, parks, right-of-ways and along boulevard beautification areas. Forestry maintains trees for public safety such as sign clearance, intersection sight distance and clear passage within roads, alleyways and sidewalks. This includes trimming, removing, planting, fertilization, treatment and the moving of existing trees. The division manages the tree inventory and assists other divisions and citizens with tree related issues. They also perform Parks maintenance, snow removal and assist with parades and other City Events. The responsibilities of the City Arborist include the establishment of the Forestry Management Plan, which involves long and short term maintenance schedules to enhance survival rates of the City's trees and shrubs. The Arborist also organizes the annual Arbor Day Celebration, maintains the Tree City USA designation and Memorial Tree program, works with Parks and Engineering to develop City-wide beautification areas, facilitates the annual Christmas Tree Recycling Program and collaborates with local State, County, School and Volunteers for various tree related projects. The City Arborist develops educational programs to improve the public's appreciation of our urban forest and understanding of the health, economical, sociological and environmental benefits trees provide to our community, as well as, keeps up with current trends, issues and treatments regarding the care and establishment of trees.

MAJOR GOALS FOR FY 2020/2021:

- Receive Tree City USA designation for the 28th consecutive year.
- Continue to update the City tree inventory and app.
- Respond to requests from the public for consultations regarding tree and shrub issues.
- Implement the Forestry Management Plan and tree maintenance rotation.
- Improve the understanding of the relationship between forest configuration and benefits.
- Increase the valuation and percentage of tree canopy cover and overall tree health throughout the City.
- Provide education and resources for the best management practices and standards of arboriculture.
- Continue to update the Trees and Shrubs for Campbell County publication.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Trees Trimmed	325	618	460	671	425	425
Trees Removed	175	205	163	303	125	125
Stumps Ground	155	155	140	285	125	125
Trees Planted	275	112	207	198	61	100
Trees Transplanted	30	17	15	8	20	20
Public Consultations	95	90	101	170	139	150
Christmas Trees Chipped (Tons)	15	7	9	9	9	9

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
City Arborist	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1
Seasonal Workers	3	0	0	0	0	0
Total Forestry Division	5	2	2	2	2	2

GENERAL FUND					
Forestry	Actual	Actual	Original	Adjusted	Requested
001-50-53-452	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	94,144	99,232	99,616	99,616	99,612
Overtime	3,702	7,260	5,000	5,000	5,000
Merit Pay Plan	-	2,000	-	-	-
On-Call Pay	1,366	1,871	2,000	2,000	2,000
Benefits	54,838	61,202	61,824	61,824	48,126
Subtotal Personnel Costs	\$ 154,050	\$ 171,565	\$ 168,440	\$ 168,440	\$ 154,738
Contractual Services	163,719	131,655	61,500	61,500	66,500
Materials and Supplies	47,394	56,034	50,960	50,960	48,702
Subtotal Operating Costs	\$ 211,113	\$ 187,689	\$ 112,460	\$ 112,460	\$ 115,202
Total Operating	\$ 365,163	\$ 359,254	\$ 280,900	\$ 280,900	\$ 269,940
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 365,163	\$ 359,254	\$ 280,900	\$ 280,900	\$ 269,940

Percent change from FY20 Original Budget -4%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Tree planting and replacement, stump grinding and spraying \$65,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

STREETS



FUND: General
UNIT: Streets

DEPT: Public Works
CODE: 5054

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Streets Division is responsible for maintenance and operation of the City's streets, street right-of-ways (ROWs), and stormwater transference and conveyance system on both publicly owned land and drainage easements. Our duties include snow plowing and ice control; street sweeping; asphalt and concrete roadway surface maintenance and operation; maintenance and operation of safety features (guardrail, chain link fencing, delineation, curb and gutter and traffic barriers); ROW and drainage channels and detention mowing; maintenance and operation of stormwater drain inlets/outlets, channels both lined and dirt, detention ponds and de-watering wells. The division assists the Mayor's Art Council with the Avenue of Art statue placement, and assists with parades and special events by providing traffic control and support functions. The division also completes the Community Drive and Drop event and provides support for many diverse City activities and support to other City departments.

MAJOR GOALS FOR FY 2020/2021:

- To provide a functional and safe City wide street system that is clean and aesthetically pleasing.
- Provide efficient and effective snow plowing in accordance with City Council direction.
- Clean dirt and debris from City streets to help reduce airborne dust, sediment loading in the drainage transference systems and to provide an aesthetically pleasing appearance.
- To maintain and operate the City's stormwater systems (curb and gutters, channels, retention/detention ponds, storm conveyance and transference systems and de-watering wells) to collect, control and convey stormwater and surface groundwater.
- Preventative surface treatments (crack filling and sealing) throughout city streets.
- Manage and make temporary pothole and crack repairs as needed.
- Keep right-of-ways, drainage easements, and storm water detention and retention cells mowed and in compliance with City ordinances.
- Manage contractors performing minor street, drainage and sidewalk repairs.
- Work with Engineering to utilize and keep up to date the Paver Management Software System.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Spring Clean Up / CWDD Tons	412	62(CWDD)	128(CWDD)	228 (CWDD)	262 (CWDD)	265
Total Miles Plowed	42,000	31,679	27,065	40,413	48,826	49,000
Total Miles Swept	12,500	10,743	13,336	14,786	12,144	15,000
Right Of Way Acres Mowed	3,285	2,2228	1,923	1,692	1,317	19,500
Number of Dewatering Wells	49	47	47	47	47	47
Feet of Drainages Cleaned	40,000	35,682	48,870	28,665	64,509	55,000
Special Event Set Up					20	20
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Streets Manager	0	0	1	1	1	1
Streets Supervisor	1	0	0	0	0	0
Streets Crew Supervisor	0	1	0	0	0	0
Streets Lead Operator	2	0	0	0	2	2
Streets Sr. Operator	2	2	4	3	3	3
Streets Operator	11	13	10	12	10	10
Seasonal Summer Workers	6	0	0	0	0	0
Total Streets Division	22	16	15	16	16	16

GENERAL FUND					
Streets	Actual	Actual	Original	Adjusted	Requested
001-50-54-431	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	715,489	747,053	776,861	794,478	743,755
Overtime	52,205	58,271	50,000	63,621	50,000
Merit Pay Plan	-	16,000	-	8,000	-
On-Call Pay	19,833	20,109	15,000	23,599	15,000
Benefits	439,947	443,943	468,637	488,927	458,488
Subtotal Personnel Costs	\$ 1,227,473	\$ 1,285,376	\$ 1,310,498	\$ 1,378,625	\$ 1,267,243
Contractual Services	88,865	142,379	195,061	195,061	121,864
Materials and Supplies	1,710,367	1,738,805	1,803,095	1,853,095	1,630,982
Subtotal Operating Costs	\$ 1,799,232	\$ 1,881,184	\$ 1,998,156	\$ 2,048,156	\$ 1,752,846
Total Operating	\$ 3,026,705	\$ 3,166,560	\$ 3,308,654	\$ 3,426,781	\$ 3,020,089
Total Capital	\$ 100	\$ 2,043	\$ 66,822	\$ 176,822	\$ 69,320
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,026,805	\$ 3,168,603	\$ 3,375,476	\$ 3,603,603	\$ 3,089,409

Percent change from FY20 Original Budget -8%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$53,524, Contracted storm drain cleaning \$40,000

Materials and Supplies - Repair concrete slabs and manholes in several locations \$100,000, Maintenance/repair of storm drainages \$30,000, Crack sealing and filling \$30,000, Vehicle maintenance \$319,254, Vehicle replacement \$275,584, Rental of Pool Vehicles \$65,000, Utilities \$50,000, Electricity for street lights \$132,081, Diesel \$77,742, Ice slicer \$250,000, Cold patch mix and Emulsion \$40,000, Street light installation and maintenance \$150,000

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement equipment - unit 53 \$1,500, unit 170110 \$200, unit 170112 \$200, unit 540S20 \$200, unit 540S30 \$200, unit 540S37 \$200, Upfit for replacement vehicles - unit 44 \$33,410 and unit 99 \$33,410

TRAFFIC SAFETY



FUND: General
UNIT: Traffic Safety

DEPT: Public Works
CODE: 5062

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

This division provides a broad range of activities associated with traffic signs, traffic signals, pavement markings, and traffic studies to improve and help maintain a safe transportation network within the City of Gillette. The division is responsible for: fabrication, installation, maintenance, and inventory of all of the regulatory, warning, and informational traffic signing in the City; the operation, maintenance, and inspection of all traffic signals owned by the City; the maintenance, upkeep, and contract administration of the pavement markings and street striping contract; the review of signing, signals, and pavement markings for public and development projects; and routine traffic studies as required by the City Engineer.

MAJOR GOALS FOR FY 2020/2021:

- Maintain a traffic sign inventory and maintenance program that is compliant with Manual on Uniform Traffic Control Devices (MUTCD) Federal Signing Regulations
- To continually update traffic sign design and fabrication to fall within updated MUTCD guidelines
- To maintain appropriate and safe operation of the City's traffic signals
- Perform scheduled inspections to City's traffic signals
- Incorporate Toughbook/tablet for in-field documentation of sign maintenance, replacement, or inventory activities that allows for real-time connectivity with the City's GIS database
- Continue the installation and programming of handicap enhanced pedestrian crossing controls
- Implement fiber optics connection to traffic signals

PERFORMANCE MEASURES:

- Successful completion and proper operation and maintenance of new and existing traffic signals, school zone signals, and pedestrian crossing flashing beacons
- Responsible for completing signing requests for new, replacement, or repaired signs from the general public and internal customers

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020*	2020/2021
Traffic Signals Maintained	14	15	15	16	15	16
Pavement Markings Applied (in Lineal Feet)	627,200	631,635	670,325	664,470	665,280	670,500
STAFFING:						
Sign & Signal Technician	2	2	2	2	2	2
Total Traffic Safety	2	2	2	2	2	2

GENERAL FUND					
Traffic Safety	Actual	Actual	Original	Adjusted	Requested
001-50-62-424	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	108,768	95,127	101,840	101,840	104,437
Overtime	-	1,126	1,000	1,000	1,000
Merit Pay Plan	-	2,000	-	-	-
On-Call Pay	9,604	199	-	-	-
Benefits	46,661	42,578	64,508	64,508	47,834
Subtotal Personnel Costs	\$ 165,033	\$ 141,028	\$ 167,348	\$ 167,348	\$ 153,271
Contractual Services	237,421	217,712	231,080	231,080	231,080
Materials and Supplies	79,857	87,532	105,824	105,824	104,604
Subtotal Operating Costs	\$ 317,278	\$ 305,244	\$ 336,904	\$ 336,904	\$ 335,684
Total Operating	\$ 482,311	\$ 446,272	\$ 504,252	\$ 504,252	\$ 488,955
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 482,311	\$ 446,272	\$ 504,252	\$ 504,252	\$ 488,955

Percent change from FY20 Original Budget -3%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Street striping \$230,000

Materials and Supplies - Traffic signal maintenance \$55,000, Materials for street sign fabrication & maintenance \$35,000

Capital - Unless Noted, All Items Approved CIP - n/a

GENERAL FUND

**DEVELOPMENT
SERVICES
DEPARTMENT**

GEOGRAPHIC INFORMATION SYSTEMS (GIS)



FUND: General
UNIT: Geographical Information Systems (GIS)

DEPT: Development Services
CODE: 6035

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The mission of the City's GIS Division is to provide proactive support and assistance in terms of both technology and staff, to acquire, convert, integrate, maintain, document, analyze, coordinate, and distribute geographic information for a variety of City needs. GIS and GIS-based technologies are utilized to improve analysis and decision-making which in turn, improves the services offered to internal and external customers. Based on hourly division totals compiled since 2006, 28% of staff time has been committed to the Utilities Department, 22% to Engineering and Development, 14% to Public Works, and 2% to outside entities such as citizens, civic groups, and the Fire Department.

MAJOR GOALS FOR FY 2020/2021:

- To take a lead role in City-wide application software integration
- To create a new platform for GIS data dissemination internally and externally for local engineers and surveyors
- To make at least two presentations to outside entities highlighting the value of GIS
- To expand our library of task specific web applications being used across the organization
- To provide at least twelve training sessions on the use of GIS data integration and web based solutions
- To create and maintain complete and accurate metadata for all GIS data layers

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
Staff: Population Ratio	1:5,420	1:5,235	1:5,079	1:6,825	1:9,099	1:7,970
# of City Employees (RFTE)	302	290	272	277.5	274	277
Staff: Employee Ratio	1:50	1:48	1:45	1:62	1:78	1:69
*Data Collected on Calendar Year	*2015	*2016	*2017	2018	2019	2020
Area of City (sq. mi.)	21.65	21.69	21.71	23	23.2	23.2
# Fire Hydrants	2,285	2,310	2,321	2,325	2,367	2,831
# Water Valves	7,463	7,819	7,947	8,144	8,375	8,416
Water lines (mi.)	381	379.17	396.9	400.95	418.5	421.6
# Sewer Manholes	4,085	4,119	4,182	4,255	4,258	4,285
Sewer lines (mi.)	205.6	199	202	205.18	205.44	206.2
# Address points	21,256	21,374	21,364	21,615	21,696	21,769
# Parcels	12,819	13,692	13,965	13,962	14,274	15,345
# GPS Collection Points	56,000	2,786	58,230	24,626	27,135	32,132

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Planning/GIS Manager	1	1	1	.5	.5	1
Senior GIS Analyst	1	1	1	1	0	0
GIS Analyst	0	0	0	0	0	0
Senior GIS Specialist	1	1	2	2	2	0
GIS Specialist	3	3	1	1	1	2
GIS Technician	0	0	0	0	0	1
Total GIS	6	6	6	4.5	3.5	4

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Geographical Information Systems	Actual	Actual	Original	Adjusted	Requested
001-60-35-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	315,824	272,441	336,448	295,325	306,692
Overtime	-	32	-	-	-
Merit Pay Plan	-	4,500	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	149,905	128,489	179,336	170,128	153,173
Subtotal Personnel Costs	\$ 465,729	\$ 405,463	\$ 515,784	\$ 465,453	\$ 459,865
Contractual Services	60,288	17,872	20,425	24,890	110,960
Materials and Supplies	8,412	22,113	29,058	29,058	19,658
Subtotal Operating Costs	\$ 68,700	\$ 39,985	\$ 49,483	\$ 53,948	\$ 130,618
Total Operating	\$ 534,429	\$ 445,448	\$ 565,267	\$ 519,401	\$ 590,483
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 534,429	\$ 445,448	\$ 565,267	\$ 519,401	\$ 590,483

Percent change from FY20 Original Budget 4%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Aerial photograph \$90,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

ENGINEERING



FUND: General
UNIT: Engineering

DEPT: Development Services
CODE: 6060

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

This division provides a broad range of professional civil and municipal engineering services to develop, maintain and improve the City's infrastructure. The division is responsible for planning, development and construction of capital projects for the City of Gillette. This includes developing the project scope, and assisting in securing funding and managing the design and construction phases of a project. Division staff performs design work and construction oversight on many smaller projects. The division reviews all subdivision, annexation and development proposals within the planning district boundaries and must review, approve and permit the infrastructure improvements within the same. The City Engineer has been granted Home Rule Delegation to issue DEQ permits for water and sanitary sewer infrastructure projects within the City's jurisdiction. The City Engineer administers the FEMA delegated Flood Plain ordinances. The division provides technical support to other City departments and to several non-City entities. The division is also responsible for assisting Public Works, Traffic Safety Division, by providing technical evaluation and traffic engineering management of all traffic control signs and signals throughout the City's roadway network.

