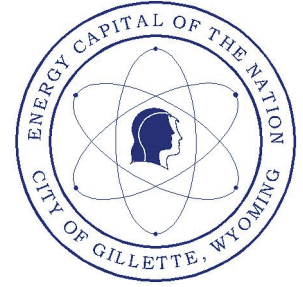


2022

ADOPTED BUDGET



City of Gillette
Fiscal Year 2021-2022 Adopted
Operating Budget & Capital
Improvement Plan

-19.0% DECREASE IN BUDGETED
EXPENDITURES FROM PRIOR
YEAR BUDGET

2020 SUMMER PARKS PHOTO CONTEST, 1ST PLACE
JUDGES' CHOICE, PHOTOGRAPHED BY DAMON WALL

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

CONTENTS

BUDGET MESSAGE	7
CITY OF GILLETTE ORGANIZATIONAL CHART	19
POSITION SUMMARY	20
ALL FUNDS SUMMARIES	22
GENERAL FUND	28
GENERAL FUND REVENUE	30
GENERAL FUND EXPENDITURE SUMMARIES	34
ADMINISTRATION DEPARTMENT	37
MAYOR & COUNCIL	38
ADMINISTRATION	40
GILLETTE PUBLIC ACCESS	42
SPECIAL PROJECTS	44
JUDICIAL	46
CITY ATTORNEY	49
CITY ATTORNEY	50
HUMAN RESOURCES DEPARTMENT	53
HUMAN RESOURCES	54
SAFETY	56
FINANCE DEPARTMENT	59
FINANCE	60
CUSTOMER SERVICE	62
PURCHASING	64
CITY CLERK	66
INFORMATION TECHNOLOGY	68
POLICE DEPARTMENT	71
POLICE	72
DISPATCH	74

VICTIM SERVICES	76
ANIMAL CONTROL	78
ANIMAL SHELTER	80

PUBLIC WORKS DEPARTMENT	83
PUBLIC WORKS ADMINISTRATION	84
FACILITIES MAINTENANCE CITY HALL	86
PARKS	88
FORESTRY	90
STREETS	92

DEVELOPMENT SERVICES DEPARTMENT	95
GEOGRAPHIC INFORMATION SYSTEMS (GIS)	96
ENGINEERING	98
BUILDING INSPECTION	100
TRAFFIC SAFETY	102
PLANNING	104
CODE COMPLIANCE	106

OPTIONAL ONE PERCENT TAX	109
ONE PERCENT TAX REVENUE	110
ONE PERCENT TAX EXPENSE	112

UTILITIES DEPARTMENT	115
-----------------------------------	------------

MADISON WATERLINE FUND	117
MADISON WATERLINE REVENUE	118
MADISON WATERLINE EXPENSE	120

UTILITIES ADMINISTRATION FUND	123
UTILITIES ADMINISTRATION REVENUE	124
UTILITIES ADMINISTRATION EXPENSE	126
ELECTRICAL ENGINEERING	128
SCADA	130

WATER FUND	133
WATER REVENUE	134
WATER EXPENSE	136
SWIMMING POOL	138

POWER FUND	141
-------------------------	------------

POWER REVENUE	142
POWER EXPENSE	144
SEWER FUND	147
SEWER REVENUE	148
SEWER EXPENSE	150
FIBER FUND	153
FIBER REVENUE	154
FIBER EXPENSE	156
SOLID WASTE FUND	159
SOLID WASTE REVENUE	160
SOLID WASTE EXPENSE	162
CITY WEST FUND	165
CITY WEST REVENUE	166
CITY WEST EXPENSE	168
VEHICLE MAINTENANCE FUND	171
VEHICLE MAINTENANCE REVENUE	172
VEHICLE MAINTENANCE EXPENSE	174
VEHICLE REPLACEMENT EXPENSE	176
WAREHOUSE FUND	179
WAREHOUSE REVENUE	180
WAREHOUSE EXPENSE	182
HEALTH BENEFIT FUND	185
HEALTH BENEFIT REVENUE	186
HEALTH BENEFIT EXPENSE	188
PROPERTY & LIABILITY INSURANCE	191
PROPERTY & LIABILITY INS REVENUE	192
PROPERTY & LIABILITY INS EXPENSE	194
LOCAL IMPROVEMENT DISTRICTS	197
LID 52 REVENUE	198
LID 52 EXPENSE	200
ADOPTED CAPITAL PROJECTS	202

APPENDIX	1-A
DEFINITIONS	1-B
BUDGET CALENDARS	1-D



2020 SUMMER PARKS
PHOTO CONTEST - NATURE
& WILDLIFE - 2ND
PLACE JUDGES' CHOICE
- PHOTOGRAPHED BY
KENNIDEE KOERBER

FY22 ADOPTED BUDGET

BUDGET MESSAGE



**2020 SUMMER PARKS PHOTO CONTEST ENTRY
GENERAL CATEGORY - FINALIST**

FISCAL YEAR 2022 BUDGET MESSAGE

CITY OF GILLETTE, WYOMING

May 11, 2021

Honorable Mayor, Members of the City Council, and Citizens of the City of Gillette,

It is my privilege to present the Fiscal Year 2022 (FY22) Budget for the City of Gillette. The budget is fundamentally balanced and prepared in accordance with all applicable federal, state and local requirements. The following is Staff's recommendation for the allocation of funds. However, after review by Council during the upcoming budget discussions, it is subject to additional direction as Council deems appropriate so that the final product is to Council's satisfaction. As a starting point for these discussions, the City's total proposed budget for FY22 is \$118,038,311.

OVERVIEW

Fiscal Year 2021 has been a challenging year for the City's sales tax revenue, the most significant General Fund revenue source. Even though the City reduced the sales tax budget by nearly 22% from Fiscal Year 2020 to Fiscal Year 2021, as of the writing of this message we are just shy of year-to-date projections. Because of this, as well as the uncertainty of future sales tax receipts due to the volatility of the energy industry, Staff recommends taking a conservative approach by reducing the FY22 sales tax budget by an additional 2%.

The last several budget cycles have each been problematic to some extent. The large swings in sales tax revenue from year to year – and even from month to month – present difficulties when developing a budget that is largely dependent on this singular revenue stream. There is no “normal” in terms of sales tax revenue. Until the State of Wyoming changes the taxing structure to allow municipalities to become less reliant on this volatile source, the City of Gillette should build every budget conservatively, and with caution, including only the minimum requirements to operate the City. The attached budget does just that, while still providing the services the citizens of Gillette expect from their government.

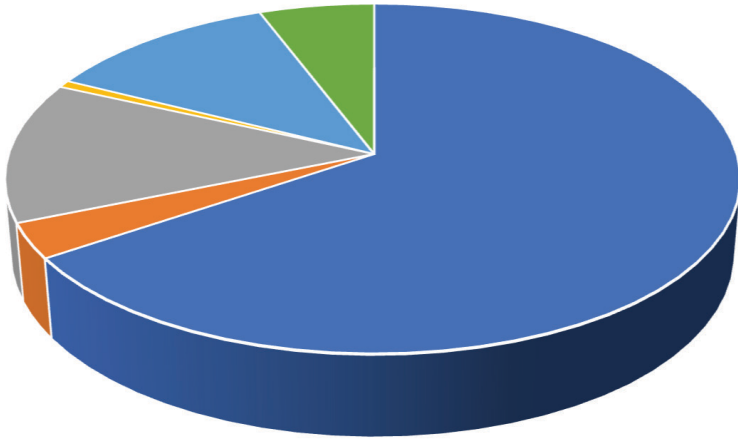
REVENUES

General Fund

The projected General Fund revenues for FY22 are \$31,011,708, a decrease of \$1.2M from the previous year, with the largest reductions coming from taxes, federal grants and investment interest. Additionally, the FY21 budget relied on an application of unassigned cash of approximately \$458,000; the FY22 budget is balanced without requiring an application of cash.

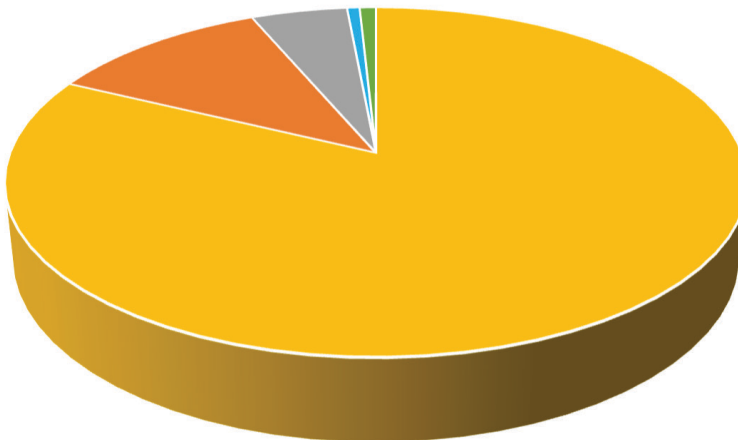
Taxes continue to be the bulk of revenues in the General Fund, representing 66% of the total General Fund revenues. The largest component of taxes is sales and use taxes, comprising 82% of the total taxes. The following graphs illustrate the major categories of General Fund revenues, followed by a further breakdown of the different types of tax revenues the City receives:

GENERAL FUND REVENUES



- Taxes:
\$20,322,254; 65%
- License and Permits:
\$1,005,226; 3%
- State & Federal Shared Rev:
\$4,043,966; 13%
- Grants & Loans:
\$203,789; 1%
- Charges for Services:
\$3,647,363; 12%
- Other Revenues:
\$1,789,110; 6%

TAX REVENUES



- Sales & Use Tax:
\$16,700,000; 82%
- Property Tax:
\$2,322,254; 11%
- Auto Taxes:
\$1,000,000; 5%
- Motor Fuel:
\$130,000; 1%
- Cigarette Tax:
\$170,000; 1%

Enterprise Funds

The annual proforma review was held on February 9, 2021, providing City Council with projections of each fund's performance over the next five years. Based on this review, Council implemented a 15% rate increase in the Wastewater Fund, effective May 1, 2021. Additional rate increases will be needed over the next several years in this fund. Per the proforma review, the remaining enterprise funds – Power, Water,

and Solid Waste – do not require a rate increase for the upcoming fiscal year. Additionally, the FY22 budget assumes the City Council will continue the long-standing practice of utilizing Optional 1% Tax revenue to cover the cost of various infrastructure improvements in these funds, which helps keep utility rates as low as possible.

EXPENSES

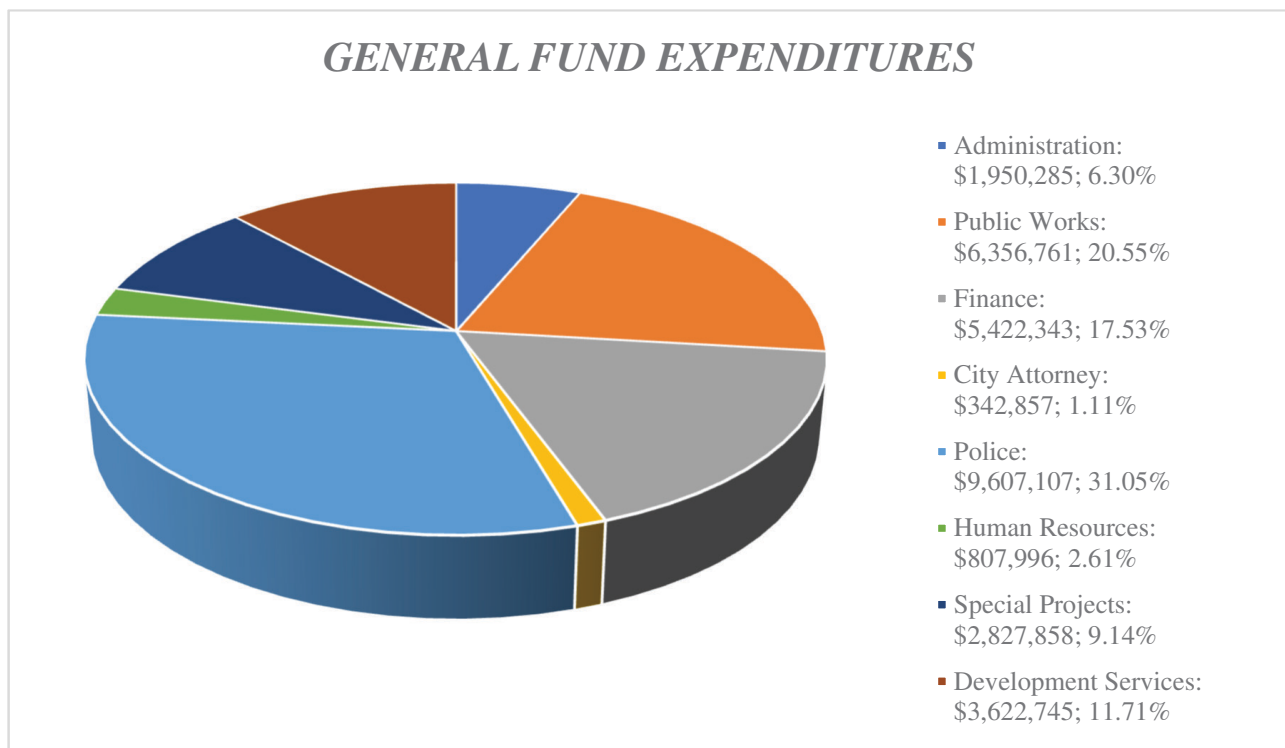
City-wide expenses have been reduced by 19.4%, primarily due to two large capital projects that were fully encumbered in the previous year’s budget and are therefore not included in FY22’s budget. Total budgeted expenses of \$118,038,311 are broken out into General Fund, Enterprise Funds and Optional 1% Tax Fund.

General Fund

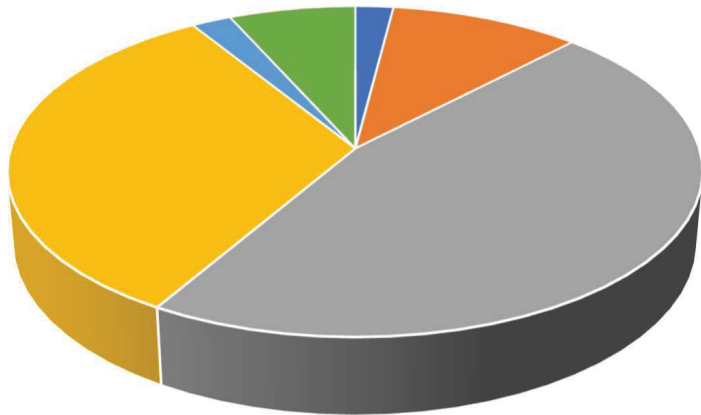
The expenditures in the General Fund cover salaries and benefits for employees in each operating division in the fund, as well as repair and maintenance costs, utility expenses, commodity and material costs, and general operating expenses. The General Fund expenditures were reduced by \$1.2M (4%) from FY21, with the most significant reductions coming from personnel and external agency funding.

The City of Gillette has a long history of providing funds to agencies that are external to the operations of the City in order to assist them in accomplishing their objectives within the community. While these agencies are a great benefit to the community as a whole, they are an additional burden on the City’s already-strained revenue streams. In FY22, the City is proposing to provide \$2.4M to these agencies, which is nearly 8% of the entire General Fund budget. This funding is separate from the 1% agency funding.

The following graphs illustrate the division of expenditures in the General Fund, followed by a breakdown of the different categories in the Special Projects Division:



SPECIAL PROJECTS BREAKDOWN

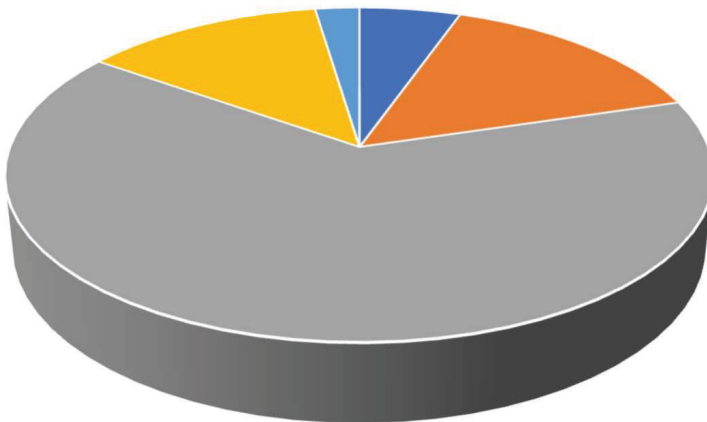


- Employee Development:
\$57,000; 2.0%
- Property & Liability Ins.:
\$287,572; 10.2%
- College Dorm Payment:
\$1,308,136; 46.3%
- Cam-Plex:
\$925,150; 32.7%
- Transfers Out & Misc.:
\$60,000; 2.1%
- Service Agencies/Gen Community:
\$190,000; 6.7%

Enterprise Funds

The City of Gillette operates five enterprise funds – Solid Waste, Fiber, Water, Power and Wastewater – which account for business-type activities supported largely by user fees. Each fund operates as a separate business, and their revenues generally cannot subsidize the other funds’ operations. Similar to the General Fund, the expenses in each enterprise fund are for employee salaries and benefits, equipment repair and maintenance, commodity and material costs, general operating expenses, and capital projects and purchases. The enterprise funds’ total combined budget is \$56,917,853.

ENTERPRISE FUNDS EXPENSES



- Solid Waste Fund:
\$3,078,674; 5.4%
- Water Fund:
\$8,518,766; 15.0%
- Power Fund:
\$36,644,099; 64.3%
- Sewer Fund:
\$7,325,831; 12.9%
- Fiber Fund:
\$1,350,483; 2.4%

The Solid Waste Fund is a very stable fund. Its operations do not change significantly from year to year. The FY22 proposed expenses in this fund are approximately 2% lower than the previous year, with the most notable difference being a reduction in capital purchases. The Fiber Fund's FY22 budget request is approximately \$600,000 (83%) higher than the previous year with the intent being to finish the buildout of the fiber loop.

The Water Fund is requesting an increase of 6.5% from the FY21 budget, with the largest increases being seen in internal services, distribution system maintenance, and capital purchases. This fund is able to absorb the additional expense without a rate increase by utilizing excess cash reserves. One item to note in this fund is that the City will be required to repay the remaining outstanding balance on the Madison loan of \$4,328,358 by the end of FY22, using the designated funds in the City's Wyo-STAR investment account.

The Power Fund is also requesting a 6.5% increase from the FY21 budget. This increase is entirely due to additional capital projects, most notably to build new distribution lines and substations to extend electric service to Crestview and Antelope Valley subdivisions. The City had planned to use Power Fund excess cash to fund these improvements. However, due to the unexpected, extraordinarily large natural gas costs to operate CT II in February, 2021, the City is considering financing these improvements instead.

The Wastewater Fund's FY22 budget request, without considering the \$20M improvement project outlier, is 8% higher than the previous year. This increase is a result of anticipated accrued interest costs for the new capital construction loan for the Wastewater Treatment Plant Improvement Project. This loan will accrue interest until one year after the final drawdown, currently projected to be in Fiscal Year 2023, at which time the City will start repaying the loan.

1% Fund

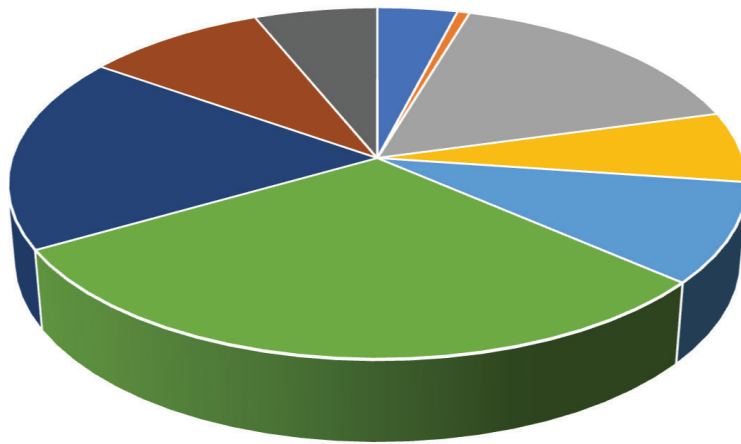
As part of the Fiscal Year 2017 budget process, the City Council made the decision to budget the expenditures in the 1% Fund using a cash-on-hand approach. This methodology continues to be successful because it allows for capital projects to be completed using cash physically held by the City, without needing to be reactive to the fluctuations of sales tax revenues.

The FY22 budget includes \$16,177,149 for 1% Fund expenditures, with \$11,795,000 being used for capital projects and \$4,382,149 allocated for community contributions. By comparison, Fiscal Year 2021's 1% Fund budget was \$22,294,688. The \$6.1M reduction from FY21 to FY22 is a direct reflection of the continued decline in sales tax revenues the City has been experiencing the past several years.

The major 1% Fund expenditures included in the upcoming budget are as follows:

- Foothills Boulevard Improvements
- Gurley Overpass Designation
- Water Main Replacement
- Community and Gillette College Contributions
- Fire Department Funding

OPTIONAL 1% EXPENDITURES



- Sewer Projects:
\$650,000; 4%
- Drainage Projects:
\$100,000; 1%
- Water Projects:
\$2,600,000; 16%
- Bridges:
\$1,050,000; 6%
- Parks/Beautification Projects:
\$1,485,000; 9%
- Street Projects:
\$4,910,000; 30%
- Fire Department Funding:
\$2,912,350; 18%
- Agency & Social Services:
\$1,469,799; 9%
- Transfer to Power & Fiber Funds:
\$1,000,000; 6%

RESERVES

The City maintains reserves in a number of funds. Some reserves are restricted, meaning they're legally mandated, and some are designated by the City's reserves policy. Excess cash over and above these reserves is typically unassigned and can be used at Council's discretion.

The City's reserves policy states that the General Fund must maintain 150 days of operating reserves. It also specifies that each enterprise fund must maintain 90 days of operating reserves, along with capital reserves in an amount equal to one year depreciation expense. The following table illustrates the minimum reserve requirements in each major fund:

FUND	REQUIRED RESERVES
General Fund	\$12,544,932
Solid Waste Fund	\$759,125
Water Fund	\$5,829,090
Power Fund	\$9,386,626
Wastewater Fund	\$3,730,349

HUMAN RESOURCES

The City of Gillette currently has 281 full-time equivalent (FTE) positions, a reduction of two positions from the previous fiscal year. The FY22 budget also proposes 41 seasonal positions. No new or additional positions are being requested in the FY22 budget. Employee salaries and benefits account for nearly 25% of the total City of Gillette budget, and 65% of the General Fund budget. The City's employees are its most valuable asset.

The salary and benefit package is a large driver in employee hiring and retention. There are certain divisions with skilled labor positions, or those positions that require specific knowledge, that are finding it difficult to recruit and/or retain qualified employees because they are competing with local industry. Employees were last given a merit increase in Fiscal Year 2016. Two lump sum payments and one cost of living adjustment have been implemented in the years since. Additionally, the City consulted with Condrey and Associates in Fiscal Year 2019 to develop a classification and compensation plan which aligned most of the City's positions more closely with similar municipalities in our region. As part of that study, Condrey suggested that the City consider merit and/or cost of living increases every budget cycle in order to keep those salary bands competitive. The Council is encouraged to consider Condrey's recommendations in upcoming budget years, while balancing any compensation changes with uncertain revenue levels.