MAJOR GOALS FOR FY 2020/2021:

- To effectively communicate with multiple divisions to complete programmed capital construction projects:
 - See CIP for projects
- Continue to provide complete and accurate reviews of Development Plans in a timely fashion
- To begin cross training of project managers within multiple projects
- To begin scoping and kickoff meeting with all divisions within the City as projects affect them.
- Begin the design of projects earlier to facilitate discussions with residents, contractors and internal staff to address issues and concerns before they arise in construction.
- Provide information to the public on the upcoming projects within a 2-year CIP
- Coordinate project bids to optimize pricing, leverage Contractors' schedules, and take advantage of seasonal project schedules that will benefit the bidding and construction processes

PERFORMANCE MEASURES:

- Evaluate projects at milestones. Make modifications as needed to meet budgetary guidelines
- Timely turnaround on development review projects and permitting
- Project Evaluation Surveys will be sent to Consultants and General Contractors to summarize and document project milestones, issues and successes. This information will be discussed with the Consultants and General Contractors, and subsequently shared with the Chamber of Commerce for distribution to their NEWCA membership.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Capital Projects Under Construction	30	25	19	11	11	17
# of Capital Projects Under Design	28	18	14	10	13	23
# of Engineering Studies	8	5	5	1	2	2
# of Inspections*	20	17	17	20	30	25
# of Permits to Construct Issued	18	16	18	17	18	20
# of Street Cut Permits Issued	95	100	156	132	135	130

*Includes Interim, Final, and Warranty Inspections. Does not include daily construction inspections for Regulatory and Capital Projects.

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Director of Development Services	1	1	1	1	1	1
City Engineer	2	2	1	1	1	1
Capital Projects Coordinator	0	0	0	1	1	1
Senior Civil Engineer/Civil Engineer	2/2	2/2	2/1	3/0	2/1	3**/1
Engineering Specialist	3	3	3	3	3	2
Administrative Supervisor	0	0	0	0	0	0
Sr. Administrative Assistant	2	2	1	1	1	1
Total Engineering	12	12	9	10	10	10

*2016/2017 staffing as originally budgeted. Staffing reduced by 2 full-time positions during Fiscal Year 2016/2017 through the budget amendment process.

**Position created by transferring Utilities project manager to City Engineering in FY2020/2021 from Madison.

GENERAL FUND					
Engineering	Actual	Actual	Original	Adjusted	Requested
001-60-60-419	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	843,142	884,609	922,909	922,909	967,338
Overtime	2,930	6,415	5,000	5,000	5,000
Merit Pay Plan	-	9,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	366,760	450,698	494,316	494,316	491,462
Subtotal Personnel Costs	\$ 1,212,833	\$ 1,350,722	\$ 1,422,225	\$ 1,422,225	\$ 1,463,800
Contractual Services	14,560	35,348	53,360	53,360	38,360
Materials and Supplies	26,343	45,518	73,303	73,303	73,054
Subtotal Operating Costs	\$ 40,903	\$ 80,866	\$ 126,663	\$ 126,663	\$ 111,414
Total Operating	\$ 1,253,735	\$ 1,431,588	\$ 1,548,888	\$ 1,548,888	\$ 1,575,214
Total Capital	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,253,735	\$ 1,431,588	\$ 2,048,888	\$ 2,048,888	\$ 1,575,214
Percent change from FY20 Original Budget					-23%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

BUILDING INSPECTION



FUND: General
UNIT: Building Inspection

DEPT: Development Services
CODE: 6061

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The primary mission of the Building Inspection Division is to ensure buildings are constructed in compliance with the City's adopted construction codes; building safety is the Division's number one concern. This is achieved through plan review, field inspections, contractor licensing and public education. The Division provides staff support to the Board of Examiners (BOE). Construction plans and permit applications are reviewed for compliance with the adopted codes. On-site inspection and monitoring is done by Division staff to verify that actual construction complies with approved plans. Field adjustment and changes, if warranted, may be approved. The Division maintains address files for each building located in city limits; documents retained include Foundation Location Certificates, Permits, Inspection Results, Fees Collected, and Certificates of Occupancy. These address files are being scanned as part of the Scanning Project. In addition, the Division licenses all contracting trades. This includes record keeping, verifying certification, bonding and insurance, processing new licenses, and notification for Contractor License renewal.

MAJOR GOALS FOR FY 2020/2021

- Provide assistance to contractors and owner/builders in understanding building code issues to achieve compliance.
- Work on abatement of dangerous buildings.
- Work with Water Division on implementing updated backflow devices throughout the City through permitting and inspections.
- Work with the Water and Utility Divisions by implementing new software and updates &/or ordinance revisions to Water & Sewer Plant Investment Fees and Electrical Capital Contribution Fees.
- Continue working with owner/builders and contractors regarding building codes, licensing, and permit requirements for wind and hail damage repairs due to damage from three storms in 2019.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Commercial Building Permits	51	12	16	9	23	12
Residential Building Permits	53	14	30	27	28	20
Total All Permits (elec., mech., plbg., etc.)	1,612	1,324	1,645	1,673	3,653	1,675
Stormwater Permits	0	21	31	30	51	23
Field Inspections	5,367	3,592	5,447	4,316	5,663	5,000
Stormwater Inspections	0	84	330	340	364	265
Contractor Licenses	876	822	708	767	750	720
Individual Trade Licenses	449	432	446	425	425	425

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Chief Building Official	1	1	1	1	1	1
Deputy Building Official/Plans Examiner	0	0	1	1	1	1
Deputy Building Official	1	1	0	0	0	0
Senior Building Inspector	0	0	0	0	0	1
Building Inspector	2	2	2	2	2	1
Building Counter Technician	1	1	1	1	1	0
Permit Technician	0	0	0	0	0	1
Plans Examiner	1	1	0	0	0	0
Administrative Assistant	1	1	1	1	1	1
Licensing Technician	0	0	0	0	0	0

Total Building Inspection	7	7	6	6	6	6
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*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time positions during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND					
Building Inspection	Actual	Actual	Original	Adjusted	Requested
001-60-61-424	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	412,733	406,499	425,976	425,976	430,148
Overtime	-	-	-	-	-
Merit Pay Plan	-	6,000	-	3,000	-
On-Call Pay	-	-	-	-	-
Benefits	166,666	181,279	194,307	195,932	192,949
Subtotal Personnel Costs	\$ 579,399	\$ 593,779	\$ 620,283	\$ 624,908	\$ 623,097
Contractual Services	5,074	7,878	31,580	53,080	29,040
Materials and Supplies	21,455	27,500	30,456	30,456	34,912
Subtotal Operating Costs	\$ 26,529	\$ 35,378	\$ 62,036	\$ 83,536	\$ 63,952
Total Operating	\$ 605,928	\$ 629,156	\$ 682,319	\$ 708,444	\$ 687,049
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 605,928	\$ 629,156	\$ 682,319	\$ 708,444	\$ 687,049

Percent change from FY20 Original Budget

1%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Building Demolition \$25,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

PLANNING



FUND: General
UNIT: Planning

DEPT: Development Services
CODE: 6063

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The goal of the Planning Division is to provide guidance in developing and implementing community concepts in a manner to meet the needs of the community. Staff provides support and services to the Planning Commission, Board of Adjustment, City Council and other City departments. The division processes zoning, subdivision and annexation cases. The staff reviews, recommends and processes changes to the Subdivision Regulations, Zoning Ordinance and Comprehensive Plan and conducts special studies and policy impact assessments. The staff has day-to-day interaction with developers, real estate, engineering and survey professionals, and the public. The division provides a variety of specialized services and products, including studies, maps, and legal information. The division is responsible for the issuance of minor, non-structural, zoning permits like fences, decks, sheds, temporary structures and food vendor structures.

The Planning Division Staff now consists of two FTEs- two Planners.

MAJOR GOALS FOR FY 2020/2021:

- Continue efforts to complete the update of the Zoning Ordinance and make available to public digitally
- Continue to implement the goals and objectives of the 2013 City Comprehensive Plan Update
- Complete studies, regulatory review, policy analysis and special projects as requested

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Annexations/Pre-Annexations	3/1	6/2	6/3	5/3	0/0	1/0
Sketch Plats	1	0	0	1	0	1
Preliminary Plats	2	0	0	3	0	1
Major Final Plats/Minor Final Plats	5/20	0/21	0/18	1/20	0/12	2/15
Condominium Plats	1	1	1	2	0	1
Commercial Site Plans/Development Plans	25/3	10/2	7/3	8/2	17/1	20/2
Subdivision Text/Zoning Text Amendments	0/1	0/3	0/2	0/5	0/2	0/2
Zoning Map Amendments	7	5	7	7	5	7
Easement/R-O-W Vacations	3/1	2/1	2/1	2/1	5	7
County Preliminary Plats/County Final Plats	0/3	0/2	0/2	0/3	0/2	0/3
	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
STAFFING:						
Planning/GIS Manager	1	1	0	.5	.5	0
Planner	1	1	2	2	2	2
Senior Planner	1	0	0	0	0	0
Administrative Assistant	1	1	0	0	0	0
Total Planning	4.0	3.0	2.0	2.5	2.5	2

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Planning	Actual	Actual	Original	Adjusted	Requested	
001-60-63-419	2017-18	2018-19	Budget	Budget	Budget	2020-21
			2019-20	2019-20		
Salaries	159,977	185,005	189,645	189,645		146,359
Overtime	-	-	-	-		-
Merit Pay Plan	-	2,500	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	85,885	109,411	115,117	115,117		89,312
Subtotal Personnel Costs	\$ 245,862	\$ 296,916	\$ 304,762	\$ 304,762		\$ 235,671
Contractual Services	64,597	12,373	31,500	31,500		26,425
Materials and Supplies	11,296	8,856	22,510	22,510		13,410
Subtotal Operating Costs	\$ 75,894	\$ 21,229	\$ 54,010	\$ 54,010		\$ 39,835
Total Operating	\$ 321,755	\$ 318,145	\$ 358,772	\$ 358,772		\$ 275,506
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 321,755	\$ 318,145	\$ 358,772	\$ 358,772		\$ 275,506

Percent change from FY20 Original Budget -23%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Miscellaneous City action plats \$25,000

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

CODE COMPLIANCE



FUND: General
UNIT: Code Compliance

DEPT: Development Services
CODE: 6064

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The objective of the Code Compliance Division is to promote, protect, and improve the health, safety, and welfare of all citizens by resolving citizen complaints and enforcing the City's Nuisance Codes. The division is responsible for enforcing Chapter 13 of the City Code which addresses general nuisances on private property within the City limits. The division not only responds to citizen complaints, but takes a proactive approach through routine neighborhood inspections to address issues before they become complaints. Additionally, the division is responsible for issuing Home Occupation Permits, Temporary Sign Permits, Zoning Approval for licensed and new daycares, and assists the Planning Division with zoning enforcement issues. This division assists the State of Wyoming in the investigation of suspected illegal daycares and provides support to all other City departments. The Code Compliance Program operates year-round.

MAJOR GOALS FOR FY 2020/2021:

- Address citizen complaints concerning private property issues
- Complete routine neighborhood inspections to address Chapter 13 violations on private property
- Assist the Planning Division with zoning enforcement issues
- Establish positive relationships with the citizens of Gillette
- Promote employee continuing education to ensure each employee in the division maintains membership in the American Association of Code Enforcement

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Grass/Weeds	714	765	650	831	800	810
Other Nuisances	363	318	200	269	251	260
Unlicensed/Inoperable Vehicles	422	455	465	621	630	625
Home Occupations	9	5	4	4	4	3
Daycare Investigations	5	4	3	4	4	6
Other Zoning	12	0	4	6	11	6
Political Signage	0	0	0	15	2	10

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Code Compliance Inspector	2	2	1	1.5	1.5	2
Total Code Compliance	2	2	1	1.5	1.5	2

*2016/2017 staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2017-18	2018-19	Budget	Budget	Budget	2020-21
			2019-20	2019-20		
Salaries	58,202	82,382	88,567	129,690		102,544
Overtime	-	-	-	-		-
Merit Pay Plan	-	2,000	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	36,679	45,935	49,772	58,980		61,992
Subtotal Personnel Costs	\$ 94,881	\$ 130,317	\$ 138,339	\$ 188,670		\$ 164,536
Contractual Services	127	(40)	3,000	3,000		3,000
Materials and Supplies	3,664	5,472	10,674	10,674		13,266
Subtotal Operating Costs	\$ 3,791	\$ 5,432	\$ 13,674	\$ 13,674		\$ 16,266
Total Operating	\$ 98,672	\$ 135,749	\$ 152,013	\$ 202,344		\$ 180,802
Total Capital	\$ -	\$ -	\$ 1,000	\$ 1,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 98,672	\$ 135,749	\$ 153,013	\$ 203,344		\$ 180,802

Percent change from FY20 Original Budget 18%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - n/a

CAPITAL PROJECTS FUND

OPTIONAL ONE PERCENT TAX

ONE PERCENT TAX REVENUE



FUND: Optional Sales Tax
UNIT: One Percent Revenue

DEPT: Development Services
CODE: 201

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The majority of this revenue is derived from the county-wide Optional One Percent tax, which is approved by the voters every four years. These revenues mirror the changes in the general sales tax. After a steady decline throughout fiscal years 2016 and 2017, sales tax revenues have rebounded slightly in fiscal years 2018 and 2019. Based on current year to date receipts, One Percent sales tax revenues are projected to be approximately \$20.4M for fiscal 2020, an increase of 8% over the prior fiscal year. The mining industry (including oil and gas extraction) is a pivotal industry for the State of Wyoming, Campbell County and the City of Gillette, and these were encouraging signs that coal and oil production have recovered and leveled off after a sharp decrease in recent years. However, in March 2020, the COVID crisis erupted, oil prices plummeted and coupled with a marked contraction in mining activities and employment, the City is forecasting a substantial reduction in this revenue stream. Sales tax receipts in fiscal year 2019 did experience a 16.2% increase over fiscal year 2018, however, because of traditional uncertainties with the energy sector, the fiscal year 2021 budget upholds the City's conservative philosophy and the budget is drastically lower than fiscal year 2020 projected receipts. Also incorporated are anticipated grant revenues for Energy Capital Sports Complex Splash and Play Park and for a traffic study totaling \$200,000. A portion of the fuel tax allocation to cities and towns, totaling \$1,061,000, is also included in the 1% Fund to apply toward pavement management system (PMS) projects.

The City leverages these funds when possible to obtain grants in the aid of construction from the State Land and Investment Board, Wyoming Water Development Commission and the State Department of Transportation.

Interest income represents the One Percent fund share of pooled investment interest.

OPTIONAL SALES TAX					
Revenue	Actual	Actual	Original	Adjusted	Requested
201-00-00-300	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Sales & Use Tax	16,297,673	18,933,830	17,700,000	17,700,000	14,850,000
Motor Fuel Tax	1,100,569	1,024,475	1,128,000	1,128,000	1,061,000
Federal Grants	261,207	295,310	769,355	1,446,045	200,000
State Grants	8,126	611,752	-	323,153	-
Local Grants	-	-	-	1,500	-
State Loans	-	1,324,117	-	-	-
Interest on Investments	239,501	615,211	797,800	797,800	529,650
Unrealized Gain/Loss	(54,164)	160,227	-	-	-
Miscellaneous	105,000	65,667	-	-	-
Interfund Operating Transfer In	-	-	-	322,656	-
Application of Unassigned Cash	-	-	3,429,345	14,099,395	5,654,038
GRAND TOTAL	\$ 17,957,912	\$ 23,030,588	\$ 23,824,500	\$ 35,818,549	\$ 22,294,688

ONE PERCENT TAX EXPENSE



FUND: Optional Sales Tax
UNIT: One Percent Expenses

DEPT: Development Services
CODE: 1005

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

Due to the economic downturn and dramatic reduction in anticipated 1% sales tax revenues several years ago, a different approach has been utilized to budget the 1% Fund which was implemented in the FY2016/17 budget year. Instead of proposing projects based on anticipated revenues, only projects for which there are existing funds on hand will be approved. Consequently, projects identified in the 2020/21 budget will be funded with existing dollars available from 2019/20. Actual revenues earned in 2020/21 will be used for 2021/22 projects. The 2020/21 budgeted projects have been prioritized for funding and include: pavement management projects; beautification programs; park improvement projects; bridge repairs and maintenance; drainage projects; water and sewer main replacements; contractual requirements to the Fire Board; Police Department equipment; and transfers to the Electric Fund and the Fiber Fund for new distribution lines. In addition, 1% dollars will continue to be used to help various service organizations and other community organizations/events. The budgeted use of these 1% optional sales tax funds continues to reflect the wishes of the public as indicated through survey results.