CONCLUSION

The proposed FY22 budget of \$118,038,311 is balanced. The City of Gillette is financially stable. The organization, however, is facing an uncertain future, and we continue to face additional demands for service in the midst of an unpredictable revenue picture. As is our standard practice, the presented budget seeks to be fiscally conservative. Staff was asked to make reductions where feasible in an already frugal operating budget, and each vacant position is analyzed prior to filling to determine if the hiring process can be postponed until the revenue picture improves. We will continue to look for ways to increase our efficiencies while still providing the services the citizens of Gillette expect.

This budget document is a collaborative effort between all City departments. The management team of the City of Gillette has done a tremendous job of forming a unified team to make some very difficult decisions during this most unusual budget season. I particularly appreciate the hard work of the Finance Division in compiling, consolidating and analyzing all the information contained in this document. Additionally, I would like to thank City Council for their thoughtful consideration of the FY22 budget, as well as their continued support throughout the year.

Respectfully,

Michelle Henderson

Michelle Henderson
Finance Director



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



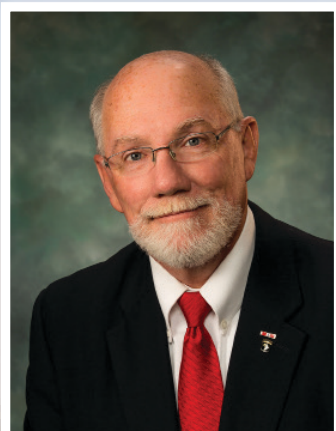
Councilman Eric Hanson
Ward 1



Mayor Louise Carter-King



Councilman Gregory Schreurs
Ward 1



Councilman Billy Montgomery
Ward 2



Councilman Tim Carsrud
Ward 2

Gillette City Council 2021



Councilman Shay Lundvall
Ward 3

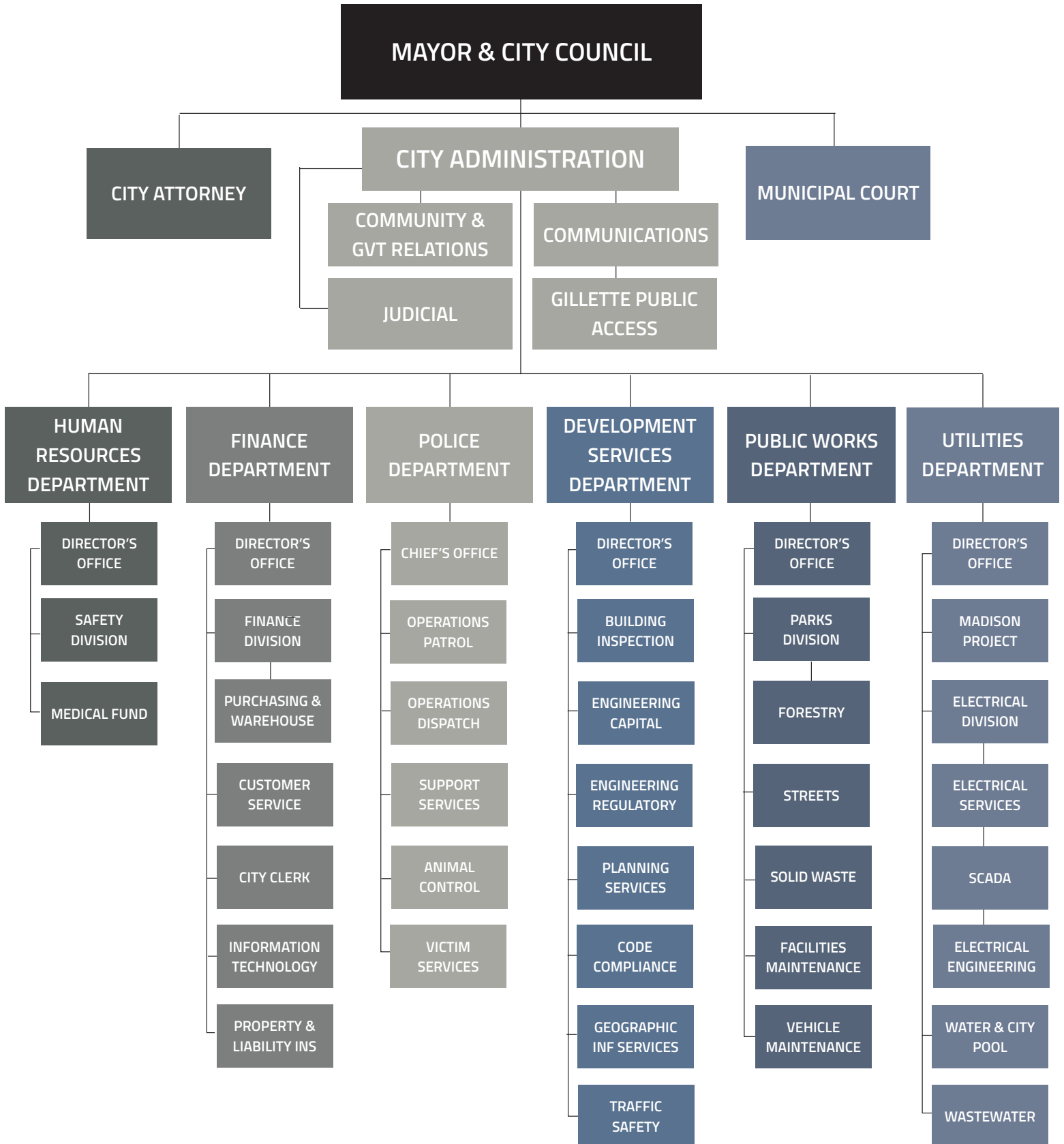


Council President Nathan McLeland
Ward 3



2020 SUMMER PARKS PHOTO CONTEST - 1ST PLACE JUDGES' CHOICE -
2ND PLACE PEOPLE'S CHOICE - PHOTOGRAPHED BY QUINN GOLDHAMMER

CITY OF GILLETTE ORGANIZATIONAL CHART



POSITION SUMMARY

GENERAL FUND POSITIONS

	Actual	Actual	Original	Adjusted	Requested	Change From
	2018-19	2019-20	Budget	Budget	Budget	FY21 Adjusted
			2020-21	2020-21	2021-22	Budget
Administration	4.0	4.0	4.0	4.0	4.0	-
Public Access	2.0	3.0	3.0	3.0	3.0	-
Judicial	7.0	6.0	6.0	6.0	6.0	-
City Attorney	2.0	2.0	2.0	2.0	2.0	-
Human Resources	5.0	5.0	5.0	5.0	5.0	-
Safety	1.0	1.0	1.0	1.0	1.0	-
Finance	6.0	7.0	7.0	7.0	7.0	-
Customer Service	9.0	9.0	9.0	9.0	8.0	(1.0)
Purchasing	2.0	2.0	2.0	2.0	2.0	-
City Clerk	2.0	2.0	2.0	2.0	2.0	-
Information Technology	8.0	9.0	9.0	9.0	9.0	-
Police	65.0	65.0	67.0	67.0	67.0	-
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	4.0	4.0	4.0	4.0	4.0	-
Animal Shelter	3.0	3.0	3.0	3.0	3.0	-
Public Works Administration	3.0	3.0	3.0	3.0	3.0	-
Facilities Maintenance - City Hall	5.0	6.0	6.0	6.0	6.0	-
Parks & Landscaping	28.0	20.8	20.0	20.0	22.5	2.5
Forestry	2.0	2.0	2.0	2.0	2.0	-
Streets	16.0	16.0	16.0	16.0	16.0	-
Traffic Safety	2.0	2.0	2.0	2.0	2.0	-
Engineering	10.0	10.0	10.0	10.0	10.0	-
Geographical Information Systems	4.5	3.5	4.0	4.0	4.0	-
Building Inspection	6.0	6.0	6.0	6.0	6.0	-
Planning	2.5	2.5	2.0	2.0	2.0	-
Code Compliance	1.5	2.0	2.0	2.0	2.0	-
General Fund FTE Total	213.5	208.8	210.0	210.0	211.5	1.5
Mayor and Council - Elected Officials, Not FTEs	7.0	7.0	7.0	7.0	7.0	-

POSITIONS - ALL FUNDS

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22	Change From FY21 Adjusted Budget
General Fund	213.5	208.8	210.0	210.0	211.5	1.5
Capital Project Funds						
Madison Waterline	1.0	1.0	-	-	-	-
Total Capital Project Fund FTEs	1.0	1.0	-	-	-	-
Enterprise Funds						
Utilities Administration Fund:						
Utilities Administration Division	3.0	3.0	4.0	4.0	4.0	-
Electrical Engineering Division	7.0	7.0	7.0	7.0	6.0	(1.0)
SCADA Division	6.0	7.0	7.0	7.0	7.0	-
Water	16.0	17.1	17.1	17.1	15.5	(1.6)
Power	17.0	16.0	16.0	16.0	16.0	-
Sewer	14.5	17.8	17.6	17.6	17.6	-
Solid Waste	9.0	9.0	9.0	9.0	9.0	-
Total Enterprise Funds FTEs	72.5	76.9	77.7	77.7	75.1	(2.6)
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	298.0	297.7	298.7	298.7	297.6	(1.1)
Less Parks Seasonal FTEs*	20.0	12.8	12.0	12.0	14.5	2.5
Less Water Seasonal FTEs**	-	1.1	2.1	2.1	0.5	(1.6)
Less Sewer Seasonal FTEs***	1.5	1.8	1.6	1.6	1.6	-
City of Gillette Full Time Budgeted Positions Total	276.5	282.0	283.0	283.0	281.0	(2.0)

SUMMARY OF SIGNIFICANT CHANGES

-0.71%



Total City Staffing Decreased By 2 Full Time Equivalents (FTE)

This budget:

- Eliminated one Meter Reader position in Customer Service
- Eliminated one Electrical Manager in Electrical Engineering

- Increased Parks seasonal staffing FTEs
- Decreased Water seasonal staffing FTEs

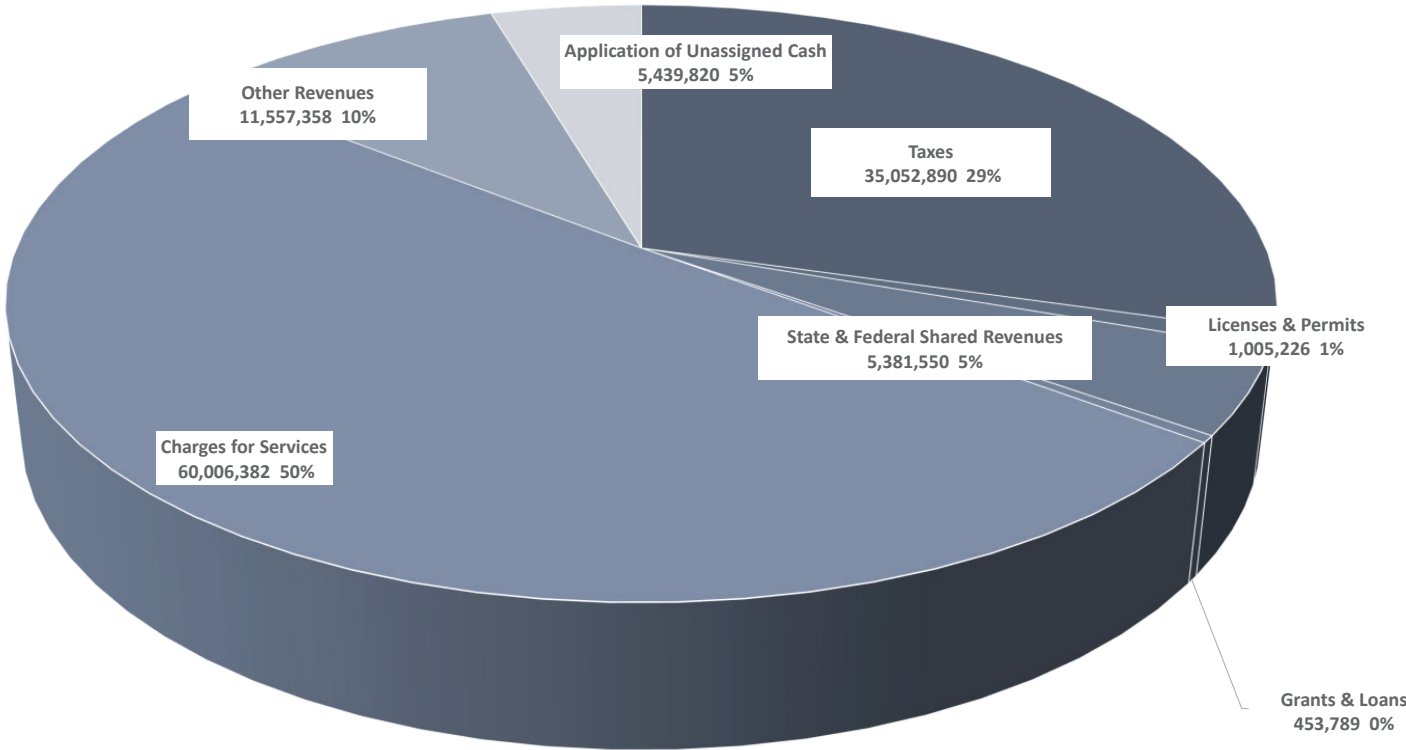
ALL FUNDS SUMMARIES

REVENUE BY TYPE SUMMARY - ALL FUNDS

ALL FUNDS SUMMARY

Revenue by Type	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Taxes	\$ 46,674,257	\$ 47,994,052	\$ 36,568,108	\$ 36,568,108	35,052,890
Licenses & Permits	1,027,141	1,080,305	1,048,416	1,048,416	1,005,226
State & Federal Shared Revenues	5,409,531	5,454,635	5,338,358	5,338,358	5,381,550
Grants & Loans	4,638,593	2,658,727	23,783,099	57,842,163	453,789
Charges for Services	54,326,146	57,590,060	59,287,585	59,848,686	60,006,382
Other Revenues	17,804,430	21,200,902	13,892,004	15,377,581	11,557,358
Application of Cash					
Application of Unassigned Cash	-	-	8,502,530	54,143,454	5,439,820
Total Application of Cash	\$ -	\$ -	\$ 8,502,530	\$ 54,143,454	\$ 5,439,820
GRAND TOTAL	\$ 129,880,100	\$ 135,978,681	\$ 148,420,100	\$ 230,166,766	\$ 118,897,015

REVENUE BY TYPE - ALL FUNDS




\$35,052,890



TAXES

\$5,381,550



STATE & FEDERAL SHARED

\$60,006,382



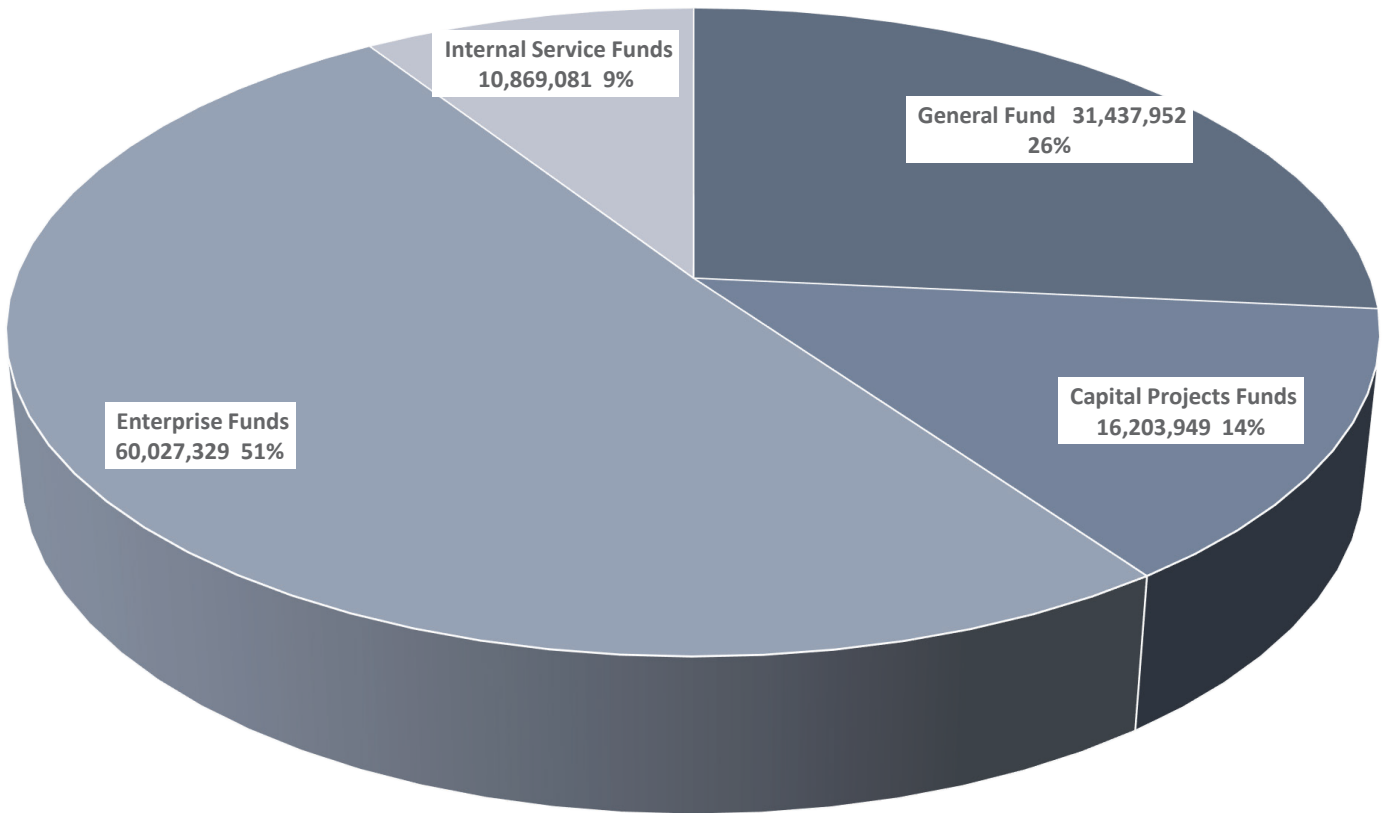
CHARGES FOR SERVICES

EXPENDITURE BY FUND SUMMARY

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
General Fund	\$ 31,950,330	\$ 39,788,618	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952
Capital Project Funds					
1% Optional Sales Tax	15,945,194	16,461,422	22,294,688	37,572,598	16,177,149
Madison Waterline	3,206,012	3,329,627	4,620,000	49,253,921	26,800
Total	\$ 19,151,206	\$ 19,791,049	\$ 26,914,688	\$ 86,826,519	\$ 16,203,949
Enterprise Funds					
Utilities Administration	2,613,424	2,412,910	3,147,556	3,221,056	3,109,476
Water	7,330,275	7,137,620	8,015,832	13,824,760	8,518,766
Power	33,752,535	32,304,097	34,397,458	40,057,142	36,644,099
Sewer	6,015,358	6,104,401	26,777,238	27,636,195	7,325,831
Fiber	898,137	1,799,422	736,224	1,436,752	1,350,483
Solid Waste	2,904,231	3,272,663	3,133,889	3,166,504	3,078,674
Total	\$ 53,513,960	\$ 53,031,114	\$ 76,208,197	\$ 89,342,409	\$ 60,027,329
Internal Service Funds & Other					
Vehicle Maintenance	2,707,530	2,037,227	3,296,096	2,932,255	2,692,819
Health Benefit Plan	5,306,761	8,715,766	5,847,225	5,847,225	5,958,425
Property & Liability Insurance	921,792	1,129,487	998,237	1,400,237	1,281,959
City West Fund	562,723	411,139	663,114	621,699	626,740
Warehouse Fund	193,326	384,166	196,299	377,201	202,193
Local Improvement Districts	-	-	106,945	106,945	106,945
Total	\$ 9,692,132	\$ 12,677,785	\$ 11,107,916	\$ 11,285,562	\$ 10,869,081
	\$ 114,307,627	\$ 125,288,566	\$ 146,422,366	\$ 227,821,738	\$ 118,538,311

Percent change from FY21 Original Budget -19.0%

EXPENDITURE BY FUND - ALL FUNDS



\$118,538,311

TOTAL SPEND



\$32,250,122

TOTAL CITY RESERVES



\$22,287,454

TOTAL CAPITAL

EXPENDITURE BY TYPE SUMMARY - ALL FUNDS

CITY OF GILLETTE EXPENDITURES BY TYPE ALL FUNDS	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Salaries	17,037,536	17,362,583	18,540,524	18,637,331	18,148,180
Overtime	537,311	610,171	673,250	667,896	627,766
Merit Pay Plan	272,900	130,500	-	-	-
On-Call Pay	132,228	142,211	138,540	148,284	142,333
Benefits	9,808,860	9,679,976	10,279,287	10,385,946	10,447,705
Subtotal Personnel Costs	\$ 27,788,835	\$ 27,925,442	\$ 29,631,601	\$ 29,839,457	\$ 29,365,984
Contractual Services	10,597,508	12,530,822	12,157,678	12,695,406	12,387,206
Materials and Supplies	44,691,855	46,937,971	47,276,738	52,797,737	47,685,643
Subtotal Operating Costs	\$ 55,289,363	\$ 59,468,792	\$ 59,434,416	\$ 65,493,143	\$ 60,072,849
Total Operating	\$ 83,078,198	\$ 87,394,234	\$ 89,066,017	\$ 95,332,600	\$ 89,438,833
Total Capital	\$ 24,996,061	\$ 27,230,300	\$ 50,409,695	\$ 123,785,499	\$ 22,287,454
Interfund Transfers	\$ 1,600,000	\$ 2,875,233	\$ 1,317,925	\$ 2,967,027	\$ 1,334,725
Outside Agency Funding	\$ 4,633,369	\$ 7,788,798	\$ 5,628,729	\$ 5,736,612	\$ 5,477,299
GRAND TOTAL	\$ 114,307,627	\$ 125,288,566	\$ 146,422,366	\$ 227,821,738	\$ 118,538,311
			Percent change from FY21 Original Budget		-19%