The following lists some of the major 1% projects; it is NOT an all-inclusive list:

Street Projects

Annual PMS Program
Pavement Rehab - Large Patches, Crack Seal, Chip Seal
Goldenrod Improvements
Foothills Blvd Curves/Drainage

Beautification Projects

Beautification - 4J Phase I (4J from West 4J to Lakeway) and Boxelder Phase I (Boxelder from 4J to Burm

Park Development Projects

Sports Complex Improvements (Expansion of Splash and Play Park)

Park Improvement Projects

Irrigation - 4J Phase I (4J from West 4J to Lakeway) and Boxelder Phase I (Boxelder from 4J to Burma)
Collins Heights Shelter Replacement
Northland Village Playground Replacement and Drainage

Traffic Signals

Full Signal Replacements at 4J and Lakeway and Westover and 4J

Bridges

Gurley Overpass Maint/Replacement Designation

Drainage Projects

Rourke Avenue Improvements

Water Projects

Annual Water Main Replacement
Water Tank Rehab (Z1-R3 7MG Terminal Reservoir)

Sanitary Sewer Mains

Annual Sanitary Sewer Main Replacement

Furn/Fixtures/Equip

Mobile Radio Replacement

OPTIONAL SALES TAX FUND

1% Optional Sales Tax 201-10-05-419	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Pavement Management System	3,248,857	5,105,957	5,707,000	8,977,179	4,940,000
Sidewalk Repairs	16,445	202,463	-	98,614	300,000
Land	-	1,724	-	-	-
Beautification Programs	163,017	320,910	360,000	434,446	525,000
Park Development	-	-	-	-	300,000
Park Improvements	533,750	463,986	1,256,000	4,407,287	1,268,087
Street Enhancements	1,640,941	648	-	-	350,000
Street & Major Road Ext	150,797	14,542	-	-	-
Traffic Signals	1,418	42,227	-	135,752	400,000
Bridges	681,667	1,439,363	1,057,500	1,082,500	1,425,000
Drainage Projects	46,207	110,225	550,000	855,000	680,000
Bike & Walking Pathways	412,893	464,029	450,000	1,857,988	290,000
Water Mains	1,538,615	1,814,160	5,700,000	7,300,000	2,250,000
Water Storage/Reservoirs	-	780,569	-	202,000	1,600,000
Sanitary Sewer Mains	1,396,113	792,535	5,350,000	6,250,000	2,500,000
LID Improvements	1,110,869	1,756,303	-	3,783	-
Furn/Fixtures/Equip	-	-	124,000	124,000	69,000
Joint Powers Fire Dept	-	-	850,000	850,000	2,882,601
Social Services Funding	977,866	1,038,266	876,000	1,126,000	956,000
Outside Agency Funding	365,000	500,000	509,000	509,000	559,000
General Community	35,043	97,285	35,000	105,000	-
Interfund Transfers	1,000,000	1,000,000	1,000,000	1,500,000	1,000,000
GRAND TOTAL	\$ 13,319,498	\$ 15,945,194	\$ 23,824,500	\$ 35,818,549	\$ 22,294,688

Percent change from FY20 Original Budget

-6%

— UTILITIES DEPARTMENT

CAPTIAL PROJECTS FUND

MADISON WATERLINE FUND

UTILITIES DEPARTMENT

MADISON WATERLINE REVENUE



FUND: Madison Waterline
UNIT: Madison Waterline (Revenue)

DEPT: Utilities
CODE: 301

City of Gillette, Wyoming

ACTIVITY DESCRIPTION (REVENUE):

The City of Gillette established the Madison Waterline (Fund 301) in FY 2009/10. Fund 301 was created to track and expend all costs associated with the Gillette Regional Water Supply Project from revenue received from

(a) State Grants and Loans, (b) Local Capital Facilities Taxes, and (c) Water Fund Revenue.

- The 2011 Wyoming State Legislature approved, and the Governor signed, Enrolled Senate Act No. 36 providing for 67% grant funding and 33% short-term (5-year term) loan funding for the eligible project expenses to be distributed as follows:

ANTICIPATED REVENUES PER 2011 ENROLLED SENATE ACT NO. 36

Funding Available (Date)	Grant (67%)	¹⁾ Loan (33%)	Total (100%)	Cumulative
September 1, 2009	\$11,222,500.00	\$5,527,500.00	\$16,750,000.00	\$16,750,000.00
August 1, 2010	16,415,000.00	8,085,000.00	\$24,500,000.00	41,250,000.00
July 1, 2011	32,362,500.00	15,939,739.00	\$48,302,239.00	89,552,239.00
July 1, 2012	30,000,000.00	14,776,119.00	\$44,776,119.00	134,328,358.00
July 1, 2013	30,000,000.00	14,776,119.00	\$44,776,119.00	179,104,477.00
July 1, 2014	13,385,995.00	12,703,523.00	\$26,089,518.00	205,193,995.00
July 1, 2015	12,406,005.00		\$12,406,005.00	217,600,000.00
TOTAL(s)	\$145,792,000.00	\$71,808,000.00	\$217,600,000.00	

- On May 3, 2011, Campbell County voters approved a Specific Purpose Excise Tax (Capital Facilities Tax) at a rate of 1% for a total tax amount of \$110 million, of which \$75 million is provided to the City to cover 33% of the cost of the water supply, treatment and transmission components of the regional water supply project; of which \$20 million is provided to the City to cover 33% of the cost of regional water extensions to serve rural water districts located within the Designated Service Area as established by the December 2010 Joint Powers Agreement; and of which \$15 million is provided to the Town of Wright and the Wright Water and Sewer District for water improvements. Capital Facilities Tax Revenue collections to repay the debt commenced in October 2011. The Cap Tax was collected until March 31, 2015.

MAJOR GOALS FOR FY 2020/2021 (REVENUE):

- Secure long-term funding and loan repayment for the Gillette Regional Water Project
 - Continue to work with the City's Finance Dept. to establish a long term debt repayment plan for the project. Due to the "better than expected" Cap Tax collections, the City has discontinued its pursuit of additional PMTF Loan funding from the State of Wyoming. The future 33% match will come from Cap Tax revenue, once the original \$44,328,358.00 Loan has been expended
 - Continue to work with the City's Finance Dept. to establish restricted reserve funds from excess revenue collected for long-term water supply development, transmission system expansion and replacement
 - Continue to work with Campbell County, Rural Water Districts and the Wyoming Water Development Commission (WWDC) to secure the remaining \$25.8 million through traditional grant funding available through various WWDC Grant/Loan Program(s) to fund 67% of the total cost to extend regional water service to the rural water districts within the Designated Service Area

ANTICIPATED REVENUE:	2009 – 2020 (prior yr estimate)	2020/2021 (anticipated)	2021-TBD (anticipated)	Total (anticipated)
State Grants – Madison Pipeline Project	145,792,000.00			145,792,000.00
²⁾ PMTF Loan – Madison Pipeline Project	44,328,358.00	(44,328,358.00)		0.00
¹⁾ Cap Tax – Madison Pipeline Portion	75,000,000.00			75,000,000.00
State Grants – District Extensions Project	12,935,690.00	3,088,700.00	23,975,610.00	40,000,000.00
Cap Tax – District Extensions Project	20,000,000.00			20,000,000.00
Water Fund (Transfer)	1,625,501.00	240,000.00	240,000.00	2,105,501.00
Yearly Total (anticipated)	299,681,549.00	(40,999,658.00)	24,215,610.00	282,897,501.00
Cumulative Total (anticipated)	299,681,549.00	258,681,891.00	282,897,501.00	

¹⁾ Due to the "better than expected" Cap Tax collections, the City ceased its pursuit of additional PMTF Loan funding from the State of Wyoming in FY13/14; the 33% match will come from Cap Tax revenue, once the original \$44,328,358.00 Loan has been expended.

²⁾ Capital Facilities Tax Revenue collected for the Madison Pipeline Portion will be used to pay back the \$44,328,358.00 PMTF State Loan + Fees in FY 2020/21.

MADISON WATER LINE			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
301-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
Cap Tax - Madison Project	20,119	(2,027)	-	-	-
Cap Tax - District Projects	5,364	(541)	-	-	-
State Grants	11,316,740	1,690,091	60,000	27,493,084	-
District Grant Revenue	311,169	48,163	4,552,856	4,552,856	3,088,700
Madison Cap Tax Int	808,584	1,422,747	667,000	667,000	509,200
District Cap Tax Int	233,185	362,987	406,000	406,000	241,600
Unrealized Gain/Loss-WyoStar	(178,676)	525,003	-	-	-
Miscellaneous	-	3,048	-	-	-
Interfund Operating Transfer In	133,025	-	150,314	150,314	10,000
Application of Unassigned Cash	-	-	2,242,451	15,808,900	1,521,300
GRAND TOTAL	\$ 12,649,510	\$ 4,049,471	\$ 8,078,621	\$ 49,078,154	\$ 5,370,800

MADISON WATERLINE EXPENSE



FUND: Madison Waterline
UNIT: Madison Waterline (Expense)

DEPT: Utilities
CODE: 7072

City of Gillette, Wyoming

ACTIVITY DESCRIPTION (EXPENSE):

The City of Gillette established the Madison Waterline (Fund 301) in FY 2009/10. Fund 301 was created to track and expend all costs associated with the Gillette Regional Water Supply Project from revenue received from (a) State Grants and Loans, (b) Local Capital Facilities Taxes, and (c) Water Fund Revenue.

Budget Account Nos. 301-70-72-441-10-41110 through 301-70-72-441-60-46410 are used for all expenses that are not eligible for reimbursement from the various State Grants and State Loans.

- Budget Account No. 301-70-72-441-70-47411 is used for all contractual expenses that are eligible for reimbursement from the State Grant and State PMTF Loan for the Gillette Madison Pipeline Project
- Budget Account No. 301-70-72-441-70-47414 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Priority 1 Project
- Budget Account No. 301-70-72-441-70-47415 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Priority 2 Project
- Budget Account No. 301-70-72-441-70-47416 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Priority 3 Project
- Budget Account No. 301-70-72-441-70-47417 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Priority 4 Project
- Budget Account No. 301-70-72-441-70-47418 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Priority 5 Project
- Eligible reimbursement expenses for both projects include easement negotiations, appraisals, title work, land and R.O.W. acquisition, permitting fees, engineering fees and construction costs
- The State of Wyoming reimburses the City of Gillette up to \$100,000.00 each year for the Project Manager's salary which is a portion of the annual "Operating Expenses"

MAJOR GOALS FOR FY 2020/2021 (EXPENSE):

- Continue to work with Campbell County, Rural Water Districts, and the WWDC to secure grant funding for the future District Extensions Projects
- Continue to work with various State Agencies, Federal Agencies, County Government, Land Consultants, City Attorney, Title Companies, Surveyors, Appraisers, other City Staff, and other Consultants to secure regulatory permits, easements and right-of-way prior to construction
- Complete the following Construction Contracts in FY 2020/2021:
 - #2a - 3 New Madison Production Wells (Drilling Contract)
 - E-4 Pine Ridge & New Well Field Electric Distribution System (City)
- Start and/or Continue the following Construction Contracts in FY 2020/2021:
 - #2c – M13, 14, 15 Pumping Equipment
 - Phase III District Extensions Project
 - Phase IV District Extensions Project
 - Phase V District Extensions Project

	2009 thru 2020	2020/2021	2021/TBD	Total
ANTICIPATED EXPENSES:	(estimate)	(anticipated)	(anticipated)	(anticipated)
General Operating Expenses	1,625,501.00	240,000.00	240,000.00	2,105,501.00
Non-Eligible Contracts	490,000.00	85,000.00	85,000.00	660,000.00
Eligible Contracts – <i>District Extensions</i>	15,533,686.00	4,610,000.00	39,856,314.00	60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	186,082,794.00	31,517,206.00		217,600,000.00
Yearly Total (anticipated)	203,731,981.00	36,452,206.00	40,181,314.00	280,365,501.00
Cumulative Total (anticipated)	203,731,981.00	240,184,187.00	280,365,501.00	

STAFFING:	2010 thru 2020	2020/2021
Utilities Project Manager	1	0*
Senior Admin. Assistant (2010-2014)	1	0
Total Fund 301 (Madison Waterline)	2	0

*Proposed transfer of position to Engineering in FY21 budget.

MADISON WATERLINE					
Madison Waterline	Actual	Actual	Original	Adjusted	Requested
301-70-72-441	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	101,024	103,757	108,011	108,886	-
Overtime	-	-	-	-	-
Merit Pay Plan	-	1,000	-	500	-
On-Call Pay	-	-	-	-	-
Benefits	42,370	47,237	50,298	53,554	-
Subtotal Personnel Costs	\$ 143,394	\$ 151,993	\$ 158,309	\$ 162,940	\$ -
Contractual Services	68,646	33,517	45,314	45,314	10,000
Materials and Supplies	3,811	4,709	11,184	11,184	-
Subtotal Operating Costs	\$ 72,457	\$ 38,226	\$ 56,498	\$ 56,498	\$ 10,000
Total Operating	\$ 215,850	\$ 190,219	\$ 214,807	\$ 219,438	\$ 10,000
Total Capital	\$ 17,822,066	\$ 3,015,793	\$ 6,795,307	\$ 47,790,209	\$ 4,610,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 18,037,916	\$ 3,206,012	\$ 7,010,114	\$ 48,009,647	\$ 4,620,000

Percent change from FY20 Original Budget -34%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - n/a

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Gillette Regional Water - District Extensions \$4,610,000

ENTERPRISE FUND

**UTILITIES
ADMINISTRATION
FUND**

UTILITIES DEPARTMENT

UTILITIES ADMINISTRATION REVENUE

FUND: Utility Administration
UNIT: Administration



DEPT: Utilities
CODE: 501

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Utility Administration Fund pays for the centralized services of Administration, Electrical Engineering and SCADA used by the City's Enterprise Fund operations. The costs of these services are billed to the Water, Sewer, Power, Fiber and Solid Waste Funds based on their projected use of the services.

UT ADMIN. FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
501-00-00-300	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Interest on Investments	1,197	-	-	-	-
Unrealized Gain/Loss	1,981	-	-	-	-
Transfer from City Depts	2,420,982	2,612,106	3,028,577	3,028,577	3,147,556
Interfund Operating Transfer In	-	-	-	-	-
Application of Unassigned Cash	-	-	-	33,595	-
GRAND TOTAL	\$ 2,424,160	\$ 2,612,106	\$ 3,028,577	\$ 3,062,172	\$ 3,147,556

UTILITIES ADMINISTRATION EXPENSE



FUND: Utility Administration
UNIT: Administration

DEPT: Utilities
CODE: 501

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

Utility Administration (UA) is responsible for providing leadership and administrative support services for the following Eight (8) Utility Divisions:

- | | |
|---------------------------------------|---|
| 1. Madison (Fund 301, Division 72) | 5. Electrical Engineering (Fund 501, Division 71) |
| 2. Water (Fund 503, Division 73) | 6. Electrical Services (Fund 504, Division 74) |
| 3. City Pool (Fund 503, Division 77) | 7. SCADA (Fund 501, Division 76) |
| 4. Wastewater (Fund 505, Division 75) | 8. Fiber (Fund 506, Division 78) |

The UA Division is also responsible for developing short-term and long-range master plans, capital improvement plans and other utility infrastructure plans. A substantial amount of time is also devoted to exploring additional electrical generation options, long term water supplies and development of other critical utility resources. The UA Division works closely with the Finance Department to perform annual utility rate studies for all of the enterprise funds. The UA Division sets capital budgets and works with the Engineering Division, to implement Capital Improvement Projects for water and sewer projects in the City.