24.77%



Personnel Costs Percent of
Total Budget

18.80%



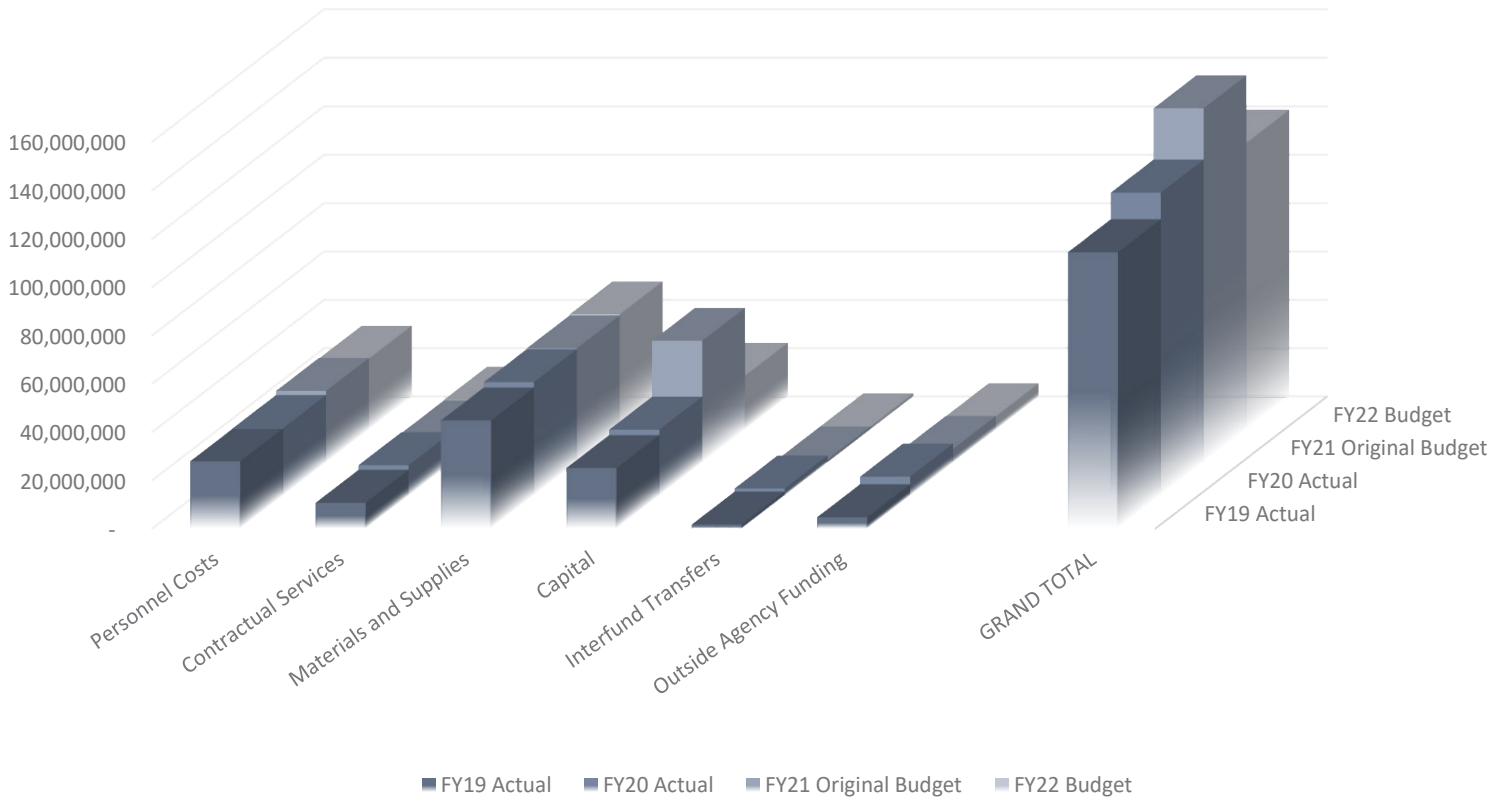
Capital Costs Percent of
Total Budget

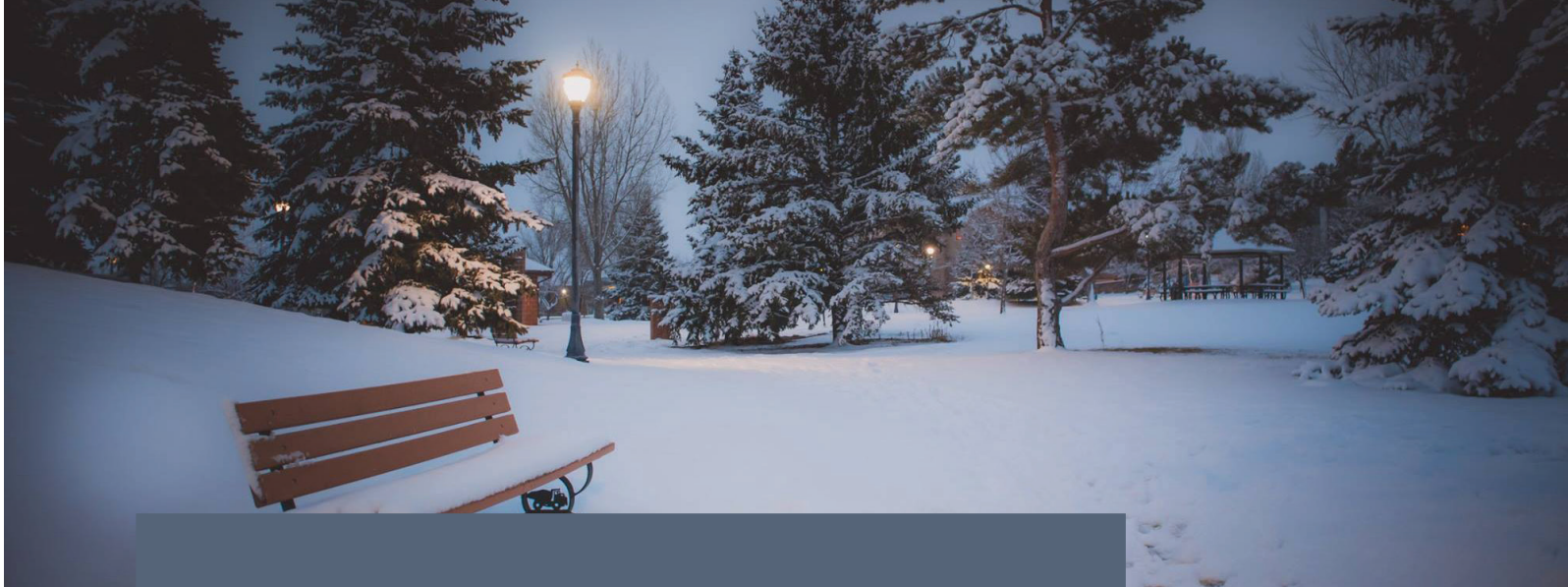
75.45%



Total Operating Costs
Percent of Total Budget

EXPENDITURE BY TYPE - ALL FUNDS



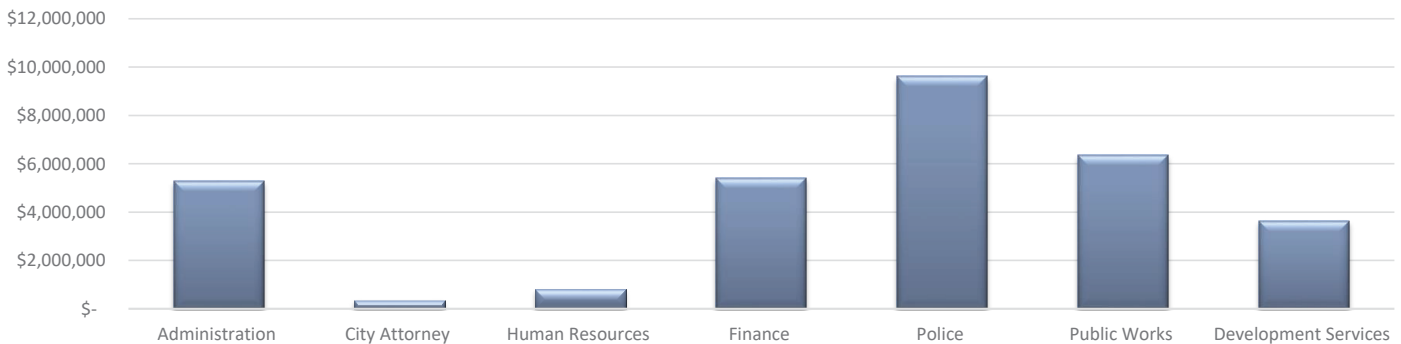


— GENERAL FUND

2018 WINTER PARKS PHOTO CONTEST - 1ST PLACE PEOPLE'S & JUDGES' CHOICE - GENERAL CATEGORY - PHOTOGRAPHED BY ASHLEY COLLINS

GENERAL FUND DEPARTMENT SUMMARY

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Revenue:					
Taxes	\$ 26,718,521	\$ 27,507,126	\$ 20,657,108	\$ 20,657,108	\$ 20,322,254
Licenses & Permits	1,027,141	1,080,305	1,048,416	1,048,416	1,005,226
State & Federal Shared Revenues	3,986,860	4,056,484	3,968,501	3,968,501	4,043,966
Grants & Loans	411,268	306,689	494,399	3,267,050	453,789
Charges for Services	3,052,090	5,189,487	3,297,040	3,484,822	3,647,363
Other Revenues	3,059,733	3,546,863	2,267,754	2,440,178	1,789,110
Total Revenue Before Application of Cash	\$ 38,255,613	\$ 41,686,954	\$ 31,733,218	\$ 34,866,075	\$ 31,261,708
Application of Cash					
Application of Designated Cash	-	-	-	-	-
Application of Unassigned Cash	-	-	458,347	5,501,173	176,244
Total Application of Cash	\$ -	\$ -	\$ 458,347	\$ 5,501,173	\$ 176,244
Total General Fund Revenue	\$ 38,255,613	\$ 41,686,954	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952
Department Expenditures:					
Administration	\$ 6,941,671	\$ 14,510,013	\$ 5,518,800	\$ 12,492,175	\$ 5,278,143
City Attorney	359,003	352,589	342,213	383,266	342,857
Human Resources	851,694	786,318	819,675	868,263	807,996
Finance	4,782,081	5,219,844	5,331,872	5,545,685	5,422,343
Police	9,208,403	9,319,863	9,963,024	10,134,682	9,607,107
Public Works	6,401,119	6,104,305	6,417,972	6,933,784	6,356,761
Development Services	3,406,359	3,495,687	3,798,009	4,009,393	3,622,745
Total General Fund Expenditures	\$ 31,950,330	\$ 39,788,618	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952
Excess Revenues	\$ 6,305,283	\$ 1,898,336	\$ -	\$ -	\$ -
Over/(Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



GENERAL FUND REVENUE

FUND: GENERAL
UNIT: REVENUE

DEPT: ADMINISTRATION
CODE: 001

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, 2019 and 2020. Based on current year to date receipts, General Fund sales tax revenues are projected to be approximately \$16.7M for fiscal 2021, which is a sharp decrease of 29% over fiscal year 2020'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 when the COVID crisis erupted in March 2020, oil prices plummeted, coupled with a marked contraction in mining activities and employment. The City forecasted a substantial reduction in this revenue stream for fiscal year 2021, and in keeping with the uncertainties with the energy sector, the fiscal year 2022 budget upholds the City's conservative philosophy, maintaining the projected receipts at levels slightly lower than anticipated fiscal year 2021 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 2022 are \$1,160,406 and \$1,558,164 respectively. These amounts are based on the receipts from the last two fiscal years. The other major source of State revenue is the Direct Distribution. The allocation to Gillette for fiscal 2022 is \$1,325,396 which is a modest increase 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 large reduction in interest earnings due to current economic outlook. Overall, budgeted General Fund revenues decreased from the prior year by approximately \$1.2M with the largest reductions coming from taxes, federal grants and investment interest. It should be noted that while the fiscal year 2021 budget relied on an application of unassigned cash of approximately \$458,000, the fiscal year 2022 budget is balanced without requiring an application of unassigned cash.

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

GENERAL FUND REVENUE SUMMARY

GENERAL FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Taxes	\$ 26,718,521	\$ 27,507,126	\$ 20,657,108	\$ 20,657,108	\$ 20,322,254
Licenses & Permits	1,027,141	1,080,305	1,048,416	1,048,416	1,005,226
State & Federal Shared Revenues	3,986,860	4,056,484	3,968,501	3,968,501	4,043,966
Grants & Loans	411,268	306,689	494,399	3,267,050	453,789
Charges for Services	3,052,090	5,189,487	3,297,040	3,484,822	3,647,363
Other Revenues	3,059,733	3,546,863	2,267,754	2,440,178	1,789,110
Total Revenue Before Application of Cash	\$ 38,255,613	\$ 41,686,954	\$ 31,733,218	\$ 34,866,075	\$ 31,261,708
Application of Cash					
Application of Designated Cash	-	-	-	-	-
Application of Unassigned Cash	-	-	458,347	5,501,173	176,244
Total Application of Cash	\$ -	\$ -	\$ 458,347	\$ 5,501,173	\$ 176,244
Total General Fund Revenue	\$ 38,255,613	\$ 41,686,954	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952

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

GENERAL FUND REVENUE DETAIL

GENERAL FUND Revenue 001-00-00-300	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Taxes					
Property Tax	\$ 2,219,506	\$ 2,315,292	\$ 2,296,108	\$ 2,296,108	\$ 2,322,254
Auto Taxes	1,007,845	1,117,725	963,000	963,000	1,000,000
Sales & Use Tax	23,086,875	23,664,218	17,000,000	17,000,000	16,700,000
Lodging Tax	40,312	41,012	-	-	-
Motor Fuel Tax	175,691	177,018	200,000	200,000	130,000
Cigarette Tax	188,292	191,861	198,000	198,000	170,000
Total Taxes	\$ 26,718,521	\$ 27,507,126	\$ 20,657,108	\$ 20,657,108	\$ 20,322,254
Licenses & Permits					
Liquor Licenses	\$ 89,525	\$ 88,412	\$ 87,525	\$ 87,525	\$ 86,925
Contractor Licenses	96,590	109,730	99,000	99,000	100,000
Franchise Fees	754,484	771,466	764,570	764,570	734,471
Building Permits	24,671	51,412	28,000	28,000	40,000
Electrical Permits	6,848	6,687	8,600	8,600	5,000
Plumbing Permits	4,099	3,304	5,000	5,000	3,500
Mechanical Permits	6,745	7,900	10,000	10,000	6,500
Gas Pipe Fitting	1,230	3,755	1,400	1,400	1,600
Other Permits	40,180	35,709	42,321	42,321	25,230
Stormwater Permits	2,770	1,930	2,000	2,000	2,000
Total Licenses & Permits	\$ 1,027,141	\$ 1,080,305	\$ 1,048,416	\$ 1,048,416	\$ 1,005,226
State & Federal Shared Revenues					
State Supplemental Revenue	\$ 1,359,104	\$ 1,414,357	\$ 1,308,942	\$ 1,308,942	\$ 1,325,396
Royalties	1,521,535	1,535,907	1,552,974	1,552,974	1,558,164
Severance Tax	1,106,221	1,106,221	1,106,585	1,106,585	1,160,406
Total State & Federal Shared Revenues	\$ 3,986,860	\$ 4,056,484	\$ 3,968,501	\$ 3,968,501	\$ 4,043,966
Grants & Loans					
Federal Grants	\$ 310,026	\$ 225,774	\$ 484,199	\$ 3,253,350	\$ 443,589
State Grants	94,761	77,415	10,200	10,200	10,200
Local Grants	6,481	3,500	-	3,500	-
Total Grants & Loans	\$ 411,268	\$ 306,689	\$ 494,399	\$ 3,267,050	\$ 453,789
Charges for Services					
Planning Fees	\$ 12,460	\$ 15,140	\$ 12,500	\$ 12,500	\$ 12,500
Commercial Plan Reviews	22,250	18,450	22,000	22,000	12,000
Technical Services	2,924,127	5,081,785	3,184,733	3,372,515	3,564,163
GPA Revenues	22,251	11,723	10,000	10,000	10,000
Highway and Streets	3,625	2,575	3,250	3,250	1,000
Animal Control - City	58,992	53,131	56,500	56,500	42,800
Animal Control - County	8,386	6,684	8,057	8,057	4,900
Total Charges for Services	\$ 3,052,090	\$ 5,189,487	\$ 3,297,040	\$ 3,484,822	\$ 3,647,363

GENERAL FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Other Revenues					
Gaming Revenue	\$ 867,605	\$ 755,681	\$ 650,000	\$ 650,000	\$ 731,000
E911 Reimbursement	250,000	200,000	200,000	200,000	100,000
Local Government Other	29,180	59,250	213,799	332,799	194,566
Fines and Forfeitures	353,823	311,978	337,800	337,800	253,000
Principle Revenue	178,355	526,151	-	-	-
Interest Revenue	2,223	22,962	-	-	-
Interest Earnings	21,652	6,903	12,000	12,000	-
Interest on Investments	523,998	393,508	234,500	234,500	49,500
Interest - Managed Investments	20,285	115,545	230,400	230,400	46,900
Unrealized Gain/Loss - Bonds	168,678	363,759	-	-	-
Realized Gain/Loss	-	73,188	-	-	-
Rents and Royalties	47,612	52,041	43,961	43,961	43,930
Little League Fields	10,000	4,500	-	-	-
Contributions & Donations	4,004	1,756	-	21,474	-
Mayor's Art Council	11,126	7,869	-	6,450	20,000
Animal Shelter Donations	26,583	17,844	-	-	-
Memorial Program	5,000	1,500	-	4,500	-
Incident Reimbursement Revenue	2,046	1,756	-	-	-
Miscellaneous	299,646	402,082	287,369	308,369	292,289
Cash in Lieu	8,122	-	-	-	-
Sunshine Fund	1,306	-	-	-	-
Drainage Fee in Lieu	949	-	-	-	-
Interfund Operating Transfer In	113,901	208,879	57,925	57,925	57,925
Proceeds from Asset Disposal	113,638	19,712	-	-	-
Total Other Revenues	\$ 3,059,733	\$ 3,546,863	\$ 2,267,754	\$ 2,440,178	\$ 1,789,110
Application of Cash					
Application of Unassigned Cash	\$ -	\$ -	\$ 458,347	\$ 5,501,173	\$ 176,244
Total Application of Cash	\$ -	\$ -	\$ 458,347	\$ 5,501,173	\$ 176,244
GRAND TOTAL	\$ 38,255,613	\$ 41,686,954	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952

GENERAL FUND EXPENDITURE SUMMARIES

BY DIVISION

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Mayor and Council	181,567	241,033	180,065	232,889	174,465
Administration	681,300	701,226	697,182	794,458	671,267
Public Access	179,508	323,885	499,938	744,949	318,913
Special Projects	5,204,051	12,495,954	3,351,980	9,920,344	3,327,858
Judicial	695,246	747,915	789,635	799,535	785,640
City Attorney	359,003	352,589	342,213	383,266	342,857
Human Resources	692,830	635,260	666,617	712,205	657,314
Safety	158,864	151,058	153,058	156,058	150,682
Finance	875,415	953,067	967,717	987,590	982,402
Customer Service	1,060,380	1,139,808	1,092,798	1,136,988	1,137,065
Purchasing	178,426	178,250	179,921	180,721	189,278
City Clerk	299,529	286,910	329,158	329,708	300,938
Information Technology	2,368,330	2,661,810	2,762,278	2,910,678	2,812,660
Police	7,459,491	7,525,006	8,064,289	8,233,504	7,668,993
Dispatch	889,100	906,150	988,097	988,097	988,828
Victim Services	190,953	194,408	201,963	203,406	204,515
Animal Control	388,464	412,045	416,647	417,647	426,934
Animal Shelter	280,395	282,255	292,028	292,028	317,837
Public Works Administration	391,092	377,346	408,337	422,837	406,187
Facilities Maintenance (City Hall)	683,137	764,373	719,469	782,771	728,655
Parks & Landscaping	1,799,032	1,693,103	1,930,817	1,956,685	2,033,098
Forestry	359,254	240,359	269,940	269,940	263,209
Streets	3,168,603	3,029,124	3,089,409	3,501,551	2,925,612
Traffic Safety	446,272	487,831	488,955	488,955	499,351
Engineering	1,431,588	1,603,777	1,575,214	1,880,380	1,546,509
Geographical Information Systems	445,448	342,999	590,483	475,483	455,404
Building Inspection	629,156	646,237	687,049	725,049	662,884
Planning	318,145	269,221	275,506	255,506	275,749
Code Compliance	135,749	145,621	180,802	184,020	182,848
General Fund Expenditure Total	\$ 31,950,330	\$ 39,788,618	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952

-2%

-2.34%

DECREASE IN GENERAL
FUND SPEND OVER PRIOR
YEAR BUDGET

GENERAL FUND EXPENDITURES BY TYPE

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Salaries	11,823,550	12,161,784	12,712,981	12,808,084	12,546,232
Overtime	368,184	398,170	429,250	423,896	394,450
Merit Pay Plan	190,300	91,000	-	-	-
On-Call Pay	58,418	64,183	60,305	69,605	62,805
Benefits	6,455,571	6,653,699	7,062,836	7,167,621	7,187,867
Subtotal Personnel Costs	\$ 18,896,022	\$ 19,368,836	\$ 20,265,372	\$ 20,469,206	\$ 20,191,354
Contractual Services	2,817,754	2,575,004	3,317,018	3,346,119	3,197,273
Materials and Supplies	6,456,270	7,037,292	6,929,327	7,443,738	6,230,475
Subtotal Operating Costs	\$ 9,274,024	\$ 9,612,297	\$ 10,246,345	\$ 10,789,857	\$ 9,427,748
Total Operating	\$ 28,170,046	\$ 28,981,133	\$ 30,511,717	\$ 31,259,063	\$ 29,619,102
Total Capital	\$ 782,466	\$ 5,370,381	\$ 398,720	\$ 7,759,853	\$ 673,700
Interfund Transfers	\$ -	\$ 322,656	\$ 50,000	\$ 50,000	\$ 50,000
Outside Agency Funding	\$ 2,997,817	\$ 5,114,449	\$ 1,231,128	\$ 1,298,332	\$ 1,095,150
GRAND TOTAL	\$ 31,950,330	\$ 39,788,618	\$ 32,191,565	\$ 40,367,248	\$ 31,437,952
	Percent change from FY21 Original Budget				-2%

GENERAL FUND

ADMINISTRATION DEPARTMENT

MAYOR & COUNCIL

FUND: GENERAL
UNIT: MAYOR & CITY COUNCIL

DEPT: ADMINISTRATION
CODE: 10-01

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 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
**City & Utility Operating Budgets	\$90.83M	\$91.5M	\$100.76M	\$121.08M	\$119.51M	\$102.29M
Budgeted 1% Penny Tax Revenue	\$14,200,000	\$13,300,000	\$15,300,000	\$17,700,000	\$14,850,000	\$13,663,636
Budgeted Support to Community (GF & 1%)	\$4,278,717	\$4,527,800	\$5,765,533	\$7,370,626	\$7,123,009	\$6,760,435
*Federal/State Grants	\$1.1M/\$3.5M	\$.9M/\$.9M	\$1.3M/\$.9M	\$1.7M/\$.4M	\$4.8M/\$.0M	\$.2M/\$0M

*Excludes Regional Water System

**Excludes 1% Fund and Regional Water System

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Mayor & City Council	7	7	7	7	7	7
Total Mayor & City Council	7	7	7	7	7	7

GENERAL FUND						
Mayor and Council	Actual	Actual	Original	Adjusted	Requested	
001-10-01-411	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	53,308	57,607	54,000	54,000		54,000
Overtime	-	-	-	-		-
Merit Pay Plan	-	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	4,163	4,409	4,173	4,173		4,173
Subtotal Personnel Costs	\$ 57,471	\$ 62,016	\$ 58,173	\$ 58,173		\$ 58,173
Contractual Services	-	8,074	-	16,250		7,000
Materials and Supplies	124,096	170,943	121,892	158,466		109,292
Subtotal Operating Costs	\$ 124,096	\$ 179,018	\$ 121,892	\$ 174,716		\$ 116,292
Total Operating	\$ 181,567	\$ 241,033	\$ 180,065	\$ 232,889		\$ 174,465
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 181,567	\$ 241,033	\$ 180,065	\$ 232,889		\$ 174,465

Percent change from FY21 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 - n/a

Materials and Supplies - WAM, NEWY, Chamber and other dues \$47,500, Mayor's Art Council \$26,000

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

ADMINISTRATION

FUND: GENERAL
UNIT: ADMINISTRATION

DEPT: ADMINISTRATION
CODE: 10-02

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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of City Employees Managed (RFTE)	290	272	263	274	277	283
Total Staff: Population Ratio	1:108	1:112	1:116	1:116	1:115	1:113
# of Council Meetings Supported	74	76	74	66	79	79
# of Ordinances/Resolutions Passed	31/59	21/41	14/34	13/29	16/34	16/34

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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
Total City Administration Office	4	4	4	4	4	4

GENERAL FUND						
Administration	Actual	Actual	Original	Adjusted	Requested	
001-10-02-413	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	385,037	400,264	396,302	478,723	384,902	
Overtime	-	-	-	-	-	
Merit Pay Plan	4,000	2,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	193,868	200,754	205,700	210,765	211,335	
Subtotal Personnel Costs	\$ 582,905	\$ 603,018	\$ 602,002	\$ 689,488	\$ 596,237	
Contractual Services	11,880	11,905	10,080	15,150	11,880	
Materials and Supplies	86,515	86,303	85,100	89,820	63,150	
Subtotal Operating Costs	\$ 98,395	\$ 98,208	\$ 95,180	\$ 104,970	\$ 75,030	
Total Operating	\$ 681,300	\$ 701,226	\$ 697,182	\$ 794,458	\$ 671,267	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 681,300	\$ 701,226	\$ 697,182	\$ 794,458	\$ 671,267	

Percent change from FY21 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 - n/a

Materials and Supplies - Advertising \$45,000

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

GILLETTE PUBLIC ACCESS

FUND: GENERAL
UNIT: PUBLIC ACCESS

DEPT: ADMINISTRATION
CODE: 10-03

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 2021/2022:

- Renew franchise agreement and have it include HD channels.
- Continue producing a high quality monthly news magazine program (North By Northeast).
- Facilitate live broadcast of City Council Work Sessions and Pre-Meetings.
- Continue work on creating a City of Gillette podcast.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of City Employees Managed (RFTE)	290	272	277.5	274	277	283
Staff: Population Ratio	1:108	1:112	1:111	1:116	1:115	1:113
# of GPA TV Programs Filmed & Events	311	320	330	315	290	325
# of Total <u>Online Views</u>	10,444	6,192	11,633	7,189	22,512	12,000
# of Council Meetings <u>Online Views</u>	1,033	1,048	1,250	285	6,215	2,000
# of North By Northeast <u>Online Views</u>	158	1,189	500	2,538	8,678	4,000

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

GENERAL FUND						
Public Access	Actual	Actual	Original	Adjusted	Requested	
001-10-03-419	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	114,015	155,968	177,465	177,465	175,865	
Overtime	686	68	2,000	2,500	1,000	
Merit Pay Plan	2,000	1,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	48,808	66,098	78,475	90,762	103,884	
Subtotal Personnel Costs	\$ 165,509	\$ 223,633	\$ 257,940	\$ 270,727	\$ 280,749	
Contractual Services	960	968	960	960	960	
Materials and Supplies	13,038	20,064	16,038	19,038	22,204	
Subtotal Operating Costs	\$ 13,998	\$ 21,032	\$ 16,998	\$ 19,998	\$ 23,164	
Total Operating	\$ 179,508	\$ 244,666	\$ 274,938	\$ 290,725	\$ 303,913	
Total Capital	\$ -	\$ 79,219	\$ 225,000	\$ 454,224	\$ 15,000	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 179,508	\$ 323,885	\$ 499,938	\$ 744,949	\$ 318,913	

Percent change from FY21 Original Budget -36%

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* - NewTek TriCaster Replacement/Upgrade \$15,000

SPECIAL PROJECTS

FUND: GENERAL
UNIT: SPECIAL PROJECTS

DEPT: ADMINISTRATION
CODE: 10-04

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. 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, allocation of various Internal Services, and debt service for Phase II of the Gillette College Student Housing. There are no capital projects funded in this year's budget.

The fiscal year 2021/22 Special Projects budget of \$2.9M reflects a \$400,000 decrease from the prior year budget. This is primarily due to there being no capital projects funded in this year's budget as well as reductions made in General Community contributions.

GENERAL FUND

Special Projects 001-10-04-419	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Group Insurance	6,765	9,288	-	9,516	-
FICA	1,899	2,092	-	2,227	-
Wellness Program ¹	32,532	38,511	39,400	39,400	38,000
Employee Events ²	40,763	19,989	22,500	2,500	19,000
Rep/Maint Buildings	-	-	262,399	312,399	-
Property Tax	436	200	-	-	-
Property & Liability Insurance ³	207,897	151,441	242,273	242,273	287,572
Training & Education ⁴	-	9,027	10,000	10,000	10,000
Buildings	252,306	3,783,130	-	277,578	-
Park Development ⁵	163,508	837,909	-	5,846,083	500,000
Furn/Fixtures/Equip	12,732	-	-	-	-
Principle/Interest ⁶	1,420,999	2,205,263	1,306,780	1,306,780	1,308,136
Joint Powers Cam-Plex ⁷	1,031,412	2,643,227	1,056,128	1,084,378	925,150
Joint Powers Fire Dept	1,770,336	2,243,347	-	1,332	-
Social Service Funding	70	-	-	-	-
Outside Agency Funding ⁸	196,000	227,875	175,000	212,622	170,000
General Community ⁹	66,396	2,000	187,500	523,256	20,000
Interfund Transfers	-	322,656	50,000	50,000	50,000
GRAND TOTAL	\$ 5,204,051	\$ 12,495,954	\$ 3,351,980	\$ 9,920,344	\$ 3,327,858

Percent change from FY21 Original Budget -1%

FY22 Budget Requests Include the Following:

¹ Employee Wellness Incentives \$38,000

² Awards Banquet, Thanksgiving Dinner,
Santa Night \$19,000

³ General Fund share of Property & Liability
Insurance \$287,572

⁴ Warm Loss Control Funds \$10,000

⁵ Energy Capital Sports Complex
Improvements \$500,000

⁶ Debt Service for Gillette College Student Housing,
Phase II \$1,308,136

⁷ Operating Contribution \$645,819, Capital Outlay \$238,250, Vehicle
Depreciation \$41,081

⁸ Includes \$130,000 for ECEDC, \$10,000 for Gillette Main Street,
\$30,000 for Campbell County Conservation District

⁹ Air Service Funding \$20,000

JUDICIAL

FUND: GENERAL
UNIT: JUDICIAL

DEPT: ADMINISTRATION
CODE: 10-32

ACTIVITY DESCRIPTION:

The purpose and function of the Judicial Division is to address all criminal 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 department daily. A total of 2,504 cases were docketed in Municipal Court in 2020. A total of 833 Bench Warrants/Orders To Show Cause were prepared in 2020. The Judicial Division also tracks parking citations from issuance to final disposition. A total of 689 parking citations were issued in 2020, of which 617 or 90% were paid. The Municipal Court Clerk/Judicial Manager oversees one (1) Deputy Court Clerk at the Municipal Court office; and, two (2) Municipal Court Probation Officers and one (1) Municipal Court Diversion Officer, housed at the County Courthouse. The number of 18-20 year olds placed on Municipal Court Probation in 2020 was 33; Juveniles placed on Municipal Court Probation was 22. The Campbell County Diversion Program received and reviewed for eligibility a total of 260 citations issued by the Gillette Police Department in 2020; 54 youths were accepted into the Campbell County Diversion Program from those 260 Citations.

MAJOR GOALS FOR FY 2021/2022:

- To continue education and training of the 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 public.
- 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 for Municipal Court Probation.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff: Population Ratio	1:4,188	1:4,352	1:4,388	1:5,308	1:5,313	1:5,350
# of City Employees (RTFE)	290	272	277.5	282.5	277	283
Staff: Employee Ratio	1:39	1:39	1:40	1:47	1:46	1:47
Municipal Court						
# of Customers Served	24,466	21,338	18,296	18,932	19,278	17,134
Staff: Customers Served Ratio	1:3,262	1:3,048	1:2,614	1:3,155	1:3,213	1:2,856
# of Citations Entered	4,398	3,637	3,392	3,381	3,177	2,504
Staff: Citation Entered Ratio	1:586	1:520	1:485	1:564	1:530	1:417
# of Bench Trial Cases	567	494	508	467	432	256
Staff: Bench Trial Cases Ratio	1:76	1:71	1:73	1:78	1:72	1:43
# of Parking Tickets Entered	2,256	2,090	1,201	777	845	689
Staff: Parking Tickets Entered Ratio	1:301	1:298	1:172	1:130	1:141	1:115
Juvenile Probation						
# of Juveniles and Young Adults Placed in YIT	8	9	7	14	10	3
# of Juveniles and Young Adults Placed on Probation	141	148	121	122	137	55
Diversion						
# of Juveniles Placed on Diversion	130	95	103	64	69	54
STAFFING:						
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	1	1	1	1	1	1
Municipal Court Judges	2	2	2	1	1	1
Administrative Specialist	.5	0	0	0	0	0
Total City Municipal Court Office	7.5	7	7	6	6	6

GENERAL FUND						
Judicial	Actual	Actual	Original	Adjusted	Requested	
001-10-32-412	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	338,097	371,480	367,606	367,606		367,606
Overtime	-	603	600	600		600
Merit Pay Plan	5,000	3,000	-	-		-
On-Call Pay	2,537	2,855	3,000	12,300		6,500
Benefits	199,170	223,921	226,840	226,840		231,093
Subtotal Personnel Costs	\$ 544,805	\$ 601,859	\$ 598,046	\$ 607,346		\$ 605,799
Contractual Services	135,260	134,829	174,736	174,736		165,925
Materials and Supplies	15,181	11,227	16,853	17,453		13,916
Subtotal Operating Costs	\$ 150,441	\$ 146,056	\$ 191,589	\$ 192,189		\$ 179,841
Total Operating	\$ 695,246	\$ 747,915	\$ 789,635	\$ 799,535		\$ 785,640
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 695,246	\$ 747,915	\$ 789,635	\$ 799,535		\$ 785,640

Percent change from FY21 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 \$50,000, Contracted labor through the County for Administrative Support, Community Services Supervisor, \$87,985

Materials and Supplies - n/a

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

GENERAL FUND

**CITY
ATTORNEY**

CITY ATTORNEY

FUND: GENERAL
UNIT: CITY ATTORNEY

DEPT: CITY ATTORNEY
CODE: 15-15

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 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of Council Meetings Supported	74	76	74	66	79	79
# of Council Executive Sessions Supported		41	41	19	19	19
# of Ordinances/Resolutions City-Wide	31/59	21/41	14/34	13/29	16/34	16/34
Novus Items Prepared by City Attorney	76	29	14	34	25	25
Ordinances Prepared by City Attorney	19	7	5	13	7	7
City Code Chapters Updated by City Attorney	16	12	7	13	12	12
Case Preparation-City Court	432	399	446	318 (Covid)	425	425
% Increase In Case Prep From Previous Year	-10.9%	-7.67%	11.77%	-28.7%	0%	0%

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
City Attorney	2	2	1	1	1	1
Paralegal	0	0	0	0	1	1
Legal Services Specialist	1	1	1	1	0	0
Total City Attorney Office	3	3	2	2	2	2

GENERAL FUND

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES

FUND: GENERAL
UNIT: HUMAN RESOURCES

DEPT: HUMAN RESOURCES
CODE: 20-20

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) provides 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 2021/2022:

- Continue to improve and build upon our online applicant tracking procedures.
- Update our onboarding processes to include digital/electronic processes.
- Review City health benefits which support recommendations for calendar year 2022
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of City Employees Managed	290	272	263	274	277	283
Staff: Employee Ratio	1:68	1:60	1:60	1:53	1:55	1:57

HUMAN RESOURCES:

# HR Presentations to Council	13	12	12	12	12	8
# Open Enrollment Sessions	15	18	4	4	4	0
# Dep't Training Sessions Facilitated	17	5	0	12	12	5
# City Employees Trained	546	154	263	458	460	471
# New Positions Processed	6	0	0	7	7	6
# Interview Sessions Supported	375	89	193	205	222	184
# Employment Applications Received	1,181	861	1,350	1,055	922	1,174
# Personnel Evaluations Processed	278	278	283	290	290	290
# Wellness Sessions Held	11	4	14	13	15	15
# Wellness Program Participants (Employees/Spouses)	192/93	192/95	203/87	201/100	201/100	201/100

STAFFING:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Human Resources Director	1	1	1	1	1	1
Human Resources Specialist/Generalist	1	1	1	1	1	1
Medical Fund/Retiree Trust Manager	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1
Recruiter	.25	0	0	0	0	0
Administrative Assistant/Floater	0	.5	1	1	1	1
Total Human Resources	4.25	4.5	5	5	5	5

GENERAL FUND				Original	Adjusted	Requested
Human Resources	Actual	Actual		Budget	Budget	Budget
001-20-20-415	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	348,635	362,421		361,990	361,990	361,990
Overtime	1,576	405		2,000	2,000	2,000
Merit Pay Plan	5,000	2,500		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	211,419	213,564		222,652	222,652	229,349
Subtotal Personnel Costs	\$ 566,629	\$ 578,890		\$ 586,642	\$ 586,642	\$ 593,339
Contractual Services	90,490	31,846		31,020	61,608	31,020
Materials and Supplies	35,710	24,524		48,955	63,955	32,955
Subtotal Operating Costs	\$ 126,200	\$ 56,370		\$ 79,975	\$ 125,563	\$ 63,975
Total Operating	\$ 692,830	\$ 635,260		\$ 666,617	\$ 712,205	\$ 657,314
Total Capital	\$ -	\$ -		\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 692,830	\$ 635,260		\$ 666,617	\$ 712,205	\$ 657,314

Percent change from FY21 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: 20-21

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 2021/2022:

- Continue to improve and develop Safety programs.
- Provide educational and informative Safety training for City of Gillette employees throughout 2022.
- Focus on targeting our recurring safety incidents and the primary causes; direct training to prevent future like incidents.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of City Employees Managed	290	272	277.5	274	277	283
# Employee Related Safety Incidents	73	75	76	70	50	67
# of City Employees Trained	433	546	154	263	1,257	914

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Safety Manager	1	1	1	1	1	1

Total Safety Department	1	1	1	1	1	1
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GENERAL FUND				Original	Adjusted	Requested
Safety	Actual	Actual		Budget	Budget	Budget
001-20-21-419	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	71,449	75,332		73,144	73,144	73,144
Overtime	-	-		-	-	-
Merit Pay Plan	1,000	500		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	43,292	43,900		44,820	44,820	46,466
Subtotal Personnel Costs	\$ 115,741	\$ 119,732		\$ 117,964	\$ 117,964	\$ 119,610
Contractual Services	5,597	4,887		6,663	6,663	5,779
Materials and Supplies	37,526	26,439		28,431	31,431	25,293
Subtotal Operating Costs	\$ 43,123	\$ 31,326		\$ 35,094	\$ 38,094	\$ 31,072
Total Operating	\$ 158,864	\$ 151,058		\$ 153,058	\$ 156,058	\$ 150,682
Total Capital	\$ -	\$ -		\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 158,864	\$ 151,058		\$ 153,058	\$ 156,058	\$ 150,682

Percent change from FY21 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

GENERAL FUND

FINANCE DEPARTMENT

FINANCE

FUND: GENERAL
UNIT: FINANCE

DEPT: FINANCE
CODE: 25-25

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 2021/2022:

- Review the City’s financial and administrative policies and update as needed.
- Mitigate risk of payment fraud by implementing Positive Pay as well as updating accounts payable policies with an emphasis on electronic funds transfer procedures.
- Continue to add components to the budget document with the objective to apply for a GFOA Distinguished Budget Presentation award by FY23.
 - Steps toward this in FY22 will be to add the following sections: budget overview, fund descriptions and structure, department and fund relationships, budget basis, financial policies and the budget process.
 - Automate the data population of the budget book spreadsheets by utilizing various excel formulas (vlookups, sumifs, array’s etc).

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
\$ of Cash & Investments (as of 6/30/xx)	\$188,545,400	\$197,409,163	\$215,993,657	\$228,623,473	\$180,000,000	\$170,000,000
# of Capital Assets (as of 6/30/xx)	3,700	3,800	4,000	3,930	3,970	4,010
\$ of Capital Assets (as of 6/30/xx)	\$497,852,263	\$535,633,033	\$589,048,619	\$583,516,932	\$595,000,000	\$610,000,000
# of Payroll Checks/Direct Deposits	7,396	7,886	8,178	87,521	7,605	7,600
# of Vendor Invoices Processed	14,578	14,564	15,085	15,718	15,553	16,000
\$ of State/Federal Grants	\$31,250,041	\$12,358,635	\$4,782,152	\$2,807,581	Unknown	Unknown

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Finance Director	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1
Senior Financial Analyst	0	0	0	0	2	2
Financial Analyst	2	2	2	2	0	0
Grants/Payroll Specialist	0	0	1	1	1	1
Accounts Payable Specialist	0	0	0	0	1	1
Financial Services Specialist	2	2	1	1	0	0
Senior Administrative Assistant	0	0	0	1	1	1
Grants Specialist	1	1	0	0	0	0
Total Finance	7	7	6	7	7	7

GENERAL FUND						
Finance	Actual	Actual	Original	Adjusted	Requested	
001-25-25-415	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	490,099	533,191	519,906	529,705	532,652	
Overtime	186	-	500	500	500	
Merit Pay Plan	7,000	3,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	260,793	294,731	308,196	317,270	324,870	
Subtotal Personnel Costs	\$ 758,078	\$ 831,421	\$ 828,602	\$ 847,475	\$ 858,022	
Contractual Services	92,521	95,633	101,520	101,520	103,020	
Materials and Supplies	24,816	26,013	37,595	38,595	21,360	
Subtotal Operating Costs	\$ 117,337	\$ 121,646	\$ 139,115	\$ 140,115	\$ 124,380	
Total Operating	\$ 875,415	\$ 953,067	\$ 967,717	\$ 987,590	\$ 982,402	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 875,415	\$ 953,067	\$ 967,717	\$ 987,590	\$ 982,402	

Percent change from FY21 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 - 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: 25-26

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; providing 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 2021/2022

- Implement rates as proposed by Utilities and approved by City Council.
- Continue the implementation of the Advanced Metering Infrastructure (AMI) project.
- Continue to develop efficiencies within Invoice Cloud.
- Analyze wastewater account setup and billing processes for accuracy, efficiency and proper revenue generation.
- Identify alternate payment options for apartment complexes and mobile home parks that have multiple associated accounts which shall add increased efficiencies for both the customer and City.
- Assist IT in the development and implementation of self-service capabilities for account setup and maintenance.
- Analyze/research how to reduce the use of credit card transactions by encouraging/incentivizing the customer to utilize ACH auto payment.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Meters Read	316,964	317,122	317,332	317,348	322,212	322,212
Utility Notices Processed	218,944	219,053	221,243	236,490	231,136	231,136
Phone Calls*	-	-	-	-	-	43,365
Payments Processed	238,751	237,199	239,957	241,515	248,760	248,760
Active Customers Served	17,000	17,123	17,112	17,151	17,243	17,243
Ratio: Staff to Active Customers Served	1:2,125	1:1,903	1:1,901	1:1,906	1:1,915	1:1,915

*data not previously collected/estimated

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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	3	4	4	4	4	4
Meter Reader	2	2	2	2	2	1
Total Customer Service Division	8	9	9	9	9	8

GENERAL FUND						
Customer Service	Actual	Actual	Original	Adjusted	Requested	
001-25-26-415	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	412,259	432,306	436,606	436,606		376,600
Overtime	786	477	1,000	1,000		1,000
Merit Pay Plan	9,000	4,500	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	198,258	221,616	222,440	265,860		276,663
Subtotal Personnel Costs	\$ 620,303	\$ 658,899	\$ 660,046	\$ 703,466		\$ 654,263
Contractual Services	405,643	422,159	403,357	403,357		448,049
Materials and Supplies	34,435	37,402	29,395	30,165		34,753
Subtotal Operating Costs	\$ 440,078	\$ 459,561	\$ 432,752	\$ 433,522		\$ 482,802
Total Operating	\$ 1,060,380	\$ 1,118,460	\$ 1,092,798	\$ 1,136,988		\$ 1,137,065
Total Capital	\$ -	\$ 21,347	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,060,380	\$ 1,139,808	\$ 1,092,798	\$ 1,136,988		\$ 1,137,065

Percent change from FY21 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 - Postal Pros (Outsourcing bill print and mailing) \$116,000, Internal services \$120,169, Credit/Debit card fees \$200,000

Materials and Supplies - n/a

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

PURCHASING

FUND: GENERAL
UNIT: PURCHASING

DEPT: FINANCE
CODE: 25-27

ACTIVITY DESCRIPTION:

The Purchasing Division provides 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 Division include assisting all divisions with purchasing and ordering of needed services and supplies as well as to advise Administration, City Council and other divisions on purchasing polices and issues. The Purchasing Division oversees the Warehouse Fund, the facility operations and the Warlow Yard.