MAJOR GOALS FOR FY 2020/2021:

- Support the Utility Project Manager to complete the Madison Pipeline Project
- Continue future Regional Extensions for the Gillette Regional Water Project
- Implement major capital projects at the Wastewater Treatment Facility
- Evaluate rates and other financial resources to expand electrical infrastructure into recently annexed areas of the City
- Continue to replace and expand the City's broadband fiber network throughout the City, as resources allow
- Update Department Policies – review/recommend changes for existing purchasing and warehouse policies; review/update professional service and contractor procurement policies; review/recommend changes for employee promotion and compensation adjustments

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2021/2022
Population Served	32,520	31,411	30,467	31,327	31,848	31,879
# of Utilities Employees Managed (RFTE)	67	66	63	63	63	66
Utilities Employees: Population Ratio	1:485	1:476	1:484	1:497	1:505	1:483
# of Utilities Accounts Managed	16,120	16,706	16,823	17,624	17,624	17,624
Utilities Employees: Account Ratio	1:240	1:253	1:267	1:280	1:280	1:267
Budget Overseen	\$94.5M	\$55.6M	\$53.3M	\$62.4M	\$70.1M	\$78M
Director/Manager (3): Budget Ratio	1: \$31.5M	1: \$18.5M	1: \$17.8M	1: \$20.8M	1: \$23.4M	1: \$26M

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2021/2022
Utilities Director	1	1	1	1	1	1
Senior Adm. Assistant	0	0	0	0	0	1
Administrative Assistant	1.75	1.75	1.75	2	2	1
Utility Services Coordinator	0	0	0	0	0	1*
Utilities System Analyst	1	0	0	0	0	0
Utilities Engineering Manager	1	1	1	0	0	0
Waste Diversion Manager	0	0	1	0	0	0
Total Utilities Administration Division	4.75	3.75	4.75	3	3	4

*Proposed transfer of Water Fund Vacancy into U.T. Admin for FY2020/2021 budget.

UT ADMIN. FUND					
Utilities Administration	Actual	Actual	Original	Adjusted	Requested
501-70-70-440	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	234,770	254,661	250,977	253,294	321,191
Overtime	21	62	500	500	500
Merit Pay Plan	-	3,000	-	1,500	-
On-Call Pay	-	-	-	-	-
Benefits	116,082	129,531	135,643	135,643	181,050
Subtotal Personnel Costs	\$ 350,872	\$ 387,254	\$ 387,120	\$ 390,937	\$ 502,741
Contractual Services	84,747	107,221	120,897	120,897	182,513
Materials and Supplies	67,038	91,520	109,283	109,283	119,700
Subtotal Operating Costs	\$ 151,784	\$ 198,741	\$ 230,180	\$ 230,180	\$ 302,213
Total Operating	\$ 502,657	\$ 585,995	\$ 617,300	\$ 621,117	\$ 804,954
Total Capital	\$ -	\$ 1,856	\$ -	\$ -	\$ -
Interfund Transfers	\$ 230,000	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 732,657	\$ 587,851	\$ 617,300	\$ 621,117	\$ 804,954
Percent change from FY20 Original Budget					30%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$174,193

Materials and Supplies - COG provided cell phones and land line telephones \$57,000

Capital - Unless Noted, All Items Approved CIP - n/a

ELECTRICAL ENGINEERING



FUND: Utility Administration
UNIT: Electrical Engineering

DEPT: Utilities
CODE: 7071

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Electrical Engineering Division’s main focus is support of the Electrical Services Division. They also provide mapping, design work and project management for other City Utility Divisions along with design work and project management for the City owned fiber optic network. Responsibilities for the Electrical Engineering group include commercial and residential electrical design, contract management, project management, asset management, mapping updates, record keeping, wholesale power and rate analysis.

MAJOR GOALS FOR FY 2020/2021:

- Continue to develop electrical system model, and coordination study
- Continue to develop and implement plan for City-owned fiber optic network based on findings of the Broadband Study
- Explore wholesale power options to serve customers with efficient and dependable electricity
- Perform rate analysis for Electrical, Water, Wastewater and Solid Waste Divisions

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Fiber Raceway Installed (miles)			43.6	70.8	44.0	27.0
Number of Permits Issued	70	70	53	77	67	60
Number of Site Reviews	130	120	105	55	76	69
Number of E-Plan Reviews	117	110	87	85	78	65

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Electrical Manager	-	1	1	1	1	1*
Senior Electrical Engineer	-	-	1	1	1	-
Electrical Engineering Manager	1	-	-	-	-	1**
Electrical Engineer	1	1	-	-	-	-
Electrical Project Coordinator	3	2	2	2	2	2***
Electrical Engineering Designer	1	2	2	2	2	2
Electrical Locator	-	-	-	-	1	1
Total Electrical Engineering Division	7	7	7	7	7	7

* Electrical Manager position vacant since Spring 2019
 ** Electrical Engineering Manager position vacant since Fall 2018
 *** One Electrical Project Coordinator position vacant since Spring 2018

UT ADMIN. FUND					
Electrical Engineering	Actual	Actual	Original	Adjusted	Requested
501-70-71-440	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	575,392	435,858	566,907	566,907	539,483
Overtime	1,368	2,778	5,000	5,000	5,000
Merit Pay Plan	-	6,000	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	242,558	198,616	276,324	276,324	260,014
Subtotal Personnel Costs	\$ 819,318	\$ 643,252	\$ 848,231	\$ 848,231	\$ 804,497
Contractual Services	88,767	121,123	159,188	159,188	153,666
Materials and Supplies	34,010	37,543	46,287	46,287	67,773
Subtotal Operating Costs	\$ 122,777	\$ 158,665	\$ 205,475	\$ 205,475	\$ 221,439
Total Operating	\$ 942,095	\$ 801,917	\$ 1,053,706	\$ 1,053,706	\$ 1,025,936
Total Capital	\$ -	\$ 40,781	\$ -	\$ -	\$ 1,500
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 942,095	\$ 842,698	\$ 1,053,706	\$ 1,053,706	\$ 1,027,436
Percent change from FY20 Original Budget					-2%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$131,686

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement vehicle unit 181 \$1,500

SCADA



FUND: Utility Administration
UNIT: SCADA

DEPT: Utilities
CODE: 7076

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The SCADA (Supervisory Control and Data Acquisition) group provides support for all the Utility Divisions, the City’s fiber optic network and radio system. Responsibilities for the SCADA group include maintenance of all radio tower buildings and equipment. They maintain electronic communication systems for the various Utility Divisions. They are responsible for the installation and splicing of all new fiber optic services. They are also responsible for all new electrical work for the Utility Department.

MAJOR GOALS FOR FY 2020/2021:

- Continue PLC upgrades at Water Division sites, which includes mitigation of arc flash hazards
- Upgrade the Centrifuge Control to separate control voltages to mitigate arc flash hazards, Muffin Monster grinder control upgrade
- Continue security upgrades at Electrical Services sites
- Continue installing controls for the Regional water expansion projects
- Continue to install and connect new fiber optic services

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Fiber Multi-Raceway Maintained (miles)	-	-	43.6	114.4	158.4	256
Broadband Radio Systems Maintained	93	101	101	107	108	110
Site Control Systems Upgraded	14	27	14	14	9	22

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
SCADA Manager	0	0	0	0	1	1
SCADA Supervisor	1	1	1	1	1	1
Electrician	5	5	5	5	5	5
Total SCADA Division	6	6	6	6	7	7

UT ADMIN. FUND					
SCADA	Actual	Actual	Original	Adjusted	Requested
501-70-76-440	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	442,059	487,896	589,980	589,980	602,478
Overtime	37,416	33,610	38,000	38,000	38,000
Merit Pay Plan	-	5,000	-	-	-
On-Call Pay	8,335	13,398	12,985	12,985	12,985
Benefits	220,706	239,516	305,191	305,191	309,537
Subtotal Personnel Costs	\$ 708,516	\$ 779,419	\$ 946,156	\$ 946,156	\$ 963,000
Contractual Services	185,713	201,879	236,656	251,656	229,575
Materials and Supplies	82,004	74,448	96,059	99,217	118,891
Subtotal Operating Costs	\$ 267,718	\$ 276,327	\$ 332,715	\$ 350,873	\$ 348,466
Total Operating	\$ 976,234	\$ 1,055,746	\$ 1,278,871	\$ 1,297,029	\$ 1,311,466
Total Capital	\$ -	\$ 127,129	\$ 78,700	\$ 90,320	\$ 3,700
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 976,234	\$ 1,182,875	\$ 1,357,571	\$ 1,387,349	\$ 1,315,166
			Percent change from FY20 Original Budget		-3%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$207,855

Materials and Supplies - Computer plan \$25,600

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement vehicle unit 3 \$3,700

ENTERPRISE FUND

— WATER FUND

UTILITIES DEPARTMENT

WATER REVENUE



FUND: Water
UNIT: Revenue

DEPT: Utilities
CODE: 503

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

Revenue from the Wholesale Base Rate and Wholesale Volumetric Rate is used to fund operation, maintenance and capital projects associated with the City's water supply, treatment, pumping, transmission and storage facilities in accordance with the Financial Policies adopted per the Regional Water Joint Powers Agreement. All water customers pay the Wholesale Base Rate and the Wholesale Volumetric Rate, regardless of whether they are individual City customers, or master meter customers.

Revenue from the Local Base Rate and Local Volumetric Rate is used to fund operation, maintenance and a portion of the capital project expenses associated with the City's water distribution system and other distribution systems in Campbell County and Crook County for individual customers not located in a Regional Water District with a Wholesale Water Service Agreement. Revenue from the Local Base Rate and the Local Volumetric Rate are also used to fund all costs associated with the City Swimming Pool.

Additional revenue is derived from bulk water sales for domestic purposes from the City's four bulk water load-out facilities. Two of these facilities are located in Gillette near the Warlow Yards. One facility is located in Rozet at the Fire Station and another facility is located at the Madison Pump Station in Crook County on US Hwy 14.

System Development Charges are additional revenue that is applied toward future expansion of the City's water supply, treatment and transmission system in accordance with the Financial Policies adopted per the Regional Water Joint Powers Agreement. This source of revenue is collected when new water service connections are made.

Plant Investment Fees are collected when new water service connections are made to the City-owned distribution system. This revenue is deposited in the Water Fund.

WATER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
503-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
State Grants	12,278	143,917	-	-	-
Plant Investment Fees	62,158	7,623	25,000	25,000	10,000
System Development Charges	2,162	36,928	-	-	-
Interest on Investments	139,850	249,503	269,000	269,000	108,000
Interest - Managed Investments	19,910	20,389	19,300	19,300	98,500
Unrealized Gain/Loss - Bonds	(51,934)	95,064	-	-	-
Incident Reimbursement Revenue	1,727	1,570	-	-	-
Miscellaneous	114,736	126,457	50,000	50,000	55,000
Charges for Services	1,897,757	1,685,025	1,827,805	1,827,805	2,015,155
Charges for Services - Regional	5,203,819	4,702,842	5,294,771	5,294,771	5,332,871
Interfund Operating Transfer In	(12,278)	(143,917)	-	-	-
Application of Unassigned Cash	-	-	4,162,369	4,585,300	396,306
Capital Contribution	82,185	553,694	-	-	-
GRAND TOTAL	\$ 7,472,370	\$ 7,479,094	\$ 11,648,245	\$ 12,071,176	\$ 8,015,832

WATER EXPENSE



FUND: Water
UNIT: Water

DEPT: Utilities
CODE: 7073

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Water Division produces and distributes potable water to the citizens and businesses of the City. Potable water is also supplied to some areas outside the City limits, including Regional connections. All of the City's water comes from 28 wells in three groundwater aquifers. The produced water is treated and the three sources are blended prior to distribution. Water consumption varies from a winter average of about 2.5 MGD (million gallons per day) to a summer peak of 9.6 MGD. The annual average daily usage is 3.7 MGD. The potable water must meet the many requirements of the SDWA (Safe Drinking Water Act). The water system consists of thirteen pump/pressure sustaining stations, one wet well, eleven reservoirs, ten regional control buildings, about 375.9 miles of water distribution and transmission mains, 2,371 fire hydrants and 7,242 valves.

MAJOR GOALS FOR FY 2020/2021:

- Commission, train & operate new Regional Water System (new wells, additional pipeline, new pump stations, regional connections)
- Rehab and replace equipment in M-1 & M-6
- Replace two variable frequency drives
- Exercise and evaluate 1000 distribution valves

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Water Service Connections	10,408	10,404	10,320	10,441	10,529	10,953
Miles of Water Main	307	341	357	357.5	372.6	375.9
Hydrants Managed	2,271	2,310	2,322	2,325	2,348	2,371
Valves Managed	6,545	6,823	6,926	7,109	7,164	7,242
Water Produced (Billion Gallons)	1.460	1.600	1.674	1.695	1.541	1.430
Ratio: Staff to Water Service Connections	1:612	1:612	1:688	1:652	1:658	1:730

STAFFING:	2015/2016	2016/2017*	2017/2018	2018/2019	2019/2020	2020/2021
Water Manager	1	1	1	1	1	1
Water Supervisor	3	3	3	3	2	2
Water Operator	6	3	2	3	3	3***
Senior Water Operator	7	9	9	9	10	9
Total Water Division Full Time Employees	17	16	15	16	16	15
Seasonal Worker Requests	0	0	0	0	2 **	4****

*2016/2017 Staffing as originally budgeted. Staffing reduced by 1 full-time position during Fiscal Year 2016/2017 through the budget amendment process.

**2019/2020 Requested 2 Seasonal Workers

***2020/2021 Transferred One (1) Water Operator Position to Utilities Administration (New Utility Services Coordinator)

****2020/2021 Requested 4 Seasonal Workers

WATER FUND					
Water	Actual	Actual	Original	Adjusted	Requested
503-70-73-441	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Salaries	893,342	859,508	1,011,901	1,011,901	964,579
Overtime	40,679	35,423	50,000	50,000	50,000
Merit Pay Plan	-	17,000	-	-	-
On-Call Pay	20,054	19,903	20,750	20,750	20,750
Benefits	559,137	622,319	564,035	564,035	545,469
Subtotal Personnel Costs	\$ 1,513,212	\$ 1,554,152	\$ 1,646,686	\$ 1,646,686	\$ 1,580,798
Contractual Services	1,556,497	1,560,339	1,997,230	2,246,010	1,592,135
Materials and Supplies	2,901,906	3,642,933	3,192,530	3,228,681	3,249,999
Subtotal Operating Costs	\$ 4,458,403	\$ 5,203,272	\$ 5,189,760	\$ 5,474,691	\$ 4,842,134
Total Operating	\$ 5,971,616	\$ 6,757,424	\$ 6,836,446	\$ 7,121,377	\$ 6,422,932
Total Capital	\$ 356,740	\$ 377,606	\$ 4,440,300	\$ 4,560,300	\$ 1,357,174
Interfund Transfers	\$ 140,102	\$ -	\$ 150,314	\$ 150,314	\$ 10,000
GRAND TOTAL	\$ 6,468,458	\$ 7,135,030	\$ 11,427,060	\$ 11,831,991	\$ 7,790,106

Percent change from FY20 Original Budget -32%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal services \$1,530,955

Materials and Supplies - Routine building maintenance \$66,000, PS#2 and PS#3 Air Tech Upgrade \$46,272, Repair/Maintenance of equipment \$194,000, Repair/Maintenance of SCADA equipment \$40,000, Distribution system maintenance \$535,000, Replace ten hydrants \$50,000, Vehicle maintenance \$50,942, Vehicle replacement \$80,704, Rentals of land and buildings \$30,000, Rentals of pool vehicles \$40,500, Utilities \$1,259,165, Insurance \$269,438, Chlorine gas at PS#1 & Madison \$30,000, New water meters \$363,000

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells M-1 & M-6 \$425,000, SCADA upgrades - distribution system \$49,300, SCADA upgrades - transmission system \$100,640, Water system control (VFDs) \$120,000, Advanced metering infrastructure \$350,000, 5 Back up portable generators \$300,934, Upfit for replacement equipment unit 62 \$200, Upfit for replacement vehicle unit 39 \$3,700, Upfit for replacement vehicle unit 172 \$3,700, Upfit for replacement vehicle unit 173 \$3,700

SWIMMING POOL



FUND: Water
UNIT: Pool

DEPT: Utilities
CODE: 7077

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The primary mission of the Swimming Pool is to provide the public with a safe and pleasant water oriented recreation experience. The pool facility is open during the summer months and maintained by the Water Division. As of 2007, the City of Gillette contracted with Campbell County for operations. The outdoor pool facility includes a deep well for diving, a lap swim area, a water slide, a zero depth/shallow area pool, wheelchair lift, a bathhouse, a concession area, and a sunbathing area, all within a well landscaped park.