MAJOR GOALS FOR FY 2021/2022:

- To ensure fair and courteous service to both internal and external customers.
- To look at ways to operate more efficiently and effectively within the Purchasing Division.
 - Work with Wastewater to phase their inventory procurement to the Warehouse.
 - Continue to meet with Water Fund personnel to review current inventory min/max numbers, obsolete inventory and any new inventory requests.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Requisitions Processed	681	666	691	732	800	800
# of Purchase Order Line Items	3,570	3,772	3,988	4,656	4,600	4,700

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Purchasing/Warehouse Supervisor	1	1	1	1	1	1
Purchasing Specialist	0	0	1	1	1	1
Total Purchasing	1	1	2	2	2	2

GENERAL FUND				Original	Adjusted	Requested
Purchasing	Actual	Actual		Budget	Budget	Budget
001-25-27-415	2018-19	2019-20		2020-21	2020-21	2021-22
*Prior to FY2021-22 budget was combined with Warehouse Division						
Salaries	110,879	117,397		115,753	116,108	115,753
Overtime	-	-		-	-	-
Merit Pay Plan	2,000	1,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	52,170	54,840		55,833	56,278	57,690
Subtotal Personnel Costs	\$ 165,049	\$ 173,237		\$ 171,586	\$ 172,386	\$ 173,443
Contractual Services	960	2,918		2,760	2,760	2,760
Materials and Supplies	12,417	2,095		5,575	5,575	13,075
Subtotal Operating Costs	\$ 13,377	\$ 5,013		\$ 8,335	\$ 8,335	\$ 15,835
Total Operating	\$ 178,426	\$ 178,250		\$ 179,921	\$ 180,721	\$ 189,278
Total Capital	\$ -	\$ -		\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 178,426	\$ 178,250		\$ 179,921	\$ 180,721	\$ 189,278

Percent change from FY21 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 - n/a

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

CITY CLERK

FUND: GENERAL
UNIT: CITY CLERK

DEPT: FINANCE
CODE: 25-31

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 54 liquor licenses renewed for the 2021/2022 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 2021/2022:

- Continue to scan vault files into TCM software for convenient and efficient retrieval.
- Records Retention – transfer 300 permanent storage boxes to waterproof containers.
- Focus on education for IIMC Certifications through WAMCAT.
- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff:Population Ratio	1:15,706	1:10,156	1:15,357	1:15,924	1:15,940	1:16,051
# of City Employees (RFTE)	290	272	277.5	274	277	283
Staff:Employee Ratio	1:145	1:91	1:139	1:137	1:139	1:142
# of Minutes Published	74	76	74	78	78	69
# of Ordinances Passed & Published	29	20	14	16	16	16
# of Resolutions Passed	59	40	34	34	34	34
# of Senior Applications Processed	203	232	242	246	222	222
# of Liquor Licenses Renewed	53	55	56	56	54	54
STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
City Clerk	1	1	1	1	1	1
Deputy City Clerk	1	2	1	1	1	1
Total City Clerk	2	3	2	2	2	2

GENERAL FUND						
City Clerk	Actual	Actual	Original	Adjusted	Requested	
001-25-31-419	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	130,400	112,228	118,199	118,199		118,199
Overtime	-	-	350	350		350
Merit Pay Plan	2,000	1,000	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	57,964	64,372	77,411	77,411		79,319
Subtotal Personnel Costs	\$ 190,365	\$ 177,600	\$ 195,960	\$ 195,960		\$ 197,868
Contractual Services	16,750	10,632	27,310	27,310		4,662
Materials and Supplies	92,415	98,678	105,888	106,438		98,408
Subtotal Operating Costs	\$ 109,165	\$ 109,310	\$ 133,198	\$ 133,748		\$ 103,070
Total Operating	\$ 299,529	\$ 286,910	\$ 329,158	\$ 329,708		\$ 300,938
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 299,529	\$ 286,910	\$ 329,158	\$ 329,708		\$ 300,938

Percent change from FY21 Original Budget -9%

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: 25-34

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 2021/2022:

- Finish the installation of EnerGov.
- Continue to work with the Utilities Divisions to complete the Advanced Metering Infrastructure (AMI) project.
- Work with Electrical Engineering and SCADA to terminate fiber as needed for the fiber upgrade project.
- Continue to implement cyber-security best practices to protect City data.

PERFORMANCE MEASURES:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff: Population Ratio	1:3,926	1:4,352	1:3,839	1:3,539	1:3,542	1:3,567
# of City Employees (RFTE)	290	272	277.5	274	277	283
Staff: Employee Ratio	1:36	1:39	1:35	1:30	1:31	1:31
# Pieces of Equipment	1,514	1,349	1,270	1,343	1,355	1,318
IT Staff: Equipment Ratio	1:189	1:193	1:159	1:149	1:151	1:146
# of Work Orders	3,686	5,239	4,502	4,855	4,803	4,362
IT Staff: Work Order Ratio	1:460	1:748	1:563	1:539	1:534	1:485
Phone Calls	17,748	9,850	10,995	9,333	23,263	22,667
IT Staff: Phone Call Ratio	1:2,219	1:1,407	1:1,374	1:1,037	1:2,585	1:2,519

STAFFING:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Information Technology Manager	1	1	1	1	1	1
Senior Systems Analyst	1	1	1	1	1	1
Systems Analyst	2	2	2	2	2	2
Network Administrator	1	1	1	1	1	0
Network Analyst	2	2	2	2	2	3
Cybersecurity Analyst	0	0	0	1	1	1
Information Technology Support Technician	1	0	1	1	1	1
Total Information Technology	8	7	8	9	9	9

All Performance Measures are based on previous calendar year.

GENERAL FUND Information Technology 001-25-34-419	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Salaries	524,631	572,494	606,059	606,059	586,902
Overtime	7,029	10,145	10,000	10,000	10,000
Merit Pay Plan	8,000	4,000	-	-	-
On-Call Pay	11,998	12,775	12,500	12,500	11,500
Benefits	284,707	309,993	332,879	332,879	309,934
Subtotal Personnel Costs	\$ 836,365	\$ 909,407	\$ 961,438	\$ 961,438	\$ 918,336
Contractual Services	1,171,150	1,121,431	1,548,336	1,553,936	1,588,291
Materials and Supplies	173,924	172,415	172,504	177,704	186,033
Subtotal Operating Costs	\$ 1,345,074	\$ 1,293,846	\$ 1,720,840	\$ 1,731,640	\$ 1,774,324
Total Operating	\$ 2,181,439	\$ 2,203,252	\$ 2,682,278	\$ 2,693,078	\$ 2,692,660
Total Capital	\$ 186,892	\$ 458,557	\$ 80,000	\$ 217,600	\$ 120,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,368,330	\$ 2,661,810	\$ 2,762,278	\$ 2,910,678	\$ 2,812,660

Percent change from FY21 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 \$1,567,009

Materials and Supplies - Telephone and Internet services \$134,000, Misc Hardware repairs not covered by service agreements \$25,000

Capital - Unless Noted, All Items Approved CIP - Spillman server replacement \$15,000, Switch replacements \$75,000, Backup Power Unit Replacements \$30,000

GENERAL FUND

POLICE DEPARTMENT

POLICE

FUND: GENERAL
UNIT: POLICE

DEPT: POLICE
CODE: 40-40

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 2021/2022:

- Continue to recruit, hire and train new staff consistent with staffing levels identified and approved.
- Purchase and implement the GEO Validation module for Spillman as well as the Command Central for Spillman.
- Work with Gillette College to provide service due to deactivation of College Police Department.
- Continue advanced training and work with the City and Police Department staff to ensure smooth transition and continuity during upcoming staff changes.

PERFORMANCE MEASURES:	2015	2016	2017	2018	2019	2020
Population Served	31,411	30,467	31,327	31,848	31,879	32,102
Service Area of City (square miles)	21.69	21.71	21.71	23.2	23.2	23.2
Number of Sworn Staff	55	55	56	56	57	59
Number of Sworn Staff per Capita	1.75	1.80	1.78	1.76	1.78	1.84
Total Calls for Service	37,005*	31,884*	28,809	29,216	31,236	29,121
Number of Part I/II Crimes	4,150	3,657	4,225	4,157	3,904	3,890
Total Number of Traffic Crashes	1,332	1,114	1,049	1,138	1,279	1,176
Total Number of Crash Related Injuries	267	200	155	192	126	96

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

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Chief of Police	1	1	1	1	1	1
Police Lieutenant	2	2	2	2	2	2
Police Sergeant	6	5	5	5	5	5
Police Corporal	5	5	5	5	6	6
Police Officer	39	39	43	43	44*	44
Technical Services Manager	1	0	0	0	0	0
Community Service Officer	3	2	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	4	4	4	4	4	4
Total Police Department	64	61	65	65	67	67

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

GENERAL FUND					
Police	Actual	Actual	Original	Adjusted	Requested
001-40-40-421	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Salaries	3,942,697	4,031,348	4,321,759	4,321,759	4,170,377
Overtime	214,385	230,528	266,300	260,446	235,000
Merit Pay Plan	64,000	30,000	-	-	-
On-Call Pay	11,120	12,205	13,200	13,200	13,200
Benefits	2,276,686	2,271,891	2,482,756	2,482,756	2,397,225
Subtotal Personnel Costs	\$ 6,508,888	\$ 6,575,973	\$ 7,084,015	\$ 7,078,161	\$ 6,815,802
Contractual Services	83,798	68,887	110,700	105,700	90,740
Materials and Supplies	713,337	876,173	853,174	888,963	738,451
Subtotal Operating Costs	\$ 797,135	\$ 945,060	\$ 963,874	\$ 994,663	\$ 829,191
Total Operating	\$ 7,306,023	\$ 7,521,032	\$ 8,047,889	\$ 8,072,824	\$ 7,644,993
Total Capital	\$ 153,467	\$ 3,974	\$ 16,400	\$ 160,680	\$ 24,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 7,459,491	\$ 7,525,006	\$ 8,064,289	\$ 8,233,504	\$ 7,668,993

Percent change from FY21 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 - Prisoner care \$70,000

Materials and Supplies - Vehicle maintenance \$196,168, Vehicle replacement \$187,230, Gasoline \$117,300, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$81,000, Uniforms \$26,000

Capital - *Unless Noted, All Items Approved CIP* - Spillman Geo Validation upgrade \$11,000, Microfilm reader replacement \$7,000, Upfit for replacement vehicles - unit 415 \$1,000, unit 430 \$1,000, unit 435 \$1,000, unit 436 \$1,000, unit 440 \$1,000 and unit 456 \$1,000

DISPATCH

FUND: GENERAL
UNIT: DISPATCH

DEPT: POLICE
CODE: 40-41

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 2021/2022:

- Update protocols and procedures to continue to streamline processes and functions in the dispatch center.
- Maintain a retention and in-house training program for further development.

PERFORMANCE MEASURES:	2015	2016	2017	2018	2019	2020
Population	31,411	30,467	31,327	31,848	31,879	32,102
Total Calls Received in the Center	85,743	58,704*	59,121	70,945	67,958	71,390
Total Calls for Service Dispatched	37,005**	31,884	28,809	29,216	31,236	29,121
Number of Staff	9	10	11	11	11	11
Staff to Total Calls Ratio	1:9,527	1:5,870	1:5,374	1:6,450	1:6,178	1:6,490

* 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Communications Technician	10	10	10	9	9	9
Communications Supervisor	1	1	1	2	2	2
Total Dispatch	11	11	11	11	11	11

GENERAL FUND						
Dispatch	Actual	Actual	Original	Adjusted	Requested	
001-40-41-421	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	538,520	535,515	576,973	576,973	579,178	
Overtime	32,562	48,864	45,000	45,000	45,000	
Merit Pay Plan	10,000	4,000	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	298,229	306,551	348,904	348,904	349,230	
Subtotal Personnel Costs	\$ 879,311	\$ 894,930	\$ 970,877	\$ 970,877	\$ 973,408	
Contractual Services	1,645	1,937	1,920	1,920	1,920	
Materials and Supplies	8,143	9,283	15,300	15,300	13,500	
Subtotal Operating Costs	\$ 9,788	\$ 11,220	\$ 17,220	\$ 17,220	\$ 15,420	
Total Operating	\$ 889,100	\$ 906,150	\$ 988,097	\$ 988,097	\$ 988,828	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 889,100	\$ 906,150	\$ 988,097	\$ 988,097	\$ 988,828	

Percent change from FY21 Original Budget

0%

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: 40-42

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 2021/2022:

- 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:	2015	2016	2017	2018	2019	2020
Crime Victims Served	1,334	1,579	891	1,099	1,281	1,110
# of Officer Requests for Service	113	64	75	50	87	85
Volunteer Hours	3,857	2,478	2,808	2,904	2,460	3,376
# of Active Volunteers	9	7	4	2	3	3
Volunteers Recruited	1	1	1	1	2	1
Number of Restitution Orders	432	313	272	351	261	365
Number of Returned Surveys	9	23	7	7	8	6

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

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Victim Services Director	1	1	1	1	1	1
Victim Service Specialist	2	1	1	1	1	1
Total Victim Services	3	2	2	2	2	2

GENERAL FUND						
Victim Services	Actual	Actual	Original	Adjusted	Requested	
001-40-42-421	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	98,246	103,399	101,256	101,566	101,256	
Overtime	-	112	500	500	500	
Merit Pay Plan	2,000	1,000	-	-	-	
On-Call Pay	6,713	6,943	7,105	7,105	7,105	
Benefits	74,657	76,685	78,118	79,251	81,656	
Subtotal Personnel Costs	\$ 181,617	\$ 188,139	\$ 186,979	\$ 188,422	\$ 190,517	
Contractual Services	1,500	1,513	1,500	1,500	1,500	
Materials and Supplies	7,837	4,755	13,484	13,484	12,498	
Subtotal Operating Costs	\$ 9,337	\$ 6,268	\$ 14,984	\$ 14,984	\$ 13,998	
Total Operating	\$ 190,953	\$ 194,408	\$ 201,963	\$ 203,406	\$ 204,515	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 190,953	\$ 194,408	\$ 201,963	\$ 203,406	\$ 204,515	

Percent change from FY21 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

ANIMAL CONTROL

FUND: GENERAL
UNIT: ANIMAL CONTROL

DEPT: POLICE
CODE: 40-44

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 2021/2022:

- Establish goals to increase proactive enforcement of animal nuisances.
- Focus on community education, specifically animal safety and pet ownership.
- Research and develop a variety of new innovative services that improve the relationships between humans and animals.

PERFORMANCE MEASURES:	2015	2016	2017	2018	2019	2020
Population Served	31,411	30,467	31,327	31,848	31,879	32,102
Service Area of City (square miles)	21.69	21.71	21.71	23.15	23.2	23.2
Total Calls for Service Handled	5,559	3,607	3,046	3,125	3,380	3,192
Total Number of City Animals Handled	2,069	1,763	1,919	1,895	1,864	1,444
Total Number of Running at Large Animals Impounded	1,230	1,553	1,703	1,580	1,544	1,163
Total Animals Handled at Shelter *	2,992	2,455	2,666	2,609	2,480	1,854
Total Animals Adopted *	760	679	679	761	869	590

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

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Animal Control Supervisor	1	1	1	1	1	1
Animal Control Officer	3	3	3	3	3	3
Total Animal Control	4	4	4	4	4	4

GENERAL FUND				Original	Adjusted	Requested
Animal Control	Actual	Actual		Budget	Budget	Budget
001-40-44-429	2018-19	2019-20		2020-21	2020-21	2021-22
*Prior to FY2021-22 budget was combined with Animal Shelter Division						
Salaries	210,361	219,906		221,126	221,126	221,126
Overtime	2,516	1,199		4,000	4,000	3,000
Merit Pay Plan	4,000	1,500		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	136,668	152,810		156,658	156,658	161,927
Subtotal Personnel Costs	\$ 353,545	\$ 375,416	\$	381,784	\$ 381,784	\$ 386,053
Contractual Services	3,858	2,851		2,580	2,580	2,580
Materials and Supplies	28,435	33,778		32,283	32,283	38,301
Subtotal Operating Costs	\$ 32,292	\$ 36,629	\$	34,863	\$ 34,863	\$ 40,881
Total Operating	\$ 385,838	\$ 412,045	\$	416,647	\$ 416,647	\$ 426,934
Total Capital	\$ 2,626	\$ -	\$	-	\$ 1,000	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 388,464	\$ 412,045	\$	416,647	\$ 417,647	\$ 426,934

Percent change from FY21 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

ANIMAL SHELTER

FUND: GENERAL
UNIT: ANIMAL SHELTER

DEPT: POLICE
CODE: 40-45

ACTIVITY DESCRIPTION:

The Gillette Police Department Animal Control Division, along with the Animal Shelter Division, is responsible for responsive and proactive 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 2021/2022:

- Replace failing air conditioning units on the facility for the safety and comfort of animals, staff and visitors.
- Continue to implement new strategies and practices to increase adoptions.
- Enhance strategies to facilitate in-home adoption of unwanted pets. This will reduce the shelter population and reduce associated costs.

PERFORMANCE MEASURES:	2015	2016	2017	2018	2019	2020
Population Served	31,411	30,467	31,327	31,848	31,879	32,102
Service Area of City (square miles)	21.69	21.71	21.71	23.15	23.2	23.2
Total Calls for Service Handled	5,559	3,607	3,046	3,125	3,380	3,192
Total Number of City Animals Handled	2,069	1,763	1,919	1,895	1,864	1,444
Total Number of Running at Large Animals Impounded	1,230	1,553	1,703	1,580	1,544	1,163
Total Animals Handled at Shelter *	2,992	2,455	2,666	2,609	2,480	1,854
Total Animals Adopted *	760	679	679	761	869	590

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

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Animal Shelter Assistant	3	2	3	3	3	3
Total Animal Shelter	3	2	3	3	3	3

GENERAL FUND				Original	Adjusted	Requested
Animal Shelter	Actual	Actual		Budget	Budget	Budget
001-40-45-429	2018-19	2019-20		2020-21	2020-21	2021-22
*Prior to FY2021-22 budget was combined with Animal Control Division						
Salaries	116,586	123,081		119,997	119,997	119,997
Overtime	1,004	1,447		2,000	2,000	3,000
Merit Pay Plan	3,000	2,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	77,232	81,644		83,081	83,081	85,490
Subtotal Personnel Costs	\$ 197,822	\$ 208,171	\$	205,078	\$ 205,078	\$ 208,487
Contractual Services	29,567	27,314		33,000	33,000	34,500
Materials and Supplies	53,006	46,770		53,950	53,950	74,850
Subtotal Operating Costs	\$ 82,573	\$ 74,084	\$	86,950	\$ 86,950	\$ 109,350
Total Operating	\$ 280,395	\$ 282,255	\$	292,028	\$ 292,028	\$ 317,837
Total Capital	\$ -	\$ -	\$	-	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 280,395	\$ 282,255	\$	292,028	\$ 292,028	\$ 317,837

Percent change from FY21 Original Budget 9%

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 - Replace controls on Animal Shelter HVAC roof units \$25,000

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: 50-50

ACTIVITY DESCRIPTION:

Public Works Administration is responsible for providing leadership and management to the Public Works Department, which consists of the Streets Division, Parks Division (including the Forestry Division) and 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 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of Public Works Employees Managed (RFTE)	42	54	54	55	53	53
Staff: Population Ratio	1:747	1:564	1:568	1:579	1:601	1:606
# of Incident Management Requests: (Citizen Requests)	1,094	894	1,181	1,320	845	1,100

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020*	2020/2021	2021/2022
Public Works Director	1	1	1	1	1	1
Public Works Operations Manager	1	0	0	0	0	0
Executive Assistant	0	0	0	0	0	1
Senior Administrative Assistant	1	1	1	1	1	0
Administrative Assistant	2	1	1	1	1	1
Total Public Works Administration	5	3	3	3	3	3

GENERAL FUND						
Public Works Administration	Actual	Actual	Original	Adjusted	Requested	
001-50-50-419	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	226,169	217,229	232,997	232,997	232,977	
Overtime	842	963	2,000	2,000	2,000	
Merit Pay Plan	3,000	1,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	117,609	115,141	118,277	118,277	120,859	
Subtotal Personnel Costs	\$ 347,620	\$ 334,833	\$ 353,274	\$ 353,274	\$ 355,836	
Contractual Services	22,559	25,975	32,733	42,733	38,471	
Materials and Supplies	20,914	16,537	22,330	26,830	11,880	
Subtotal Operating Costs	\$ 43,472	\$ 42,512	\$ 55,063	\$ 69,563	\$ 50,351	
Total Operating	\$ 391,092	\$ 377,346	\$ 408,337	\$ 422,837	\$ 406,187	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 391,092	\$ 377,346	\$ 408,337	\$ 422,837	\$ 406,187	

Percent change from FY21 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

FACILITIES MAINTENANCE CITY HALL

FUND: GENERAL

UNIT: FACILITIES MAINTENANCE - CITY HALL

DEPT: PUBLIC WORKS

CODE: 50-33

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.

Facilities Maintenance staff was a crucial component of ensuring that City facilities were cleaned and disinfected to the highest standards due to Covid 19. The staff completed the installation of temporary barriers and permanent sneeze guards, installed stanchions and signage, implemented new cleaning and disinfection protocols, conducted on-call exposure disinfection, and researched disinfection sprayer training and conducted both hands on and on-line certification to 29 employees in the use of sprayers.

MAJOR GOALS FOR FY 2021/2022:

- To continue to prioritize the disinfection of City facilities as needed, as well as focusing on cleaning “high touch areas”.
- To provide a proactive building maintenance approach through the PM Work Order System.
- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff: Population Ratio	1:3,926	1:4,352	1:4,387	1:3,981	1:3,985	1:4,013
# of City Employees (RFTE)	290	272	277.5	274	277	283
Staff: Employee Ratio	1:36	1:38	1:40	1:34	1:35	1:35
Avg # of Work Order Requests Per Year	606	581	580	506	550	520
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.	95,711	95,711	99,148	99,148	103,148	103,148
Custodial Staff: Square Footage Ratio	1:13,673	1:19,142	1:19,830	1:19,830	1:17,191	1:17,191
STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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 (2 City Hall, 3 City West, 1 Wastewater)	0	0	0	0	6	6
Custodian	6	5	5	5	0	0
Building Service Worker	5	5	5	5	6	6
Total Facilities Maintenance Division	8	7	7	7	8	8

GENERAL FUNDFacilities Maintenance (City Hall)
001-50-33-419**Actual**
2018-19**Actual**
2019-20**Original**
Budget
2020-21**Adjusted**
Budget
2020-21**Requested**
Budget
2021-22

*Prior to FY2021-22 budget was combined with City West Facilities Maintenance Division

Salaries	148,195	199,173	139,094	139,094	139,094
Overtime	619	1,113	2,000	2,000	2,000
Merit Pay Plan	3,600	2,000	-	-	-
On-Call Pay	190	-	-	-	-
Benefits	85,678	113,428	73,516	73,516	93,990
Subtotal Personnel Costs	\$ 238,281	\$ 315,713	\$ 214,610	\$ 214,610	\$ 235,084
Contractual Services	-	-	-	-	-
Materials and Supplies	444,856	447,969	496,859	554,411	480,571
Subtotal Operating Costs	\$ 444,856	\$ 447,969	\$ 496,859	\$ 554,411	\$ 480,571
Total Operating	\$ 683,137	\$ 763,682	\$ 711,469	\$ 769,021	\$ 715,655
Total Capital	\$ -	\$ 691	\$ 8,000	\$ 13,750	\$ 13,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 683,137	\$ 764,373	\$ 719,469	\$ 782,771	\$ 728,655

Percent change from FY21 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** - Building maintenance at City Hall \$145,000, Service agreements \$134,196, Utilities \$132,000, Natural gas \$31,300**Capital** - *Unless Noted, All Items Approved CIP* - 34" Walk behind scrubber \$13,000

PARKS

FUND: GENERAL
UNIT: PARKS

DEPT: PUBLIC WORKS
CODE: 50-51

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, assists the Streets and Solid Waste Divisions with snow removal, and installs trees and benches for the Memorial Program.