MAJOR GOALS FOR FY 2020/2021:

- Continue to provide quality and safe recreational opportunities at the City Swimming Pool

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Pool Usage	32,278	36,645	30,509	35,000	30,077	31,879
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Manager	1	1	1	1	1	1
Assistant Manager	1	1	1	1	1	1
Lifeguards	11	11	11	11	11	11
Total City Pool	13*	13*	13*	13*	13*	13*

*MANAGED THROUGH THE CAMPBELL COUNTY PARKS AND RECREATION DEPARTMENT

ENTERPRISE FUND

— POWER FUND

UTILITIES DEPARTMENT

POWER REVENUE



FUND: Power
UNIT: Revenue

DEPT: Utilities
CODE: 504

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The City provides for the electrical needs of all users within its corporate boundaries, and City-owned facilities located outside the corporate boundaries. The revenue collected from customer rates, through the sale of electricity, pays the operating and maintenance costs of the system. These revenues are also used for the purchase of wholesale power required for the City, and other capital projects.

The Power Fund also charges a Capital Contribution Fee (CCF). This fee is charged to all customers connecting to the electrical system and the fees collected will be used to offset system expansion expenditures.

Interest on investments represents the Power Fund share of pooled investment interest as well as interest on the Debt Reserve Funds associated with the WyGen III debt and the CT II debt and the Working Capital investment at WyoStar.

POWER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
504-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
BAB Subsidy Revenue	1,443,314	1,422,671	1,395,848	1,395,848	1,369,857
Plant Investment Fees	32,601	34,008	25,000	25,000	25,000
Interest on Investments	119,301	272,975	305,000	305,000	123,900
Interest - Managed Investments	165,752	180,832	167,000	167,000	265,800
Unrealized Gain/Loss	(170,801)	268,269	-	-	-
Incident Reimbursement Revenue	35,067	30,084	-	-	-
Miscellaneous	316,111	519,302	-	-	-
Charges for Services	31,892,517	31,805,355	32,964,205	32,964,205	33,046,616
Interfund Operating Transfer In	583,000	639,936	500,000	500,000	500,000
Interfund Loan Transfer In	-	-	-	200,000	200,000
Application of Unassigned Cash	-	-	2,729,686	2,643,586	-
Capital Contribution	9,667	7,510	-	-	-
GRAND TOTAL	\$ 34,426,529	\$ 35,180,942	\$ 38,086,739	\$ 38,200,639	\$ 35,531,173

POWER EXPENSE



FUND: Power
UNIT: Electrical Services

DEPT: Utilities
CODE: 7074

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Electrical Services Division is responsible for the reliable, safe and cost effective operation of the City's entire electrical system. This division is responsible for the operation and maintenance of the substations and electrical systems for the Madison Water Well Field and the Donkey Creek Pump Station. Electrical Services installs cable and equipment for new commercial and residential developments and connects service to new homes. The division is responsible for the maintenance of street lights. We present electrical safety training to all 3rd graders in the district. The division will continue to use the IR camera on a bi-annual basis to identify system problems and make repairs.

MAJOR GOALS FOR FY 2020/2021:

- Continue to pro-actively replace outdated primary underground cable
- Complete line extensions and electrical installations for new development
- Continue to convert lines from overhead to underground and rebuild our aging infrastructure to increase reliability
- Ensure a safe working environment for our employees with no LTA's

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Electric Meters Served	15,188	15,678	15,663	15,697	15,726	15,767
Electrical Locates Performed Annually	4,600	5,127	3,744	3,531	3,677	4,150
Number of Substations Maintained	9	9	9	9	9	9
Available MVA (In Town)	125	135	125	125	125	125
Miles of Transmission Lines Maintained	28.2	28.2	28.2	28.2	28.2	28.2
Miles of Distribution Lines Maintained	315.2	329.6	342.2	351	346	347
Ratio: Staff to Electric Meters Served	1:844	1:922	1:921	1:921	1:982	1:985
Ratio: Staff to Miles of Lines Maintained	1:19	1:21	1:22	1:22	1:23	1:23

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Electrical Services Superintendent	1	1	1	1	1	1
Electrical Services Supervisor	3	3	3	3	3	3
Journeyman Lineworker	6	7	7	8	7*	7*
Apprentice Lineworker	6	5	5	4	4	4
Meter Technician	1	1	1	1	1	1
Total Electrical Services Division	18	17	17	17	16	16

*Two Current Open Journeyman Lineman Positions

POWER FUND			Original	Adjusted	Requested
Power	Actual	Actual	Budget	Budget	Budget
504-70-74-442	2017-18	2018-19	2019-20	2019-20	2020-21
Salaries	1,203,615	1,132,579	1,313,274	1,313,274	1,225,083
Overtime	73,159	50,142	87,500	87,500	87,500
Merit Pay Plan	-	16,000	-	-	-
On-Call Pay	26,026	25,994	26,500	26,500	26,500
Benefits	785,095	883,608	667,189	667,189	674,081
Subtotal Personnel Costs	\$ 2,087,894	\$ 2,108,322	\$ 2,094,463	\$ 2,094,463	\$ 2,013,164
Contractual Services	2,212,692	1,963,965	3,117,091	3,230,991	2,459,567
Materials and Supplies	23,164,317	23,879,360	25,387,702	25,387,702	25,485,557
Subtotal Operating Costs	\$ 25,377,009	\$ 25,843,325	\$ 28,504,793	\$ 28,618,693	\$ 27,945,124
Total Operating	\$ 27,464,903	\$ 27,951,647	\$ 30,599,256	\$ 30,713,156	\$ 29,958,288
Total Capital	\$ 2,776,369	\$ 5,200,888	\$ 5,587,083	\$ 5,587,083	\$ 4,439,170
Interfund Transfers	\$ -	\$ 600,000	\$ 1,900,400	\$ 1,900,400	\$ -
GRAND TOTAL	\$ 30,241,272	\$ 33,752,535	\$ 38,086,739	\$ 38,200,639	\$ 34,397,458

Percent change from FY20 Original Budget -10%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Legal fees \$25,000, Internal services \$2,321,767, Service drops \$100,000

Materials and Supplies - Maintenance of substations \$80,000, Maintenance of distribution \$380,000, Vehicle maintenance \$75,095, Vehicle replacement \$71,660, Property tax \$556,000, Purchased power \$8,813,000, WyGen III operating costs \$5,214,000, CT II operating costs \$1,787,000, Insurance \$104,442, Christmas lights \$26,000, General supplies \$180,000, Bad Debts \$40,000

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$250,000, New distribution lines \$2,255,000, Advanced metering infrastructure \$350,000, Partner File Fetch \$6,250, SCADA Upgrades \$39,000, Replacement of unit 18 \$50,000, Upfit for replacement vehicle - Unit 18 \$3,500, WyGen III capital projects \$947,500, CTII capital projects \$537,920

Debt Service - Wyoming Business Council debt service-Southern Industrial Annexation \$153,550, Capital Lease Principle WyGen III \$1,825,000, Capital Lease Principle CTII \$890,000, Capital Lease Interest WyGen III \$4,159,452, Capital Lease Interest CTII \$966,500 (reflected in materials and supplies line item above)

ENTERPRISE FUND

SEWER FUND

UTILITIES DEPARTMENT

SEWER REVENUE



FUND: Sewer (Wastewater)
UNIT: Revenue

DEPT: Utilities
CODE: 505

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Sewer revenue come from charges assessed to customers connected to the City's sewer system. The City also sells its treated effluent to Pacific Power and Light for cooling purposes in their power plant operations at the WYODAK Energy Complex. Additional revenue comes from Plant Investment Fees paid for new sewer connections, yard-waste compost sales, bio-solids compost sales and the acceptance of grease and septage from private septic haulers at the Wastewater Treatment Plant.

Interest on investments represents the Sewer fund share of pooled investment interest held at WyoStar.

SEWER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
505-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
State Grants	18,017	113,976	-	-	-
State Loans	-	-	-	-	20,000,000
Enterprise Charges	515,630	541,156	500,000	500,000	535,000
Plant Investment Fees	76,845	65,980	50,000	50,000	50,000
Secondary PIFs	2,375	6,123	-	-	-
Interest on Investments	30,498	55,761	69,000	69,000	32,500
Interest - Managed Investments	33,763	22,453	21,300	21,300	-
Unrealized Gain/Loss - Bonds	(30,554)	44,289	-	-	-
Miscellaneous	56,212	91,014	-	-	-
Charges for Services	4,328,835	4,608,065	5,246,245	5,246,245	6,046,297
Interfund Operating Transfer In	(18,017)	(113,976)	-	500,000	-
Application of Unassigned Cash	-	-	1,920,881	2,509,815	113,441
Capital Contribution	6,607,147	36,600	-	-	-
GRAND TOTAL	\$ 11,620,751	\$ 5,471,442	\$ 7,807,426	\$ 8,896,360	\$ 26,777,238

SEWER EXPENSE



FUND: Sewer (Wastewater)
UNIT: Sewer (Wastewater)

DEPT: Utilities
CODE: 7075

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Wastewater Division collects and treats all domestic and industrial wastewater produced by the citizens and businesses of the City. In addition, wastewater collection and treatment is provided for some residents and businesses outside the City limits. The City collection system has 206 miles of sanitary sewer line that contribute flow to the system, cleans 191 miles and owns 180 miles of sewer line and 11 sewage lift stations. The Wastewater Treatment Facility (WWTF) processes an average of 3.15 MGD (million gallons per day) of sewage. The WWTF is a conventional activated sludge process with anaerobic digestion. In 2019, we produced and sold 1,186 yards of Class A Stonepile Select Compost and 783 yards of residential yard waste compost. The WWTF biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 19 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2020/2021:

- Continue the valve replacement program
- Inspect industrial dischargers and grease interceptors and implement pretreatment standards where warranted
- Continue the manhole rehabilitation program
- Headworks Design and Construction

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Sewer Line Mileage Inspected	10	13.1	11	11	12.9	17.7
Sewer Line Mileage Cleaned	55	87.9	62.5	68.2	56.2	52.77
Compost Sold (Yards)	2,100	3,392.25	3,027.75	1,591.50	1,281	1,186
Yard Waste Compost Sold (Yards)	1,500	868	1,218.75	594	787	783
Influent Processed (MGD)	3.2	3.2	2.96	2.97	3.1	3.45
Additional Sewer Line Installed (Miles)	2.0	2.19	2	1	1	1
Percent of Sewer Lines Cleaned to Total Miles	26%	46%	33%	30%	29%	28%

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020*	2020/2021
Wastewater Manager	1	1	1	1	1	1
Wastewater Collection Supervisor	1	1	1	1	1	1
Wastewater Treatment Supervisor	1	1	1	1	1	1
Senior Wastewater Operator	7	6	4	7	7	5
Wastewater Operator	4	5	6	3	4	6
Wastewater Worker	0	0	0	0	2*	2
Total Wastewater Full Time Employees	14	14	13	13	16	16
Seasonal Worker Requests	3	3	3	3	3*	3**

*2019/2020 Requested 1 Operator, 2 Laborers, and 3 Seasonal Workers

**2020/2021 Requested 3 Seasonal Workers

ENTERPRISE FUND

FIBER FUND

UTILITIES DEPARTMENT

FIBER REVENUE



FUND: Fiber
UNIT: Revenue

DEPT: Utilities
CODE: 506

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Fiber Fund revenues are derived from dark fiber IRU leases, governmental monthly connection fees, ISP raceway leases and ISP Right-of-Way leases. The City will also be transferring \$500,000 of 1% funds into the Fiber Fund.

FIBER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
506-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
*Prior to FY2018-19 Revenue budget was combined with Utilities Administration					
Fiber Lease Revenue-Raceway	72,043	85,901	45,499	45,499	55,192
Fiber Lease Revenue-IRU's	-	2,867	23,365	23,365	24,115
Fiber Lease Revenue-ROW	3,036	11,318	1,700	1,700	1,597
Fiber Lease Revenue-Government	43,900	46,800	49,800	49,800	57,562
Miscellaneous	261,231	915	-	-	-
Interfund Operating Transfer In	647,000	360,064	500,000	500,000	500,000
Interfund Loan Transfer In	-	600,000	1,914,473	1,914,473	-
Application of Unassigned Cash	-	-	-	200,000	97,758
Capital Contribution	2,214,648	-	-	-	-
GRAND TOTAL	\$ 3,241,858	\$ 1,107,865	\$ 2,534,837	\$ 2,734,837	\$ 736,224

FIBER EXPENSE



FUND: Fiber
UNIT: Fiber Enterprise

DEPT: Utilities
CODE: 7078

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Fiber Enterprise Fund was created in fiscal year 2017/18. The fund was created to track cost and revenue of the City-owned fiber optic network.

MAJOR GOALS FOR FY 2020/2021:

- Continue to develop and implement plan for City-owned fiber optic network based on findings of the Broadband Study
- Work with Internet Service Providers (ISPs) to sign Right-of-Way and Raceway Leases to serve their customers

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Fiber Multi-Raceway Maintained (miles)	-	-	43.6	114.4	158.4	256
Fiber Raceway Installed (miles)			43.6	70.8	44.0	27.0
Government leases	8	11	11	11	11	12
IRU leases	12	18	23	24	16	17
Raceway Leases	0	0	0	26	34	34
ROW Leases	0	0	2	15	15	20
STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
No Staff	0	0	0	0	0	0
Total Fiber Division	0	0	0	0	0	0

The first fiber contract was signed in 2009. IRU contracts were prominent until 2017 when Raceway and Right-of-Way contracts were put in place for the conversion of IRU contracts. From the 39 IRU leases that were initially signed between 2009-2020, ten have been converted to either Raceway or Right-of-Way leases or Relinquished since 2017.

FIBER FUND				Original	Adjusted	Requested
Fiber	Actual	Actual	Budget	Budget	Budget	Budget
506-70-78-444	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21
*Prior to FY2018-19 budget was combined with Utilities Administration						
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	566,857	672,517	672,517	672,517	451,224
Materials and Supplies	3,089	13,503	2,000	2,000	2,000	10,000
Subtotal Operating Costs	\$ 3,089	\$ 580,359	\$ 674,517	\$ 674,517	\$ 674,517	\$ 461,224
Total Operating	\$ 3,089	\$ 580,359	\$ 674,517	\$ 674,517	\$ 674,517	\$ 461,224
Total Capital	\$ 1,099,811	\$ 317,777	\$ 1,860,320	\$ 1,860,320	\$ 1,860,320	\$ 75,000
Interfund Transfers/Loan	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
GRAND TOTAL	\$ 1,102,900	\$ 898,137	\$ 2,534,837	\$ 2,734,837	\$ 2,734,837	\$ 736,224

Percent change from FY20 Original Budget -71%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal Services \$451,224

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Fiber Conduit (Futurepath) \$60,000, Fiber fusion splicer \$15,000

ENTERPRISE FUND

SOLID WASTE FUND

PUBLIC WORKS DEPARTMENT

SOLID WASTE REVENUE



FUND: Solid Waste
UNIT: Revenue

DEPT: Public Works
CODE: 502

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Solid Waste revenues are derived from the monthly charge for refuse collection. Residential rates had remained at \$15.75 per month since 7/1/06. On 5/1/12, the rate was increased to \$17.20 per month, and on 5/1/2013 the rate was increased to \$17.65.

The Yard Waste Program runs from April through November. The monthly rate for one-yard waste container being emptied up to once per week was \$9.00, however the rate was increased to \$9.60 on 5/1/2013. There is currently no charge for citizens to bring yard waste to the City's Yard Waste Facility.

A contract hauler completes curbside collection of the recyclables for the Blue Bag Recycling Service. Collection of blue bags is provided for all residential customers who choose to recycle, at a cost of \$6.00 per month to the customer.

Commercial rates were brought more in line with costs as well as cleaning up the rate structure. Commercial rates are based on the number of containers and the frequency they are emptied. The rate for one container being emptied once per week was \$67.00 until 5/1/12, when the rate was increased to \$71.55. Effective 5/1/13, the rate was increased to \$76.40.

SOLID WASTE FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
502-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
Other Permits	750	1,000	-	-	-
Recycling Revenue	58,764	57,033	50,000	50,000	50,000
Interest on Investments	21,466	39,778	42,000	42,000	16,100
Interest - Managed Investments	-	-	-	-	11,400
Unrealized Gain/Loss	(4,496)	11,505	-	-	-
Incident Reimbursement Revenue	2,751	34	-	-	-
Miscellaneous	41,497	70,801	-	-	-
Charges for Services	2,878,449	2,958,143	3,058,769	3,058,769	3,066,416
Application of Unassigned Cash	-	-	238,276	297,233	-
GRAND TOTAL	\$ 2,999,181	\$ 3,138,294	\$ 3,389,045	\$ 3,448,002	\$ 3,143,916

SOLID WASTE EXPENSE



FUND: Solid Waste
UNIT: Solid Waste

DEPT: Public Works
CODE: 5055

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Solid Waste Division provides refuse collection services to the residential and commercial customers in the City. Solid waste is collected using fully automated side load trucks. All residential customers receive collection service once per week. Residential and commercial collection routes are serviced Monday through Friday. In addition, the division provides trash service for all CAM-PLEX events, any events sponsored by community organizations, and the seasonal yard waste collection program. The Solid Waste Division provides curbside yard waste pick up (the program currently has 2,465 customers) which is taken to the City of Gillette Yard Waste Facility for processing. The division also performs trouble crew services. All solid waste is disposed of at the Campbell County Landfill. The division contracts out curbside recycling (the program currently has 860 customers) for the Blue Bag Recycling Service. Collection of blue bags is provided for all residential customers who choose to recycle.

MAJOR GOALS FOR FY 2020/2021:

- Continue evaluation of new routes to ensure efficient and effective collection of City residential and commercial solid waste and yard waste recyclables.
- To provide a safe, team oriented work environment for our employees.
- To provide prompt, courteous collection service for our customers within the City and for special events.
- Continue to work with IT and GIS in developing short and long-term plans for utilizing the new technologies to automate our logging, WOs, customer complaints and improve efficiency.
- Conduct a comprehensive analysis of the Solid Waste Division and its operations for current and future planning.
- Continue to put an emphasis on commercial and residential inventory.

PERFORMANCE MEASURES:	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
# of Solid Waste Trucks	8	8	8	8	8	8
# of Collection Routes	8	7	7	7	7	7
# of Community Events Hosted	12	12	12	12	20	25
# of Residential Customers	10,440	9,912	9,915	10,487	10,094	10,150
# of Commercial Customers	400	374	359	342	296	300
Staff to Customer Ratio	1:1,204	1:1,142	1:1,141	1:1,203	1:1,234	1:1,161

STAFFING:	2015/2016	2016/2017	2017/2018	2018/2019	2018/2019	2020/2021
Solid Waste Manager	0	0	1	1	1	1
Supervisor	1	1	0	0	0	0
Lead Person	0	0	0	0	0	0
Solid Waste Operator	6	8	8	7	7	7
Senior Solid Waste Operator	2	0	0	1	1	1
Total Solid Waste Division	9	9	9	9	9	9

SOLID WASTE FUND			Original	Adjusted	Requested
Solid Waste	Actual	Actual	Budget	Budget	Budget
502-50-55-432	2017-18	2018-19	2019-20	2019-20	2020-21
Salaries	418,868	421,370	452,513	452,513	451,046
Overtime	16,725	15,351	15,000	15,000	15,000
Merit Pay Plan	-	9,000	-	-	-
On-Call Pay	155	-	250	250	250
Benefits	259,665	322,370	292,752	292,752	294,586
Subtotal Personnel Costs	\$ 695,413	\$ 768,092	\$ 760,515	\$ 760,515	\$ 760,882
Contractual Services	1,477,389	1,506,145	2,074,793	2,133,750	1,714,433
Materials and Supplies	553,389	614,627	553,737	553,737	628,574
Subtotal Operating Costs	\$ 2,030,777	\$ 2,120,772	\$ 2,628,530	\$ 2,687,487	\$ 2,343,007
Total Operating	\$ 2,726,191	\$ 2,888,864	\$ 3,389,045	\$ 3,448,002	\$ 3,103,889
Total Capital	\$ -	\$ 15,367	\$ -	\$ -	\$ 30,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,726,191	\$ 2,904,231	\$ 3,389,045	\$ 3,448,002	\$ 3,133,889

Percent change from FY20 Original Budget -8%

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Landfill tipping fees \$1,072,000, Blue Bag Recycling Program \$40,000, Internal services \$587,893

Materials and Supplies - Vehicle maintenance \$220,227, Vehicle replacement \$175,564, Diesel \$102,175, Rollout containers and auto chains for trucks \$94,500

Capital - *Unless Noted, All Items Approved CIP* - Pressure washer attachments \$30,000

INTERNAL SERVICES FUND

**VEHICLE
MAINTENANCE
FUND**

PUBLIC WORKS DEPARTMENT

VEHICLE MAINTENANCE REVENUE

FUND: Vehicle Maintenance
UNIT: Revenue



DEPT: Public Works
CODE: 604

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Vehicle Maintenance Fund is an internal service fund consisting of Vehicle Maintenance and Vehicle Replacement whose purpose is to provide goods and services to other City departments and divisions.

Revenue in this fund is recorded as a transfer in from the departments and divisions who use Vehicle Maintenance's services. The services are charged back to the divisions on a cost-reimbursement basis for gas and diesel usage and for maintenance services.

In addition, the City has established a vehicle replacement plan whereby each department is expected to pay for the replacement of the vehicles within its operation. This replacement cost is allocated over the expected useful life of the vehicle and is transferred as revenue to the Vehicle Maintenance Fund as Vehicle Replacement Allowance. The interest earned on these funds is also deposited in the Vehicle Replacement Fund.

VEHICLE MAINT. FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
604-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
Interest on Investments	23,657	34,409	38,000	38,000	16,400
Unrealized Gain/Loss	(5,633)	11,580	-	-	-
Miscellaneous	-	385	-	-	-
Interfund Operating Transfer In	-	-	-	-	-
Transfer from City Depts	1,533,153	1,022,014	1,037,904	1,301,903	1,096,221
Veh Replacement Allowance	1,191,745	1,368,338	1,213,850	1,213,850	1,797,863
Pool Vehicle Rental	161,197	103,193	139,000	139,000	173,398
Application of Unassigned Cash	-	-	555,286	555,286	212,214
GRAND TOTAL	\$ 2,904,118	\$ 2,539,919	\$ 2,984,040	\$ 3,248,039	\$ 3,296,096

VEHICLE MAINTENANCE EXPENSE



FUND: Vehicle Maintenance
UNIT: Vehicle Maintenance

DEPT: Public Works
CODE: 5036

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

This division provides preventive maintenance, general maintenance, repairs and daily operational requirements for the City's fleet. Vehicle Maintenance provides a continuous fuel supply, parts inventory system, and a fleet data collection system. This system provides data for fleet analysis to reduce overall maintenance costs, operating costs, and equipment down time. In addition, this system increases productivity, utilization and overall safety of the City's fleet. The fleet includes 202 vehicles and 425 pieces of other equipment representing a total of \$21,568,003 in assets. The fleet covered 1,174,493 total miles and ran a total of 120,869 hours in fiscal year 2019.

MAJOR GOALS FOR FY 2020/2021:

- To work with departments to reduce the number of underutilized vehicles and maximize equipment and vehicle usage.
- To develop regular reporting and analysis for a greater understanding of fleet usage for each division in the City.
- To work on the programming and automation of various processes for enhanced efficiency.
- To work jointly with other City divisions to develop stewardship of the fleet to reduce fuel and maintenance costs.
- To maintain a vehicle and equipment replacement program that will make the most economical use of budget funds.
- To implement a key vault within City Hall and City West, to help develop effective analyzation metrics to better assess fleet requirements and fleet size.

PERFORMANCE MEASURES:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
# of Population Served	32,520	31,411	30,467	30,713	31,848	31,879
Staff: Population Ratio	1:4,571	1:4,487	1:4,352	1:4,388	1:4,550	1:4,554
# of City Employees (RFTE)	312	290	272	277.5	274	277
Staff: Employee Ratio	1:44	1:41	1:39	1:40	1:39	1:40
# of City Vehicles	262	221	201	208	202	202
# of Pieces of Equipment	315	501	411	361	417	425
# of Miles Driven	1,392,879	1,303,346**	1,595,280**	1,171,065	1,244,749	1,174,493
# of Hours Operated	158,240	138,897**	153,892**	159,528	138,901	120,869
Technicians: Vehicle Ratios	1:43	1:37	1:29	1:30	1:29	1:29
Technicians: Equipment Ratios	1:52	1:83	1:59	1:52	1:60	1:61
# of Vehicle Repair Work Orders	4,095	3,382	2,352***	2,986	2,774	2,860

**These numbers are based on the previous calendar year.

***This number doesn't reflect work order numbers from an old system that was discontinued in calendar 2016.

STAFFING:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Fleet Manager	1	1	1	1	1	1
Fleet Supervisor	0	0	0	0	0	1
Lead Master Fleet Technician	1	1	1	1	1	0
Master Fleet Technician	4	4	4	4	5	4
Fleet Service Technician	1	1	1	1	0	1
Total Vehicle Maintenance	7	7	7	7	7	7

VEHICLE MAINT. FUND				Original	Adjusted	Requested
Vehicle Maintenance	Actual	Actual	Budget	Budget	Budget	Budget
604-50-36-419	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21
Salaries	444,655	425,401	469,540	469,540	436,266	
Overtime	2,305	5,350	10,000	10,000	14,000	
Merit Pay Plan	-	7,000	-	-	-	
On-Call Pay	7,807	2,199	8,000	8,000	4,000	
Benefits	199,436	230,077	271,827	271,827	250,658	
Subtotal Personnel Costs	\$ 654,202	\$ 670,028	\$ 759,367	\$ 759,367	\$ 704,924	
Contractual Services	247,454	274,067	233,030	233,030	302,935	
Materials and Supplies	966,695	604,490	637,886	891,885	684,293	
Subtotal Operating Costs	\$ 1,214,149	\$ 878,557	\$ 870,916	\$ 1,124,915	\$ 987,228	
Total Operating	\$ 1,868,351	\$ 1,548,584	\$ 1,630,283	\$ 1,884,282	\$ 1,692,152	
Total Capital	\$ -	\$ 32,322	\$ 46,000	\$ 46,000	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 1,868,351	\$ 1,580,906	\$ 1,676,283	\$ 1,930,282	\$ 1,692,152	
Percent change from FY20 Original Budget					1%	

Only items \$25,000 or more are reflected in the section below (some exceptions may apply). See page 1-b for definitions.

Contractual Services - Internal Services \$299,935

Materials and Supplies - Vehicle maintenance \$89,741, Vehicle replacement \$84,772, Gasoline \$36,875, Diesel \$56,605, Materials & parts for vehicle repairs \$353,100

Capital - Unless Noted, All Items Approved CIP - n/a

VEHICLE REPLACEMENT EXPENSE

FUND: Vehicle Maintenance
 UNIT: Vehicle Replacement



DEPT: Public Works
 CODE: 5037

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The purpose of this account is to provide funding for the replacement of City vehicles and equipment based on an established Vehicle and Equipment Replacement plan. The plan establishes a systematic replacement cycle, stating specific criteria for different categories of vehicles and equipment to determine depreciation amounts and replacement projections.

The Fleet Manager must effectively purchase and equip vehicles and equipment to ensure a maximum return on investment. In addition, the Fleet Manager regularly evaluates the plan to keep up with current industry benchmarks.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Balance in the Plan as of June 30	\$1,315,908	\$1,775,395	\$2,326,240	\$2,022,798	\$1,467,512	\$1,255,298

INTERNAL SERVICE FUND

— HEALTH BENEFIT FUND

HUMAN RESOURCES DEPARTMENT

HEALTH BENEFIT REVENUE



FUND: Health Benefit Plan
UNIT: Revenue

DEPT: Human Resources
CODE: 2022

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The general fund, internal service funds, and enterprise funds provide funding for the health benefit plan based upon an assessment from the Medical Task Force. The Medical Task Force evaluates all of the historical costs and future projections to determine the necessary premiums to be assessed for adequate funding of a Health Care Plan. The health benefit plan is funded on a monthly basis based upon the premiums assessed for Employee +2 or more, Employee +1, Single Employee coverage, and City Council contributions, when necessary. Each fund is assessed a fee based upon the elections made by the employees of the corresponding fund.

Interest on investments represents the interest attained on the Health Benefit Plan investment held in the WyoStar account.

INSURANCE FUND			Original	Adjusted	Requested
Health Benefit Plan Revenue	Actual	Actual	Budget	Budget	Budget
701-00-00-300	2017-18	2018-19	2019-20	2019-20	2020-21
Interest Earnings	428	742	500	500	500
Interest on Investments	18,603	39,465	43,000	43,000	36,700
Unrealized Gain/Loss	(5,188)	12,378	-	-	-
Health Plan Premiums & Cont.	4,543,034	4,662,375	5,328,657	6,038,657	5,502,850
Health Plan Retiree Premiums	414,467	387,799	350,352	350,352	358,217
Miscellaneous	1,125	256,588	-	-	-
Interfund Operating Transfer In	200,000	-	50,000	50,000	50,000
Application of Unassigned Cash	-	-	-	760,692	-
GRAND TOTAL	\$ 5,172,469	\$ 5,359,346	\$ 5,772,509	\$ 7,243,201	\$ 5,948,267

HEALTH BENEFIT EXPENSE



FUND: Health Benefit Plan
UNIT: Health Benefit Plan

DEPT: Human Resources
CODE: 2022

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Health Benefit Plan Fund is utilized for processing all costs associated with the administration of a City Health Care plan. These costs include all of the administrative fees and actual health care costs from the elected providers of our benefit plans. Medical health care including physicals, dental care, prescription medications, short term disability, and all associated fees are paid through the health benefit plan fund for the City employees who have elected coverage.