MAJOR GOALS FOR FY 2021/2022:

- 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 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.
- Continue to complete various playground repairs.
- Assist the Parks and Beautification Board to encourage regular maintenance by the Adopt-A-Planter volunteers to maintain planters with frequent inspections.
- Continue to ensure City facilities, park grounds, boulevards and rights-of-way 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 aid with the Parks and Pathways Master Plan to ensure that it remains a living document.
- Continue to work toward ADA accessibility of pathways and new playground projects.
- Continue to work with various boards and organizations to keep Gillette clean and free of litter and debris in Parks, rights-of-way and boulevards.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Developed Parks	38	38	38	39	39	39
Developed Park Acres	661.11	661.11	661.11	678	678	678
Undeveloped Acres	157.35	157.35	157.35	157.35	157.35	157.35
Pathway Maintained Miles	52.2	55	55	62	65	65

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Parks Manager	1	1	1	1	1	1
Public Works Senior Operators	0	0	0	0	1	3
Park Services Worker/Public Works Operators	9	9	7	7	6	4
Total Parks Division Full Time Employees	10	10	8	8	8	8
Summer/Seasonal Workers – Parks	34	34	21	31	36	36

GENERAL FUND Parks & Landscaping 001-50-51-452	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Salaries	601,462	594,553	684,543	684,543	755,244
Overtime	32,890	26,190	30,000	30,000	30,000
Merit Pay Plan	9,700	3,500	-	-	-
On-Call Pay	3,682	4,396	7,500	7,500	7,500
Benefits	269,600	286,175	299,439	321,057	331,150
Subtotal Personnel Costs	\$ 917,333	\$ 914,815	\$ 1,021,482	\$ 1,043,100	\$ 1,123,894
Contractual Services	109,809	105,236	153,854	153,854	151,308
Materials and Supplies	762,998	671,328	755,481	755,481	756,696
Subtotal Operating Costs	\$ 872,807	\$ 776,565	\$ 909,335	\$ 909,335	\$ 908,004
Total Operating	\$ 1,790,140	\$ 1,691,380	\$ 1,930,817	\$ 1,952,435	\$ 2,031,898
Total Capital	\$ 8,891	\$ 1,723	\$ -	\$ 4,250	\$ 1,200
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,799,032	\$ 1,693,103	\$ 1,930,817	\$ 1,956,685	\$ 2,033,098

Percent change from FY21 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 - Internal Services \$58,108, Porta Potty Contract/Nets at ECSC \$74,000

Materials and Supplies - Vehicle maintenance \$105,576, Vehicle replacement \$80,926, Utilities \$400,000, Gasoline \$26,606, Mosquito abatement, fibar, mulch, chemicals \$68,000

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement equipment - unit 5100P1 \$350, unit 510P37 \$350, Upfit for replacement vehicles - unit 140089 \$500

FORESTRY

FUND: GENERAL
UNIT: FORESTRY

DEPT: PUBLIC WORKS
CODE: 50-53

ACTIVITY DESCRIPTION:

The primary mission of the Forestry Division is to care for over 8,200 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 2021/2022:

- Receive Tree City USA designation for the 29th 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Trees Trimmed	618	460	671	425	256	300
Trees Removed	205	163	303	125	166	150
Stumps Ground	155	140	285	125	140	150
Trees Planted	112	207	198	61	96	125
Trees Transplanted	17	15	8	20	0	100
Public Consultations	90	101	170	139	86	100
Christmas Trees Chipped (Tons)	7	9	9	9	9	9

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
City Arborist	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1
Total Forestry Division	2	2	2	2	2	2

GENERAL FUND				Original	Adjusted	Requested
Forestry	Actual	Actual		Budget	Budget	Budget
001-50-53-452	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	99,232	97,426		99,612	99,612	95,868
Overtime	7,260	3,941		5,000	5,000	5,000
Merit Pay Plan	2,000	1,000		-	-	-
On-Call Pay	1,871	1,270		2,000	2,000	2,000
Benefits	61,202	53,480		48,126	48,126	47,041
Subtotal Personnel Costs	\$ 171,565	\$ 157,117	\$	\$ 154,738	\$ 154,738	\$ 149,909
Contractual Services	131,655	27,618		66,500	66,500	66,500
Materials and Supplies	56,034	55,624		48,702	48,702	46,800
Subtotal Operating Costs	\$ 187,689	\$ 83,242	\$	\$ 115,202	\$ 115,202	\$ 113,300
Total Operating	\$ 359,254	\$ 240,359	\$	\$ 269,940	\$ 269,940	\$ 263,209
Total Capital	\$ -	\$ -	\$	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 359,254	\$ 240,359	\$	\$ 269,940	\$ 269,940	\$ 263,209

Percent change from FY21 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 - 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: 50-54

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 provides support for many diverse City activities and support to other City departments.

MAJOR GOALS FOR FY 2021/2022:

- To continue to implement and evaluate the efficiency of the Sweeper Loader Program.
- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Spring Clean Up / CWDD Tons	62(CWDD)	128(CWDD)	228(CWDD)	262(CWDD)	0 (Covid)	0
Total Miles Plowed	27,076	40,413	47,972	53,206	38,234	45,000
Total Miles Swept	10,743	13,336	14,786	12,144	8,860	15,000
Right Of Way Acres Mowed	2,2228	1,923	1,692	1,317	1,334	1,500
Number of Dewatering Wells	47	47	47	47	43	43
Feet of Drainages Cleaned	35,682	48,870	28,665	64,509	31,980	33,000
Special Event Set Up	-	-	-	20	17	20

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Streets Manager	0	1	1	1	1	1
Streets Crew Supervisor	1	0	0	0	0	0
Streets Lead Operator	0	0	0	2	2	2
Streets Sr. Operator	2	4	3	3	3	3
Streets Operator	13	10	12	10	10	10
Total Streets Division	16	15	16	16	16	16

GENERAL FUND					
Streets	Actual	Actual	Original	Adjusted	Requested
001-50-54-431	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Salaries	747,053	779,060	743,755	743,755	748,880
Overtime	58,271	64,237	50,000	50,000	50,000
Merit Pay Plan	16,000	8,000	-	-	-
On-Call Pay	20,109	23,739	15,000	15,000	15,000
Benefits	443,943	458,727	458,488	458,488	486,601
Subtotal Personnel Costs	\$ 1,285,376	\$ 1,333,763	\$ 1,267,243	\$ 1,267,243	\$ 1,300,481
Contractual Services	142,379	149,927	121,864	135,904	123,383
Materials and Supplies	1,738,805	1,545,338	1,630,982	1,630,982	1,501,248
Subtotal Operating Costs	\$ 1,881,184	\$ 1,695,265	\$ 1,752,846	\$ 1,766,886	\$ 1,624,631
Total Operating	\$ 3,166,560	\$ 3,029,028	\$ 3,020,089	\$ 3,034,129	\$ 2,925,112
Total Capital	\$ 2,043	\$ 96	\$ 69,320	\$ 467,422	\$ 500
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,168,603	\$ 3,029,124	\$ 3,089,409	\$ 3,501,551	\$ 2,925,612

Percent change from FY21 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 - Internal services \$51,063, Contracted storm drain cleaning \$40,000

Materials and Supplies - Repair concrete slabs and manholes in several locations \$100,000, Crack sealing and filling \$30,000, Vehicle maintenance \$319,254, Vehicle replacement \$236,720, Rental of Pool Vehicles \$65,000, Utilities \$50,000, Electricity for street lights \$109,911, Diesel \$77,742, Ice slicer \$250,000, Cold patch mix and Emulsion \$40,000, Street light installation and maintenance \$100,000

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement vehicles - unit 53 \$500

GENERAL FUND

**DEVELOPMENT
SERVICES
DEPARTMENT**

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND: GENERAL
UNIT: GEOGRAPHIC INFORMATION SYSTEMS

DEPT: DEVELOPMENT SERVICES
CODE: 60-35

ACTIVITY DESCRIPTION:

The mission of the City's Geographical Information Systems (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 2021/2022:

- To take a lead role in City-wide application software integration.
- To maintain and develop GIS data dissemination internally and externally for local engineers and surveyors.
- To expand our library of task specific web applications being used across the organization.
- To create and maintain complete and accurate metadata for all GIS data layers.
- To update to the latest GIS Portal, Server, and database software.
- To move toward web-based solutions and deprecate some, but not all, desktop GIS tools.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff: Population Ratio	1:5,235	1:5,079	1:6,825	1:9,099	1:7,970	1:8,028
# of City Employees (RFTE)	290	272	277.5	274	277	283
Staff: Employee Ratio	1:48	1:45	1:62	1:78	1:69	1:71
*Data Collected on Calendar Year	*2016	*2017	2018	2019	2020	2021
Area of City (sq. mi.)	21.69	21.71	23	23.2	23.2	23.2
# Fire Hydrants	2,310	2,321	2,325	2,367	2,831	2,846
# Water Valves	7,819	7,947	8,144	8,375	8,416	8,503
Water lines (mi.)	379.17	396.9	400.95	418.5	421.6	430.2
# Sewer Manholes	4,119	4,182	4,255	4,258	4,285	4,329
Sewer lines (mi.)	199	202	205.18	205.44	206.2	213
# Address points	21,374	21,364	21,615	21,696	21,769	21,776
# Parcels	13,692	13,965	13,962	14,274	15,345	15,351
# GPS Collection Points	2,786	58,230	24,626	27,135	32,132	33,043

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
GIS Manager	1	1	.5	.5	1	1
Senior GIS Analyst	1	1	1	0	0	0
GIS Analyst	0	0	0	0	0	1
Senior GIS Specialist	1	1	2	2	2	0
GIS Specialist	3	3	1	1	1	1
GIS Technician	0	0	0	0	0	1
Total GIS	6	6	4.5	3.5	4	4

GENERAL FUND						
Geographical Information Systems	Actual	Actual	Original	Adjusted	Requested	
001-60-35-419	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	272,441	213,617	306,692	306,692	284,749	
Overtime	32	-	-	-	-	
Merit Pay Plan	4,500	1,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	128,489	106,197	153,173	153,173	150,097	
Subtotal Personnel Costs	\$ 405,463	\$ 321,314	\$ 459,865	\$ 459,865	\$ 434,846	
Contractual Services	18,832	7,462	110,960	960	-	
Materials and Supplies	21,153	14,223	19,658	14,658	20,558	
Subtotal Operating Costs	\$ 39,985	\$ 21,685	\$ 130,618	\$ 15,618	\$ 20,558	
Total Operating	\$ 445,448	\$ 342,999	\$ 590,483	\$ 475,483	\$ 455,404	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 445,448	\$ 342,999	\$ 590,483	\$ 475,483	\$ 455,404	
Percent change from FY21 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

ENGINEERING

FUND: GENERAL
UNIT: ENGINEERING

DEPT: DEVELOPMENT SERVICES
CODE: 60-60

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 the 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 2021/2022:

- To effectively communicate with multiple divisions to complete programmed capital construction projects:
 - See Capital Improvement Plan (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.

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Capital Projects Under Construction	25	19	11	11	17	19
# of Capital Projects Under Design	18	14	10	13	23	21
# of Engineering Studies	5	5	1	2	2	2
# of Inspections*	17	17	20	30	25	20
# of Permits to Construct Issued	16	18	17	18	20	22
# of Street Cut Permits Issued	100	156	132	135	130	140

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

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Director of Development Services	1	1	1	1	1	1
City Engineer	2	1	1	1	1	1
Capital Projects Coordinator	0	0	1	1	1	0
Senior Civil Engineer/Civil Engineer	2/2	2/1	3/0	2/1	3*/1	4/1
Engineering Specialist	3	3	3	3	2	2
Sr. Administrative Assistant	2	1	1	1	1	1
Total Engineering	12	9	10	10	10	10

*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	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Salaries	884,609	884,208	967,338	967,338	980,635
Overtime	6,415	5,698	5,000	5,000	2,500
Merit Pay Plan	9,000	4,500	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	450,698	445,415	491,462	491,462	499,576
Subtotal Personnel Costs	\$ 1,350,722	\$ 1,339,820	\$ 1,463,800	\$ 1,463,800	\$ 1,482,711
Contractual Services	35,348	30,751	38,360	33,360	20,720
Materials and Supplies	45,518	49,472	73,054	66,954	43,078
Subtotal Operating Costs	\$ 80,866	\$ 80,223	\$ 111,414	\$ 100,314	\$ 63,798
Total Operating	\$ 1,431,588	\$ 1,420,043	\$ 1,575,214	\$ 1,564,114	\$ 1,546,509
Total Capital	\$ -	\$ 183,734	\$ -	\$ 316,266	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,431,588	\$ 1,603,777	\$ 1,575,214	\$ 1,880,380	\$ 1,546,509

Percent change from FY21 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

BUILDING INSPECTION

FUND: GENERAL
UNIT: BUILDING INSPECTION

DEPT: DEVELOPMENT SERVICES
CODE: 60-61

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. Licenses must be current in order for contractors to obtain any building permit type. Full services were provided by the Division during the COVID-19 City Hall closure; staff worked from home; regarding duties that could not be done from home, staff took turns being in the office so there was only one person in the office at a time, and masks were worn with 6’ distancing being maintained during inspections.

MAJOR GOALS FOR FY 2021/2022

- Provide assistance to contractors and owner/builders in understanding building code issues to achieve compliance.
- Work on abatement of dangerous buildings.
- Review, adopt, and implement the 2021 International Code Family as amended.
- Assist with set-up, implementation and utilization of the Energov software program.
- Work with contractors on the transition from the ePlan digital plan submission software to the Bluebeam digital plan submission software.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Commercial Building Permits	12	16	9	22	12	10
Residential Building Permits	14	30	27	24	20	24
Total All Permits (elec., mech., plbg., etc.)	1,324	1,645	1,673	3,157	1,675	1,800
Stormwater Permits	21	31	30	30	23	30
Field Inspections	3,592	5,447	4,316	3,994	5,000	4,100
Stormwater Inspections	84	330	340	303	265	350
Contractor Licenses	822	708	767	823	720	750
Individual Trade Licenses	432	446	425	438	425	430

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Chief Building Official	1	1	1	1	1	1
Deputy Building Official/Plans Examiner	0	1	1	1	1	1
Deputy Building Official	1	0	0	0	0	0
Senior Building Inspector	0	0	0	0	1	1
Building Inspector	2	2	2	2	1	1
Building Counter Technician	1	1	1	1	0	0
Permit Technician	0	0	0	0	1	1
Plans Examiner	1	0	0	0	0	0
Administrative Assistant	1	1	1	1	1	1
Total Building Inspection	7	7	6	6	6	6

GENERAL FUND						
Building Inspection	Actual	Actual	Original	Adjusted	Requested	
001-60-61-424	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	406,499	427,819	430,148	430,148		425,329
Overtime	-	-	-	-		-
Merit Pay Plan	6,000	3,000	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	181,279	187,360	192,949	192,949		197,652
Subtotal Personnel Costs	\$ 593,779	\$ 618,180	\$ 623,097	\$ 623,097		\$ 622,981
Contractual Services	7,878	5,478	33,040	79,540		8,040
Materials and Supplies	27,500	22,579	30,912	22,412		31,863
Subtotal Operating Costs	\$ 35,378	\$ 28,057	\$ 63,952	\$ 101,952		\$ 39,903
Total Operating	\$ 629,156	\$ 646,237	\$ 687,049	\$ 725,049		\$ 662,884
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 629,156	\$ 646,237	\$ 687,049	\$ 725,049		\$ 662,884

Percent change from FY21 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 - n/a

Materials and Supplies - n/a

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

TRAFFIC SAFETY

FUND: GENERAL
UNIT: TRAFFIC SAFETY

DEPT: DEVELOPMENT SERVICES
CODE: 60-62

ACTIVITY DESCRIPTION:

The Traffic Safety 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 2021/2022:

- 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.

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Traffic Signals Maintained	15	15	16	15	16	16
Pavement Markings Applied (in Lineal Feet)	631,635	670,325	664,470	665,280	670,500	665,500
STAFFING:						
Sign & Signal Technician	2	2	2	2	2	2
Total Traffic Safety	2	2	2	2	2	2

GENERAL FUND				Original	Adjusted	Requested
Traffic Safety	Actual	Actual		Budget	Budget	Budget
001-60-62-424	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	95,127	105,172		104,437	104,437	104,437
Overtime	1,126	2,179		1,000	1,000	1,000
Merit Pay Plan	2,000	1,000		-	-	-
On-Call Pay	199	-		-	-	-
Benefits	42,578	46,766		47,834	47,834	49,300
Subtotal Personnel Costs	\$ 141,028	\$ 155,117	\$	153,271	\$ 153,271	\$ 154,737
Contractual Services	217,712	217,280		231,080	231,080	231,080
Materials and Supplies	87,532	115,434		104,604	104,604	113,534
Subtotal Operating Costs	\$ 305,244	\$ 332,715	\$	335,684	\$ 335,684	\$ 344,614
Total Operating	\$ 446,272	\$ 487,831	\$	488,955	\$ 488,955	\$ 499,351
Total Capital	\$ -	\$ -	\$	-	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 446,272	\$ 487,831	\$	488,955	\$ 488,955	\$ 499,351

Percent change from FY21 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 - Street striping \$230,000

Materials and Supplies - Traffic signal maintenance \$60,000, Materials for street sign fabrication & maintenance \$40,000

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

PLANNING

FUND: GENERAL
UNIT: PLANNING

DEPT: DEVELOPMENT SERVICES
CODE: 60-63

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. 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 Senior Planners.

MAJOR GOALS FOR FY 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Annexations/Pre-Annexations	6/2	6/3	5/3	0/0	1/0	1/1
Sketch Plats	0	0	1	0	1	0
Preliminary Plats	0	0	3	0	1	1
Major Final Plats/Minor Final Plats	0/21	0/18	1/20	0/12	2/15	1/10
Condominium Plats	1	1	2	0	1	0
Commercial Site Plans/Development Plans	10/2	7/3	8/2	17/1	20/2	20/1
Subdivision Text/Zoning Text Amendments	0/3	0/2	0/5	0/2	0/2	0/3
Zoning Map Amendments	5	7	7	5	10	10
Easement/R-O-W Vacations	2/1	2/1	2/1	5	7	3
County Preliminary Plats/County Final Plats	0/2	0/2	0/3	0/2	0/3	0/0

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Planning/GIS Manager	1	0	.5	.5	0	0
Planner	1	2	2	2	2	0
Senior Planner	0	0	0	0	0	2
Administrative Assistant	1	0	0	0	0	0
Total Planning	3.0	2.0	2.5	2.5	2	2

GENERAL FUND				Original	Adjusted	Requested
Planning	Actual	Actual		Budget	Budget	Budget
001-60-63-419	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	185,005	161,552		146,359	146,359	147,734
Overtime	-	-		-	-	-
Merit Pay Plan	2,500	1,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	109,411	96,792		89,312	89,312	93,080
Subtotal Personnel Costs	\$ 296,916	\$ 259,344	\$	235,671	\$ 235,671	\$ 240,814
Contractual Services	12,373	3		26,425	6,425	11,425
Materials and Supplies	8,856	9,873		13,410	13,410	23,510
Subtotal Operating Costs	\$ 21,229	\$ 9,876	\$	39,835	\$ 19,835	\$ 34,935
Total Operating	\$ 318,145	\$ 269,221	\$	275,506	\$ 255,506	\$ 275,749
Total Capital	\$ -	\$ -	\$	-	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 318,145	\$ 269,221	\$	275,506	\$ 255,506	\$ 275,749

Percent change from FY21 Original Budget 0%

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

CODE COMPLIANCE

FUND: GENERAL
UNIT: CODE COMPLIANCE

DEPT: DEVELOPMENT SERVICES
CODE: 60-64

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 2021/2022:

- 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:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Grass/Weeds	765	650	831	743	760	800
Other Nuisances	318	200	269	276	250	280
Unlicensed/Inoperable Vehicles	455	465	621	625	660	650
Home Occupations	5	4	4	2	4	4
Daycare Investigations	4	3	4	2	4	3
Other Zoning	0	4	6	3	4	6
Political Signage	0	0	15	3	9	2

STAFFING:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Senior Code Compliance Inspector	0	0	0	0	1	1
Code Compliance Inspector	2	1	1.5	1.5	1	1
Total Code Compliance	2	1	1.5	1.5	2	2

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	82,382	86,281	102,544	104,762		104,417
Overtime	-	-	-	-		-
Merit Pay Plan	2,000	1,000	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	45,935	49,119	61,992	61,992		65,641
Subtotal Personnel Costs	\$ 130,317	\$ 136,400	\$ 164,536	\$ 166,754		\$ 170,058
Contractual Services	(40)	920	3,000	3,000		3,000
Materials and Supplies	5,472	8,301	13,266	13,266		9,790
Subtotal Operating Costs	\$ 5,432	\$ 9,221	\$ 16,266	\$ 16,266		\$ 12,790
Total Operating	\$ 135,749	\$ 145,621	\$ 180,802	\$ 183,020		\$ 182,848
Total Capital	\$ -	\$ -	\$ -	\$ 1,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 135,749	\$ 145,621	\$ 180,802	\$ 184,020		\$ 182,848

Percent change from FY21 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

CAPITAL PROJECTS FUND

OPTIONAL ONE PERCENT TAX

ONE PERCENT TAX REVENUE

FUND: OPTIONAL SALES TAX
UNIT: REVENUE

DEPT: ADMINISTRATION
CODE: 201

ACTIVITY DESCRIPTION:

The majority of the Optional One Percent fund 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 increased slightly in fiscal years 2018 and 2019, in turn rebounding to \$19.4 M for fiscal year 2020. However, based on current year to date receipts, One Percent sales tax revenues are projected to be approximately \$13.8M for fiscal year 2021, a decrease of 28% from 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 fiscal year 20 receipts were encouraging signs that coal and oil production had 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. Because of this decrease as well as traditional uncertainties with the energy sector, the fiscal year 2022 budget upholds the City's conservative philosophy and the budget is slightly lower than projected fiscal year 2021 receipts. A portion of the fuel tax allocation to cities and towns, totaling \$1,067,000, 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 interest on the One Percent investment held at WyoStar.