INSURANCE FUND

Health Benefit Plan 701-20-22-419	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Benefit Contract Services	8,178	13,849	9,000	9,000	-
Administrative Fees	208,424	166,381	220,600	220,600	223,800
Medical Claims	3,725,979	3,936,050	4,334,000	5,804,692	4,373,500
Prescription Claims	729,747	890,230	800,000	800,000	900,000
Dental Claims	276,248	292,331	265,000	265,000	277,000
ST Disability Claims	10,050	7,920	15,000	15,000	15,000
Interfund Transfers	-	-	55,696	55,696	57,925
GRAND TOTAL	\$ 4,958,626	\$ 5,306,761	\$ 5,699,296	\$ 7,169,988	\$ 5,847,225

Percent change from FY20 Original Budget

3%

INTERNAL SERVICE FUND

**PROPERTY
& LIABILITY
INSURANCE**

FINANCE DEPARTMENT

PROPERTY & LIABILITY INS REVENUE

FUND: Property and Liability Insurance
UNIT: Revenue



DEPT: Utilities/Finance
CODE: 702

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

Revenues are derived from a charge to the General Fund and Enterprise Funds. Charges for the Property and Liability insurance premiums, as well as the claims settlement, are allocated to the General Fund and Enterprise Funds based on the percentage of total insured assets belonging to each Fund.

Interest on Investments represents the Insurance Fund share of pooled investment interest.

INSURANCE FUND					
Prop/Liab Ins Revenue	Actual	Actual	Original	Adjusted	Requested
702-00-00-300	2017-18	2018-19	Budget	Budget	Budget
			2019-20	2019-20	2020-21
Interest on Investments	5,395	5,845	5,100	5,100	2,700
Unrealized Gain/Loss	(979)	3,713	-	-	-
Incident Reimbursement Revenue	96,182	242,170	125,000	470,000	175,000
Interfund Operating Transfer In	-	-	-	-	-
Transfer from City Depts	530,780	652,739	686,836	686,836	821,187
Application of Unassigned Cash	-	-	-	13,400	-
GRAND TOTAL	\$ 631,378	\$ 904,467	\$ 816,936	\$ 1,175,336	\$ 998,887

PROPERTY & LIABILITY INS EXPENSE

FUND: Property and Liability Insurance
UNIT: Property and Liability Insurance



DEPT: Utilities/Finance
CODE: 2538

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The City maintains their Property and Liability coverage through Wyoming Association of Risk Management or WARM. WARM provides general liability, property, automobile, crime, cyber, boiler and machinery coverage, as well as a menu of specialty programs to its members. The Liability Pool was formed as a joint powers board in 1986, by the City of Cheyenne, Laramie, Laramie County, and Natrona County. The City of Casper joined the pool in 1998, and the City of Gillette joined in 2006. Each of these six members has a seat on the Board.

The Property Pool was formed in 1995, as a joint powers board. Their membership has grown from six initial members to forty-four, and is governed by a nine member board. The Property Pool provides coverage for over \$3.2 billion of local Wyoming government-owned assets. The City of Gillette's property coverage for FY21 is for \$186,372,764 in assets.

Membership in these Pools offers numerous benefits to its members and in particular, the City of Gillette. The premiums are generally lower than would be available through the typical insurance markets. In addition, they provide broader coverage in many instances, as well as additional benefits, such as member training including online training, loss control services, and funding for Special Projects. Each year WARM also provides each of its Liability members \$10,000 rebate on Risk Management and/or Safety Training including an additional \$4,000/year for the Police Department. It also funds training for the members of the Liability Pool Board members at \$2,000 per year.

The Utilities Director serves as the official and thus the voting representative for the City of Gillette on both the Property and Liability Pools. Finance Administration handles the day-to-day insurance claims and the annual Statement of Values.

MAJOR GOALS FOR FY 2020/2021

- To work closely with the WARM Board to maintain or lower premiums.
- To work with City staff to maintain a low claim rate.
- To be actively involved in both the Property and Liability Pools to ensure the City of Gillette is fairly represented.
- To ensure the Statement of Values (SOV) is maintained and accurate and that timely updates are provided to WARM.

INSURANCE FUND			Original	Adjusted	Requested
Property & Liability Insurance	Actual	Actual	Budget	Budget	Budget
702-25-38-419	2017-18	2018-19	2019-20	2019-20	2020-21
Prop & Liab Insurance	533,148	526,916	563,886	563,886	698,237
Bad Debts	-	2,255	-	-	-
Claims	130,447	392,622	200,000	558,400	300,000
GRAND TOTAL	\$ 663,596	\$ 921,792	\$ 763,886	\$ 1,122,286	\$ 998,237

Percent change from FY20 Original Budget 31%

LID Funds 251 & 252

LOCAL — IMPROVMENT DISTRICTS

ADMINISTRATION DEPARTMENT

LID 51

FUND: Local Improvement District 51
UNIT: Indian Hills



DEPT: Administration
CODE: 251

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Local Improvement District 51 Fund is for the receipts for water, sewer, and street improvements completed for the Indian Hills subdivision in 2009. As of 05/4/20, there is 1 remaining active Assessments in Local Improvement District 51.

REVENUE

LOCAL IMP. DISTRICT LID 51 Revenue - Indian Hills 251-00-00-300	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Principle Revenue	-	-	17,765	17,765	-
Interest Revenue	-	-	3,202	3,202	-
GRAND TOTAL	\$ -	\$ -	\$ 20,967	\$ 20,967	\$ -

EXPENSE

LOCAL IMP. DISTRICT LID 51 - Indian Hills 251-99-99-419	Actual 2017-18	Actual 2018-19	Original Budget 2019-20	Adjusted Budget 2019-20	Requested Budget 2020-21
Principle	-	-	-	-	-
Interest	-	-	-	-	-
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

Percent change from FY20 Original Budget 0%

LID 52

FUND: Local Improvement District 52
UNIT: Interstate Industrial



DEPT: Administration
CODE: 252

City of Gillette, Wyoming

ACTIVITY DESCRIPTION:

The Local Improvement District 52 Fund is for the receipts for water improvements completed for the Interstate Industrial Park subdivision in 2019. This Local Improvement District began with 44 Assessments and as of 5/4/20, there are 24 remaining accounts. This revenue is intended to offset the Debt Service for the State Revolving Fund loan that the City obtained to assist with funding this project.

REVENUE

LOCAL IMP. DISTRICT	Actual	Actual	Original	Adjusted	Requested
LID 52 Revenue - Interstate Industrial	2017-18	2018-19	Budget	Budget	Budget
252-00-00-300			2019-20	2019-20	2020-21
Principle Revenue	-	-	75,585	505,485	40,983
Interest Revenue	-	-	33,880	33,880	16,836
Application of Unassigned Cash	-	-	-	-	49,126
GRAND TOTAL	\$ -	\$ -	\$ 109,465	\$ 539,365	\$ 106,945

EXPENSE

LOCAL IMP. DISTRICT	Actual	Actual	Original	Adjusted	Requested
LID 52 - Interstate Industrial	2017-18	2018-19	Budget	Budget	Budget
252-99-99-419			2019-20	2019-20	2020-21
Principle	-	-	73,846	503,746	76,127
Interest	-	-	33,105	33,105	30,818
GRAND TOTAL	\$ -	\$ -	\$ 106,951	\$ 536,851	\$ 106,945

Percent change from FY20 Original Budget

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PROPOSED CAPITAL PROJECTS



CAPITAL TYPE - ALL FUNDS	FY21 PROPOSED BUDGET BY TYPE
FURN/FIXTURES/EQUIP	22,314,812.00
PAVEMENT MANAGEMENT SYSTEM	4,940,000.00
MADISON DISTRICT PHASE V	4,610,000.00
SANITARY SEWER MAINS	2,500,000.00
NEW DISTRIBUTION LINES	2,315,000.00
WATER MAINS	2,250,000.00
VEHICLES	1,836,436.00
WATER STORAGE/RESERVOIRS	1,600,000.00
BRIDGES	1,425,000.00
PARK IMPROVEMENTS	1,268,087.00
WYGEN III CAPITAL	947,500.00
DRAINAGE PROJECTS	680,000.00
CT II CAPITAL	537,920.00
BEAUTIFICATION PROGRAMS	525,000.00
WELLS/PRODUCTION/COLLECTION	425,000.00
TRAFFIC SIGNALS	400,000.00
STREET ENHANCEMENTS	350,000.00
SCADA IMPROVEMENTS	324,940.00
PARK DEVELOPMENT	300,000.00
SIDEWALK REPAIRS	300,000.00
BIKE & WALKING PATHWAYS	290,000.00
LAND	250,000.00
BUILDINGS	20,000.00
GRAND TOTAL	\$ 50,409,695

DIVISION	FY21 PROPOSED BUDGET BY DIVISION/FUND
SEWER	\$ 20,823,400
1% OPTIONAL SALES TAX	16,897,087
MADISON WATER LINE	4,610,000
POWER	4,439,170
VEHICLE REPLACEMENT	1,703,944
WATER	1,357,174
PUBLIC ACCESS	225,000
INFORMATION TECHNOLOGY	80,000
FIBER	75,000
CITY WEST BUILDING MAINT	70,000
STREETS	69,320
SOLID WASTE	30,000
PD ADMINISTRATION	16,400
MAINT OF CITY BUILDINGS	8,000
SCADA	3,700
ELECTRICAL ENGINEERING	1,500
GRAND TOTAL	\$ 50,409,695



VEHICLES - \$1,836,436



WASTEWATER TREATMENT PLANT - \$20,000,000



\$50,409,695 IN TOTAL PROPOSED CAPITAL

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2021-2025

Description	Grant/Revenue FY 20-21	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Total
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DEPT: ADMINISTRATION

DIV: Mayor & Council

Capital Requests (items \$5000 or over)

Artwork			5,000	5,000	5,000	5,000	20,000
Mayor & Council - Total	0	0	5,000	5,000	5,000	5,000	20,000

DIV: Public Access

Capital Requests (items \$5000 or over)

City Hall Community Room Upgrade		150,000					150,000
City Hall Council Chambers Refresh		75,000					75,000
NewTek TriCaster Replacement/Upgrade			15,000				15,000
Public Access - Total	0	225,000	15,000	0	0	0	240,000

DIV: Special Projects

Capital Requests (items \$5000 or over)

City Hall 3rd Floor Remodel			1,235,000				1,235,000
ECSC Improvements Funded by LWCF Grant - 500k			1,800,000	250,000	150,000	250,000	2,450,000
Special Projects - Total	0	0	3,035,000	250,000	150,000	250,000	3,685,000

ADMINISTRATION TOTAL	0	225,000	3,055,000	255,000	155,000	255,000	3,945,000
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DEPT: FINANCE

DIV: Information Technology Services

Capital Requests (items \$5000 or over)

Switch Replacements		80,000	240,000	80,000	95,000	210,000	705,000
Replacement Servers			115,000	10,000		30,000	155,000
Blade Center & Storage Upgrades			250,000	250,000	525,000	150,000	1,175,000
Replacement Firewalls & Routers			15,000	15,000		35,000	65,000
Replacement Backup Power Units			28,000	55,000		14,000	97,000
Information Technology Svcs. - Total	0	80,000	648,000	410,000	620,000	439,000	2,197,000

FINANCE TOTAL	0	80,000	648,000	410,000	620,000	439,000	2,197,000
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DEPT: POLICE

DIV: Police

Capital Requests (items \$5000 or over)

Forensic Workstation		12,000					12,000
Police - Total	0	12,000	0	0	0	0	12,000

POLICE TOTAL	0	12,000	0	0	0	0	12,000
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CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2021-2025							
Description	Grant/Revenue FY 20-21	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Total
DEPT: PUBLIC WORKS							
DIV: Forestry							
<i>Capital Requests (items \$5000 or over)</i>							
Gable Shed for Tree Farm			6,000				6,000
Forestry - Total	0	0	6,000	0	0	0	6,000
DIV: Streets							
<i>Capital Requests (items \$5000 or over)</i>							
New Salt Shed Building			400,000				400,000
Streets - Total	0	0	400,000	0	0	0	400,000
DIV: Maintenance of Building - CH							
<i>Capital Requests (items \$5000 or over)</i>							
34" Walk Behind Scrubber (2 Floor Machines)		8,000	8,000				16,000
City Hall Main Elevator Upgrade			151,000				151,000
Maint. of Bldg. CH - Total	0	8,000	159,000	0	0	0	167,000
DIV: Maintenance of Building - CW							
<i>Capital Requests (items \$5000 or over)</i>							
Chain Link Fence - Southwest of Wash Bay		50,000					50,000
High Volume Doors for Heated Storage Building		20,000		20,000			40,000
Maint. of Bldg. CW - Total	0	70,000	0	20,000	0	0	90,000
DIV: Solid Waste							
<i>Capital Requests (items \$5000 or over)</i>							
Pressure Washer Attachments		30,000					30,000
Satellite Units				17,000			17,000
Solid Waste - Total	0	30,000	0	17,000	0	0	47,000
PUBLIC WORKS TOTAL	0	108,000	565,000	37,000	0	0	710,000
GENERAL FUND TOTAL	0	425,000	4,268,000	702,000	775,000	694,000	6,864,000

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2021-2025

Description	Grant/Revenue FY 20-21	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Total
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DEPT: UTILITIES

DIV: Madison Project

Capital Requests (items \$5000 or over)

Gillette Regional Water - District Extensions (67% Grant Funding)	-3,088,700	4,610,000	37,329,692				41,939,692
Madison Project - Total	-3,088,700	4,610,000	37,329,692	0	0	0	41,939,692

DIV: Water Fund

Capital Requests (items \$5000 or over)

Advanced Metering Infrastructure (AMI - Tantalus) Remote Reading		350,000					350,000
Back Up Portable Generators for Wells & Pumps		300,934	200,622				501,556
Well Rehabilitations (Down Hole Pump & Motor)		425,000	425,000	425,000	425,000	425,000	2,125,000
Water System Control - VFDs		120,000	120,000	120,000	120,000	120,000	600,000
SCADA Improvements - Water - Transmission		100,640	88,300	47,000	47,000	47,000	329,940
SCADA Improvements - Water - Distribution		49,300	48,300	48,300	44,600	30,700	221,200
Water Fund - Total	0	1,345,874	882,222	640,300	636,600	622,700	4,127,696

DIV: Power Fund

Capital Requests (items \$5000 or over)

WYGen III Capital Projects		947,500	1,097,731	1,003,052	947,500	947,500	4,943,283
CT II Capital Projects		537,920	351,500	351,500	351,500	351,500	1,943,920
New Distribution Lines (Partial transfer from 1% Fund)		2,255,000	2,255,000	2,325,000	2,325,000	2,325,000	11,485,000
Land, Easements, ROWs		250,000	250,000	250,000	250,000	250,000	1,250,000
SCADA Improvements - Electrical Services		39,000	25,000	25,000	25,000	25,000	139,000
Replacement of Unit 18 Digger Derrick Truck		50,000					50,000
Advanced Metering Infrastructure (AMI) Reading		350,000	500,000	500,000	500,000	500,000	2,350,000
Electrical Services - Partner File Fetch		6,250					6,250
Crestview Annexation (PRECorp Rev & Infrastructure)				1,763,640			1,763,640
AV Annexation (PRECorp Rev & Infrastructure)				2,755,860			2,755,860
AVBP Annexation (PRECorp Rev & Infrastructure)				977,500			977,500
69KV Line to Union Chapel Substation			667,000	667,000			1,334,000
Union Chapel Substation			747,500	747,500			1,495,000
Power Fund - Total	0	4,435,670	5,893,731	11,366,052	4,399,000	4,399,000	30,493,453

DIV: Sewer Fund

Capital Requests (items \$5000 or over)