OPTIONAL SALES TAX				Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget	
201-00-00-300	2018-19	2019-20	2020-21	2020-21	2020-21	2021-22
Sales & Use Tax	18,933,830	19,406,947	14,850,000	14,850,000	14,850,000	13,663,636
Motor Fuel Tax	1,024,475	1,011,698	1,061,000	1,061,000	1,061,000	1,067,000
Federal Grants	295,310	74,747	200,000	1,306,608		-
State Grants	611,752	107,514	-	-	-	-
Local Grants	-	1,500	-	-	-	-
State Loans	1,324,117	-	-	-	-	-
Interest on Investments	615,211	594,091	529,650	529,650	529,650	121,000
Unrealized Gain/Loss	160,227	143,668	-	-	-	-
Miscellaneous	65,667	-	-	10,000		-
Interfund Operating Transfer In	-	322,656	-	-	-	-
Application of Unassigned Cash	-	-	5,654,038	19,815,340		1,325,513
GRAND TOTAL	\$ 23,030,588	\$ 21,662,821	\$ 22,294,688	\$ 37,572,598		\$ 16,177,149

ONE PERCENT TAX EXPENSE

FUND: OPTIONAL SALES TAX
UNIT: ONE PERCENT EXPENSES

DEPT: ADMINISTRATION
CODE: 10-05

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 expenditures 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 2021/22 budget will be funded with existing dollars available from 2020/21. Actual revenues earned in 2021/22 will be used for 2022/23 projects. The 2021/22 budgeted projects have been prioritized for funding and include: pavement management and street enhancement projects; beautification programs; park improvement projects; bridge repairs and maintenance; drainage projects; water and sewer main replacements; contractual requirements to the Fire Board; 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

Foothills Blvd Curves/Drainage

Boxelder Road Improvements - 4J to Maple Circle

Beautification Projects

Beautification - 4J Phase IB (East side of 4J from Lakeway to Enzi)

Beautification - Overlook Park

Park Improvement Projects

Overlook Park Playground Replacement

City Park Shelter Replacement

City Pool Structural & Operational Integrity Study

Dalbey Park Parking Lot Repairs

Irrigation Improvements Projects

Irrigation- 4J Phase IB (East side of 4J from Lakeway to Enzi)

Irrigation - Spruce and Kluver

Bridges

Gurley Overpass Maint/Replacement Designation

Drainage Projects

Senior Center Street Improvements

Sunflower Park Drainage Improvements

Water Projects

Annual Water Main Replacement

Gurley PRV Upgrades

Sewer Projects

Annual Sanitary Sewer Main Replacement

Complex Lift Station Capacity Upgrade

OPTIONAL SALES TAX FUND**1% Optional Sales Tax
201-10-05-419**

Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
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Pavement Management System	5,105,957	5,086,353	4,940,000	6,292,383	1,160,000
Sidewalk Repairs	202,463	68,063	300,000	350,551	-
Land	1,724	1,374	-	-	-
Beautification Programs	320,910	102,014	525,000	643,369	275,000
Park Development	-	-	300,000	300,000	-
Park Improvements	463,986	1,333,994	1,268,087	3,423,642	825,000
Irrigation Improvements	-	-	-	696,383	385,000
Street Enhancements	648	-	350,000	350,000	3,750,000
Street & Major Road Ext	14,542	-	-	-	-
Traffic Signals	42,227	112,254	400,000	423,498	-
Bridges	1,439,363	85,748	1,425,000	1,455,145	1,050,000
Drainage Projects	110,225	292,603	680,000	1,479,397	100,000
Bike & Walking Pathways	464,029	617,374	290,000	1,674,280	-
Water Mains	1,814,160	2,714,772	2,250,000	5,308,649	2,600,000
Water Storage/Reservoirs	780,569	201,586	1,600,000	1,600,000	-
Sanitary Sewer Mains	792,535	1,544,266	2,500,000	8,068,021	400,000
Lift Stations/Control Facility	-	-	-	-	250,000
LID Improvements	1,756,303	3,784	-	-	-
Furn/Fixtures/Equip	-	122,891	69,000	69,000	-
Joint Powers Fire Dept	-	850,000	2,882,601	2,882,601	2,912,350
Social Services Funding	1,038,266	1,210,481	956,000	956,000	865,799
Outside Agency Funding	500,000	509,868	559,000	599,679	559,000
General Community	97,285	104,000	-	-	45,000
Interfund Transfers	1,000,000	1,500,000	1,000,000	1,000,000	1,000,000

GRAND TOTAL

\$ 15,945,194	\$ 16,461,422	\$ 22,294,688	\$ 37,572,598	\$ 16,177,149
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Percent change from FY21 Original Budget**-27%**

— UTILITIES DEPARTMENT

CAPITAL PROJECTS FUND

MADISON WATERLINE FUND

UTILITIES DEPARTMENT

MADISON WATERLINE REVENUE

FUND: MADISON WATERLINE
UNIT: REVENUE

DEPT: UTILITIES
CODE: 301

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 2021/2022 (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)	2022-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 was used to pay back the \$40,000,000.00 PMTF State Loan + Fees in FY 2020/21. The remaining \$4,328,358.00 will be paid by July 1, 2022.

MADISON WATER LINE			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
301-00-00-300	2018-19	2019-20	2020-21	2020-21	2021-22
Cap Tax - Madison Project	(2,027)	53,908	-	-	-
Cap Tax - District Projects	(541)	14,373	-	-	-
State Grants	1,690,091	427,458	-	29,891,250	-
State Loan Revenues	-	-	-	-	-
District Grant Revenue	48,163	1,654,128	3,088,700	3,088,700	-
Madison Cap Tax Int	1,422,747	1,018,891	509,200	509,200	31,900
District Cap Tax Int	362,987	269,618	241,600	241,600	22,500
Interest - Managed Investments - Madis	-	74,813	-	-	33,000
Interest - Managed Investments - Distric	-	77,395	-	-	28,700
Unrealized Gain/Loss-WyoStar	525,003	562,073	-	-	-
Realized Gain/Loss	-	84,358	-	-	-
Miscellaneous	3,048	-	-	-	-
Interfund Operating Transfer In	-	155,933	10,000	473,499	26,800
Application of Unassigned Cash	-	-	1,521,300	15,800,472	-
Capital Contribution	-	-	-	-	-
GRAND TOTAL	\$ 4,049,471	\$ 4,392,949	\$ 5,370,800	\$ 50,004,721	\$ 142,900

MADISON WATERLINE EXPENSE

FUND: MADISON WATERLINE
 UNIT: MADISON WATERLINE EXPENSES

DEPT: UTILITIES
 CODE: 70-72

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 2021/2022 (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 2021/2022:
 - #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 2021/2022:
 - #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	2021/2022	2022/TBD	Total
ANTICIPATED EXPENSES:	(estimate)	(anticipated)	(anticipated)	(anticipated)	(anticipated)
General Operating Expenses	1,625,501.00	10,000.00	10,000.00	10,000.00 per yr	1655,501.00
Non-Eligible Contracts	490,000.00	85,000.00	0.00 ⁽¹⁾	0.00	575,000.00
Eligible Contracts – <i>District Extensions</i>	15,533,686.00	4,110,000.00	0.00 ⁽¹⁾	40,356,314.00	60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	186,082,794.00	31,517,206.00	0.00 ⁽¹⁾		217,600,000.00
Yearly Total (anticipated)	203,731,981.00	35,722,206.00	10,000.00	40,366,314.00	279,830,501.00
Cumulative Total (anticipated)	203,731,981.00	239,454,187.00	239,464,187.00	279,830,501.00	

STAFFING:	2010 thru 2020	2020/2021	2021/2022	2022/TBD
Utilities Project Manager	1	1	0 ⁽²⁾	0 ⁽²⁾
Senior Admin. Assistant (2010-2014)	1	0	0	0
Total Fund 301 (Madison Waterline)	2	1	0	0

⁽¹⁾ The remaining balance and expended funds from FY 2020/21 will be rolled-over into FY 2021/22 as part of Budget Amendment No. 1, anticipated in November 2021.
⁽²⁾ The Utility Project Manager position previously funded within the Madison Fund (301) was transferred to the Engineering Division (General Fund) in FY 2020/2021.

MADISON WATERLINE				Original	Adjusted	Requested
Madison Waterline	Actual	Actual	Budget	Budget	Budget	Budget
301-70-72-441	2018-19	2019-20	2020-21	2020-21	2020-21	2021-22
Salaries	103,757	108,013	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	1,000	500	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	47,237	50,494	-	-	-	-
Subtotal Personnel Costs	\$ 151,993	\$ 159,007	\$ -	\$ -	\$ -	\$ -
Contractual Services	33,517	40,231	10,000	30,115	26,800	26,800
Materials and Supplies	4,709	3,989	-	-	-	-
Subtotal Operating Costs	\$ 38,226	\$ 44,219	\$ 10,000	\$ 30,115	\$ 26,800	\$ 26,800
Total Operating	\$ 190,219	\$ 203,226	\$ 10,000	\$ 30,115	\$ 26,800	\$ 26,800
Total Capital	\$ 3,015,793	\$ 3,126,400	\$ 4,610,000	\$ 49,223,806	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,206,012	\$ 3,329,627	\$ 4,620,000	\$ 49,253,921	\$ 26,800	\$ 26,800

Percent change from FY21 Original Budget -99%

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

ENTERPRISE FUND

**UTILITIES
ADMINISTRATION
FUND**

UTILITIES DEPARTMENT

UTILITIES ADMINISTRATION REVENUE

FUND: UTILITY ADMINISTRATION
UNIT: REVENUE

DEPT: UTILITIES
CODE: 501

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	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Federal Grants	-	-	-	52,293	-
State Grants	-	-	-	-	-
Local Grants	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Unrealized Gain/Loss	-	-	-	-	-
Fiber Lease Revenue	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Transfer from City Depts	2,612,106	2,402,227	3,147,556	3,147,556	3,109,476
Interfund Operating Transfer In	-	-	-	-	-
Application of Unassigned Cash	-	-	-	21,207	-
Capital Contribution	-	-	-	-	-
GRAND TOTAL	\$ 2,612,106	\$ 2,402,227	\$ 3,147,556	\$ 3,221,056	\$ 3,109,476

UTILITIES ADMINISTRATION EXPENSE

FUND: UTILITY ADMINISTRATION
UNIT: UTILITY ADMINISTRATION

DEPT: UTILITIES
CODE: 70-70

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 2021/2022:

- Support the Utility Project Manager to complete the Madison Pipeline Project and complete future Regional Extensions for the Gillette Regional Water Project.
- Implement major capital projects at the Wastewater Treatment Facility.
- Evaluate water and sewer rates to cover inflation and depreciation in the Water fund, and future debt service 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Population Served	31,411	30,467	31,327	31,848	31,879	32,102
# of Utilities Employees Managed (RFTE)	66	63	63	63	66	64
Utilities Employees: Population Ratio	1:476	1:484	1:497	1:505	1:483	1:502
# of Utilities Accounts Managed	16,706	16,823	17,624	17,624	17,624	17,624
Utilities Employees: Account Ratio	1:253	1:267	1:280	1:280	1:267	1:275
Budget Overseen	\$55.6M	\$53.3M	\$55.0M	\$55.6M	\$55.0M	\$55.0M
Director/Manager (3): Budget Ratio	1:\$27.8M	1:\$17.8M	1:\$55.0M	1:\$55.6M	1:\$55.0M	1:\$55.0M

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Utilities Director	1	1	1	1	1	1
Senior Adm. Assistant	.75	.75	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Utility Services Coordinator	0	0	0	0	1	1
Utilities Engineering Manager	1	1	0	0	0	0
Waste Diversion Manager	0	1	0	0	0	0
Total Utilities Administration Division	3.75	4.75	3	3	4	4

UT ADMIN. FUND				Original	Adjusted	Requested
Utilities Administration	Actual	Actual		Budget	Budget	Budget
501-70-70-440	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	254,661	261,857		321,191	321,191	315,180
Overtime	62	116		500	500	500
Merit Pay Plan	3,000	1,500		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	129,531	133,595		181,050	181,050	184,859
Subtotal Personnel Costs	\$ 387,254	\$ 397,067		\$ 502,741	\$ 502,741	\$ 500,539
Contractual Services	107,221	103,861		182,513	182,513	182,045
Materials and Supplies	91,520	102,554		119,700	119,700	130,860
Subtotal Operating Costs	\$ 198,741	\$ 206,415		\$ 302,213	\$ 302,213	\$ 312,905
Total Operating	\$ 585,995	\$ 603,483		\$ 804,954	\$ 804,954	\$ 813,444
Total Capital	\$ 1,856	\$ -		\$ -	\$ -	\$ 11,000
Interfund Transfers	\$ -	\$ -		\$ -	\$ -	\$ -
GRAND TOTAL	\$ 587,851	\$ 603,483		\$ 804,954	\$ 804,954	\$ 824,444

Percent change from FY21 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 \$173,725

Materials and Supplies - COG provided cell phones and land line telephones \$60,000

Capital - *Unless Noted, All Items Approved CIP* - Backflow/grease trap software \$11,000

ELECTRICAL ENGINEERING

FUND: UTILITY ADMINISTRATION
UNIT: ELECTRICAL ENGINEERING

DEPT: UTILITIES
CODE: 70-71

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 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Fiber Raceway Installed (miles)		43.6	70.8	44.0	27.0	46.5
Number of Permits Issued	70	53	77	67	60	38
Number of Site Reviews	120	105	55	76	69	27
Number of E-Plan Reviews	110	87	85	78	65	60

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Electrical Manager	1	1	1	1	1	0
Senior Electrical Engineer	0	1	1	1	0	0
Electrical Engineering Manager	0	0	0	0	1	1
Electrical Engineer	1	0	0	0	1	1
Electrical Project Coordinator	2	2	2	2	1	1
Electrical Engineering Designer	2	2	2	2	2	2
Utilities Services Locator	0	0	0	1	1	1
Total Electrical Engineering Division	7	7	7	7	7	6

UT ADMIN. FUND						
Electrical Engineering	Actual	Actual	Original	Adjusted	Requested	
501-70-71-440	2018-19	2019-20	Budget	Budget	Budget	
			2020-21	2020-21	2021-22	
Salaries	435,858	280,948	539,483	539,483	497,071	
Overtime	2,778	3,282	5,000	5,000	3,500	
Merit Pay Plan	6,000	2,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	198,616	113,709	260,014	260,014	232,839	
Subtotal Personnel Costs	\$ 643,252	\$ 400,439	\$ 804,497	\$ 804,497	\$ 733,410	
Contractual Services	121,123	127,828	153,666	153,666	138,152	
Materials and Supplies	37,543	22,057	67,773	67,773	31,134	
Subtotal Operating Costs	\$ 158,665	\$ 149,886	\$ 221,439	\$ 221,439	\$ 169,286	
Total Operating	\$ 801,917	\$ 550,325	\$ 1,025,936	\$ 1,025,936	\$ 902,696	
Total Capital	\$ 40,781	\$ -	\$ 1,500	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 842,698	\$ 550,325	\$ 1,027,436	\$ 1,025,936	\$ 902,696	

Percent change from FY21 Original Budget -12%

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 \$126,632

Materials and Supplies - n/a

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

SCADA

FUND: UTILITY ADMINISTRATION
UNIT: SCADA

DEPT: UTILITIES
CODE: 70-76

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 2021/2022:

- 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; also conduct the 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:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Fiber Multi-Raceway Maintained (miles)	-	43.6	114.4	158.4	256	303
Broadband Radio Systems Maintained	101	101	107	108	110	96
Site Control Systems Upgraded	27	14	14	9	22	9

STAFFING:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
SCADA Engineer	0	0	0	0	0	1
SCADA Manager	0	0	0	1	1	0
SCADA Supervisor	1	1	1	1	1	1
Electrician	5	5	5	5	5	5
Total SCADA Division	6	6	6	7	7	7

UT ADMIN. FUND				Original	Adjusted	Requested
SCADA	Actual	Actual		Budget	Budget	Budget
501-70-76-440	2018-19	2019-20		2020-21	2020-21	2021-22
Salaries	487,896	586,265		602,478	602,478	577,245
Overtime	33,610	41,829		38,000	38,000	38,000
Merit Pay Plan	5,000	3,000		-	-	-
On-Call Pay	13,398	14,594		12,985	12,985	12,985
Benefits	239,516	289,992		309,537	309,537	297,380
Subtotal Personnel Costs	\$ 779,419	\$ 935,680	\$	963,000	\$ 963,000	\$ 925,610
Contractual Services	201,879	232,167		229,575	229,575	246,888
Materials and Supplies	74,448	72,533		118,891	118,891	77,838
Subtotal Operating Costs	\$ 276,327	\$ 304,701	\$	348,466	\$ 348,466	\$ 324,726
Total Operating	\$ 1,055,746	\$ 1,240,381	\$	1,311,466	\$ 1,311,466	\$ 1,250,336
Total Capital	\$ 127,129	\$ 18,722	\$	3,700	\$ 78,700	\$ 132,000
Interfund Transfers	\$ -	\$ -	\$	-	\$ -	\$ -
GRAND TOTAL	\$ 1,182,875	\$ 1,259,103	\$	1,315,166	\$ 1,390,166	\$ 1,382,336

Percent change from FY21 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 - Internal services \$226,128

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Cyber security improvements \$130,000, Upfit for replacement vehicle - unit 3 \$2,000

ENTERPRISE FUND

— WATER FUND

UTILITIES DEPARTMENT

WATER REVENUE

FUND: WATER
UNIT: REVENUE

DEPT: UTILITIES
CODE: 503

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					
Revenue	Actual	Actual	Original	Adjusted	Requested
503-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Federal Grants	-	-	-	52,510	-
State Grants	143,917	18,643	-	-	-
Plant Investment Fees	7,623	8,120	10,000	10,000	10,000
System Development Charges	36,928	43,598	-	-	35,000
Interest on Investments	249,503	174,546	108,000	108,000	24,600
Interest - Managed Investments	20,389	48,197	98,500	98,500	20,000
Unrealized Gain/Loss - Bonds	95,064	157,259	-	-	-
Realized Gain/Loss	-	29,786	-	-	-
Incident Reimbursement Revenue	1,570	854	-	-	-
Miscellaneous	126,457	98,434	55,000	55,000	25,000
Charges for Services	1,685,025	1,804,264	2,015,155	2,015,155	2,015,155
Charges for Services - Regional	4,702,842	5,004,576	5,332,871	5,332,871	5,332,871
Interfund Operating Transfer In	(143,917)	(18,643)	-	-	-
Application of Unassigned Cash	-	-	396,306	6,152,724	1,056,140
Capital Contribution	553,694	-	-	-	-
GRAND TOTAL	\$ 7,479,094	\$ 7,369,636	\$ 8,015,832	\$ 13,824,760	\$ 8,518,766

WATER EXPENSE

FUND: WATER
UNIT: WATER

DEPT: UTILITIES
CODE: 70-73

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 11.4 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, eleven regional control buildings, about 378.1 miles of water distribution and transmission mains, 2,379 fire hydrants and 7,314 valves.

MAJOR GOALS FOR FY 2021/2022:

- Complete design and construction of on-site Sodium Hypochlorite Disinfection Facility at Pump Station (PS) #1 to replace Chlorine Gas Disinfection.
- Perform integrity testing and repairs to insure fully functional cathodic protection of both Madison transmission pipelines.
- Complete electrical upgrades at Donkey Creek Pump Station #1, and test and integrate full redundancy of both transmission lines and Donkey Creek Pump Stations.
- Identify and implement enhanced security measures for water infrastructure as identified in AWIA Risk & Resilience Assessment project.
- Finalize completion of Madison wells M-13, M-14, and M-15, and all associated pumping and monitoring enhancements.
- Continue design, construction, commissioning, and operation of additional Regional water system connections (Means/Airport, American Road extensions).
- Rebuild or replace equipment in wells M-8, M-9, M-10, S-18, S-22, and Madison Booster Pump #1.
- Replace two variable frequency drives (M-8 and M-2).
- Exercise and evaluate 1,000 distribution valves, and perform system flushing and hydrant testing.
- Perform 20-year coating rehabilitation and security/water mixing improvements on Zone 1 Reservoir 3 (8 MG dump hill tank).

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Water Service Connections	10,404	10,320	10,441	10,529	10,953	11,081
Miles of Water Main	341	357	357.5	372.6	375.9	378.1
Hydrants Managed	2,310	2,322	2,325	2,348	2,371	2,379
Valves Managed	6,823	6,926	7,109	7,164	7,242	7,314
Water Produced (Billion Gallons)	1.600	1.674	1.695	1.541	1.430	1.690
Ratio: Staff to Water Service Connections	1:612	1:688	1:652	1:658	1:730	1:739

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Water Manager	1	1	1	1	1	1
Water Supervisor	3	3	3	2	2	2
Water Operator	3	2	3	3	3	5
Senior Water Operator	9	9	9	10	9	7
Total Water Division Full Time Employees	16	15	16	16	15	15
Seasonal Worker Requests	0	0	0	2	4	2

WATER FUND					
Water	Actual	Actual	Original	Adjusted	Requested
503-70-73-441	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Salaries	859,508	869,202	964,579	964,579	883,937
Overtime	35,423	38,180	50,000	50,000	40,000
Merit Pay Plan	17,000	7,500	-	-	-
On-Call Pay	19,903	20,847	20,750	20,750	20,750
Benefits	622,319	549,221	545,469	545,469	574,607
Subtotal Personnel Costs	\$ 1,554,152	\$ 1,484,950	\$ 1,580,798	\$ 1,580,798	\$ 1,519,294
Contractual Services	1,560,339	2,082,549	1,592,135	1,932,343	1,988,258
Materials and Supplies	3,642,933	2,827,750	3,249,999	3,322,096	3,363,091
Subtotal Operating Costs	\$ 5,203,272	\$ 4,910,299	\$ 4,842,134	\$ 5,254,439	\$ 5,351,349
Total Operating	\$ 6,757,424	\$ 6,395,250	\$ 6,422,932	\$ 6,835,237	\$ 6,870,643
Total Capital	\$ 377,606	\$ 530,031	\$ 1,357,174	\$ 6,376,438	\$ 1,395,273
Interfund Transfers	\$ -	\$ -	\$ 10,000	\$ 342,359	\$ 26,800
GRAND TOTAL	\$ 7,135,030	\$ 6,925,280	\$ 7,790,106	\$ 13,554,034	\$ 8,292,716

Percent change from FY21 Original Budget

7%

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 \$1,915,418, Testing for regulatory compliance \$25,000

Materials and Supplies - Routine building maintenance \$110,000, Repair/Maintenance of equipment \$192,200, Repair/Maintenance of SCADA equipment \$40,000, Distribution system maintenance \$595,375, Replace ten hydrants \$50,000, Vehicle maintenance \$50,942, Vehicle replacement \$77,607, Rentals of land and buildings \$30,000, Rentals of pool vehicles \$30,000, Utilities \$1,259,165, Insurance \$320,324, Pure salt and related process chemicals at PS#1 & Pine Ridge Disinfection Facility \$73,500, New water meters \$363,000, Interfund transfer to Madison Fund to cover expenses not covered by grant \$26,800

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells M-8, M-3, S-18 & S-22 \$430,000, Backup portable generators \$303,124, Water System Controls (VFDS) for M-2 & M-6 \$170,000, Tantalus limiting service \$5,000, SCADA upgrades: AWIA risk assessment remediation \$136,209, Madison Pump Station - relocate five VFDs, PLC power distribution and security improvements at S-21 & S-25 \$220,640, Water HMI Upgrade \$75,000, distribution system SCADA improvements \$49,300, Upfit for replacement vehicles - Unit 39 \$2,000, Unit 172 \$2,000, Unit 173 \$2,000

SWIMMING POOL

FUND: WATER
UNIT: SWIMMING POOL

DEPT: UTILITIES
CODE: 70-77

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. Since 2007, the City of Gillette has 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 2021/2022:

- Continue to provide quality and safe recreational opportunities at the City Swimming Pool
- Work with the Engineering Division to Manage a comprehensive Study (1% Project) to evaluate sub-surface conditions, remediate settlement concerns of the diving pool, and determine a method to replace underground, small-diameter pipelines that are used as drain lines, fill lines, recirculation lines and water feature supply lines.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Pool Usage	36,645	30,509	35,000	30,077	31,879	32,102
STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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; WATER DEPARTMENT STAFF CONTRIBUTE 500 HOURS OF LABOR PER YEAR ON AVERAGE.**