WWTP Equipment Replacement Project - Loan	-20,000,000	20,000,000					20,000,000
WWTF Compost Screen		353,000					353,000
Equipment Replacement		200,000	200,000	200,000	200,000	200,000	1,000,000
Dewatering Unit HVAC		35,000					35,000
Collection Van Closed-Circuit Video Cameral Cable		7,200					7,200
Bobcat Toolcat		75,000					75,000
SCADA Improvements - Wastewater		136,000	136,000	136,000	136,000	136,000	680,000
Self-Propelled Man Lift		17,000					17,000
Roof & HVAC Replacement				975,000	975,000		1,950,000
WWTP Architectural, Sidewalks & Electrical Imp.						1,800,000	1,800,000
Primary Clarifier Sandblasting & Coating						1,322,000	1,322,000
Sewer Fund - Total	-20,000,000	20,823,200	336,000	1,311,000	1,311,000	3,458,000	27,239,200

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2021-2025							
Description	Grant/Revenue FY 20-21	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Total
DIV: Fiber Fund							
<i>Capital Requests (items \$5000 or over)</i>							
Fiber Improvements		60,000	60,000	60,000	60,000	60,000	300,000
Fiber Fusion Splicer		15,000					15,000
Fiber Fund - Total	0	75,000	60,000	60,000	60,000	60,000	315,000
UTILITIES TOTAL	-23,088,700	31,289,744	44,501,645	13,377,352	6,406,600	8,539,700	104,115,041
UTILITIES TOTAL LESS MADISON	-20,000,000	26,679,744	7,171,953	13,377,352	6,406,600	8,539,700	62,175,349
Capital Requests Total w/ Madison	-23,088,700	31,714,744	48,769,645	14,079,352	7,181,600	9,233,700	110,979,041
Capital Requests Total w/o Madison	-20,000,000	27,104,744	11,439,953	14,079,352	7,181,600	9,233,700	69,039,349
1% Projects							
Pavement Management System							
Pavement Management System		3,850,000	250,000	3,250,000	1,250,000	3,500,000	12,100,000
Alley PMS		220,000	260,000			250,000	730,000
Pavement Rehabilitation - Large Patches		150,000	150,000	150,000	150,000	150,000	750,000
Pavement Rehabilitation - Crack Seal		150,000	150,000	150,000	150,000	150,000	750,000
Pavement Rehabilitation - Chip Seal		300,000	300,000	300,000	300,000	300,000	1,500,000
PAVER - Inspections/Update PCIs		70,000	70,000	70,000			210,000
Goldenrod Improvements		200,000		200,000		200,000	600,000
WWTF Pavement Replacement Project			400,000				400,000
Pavement Management System - Total	0	4,940,000	1,580,000	4,120,000	1,850,000	4,550,000	17,040,000
Sidewalk Repairs							
Pathway Repairs - Annual Program		300,000					300,000
Sidewalk Repairs - Annual Program							0
Sidewalk Repairs - Total	0	300,000	0	0	0	0	300,000
Beautification Programs							
Beautification Projects along Major Streets		390,000	365,000	400,000	311,000	484,000	1,950,000
Adopt A Planter Flowers		35,000	35,000	35,000	35,000	35,000	175,000
Community Wide Drive and Drop		100,000	100,000	100,000	100,000	100,000	500,000
Beautification Programs - Total	0	525,000	500,000	535,000	446,000	619,000	2,625,000
Park Development							
Sports Complex Improvements (LWCF Grant Funds)	-150,000	300,000					300,000
Park Development - Total	-150,000	300,000	0	0	0	0	300,000
Park Improvements							
Irrigation Improvements		671,383	1,112,000	1,135,000	1,238,000	810,000	4,966,383
Park Improvements		596,704	740,000	485,000	620,000	500,000	2,941,704
Parks Improvements - Total	0	1,268,087	1,852,000	1,620,000	1,858,000	1,310,000	7,908,087
Street Enhancements							
Foothills Boulevard Curves/Drainage		350,000	3,000,000				3,350,000
Boxelder Rd Improvements - 4J Road to Emerson			250,000	1,500,000			1,750,000
Street Enhancements - Total	0	350,000	3,250,000	1,500,000	0	0	5,100,000
Traffic Signals							
Traffic Signal Installations		350,000		200,000		150,000	700,000
Pedestrian Crossing Enhancements		50,000		25,000		50,000	125,000
Traffic Signals - Total	0	400,000	0	225,000	0	200,000	825,000
Bridges							
Grade Separated Railroad Crossing (WYDOT Grant)	-50,000	425,000	350,000	100,000	250,000	750,000	1,875,000
Gurley Overpass Maint/Replacement Designation		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Bridges - Total	-50,000	1,425,000	1,350,000	1,100,000	1,250,000	1,750,000	6,875,000
Drainage Projects							
Rourke Ave Improvements		350,000					350,000
Remington Drainage Improvements		30,000		300,000		300,000	630,000
General Drainage Improve - Annual Program		300,000				250,000	550,000
Fishing Lake Imp - Bank Stabilization & Dredging						3,450,000	3,450,000
Drainage Projects - Total	0	680,000	0	300,000	0	4,000,000	4,980,000

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2021-2025

Description	Grant/Revenue FY 20-21	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Total
Bike and Walking Pathways							
Sidewalks - New - Annual Program							0
Pathways - New Installations		290,000	260,000			300,000	850,000
Bike and Walking Pathways - Total	0	290,000	260,000	0	0	300,000	850,000
Water Mains							
Water Main Replacement		2,250,000	2,250,000	2,000,000		2,750,000	9,250,000
Water Mains - Total	0	2,250,000	2,250,000	2,000,000	0	2,750,000	9,250,000
Water Storage/Reservoirs							
Water Tank Rehab (Z1-R3 7MG Terminal Res)		1,200,000					1,200,000
Concrete Apron Repairs (Z1-R5 Tank)		400,000					400,000
Water Storage/Reservoirs - Total	0	1,600,000	0	0	0	0	1,600,000
Sanitary Sewer Mains							
Sanitary Sewer Main Replacement		2,500,000	3,000,000			1,250,000	6,750,000
Stonepile Interceptor MH Rehabilitation Project			500,000				500,000
Cam-Plex Lift Station Capacity Upgrade				2,500,000			2,500,000
WWTF Nutrient Removal Upgrade				300,000	6,700,000		7,000,000
Heritage Lift Station Upgrade					2,500,000		2,500,000
Sanitary Sewer Mains - Total	0	2,500,000	3,500,000	2,800,000	9,200,000	1,250,000	19,250,000
Furn/Fixtures/Equip							
Mobile Radio Replacement		69,000					69,000
Furn/Fixtures/Equip - Total	0	69,000	0	0	0	0	69,000
Community Contributions							
Youth, Senior & Community Contributions		956,000	956,000	956,000	956,000	956,000	4,780,000
College Operational Funding		550,000	550,000	550,000	550,000	550,000	2,750,000
CC 4th of July & CCH - Flu Vaccines		9,000	9,000	9,000	9,000	9,000	45,000
Donkey Creek Festival Funding			35,000	35,000	35,000	35,000	140,000
1% Tax Education			7,500	7,500	7,500	7,500	30,000
Community Contributions - Total	0	1,515,000	1,557,500	1,557,500	1,557,500	1,557,500	7,745,000
Additional Community Contributions							
Fire Department - Operational Funding (40%)		2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	12,000,000
Fire Department - Operating Capital Request (49.5%)		84,101	50,000	50,000	50,000	50,000	284,101
Annual Contribution to Fire Fleet Depreciation Account		250,000	250,000	250,000	250,000	250,000	1,250,000
Annual Contribution to Fire Equipment Depreciation Acc (49.5%)		123,750	123,750	123,750	123,750	123,750	618,750
Annual Contribution to Fire Facility Maintenance Acct (49.5%)		24,750	24,750	24,750	24,750	24,750	123,750
Additional Community Contributions - Total	0	2,882,601	2,848,500	2,848,500	2,848,500	2,848,500	14,276,601
Transfer Out							
Transfer to Power Fund for New Distribution Lines		500,000	500,000	500,000	500,000	500,000	2,500,000
Transfer to Fiber Fund		500,000	500,000				1,000,000
Transfer Out - Total	0	1,000,000	1,000,000	500,000	500,000	500,000	3,500,000
1% Projects - Total	-200,000	22,294,688	19,948,000	19,106,000	19,510,000	21,635,000	102,493,688

1% Budgeted Revenue

Residual Sales Tax - Cash-On-Hand 6/30/20	21,590,998	
FY21 Sales Tax - To Fund External Entities	1,515,000	
Grant/Loan Revenue	200,000	LWCF Funds - Sports Complex & WYDOT
Total 1% Budgeted Revenue	<u>23,305,998</u>	
Surplus/(Deficit)	1,011,310	

OTHER INFORMATION

APPENDIX

DEFINITIONS

BENEFITS



Benefit budget line items include:

BENEFITS

▪ FICA

The City's share of FICA (Medicare and Social Security) is 7.65% of gross wages.

▪ Health Insurance

The City's premiums will increase approximately 3% beginning January 1, 2021. The City's share of the monthly premium (85%) for the PPO Plan will be:

Single - \$751.79

Employee + 1 - \$1,512.83

Employee + 2 or more - \$1,935.25

The City's share for the High Deductible Plan (100% of the monthly premium) will be:

Single - \$839.71

Employee + 1 - \$1,722.50

Employee + 2 or more - \$2,138.83

▪ Dental Insurance

The City's premiums will increase approximately 3% beginning January 1, 2021. The City's share of the monthly premium (85%) for the PPO Dental Plan will be:

Single - \$40.47

Employee + 1 - \$81.21

Employee + 2 or more - \$118.99

The City's share for the High Deductible Dental Plan (100% of the monthly premium) will be:

Single - \$47.61

Employee + 1 - \$95.53

Employee + 2 or more - \$139.99

▪ Life Insurance

The City pays \$.08 per \$1,000 of gross salary for Life and Accidental Death & Dismemberment (AD&D) coverage equal to the employee's base salary up to \$75,000. The City also pays Dependent Life for employees with dependents at a cost of \$0.48 per employee, or roughly \$129.60 per month.

▪ Long Term Disability

The City pays \$0.23 per \$100 of gross salary.

▪ Unemployment

The City pays actual claims for former employees instead of a fixed monthly rate.

▪ Worker's Compensation

Worker's Compensation approximate rates for 2020-21 are 0.14% for non-hazardous (clerical) and 1.28% for hazardous (all other). Rates are established by multiplying the City's claim history by the statewide base rate, and are adjusted for the 2020-21 Fiscal Year on 07/01/20.

▪ Wyoming Retirement

The City pays 100% of the employee (9.00%) and the employer (9.12%) share for all permanent personnel for FY20-21. For sworn police officers and dispatch staff the City pays 100% of the employee (8.60%) and the employer (8.60%) share.



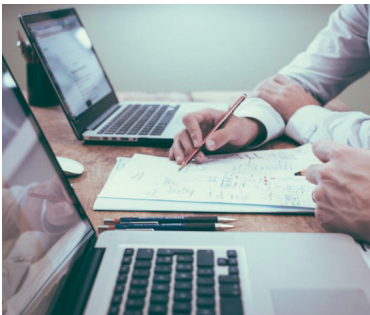
CAPITAL

Items reflected in these accounts have generally been requested through the Capital Improvement Plan (CIP), if not, it is noted.



CONTRACT LABOR

Costs for temporary labor employed by service agencies. The City utilizes these workers primarily during the summer months.



CONTRACTUAL SERVICES

Auditing Services
 Computer Services (based on internal formula)
 Contract Mowing
 Contract Snow Removal
 Engineering Consultants

Professional and Consulting Fees
 Property Maintenance
 Technical Consultants
 Vehicle Allowance



MATERIALS & SUPPLIES

Books & Periodicals
 Building Maintenance
 Custodial Supplies
 Diesel Fuel/Gasoline (based on internal formula)
 Dues and Subscriptions
 Equipment Maintenance
 Gen Supp/Furn/Equip < \$5,000
 Prop/Liab Insurance (based on internal formula)
 Meeting Expense
 Materials/Parts
 Natural Gas (based on internal formula)

Office/Computer Supplies
 Rentals of Equipment
 Safety Supplies
 System Maintenance
 Telephone Services
 Training and Education
 Transfers to Other Funds
 Travel Expense
 Utilities (based on internal formula)
 Vehicle Maintenance (based on internal formula)
 Vehicle Replacement (based on internal formula)

BUDGET CALENDARS

SCHEDULE: FY21 BUDGET with Council,
City Administrator, Finance Director, Department Heads & Staff

Month	Date	Day		Time	Location	
May	12	Tuesday	BUDGET MESSAGE - Administrator Davidson		5:30 PM	Google Hangouts - Virtual Meeting
			FINANCE - Michelle Henderson			
			1. Finance	2. Customer Service		
			3. Purchasing/Warehouse	4. City Clerk		
			5. IT	6. Property/Liability Insurance		
			HUMAN RESOURCES - John Aguirre			
			1. Human Resources	2. Safety		
			3. Health Benefit Plan			
			ADMINISTRATION - Patrick Davidson			
			1. General Fund Revenue	2. Mayor & Council		
			3. Administration	4. Public Access		
			5. Special Projects	6. Judicial		
			7. Local Improvement Districts			
			POLICE - Jim Hloucal			
			1. Police	2. Dispatch		
			3. Victims Services	4. Animal Control/Shelter		
			May	13		
1% FUND - Patrick Davidson						
PUBLIC WORKS - Sawley Wilde						
1. Administration	2. Facilities Maint. (City Hall/City West)					
3. Parks & Landscaping	4. Forestry					
5. Streets	6. Traffic Safety					
7. Solid Waste	8. Vehicle Maintenance					
9. Vehicle Replacement						
UTILITIES - Mike Cole						
1. Madison Water Line	2. Administration					
3. Electrical Engineering	4. SCADA					
5. Water	6. Swimming Pool					
7. Power	8. Sewer					
9. Fiber						
DEVELOPMENT SERVICES - Ry Muzzarelli						
1. GIS	2. Engineering					
3. Building Inspection	4. Planning					
5. Code Compliance						
BUDGET WRAP-UP						

FY20-21 MEETING SCHEDULE

SCHEDULE: **BUDGET and CIP** with City Administrator,
Finance Director,
Department Heads & Staff

Month	Date	Day		Time	Location
April	8	Wednesday	POLICE	1:30 p.m.	Google Hangouts - Virtual Meetings
			1. Police		
			2. Dispatch		
			3. Victims Services		
			4. Animal Control		
			5. Animal Shelter		
			PUBLIC WORKS	2:15 p.m.	
			1. Administration		
			2. Parks		
			3. Forestry		
			4. Streets		
			5. Traffic Safety		
			6. Maint of Bldgs - CH		
			7. Maint of Bldgs - CW		
			8. Solid Waste		
			9. Vehicle Maintenance		
			10. Vehicle Replacement		
			FINANCE	3:30 p.m.	
			1. Finance		
			2. Customer Service		
3. Purchasing					
4. Warehouse					
5. City Clerk					
6. IT					
7. Property & Liability Insurance					
April	9	Thursday	HUMAN RESOURCES	8:30 a.m.	Google Hangouts - Virtual Meetings
			1. Human Resources		
			2. Safety		
			3. Health Fund		
			ATTORNEY	9:15 a.m.	
			DEVELOPMENT SERVICES	9:30 a.m.	
			1. Engineering		
			2. Building Inspection		
			3. Planning		
			4. GIS		
			5. Code Compliance		
			ADMINISTRATION	10:30 a.m.	
			1. Mayor & Council		
			2. Administration		
			3. GPA		
			4. Special Projects		
5. Judicial					
UTILITIES	1:30 p.m.				
1. Utilities Administration					
2. Electrical Engineering					
3. SCADA					
4. Madison Water Project					
5. Water					
6. Power					
7. Sewer					
8. Fiber					
1% BUDGET DISCUSSION??					
BUDGET WRAP-UP					
April	10	Friday	RESERVED FOR OVERFLOW	9-11 a.m.	