WATER FUND						
Swimming Pool	Actual	Actual	Original	Adjusted	Requested	
503-70-77-441	2018-19	2019-20	Budget	Budget	Budget	2021-22
			2020-21	2020-21		
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	105,052	95,067	115,399	115,399		113,023
Materials and Supplies	90,192	117,272	110,327	155,327		113,027
Subtotal Operating Costs	\$ 195,244	\$ 212,340	\$ 225,726	\$ 270,726	\$ 226,050	\$ 226,050
Total Operating	\$ 195,244	\$ 212,340	\$ 225,726	\$ 270,726	\$ 226,050	\$ 226,050
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 195,244	\$ 212,340	\$ 225,726	\$ 270,726	\$ 226,050	\$ 226,050
Percent change from FY21 Original Budget						0%

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

Contractual Services - Contracted labor for Swimming Pool through County \$84,558, Internal services \$28,465

Materials and Supplies - General upkeep and maintenance at the Pool Facility \$25,000, Equipment inspections and maintenance \$27,027, Chlorine for Pool \$26,500

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

ENTERPRISE FUND

POWER FUND

UTILITIES DEPARTMENT

POWER REVENUE

FUND: POWER
UNIT: REVENUE

DEPT: UTILITIES
CODE: 504

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	2018-19	2019-20	2020-21	2020-21	2021-22
Federal Grants	-	-	-	20,591	-
BAB Subsidy Revenue	1,422,671	1,398,151	1,369,857	1,369,857	1,337,584
State Grants	-	-	-	-	-
State Loans	-	-	-	-	-
Plant Investment Fees	34,008	23,470	25,000	25,000	25,000
Interest on Investments	272,975	196,413	123,900	123,900	36,100
Interest - Managed Investments	180,832	255,418	265,800	265,800	90,735
Unrealized Gain/Loss	268,269	178,233	-	-	-
Realized Gain/Loss	-	40,957	-	-	-
Incident Reimbursement Revenue	30,084	47,704	-	-	-
Miscellaneous	519,302	608,736	-	-	-
Charges for Services	31,805,355	31,268,569	33,046,616	33,046,616	33,046,616
Interfund Operating Transfer In	639,936	500,000	500,000	637,781	500,000
Proceeds of L/T Debt	-	-	-	-	-
Interfund Loan Transfer In	-	200,000	200,000	200,000	200,000
Application of Unassigned Cash	-	-	-	5,501,312	1,408,064
Capital Contribution	7,510	-	-	-	-
GRAND TOTAL	\$ 35,180,942	\$ 34,717,650	\$ 35,531,173	\$ 41,190,857	\$ 36,644,099

POWER EXPENSE

FUND: POWER
 UNIT: ELECTRICAL SERVICES

DEPT: UTILITIES
 CODE: 70-74

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 2021/2022:

- 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 Lost Time Accidents.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Electric Meters Served	15,678	15,663	15,697	15,726	15,767	15,767
Electrical Locates Performed Annually	5,127	3,744	3,531	3,677	4,150	4,710
Number of Substations Maintained	9	9	9	9	9	9
Available MVA (In Town)	135	125	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	329.6	342.2	351	346	347	346
Ratio: Staff to Electric Meters Served	1:922	1:921	1:921	1:982	1:985	1:973
Ratio: Staff to Miles of Lines Maintained	1:21	1:22	1:22	1:23	1:23	1:23
STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Electrical Services Superintendent	1	1	1	1	1	1
Electrical Services Supervisor	3	3	3	3	3	3
Journeyman Lineworker	7	7	8	7	7	7
Apprentice Lineworker	5	5	4	4	4	4
Meter Technician	1	1	1	1	1	1
Total Electrical Services Division	17	17	17	16	16	16

POWER FUND					
Power	Actual	Actual	Original	Adjusted	Requested
504-70-74-442	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Salaries	1,132,579	1,106,880	1,225,083	1,225,083	1,237,458
Overtime	50,142	72,315	87,500	87,500	87,500
Merit Pay Plan	16,000	6,000	-	-	-
On-Call Pay	25,994	27,583	26,500	26,500	27,500
Benefits	883,608	666,516	674,081	674,081	697,532
Subtotal Personnel Costs	\$ 2,108,322	\$ 1,879,294	\$ 2,013,164	\$ 2,013,164	\$ 2,049,990
Contractual Services	1,963,965	2,737,958	2,459,567	2,536,589	1,958,886
Materials and Supplies	23,879,360	22,932,844	25,485,557	29,885,557	25,494,669
Subtotal Operating Costs	\$ 25,843,325	\$ 25,670,802	\$ 27,945,124	\$ 32,422,146	\$ 27,453,555
Total Operating	\$ 27,951,647	\$ 27,550,096	\$ 29,958,288	\$ 34,435,310	\$ 29,503,545
Total Capital	\$ 5,200,888	\$ 3,901,424	\$ 4,439,170	\$ 4,442,870	\$ 7,140,554
Interfund Transfers/Loan	\$ 600,000	\$ 852,577	\$ -	\$ 1,178,962	\$ -
GRAND TOTAL	\$ 33,752,535	\$ 32,304,097	\$ 34,397,458	\$ 40,057,142	\$ 36,644,099

Percent change from FY21 Original Budget

7%

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 \$1,840,486, Service drops \$80,000

Materials and Supplies - Maintenance of substations \$100,000, Maintenance of distribution \$380,000, Vehicle maintenance \$75,095, Vehicle replacement \$65,987, Property tax \$603,000, Purchased power \$8,813,000, WyGen III operating costs \$5,214,000, CT II operating costs \$1,787,000, Insurance \$120,144, Christmas lights \$26,000, General supplies \$160,000, Bad Debts \$48,000

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$200,000, New distribution lines \$2,255,000, 69kV line to Union Chapel Substation \$1,334,000, Union Chapel Substation \$1,495,000, Advanced metering infrastructure \$500,000, Tantalus limiting service \$5,000, SCADA Upgrades \$59,419, WyGen III capital projects \$970,087, CTII capital projects \$322,048

Debt Service - Wyoming Business Council debt service-Southern Industrial Annexation \$153,549, Capital Lease Principle WyGen III \$1,885,000, Capital Lease Principle CTII \$935,000, Capital Lease Interest WyGen III \$4,061,286, Capital Lease Interest CTII \$922,000 (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

ACTIVITY DESCRIPTION:

The bulk of the sewer fund revenue is generated from Base and Volumetric Rates assessed to customers connected to the City's sewer system. Residential and commercial Base charges are dependent on the size of the customer's water meter. Volumetric calculations are derived from a defined rate multiplied by water usage in the months of December, January and February. Averaged flat rates are applied to those customers not connected to City water. The revenue stream is used to fund operation, maintenance and capital projects related to the Wastewater Treatment Facility and the collection system.

The City also sells its treated effluent to PacifiCorp for cooling purposes in their power plant operations at the WYODAK Energy Complex. Established by a historic and long-standing purchase agreement, rates are determined by volumetric consumption and a base availability charge adjusted annually employing the Consumer Price Index average for all urban consumers.

Additional revenue comes from Plant Investment Fees paid for new sewer connections that are made to the city-owned sewer collection system. Yard-waste compost sales, bio-solids compost sales and the acceptance of grease and septage received from private septic haulers at the Wastewater Treatment Facility make up the remaining portion of revenue generated in the fund. These charges are established by City Ordinance.

A small amount of additional funding is earned from interest on investments.

SEWER FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
505-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Federal Grants	-	-	-	65,566	-
State Grants	113,976	68,048	-	-	-
State Loans	-	-	20,000,000	20,000,000	-
Enterprise Charges	541,156	555,983	535,000	535,000	535,000
Plant Investment Fees	65,980	67,072	50,000	50,000	50,000
Secondary PIFs	6,123	8,806	-	-	-
Interest on Investments	55,761	33,633	32,500	32,500	5,600
Interest - Managed Investments	22,453	8,669	-	-	-
Unrealized Gain/Loss - Bonds	44,289	18,974	-	-	-
Miscellaneous	91,014	115,202	-	-	-
Charges for Services	4,608,065	4,835,222	6,046,297	6,046,297	6,434,809
Interfund Operating Transfer In	(113,976)	431,952	-	-	-
Application of Unassigned Cash	-	-	113,441	906,832	300,422
Capital Contribution	36,600	-	-	-	-
GRAND TOTAL	\$ 5,471,442	\$ 6,143,561	\$ 26,777,238	\$ 27,636,195	\$ 7,325,831

SEWER EXPENSE

FUND: SEWER (WASTEWATER)
UNIT: SEWER (WASTEWATER)

DEPT: UTILITIES
CODE: 70-75

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 are provided for some residents and businesses outside the City limits. The City collection system has 212.73 miles of sanitary sewer line that contributes flow to the Facility. The City cleans 192.55 miles of sewer line and owns and operates 192.19 miles of sewer line, 11 sewage lift stations and 1 flow monitoring station. 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 2020, we produced and sold 2,055 yards of Class A Stonepile Select Compost and 1,037.25 yards of residential yard waste compost. The WWTF biosolids processing and reuse are governed by NPDES permits. The Wastewater Division has worked 20 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2021/2022:

- Continue the Valve Replacement Program.
- Continue the Manhole Rehabilitation Program.
- High efficiency HMI and PLC Upgrade.
- Finalize Headworks Design and Move into Bidding/Construction Phases.
- UV, Centrifuge, Digester Lid and Thickening Design and Construction.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Sewer Line Mileage Inspected	13.1	11	11	12.9	17.7	17.9
Sewer Line Mileage Cleaned	87.9	62.5	68.2	56.2	52.77	55.37
Compost Sold (Yards)	3,392.25	3,027.75	1,591.50	1,281	1,186	2,055
Yard Waste Compost Sold (Yards)	868	1,218.75	594	787	783	1,037.25
Influent Processed (MGD)	3.2	2.96	2.97	3.1	3.45	2.95
Additional Sewer Line Installed (Miles)	2.19	2	1	1	1	.5
Percent of Sewer Lines Cleaned to Total Miles	46%	33%	30%	29%	28%	28.7%

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020*	2020/2021	2021/2022
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	6	4	7	7	5	5
Wastewater Operator	5	6	3	4	6	6
Wastewater Worker	0	0	0	2*	2	2
Total Wastewater Full Time Employees	14	13	13	16	16	16
Seasonal Worker Requests	3	3	3	3	3	3

SEWER FUND					
Sewer	Actual	Actual	Original	Adjusted	Requested
505-70-75-443	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Salaries	838,265	918,989	1,049,944	1,049,944	976,300
Overtime	24,566	26,542	32,000	32,000	32,816
Merit Pay Plan	13,200	8,000	-	-	-
On-Call Pay	10,279	10,586	11,500	11,500	11,793
Benefits	515,656	534,102	543,054	543,054	550,487
Subtotal Personnel Costs	\$ 1,401,966	\$ 1,498,219	\$ 1,636,498	\$ 1,636,498	\$ 1,571,396
Contractual Services	1,141,315	1,714,660	1,391,153	1,429,820	1,668,096
Materials and Supplies	2,934,785	2,639,295	2,926,187	3,008,187	3,557,370
Subtotal Operating Costs	\$ 4,076,099	\$ 4,353,955	\$ 4,317,340	\$ 4,438,007	\$ 5,225,466
Total Operating	\$ 5,478,066	\$ 5,852,173	\$ 5,953,838	\$ 6,074,505	\$ 6,796,862
Total Capital	\$ 537,292	\$ 252,228	\$ 20,823,400	\$ 21,561,690	\$ 528,969
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 6,015,358	\$ 6,104,401	\$ 26,777,238	\$ 27,636,195	\$ 7,325,831
Percent change from FY21 Original Budget					-73%

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

Contractual Services - Railroad Sewer Crossing Leases \$25,200, Tipping fees for disposal of wastewater screenings and garbage from Yard Waste area \$30,250, Annual yardwaste chipping contract \$80,000, Internal services \$1,423,476, Technical services \$55,000

Materials and Supplies - Repair & Maintenance of buildings \$120,000, Maintenance of equipment \$183,000, Maintenance of SCADA equipment \$110,000, Maintenance of lift stations \$41,000, Maintenance of sewers \$173,000, Manhole rehabilitation \$40,000, Vehicle maintenance \$68,175, Vehicle replacement \$86,753, Utilities \$374,000, Natural gas \$57,872, Insurance \$168,070, Diesel \$25,958, Lab supplies \$32,000, Chemicals \$120,000, General supplies \$42,500, Safety supplies \$43,000

Capital - *Unless Noted, All Items Approved CIP* - Miscellaneous small equipment replacement \$200,000, Cranes and installation \$35,000, SCADA improvements \$136,000, HMI upgrade \$109,419, Upfit for replacement equipment unit 75WW22 \$350, New bobcat utility vehicle \$27,000, Utility tilt trailer \$11,200, Truck mounted plow \$10,000

Debt Service - SRF loan for WWTP \$1,004,878, Interest for SLIB construction loan \$769,000 (reflected in materials and supplies line item above)

ENTERPRISE FUND

FIBER FUND

UTILITIES DEPARTMENT

FIBER REVENUE

FUND: FIBER
UNIT: REVENUE

DEPT: UTILITIES
CODE: 506

ACTIVITY DESCRIPTION:

The Fiber Fund revenues are derived from dark fiber IRU leases, governmental monthly connection fees, Internet Service Provider (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					
Revenue	Actual	Actual	Original	Adjusted	Requested
506-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Fiber Lease Revenue-Raceway	85,901	154,867	55,192	55,192	101,079
Fiber Lease Revenue-IRU's	2,867	8,873	24,115	24,115	6,217
Fiber Lease Revenue-ROW	11,318	3,944	1,597	1,597	2,701
Fiber Lease Revenue-Government	46,800	46,800	57,562	57,562	45,300
Miscellaneous	915	-	-	-	-
Interfund Operating Transfer In	360,064	1,352,577	500,000	500,000	500,000
Interfund Loan Transfer In	600,000	-	-	1,047,822	-
Application of Unassigned Cash	-	-	97,758	97,758	695,186
GRAND TOTAL	\$ 1,107,865	\$ 1,567,061	\$ 736,224	\$ 1,784,046	\$ 1,350,483

FIBER EXPENSE

FUND: FIBER
UNIT: FIBER

DEPT: UTILITIES
CODE: 70-78

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 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Fiber Multi-Raceway Maintained (miles)	-	43.6	114.4	158.4	256	222
Fiber Raceway Installed (miles)		43.6	70.8	44.0	27.0	46.5
Government leases	11	11	11	11	12	12
IRU leases	18	23	24	16	17	10
Raceway Leases	0	0	26	34	34	43
ROW Leases	0	2	15	15	20	41
STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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.

FIBER FUND						
Fiber	Actual	Actual	Original	Adjusted	Requested	
506-70-78-444	2018-19	2019-20	Budget	Budget	Budget	2021-22
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,857	439,427	451,224	451,224		630,483
Materials and Supplies	13,503	203	10,000	10,000		10,000
Subtotal Operating Costs	\$ 580,359	\$ 439,630	\$ 461,224	\$ 461,224		\$ 640,483
Total Operating	\$ 580,359	\$ 439,630	\$ 461,224	\$ 461,224		\$ 640,483
Total Capital	\$ 317,777	\$ 1,159,792	\$ 75,000	\$ 775,528		\$ 510,000
Interfund Transfers/Loan	\$ -	\$ 200,000	\$ 200,000	\$ 200,000		\$ 200,000
GRAND TOTAL	\$ 898,137	\$ 1,799,422	\$ 736,224	\$ 1,436,752		\$ 1,350,483

Percent change from FY21 Original Budget 83%

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 \$630,483

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Fiber Conduit (Futurepath) \$60,000, Garner Lake Road fiber buildout - \$450,000

ENTERPRISE FUND

SOLID WASTE FUND

PUBLIC WORKS DEPARTMENT

SOLID WASTE REVENUE

FUND: SOLID WASTE
UNIT: REVENUE

DEPT: PUBLIC WORKS
CODE: 502

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

Revenue	Actual	Actual	Original	Adjusted	Requested
502-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Federal Grants	-	-	-	29,140	-
Other Permits	1,000	1,000	-	-	-
Recycling Revenue	57,033	55,354	50,000	50,000	50,000
Interest on Investments	39,778	28,123	16,100	16,100	3,700
Interest - Managed Investments	-	6,968	11,400	11,400	2,300
Unrealized Gain/Loss	11,505	18,866	-	-	-
Realized Gain/Loss	-	4,066	-	-	-
Incident Reimbursement Revenue	34	104	-	-	-
Miscellaneous	70,801	53,265	-	-	-
Charges for Services	2,958,143	2,968,266	3,066,416	3,066,416	3,066,416
Application of Unassigned Cash	-	-	-	3,475	-
GRAND TOTAL	\$ 3,138,294	\$ 3,136,012	\$ 3,143,916	\$ 3,176,531	\$ 3,122,416

SOLID WASTE EXPENSE

FUND: SOLID WASTE
UNIT: SOLID WASTE

DEPT: PUBLIC WORKS
CODE: 50-55

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 2021/2022 :

- 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, work orders, 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
# of Solid Waste Trucks	8	8	8	8	8	8
# of Collection Routes	7	7	7	7	7	7
# of Community Events Hosted	12	12	12	20	9	25
# of Residential Customers	9,912	9,915	10,487	10,094	10,231	10,231
# of Commercial Customers	374	359	342	296	309	318
Staff to Customer Ratio	1:1,142	1:1,141	1:1,203	1:1,234	1:1,171	1:1,172

STAFFING:	2016/2017	2017/2018	2018/2019	2018/2019	2020/2021	2021/2022
Solid Waste Manager	0	1	1	1	1	1
Supervisor	1	0	0	0	0	0
Solid Waste Operator	8	8	7	7	7	6
Senior Solid Waste Operator	0	0	1	1	1	2
Total Solid Waste Division	9	9	9	9	9	9

SOLID WASTE FUND

Solid Waste 502-50-55-432	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Salaries	421,370	448,636	451,046	451,046	445,719
Overtime	15,351	8,684	15,000	15,000	15,000
Merit Pay Plan	9,000	4,500	-	-	-
On-Call Pay	-	85	250	250	250
Benefits	322,370	307,563	294,586	294,586	294,999
Subtotal Personnel Costs	\$ 768,092	\$ 769,468	\$ 760,882	\$ 760,882	\$ 755,968
Contractual Services	1,506,145	1,991,872	1,714,433	1,747,048	1,714,892
Materials and Supplies	614,627	511,323	628,574	628,574	607,814
Subtotal Operating Costs	\$ 2,120,772	\$ 2,503,195	\$ 2,343,007	\$ 2,375,622	\$ 2,322,706
Total Operating	\$ 2,888,864	\$ 3,272,663	\$ 3,103,889	\$ 3,136,504	\$ 3,078,674
Total Capital	\$ 15,367	\$ -	\$ 30,000	\$ 30,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,904,231	\$ 3,272,663	\$ 3,133,889	\$ 3,166,504	\$ 3,078,674

Percent change from FY21 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 - Landfill tipping fees \$1,057,000, Blue Bag Recycling Program \$40,000, Internal services \$590,132

Materials and Supplies - Vehicle maintenance \$220,227, Vehicle replacement \$150,857, Diesel \$102,175, Rollout containers, rollout maintenance and 3 yarder replacements \$70,000

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

INTERNAL SERVICES FUND

— CITY WEST FUND

PUBLIC WORKS DEPARTMENT

CITY WEST REVENUE

FUND: CITY WEST
UNIT: REVENUE

DEPT: PUBLIC WORKS
CODE: 601

ACTIVITY DESCRIPTION:

The City West Fund is an internal services fund utilized for processing all costs associated with the administration of the City West facility. Revenue in this fund is recorded as a transfer in from the departments and divisions who utilize the City West facility. Costs are allocated to other funds based on the percentage of square feet occupied at City West.

CITY WEST FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
601-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
*Prior to FY2021-22 budget was included with the General Fund					
Federal Grants	-	-	-	17,471	-
Interest on Investments	1,813	1,990	1,500	1,500	250
Unrealized Gain/Loss	530	506	-	-	-
Miscellaneous	-	-	-	-	-
Transfer from City Depts	557,178	418,070	663,114	595,643	626,490
Application of Unassigned Cash	-	-	-	8,585	-
GRAND TOTAL	\$ 559,521	\$ 420,566	\$ 664,614	\$ 623,199	\$ 626,740

CITY WEST EXPENSE

FUND: CITY WEST
UNIT: FACILITIES MAINTENANCE - CITY WEST

DEPT: PUBLIC WORKS
CODE: 50-39

ACTIVITY DESCRIPTION:

The City West Fund serves as an Internal Service Fund, and houses the expenses relating to the maintenance and related staffing needs specifically for the City West Facility. The three employees and all activities financed through this Fund are part of the Facilities Maintenance Division; however, the costs associated with this Fund are allocated to the divisions that occupy the City West facility through Interdepartmental charges. As part of the Facilities Maintenance division, the overall goals and performance measures for the City West Fund mirror those itemized for Facilities Maintenance.

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.

Facilities Maintenance staff was a crucial component of ensuring that City facilities were cleaned and disinfected to the highest standards due to Covid 19. The staff completed the installation of temporary barriers and permanent sneeze guards, installed stanchions and signage, implemented new cleaning and disinfection protocols, conducted on-call exposure disinfection, and researched disinfection sprayer training and conducted both hands on and on-line certification to 29 employees in the use of sprayers.

MAJOR GOALS FOR FY 2021/2022:

- To continue to prioritize the disinfection of City facilities as needed, as well as focusing on cleaning “high touch areas”.
- To provide a proactive building maintenance approach through the PM Work Order System.
- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff: Population Ratio	1:3,926	1:4,352	1:4,387	1:3,981	1:3,985	1:4,013
# of City Employees (RFTE)	290	272	277.5	274	277	283
Staff: Employee Ratio	1:36	1:38	1:40	1:34	1:35	1:35
Avg # of Work Order Requests Per Year	606	581	580	506	550	520
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.	95,711	95,711	99,148	99,148	103,148	103,148
Custodial Staff: Square Footage Ratio	1:13,673	1:19,142	1:19,830	1:19,830	1:17,191	1:17,191
STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
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 (2 City Hall, 3 City West, 1 Wastewater)	0	0	0	0	6	6
Custodian	6	5	5	5	0	0
Building Service Worker	5	5	5	5	6	6
Total Facilities Maintenance Division	8	7	7	7	8	8

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City West)	Actual	Actual	Budget	Budget	Budget	Budget
601-50-39-419	2018-19	2019-20	2020-21	2020-21	2021-22	2021-22
*Prior to FY2021-22 budget was combined with Facilities Maintenance in the General Fund						
Salaries	172,510	112,213	164,735	166,439	164,735	164,735
Overtime	1,845	2,268	2,000	2,000	2,000	2,000
Merit Pay Plan	3,400	1,500	-	-	-	-
On-Call Pay	2,037	2,387	2,250	2,694	2,250	2,250
Benefits	110,413	75,816	100,128	102,002	103,933	103,933
Subtotal Personnel Costs	\$ 290,205	\$ 194,185	\$ 269,113	\$ 273,135	\$ 272,918	\$ 272,918
Contractual Services	11,930	5,552	7,060	7,060	8,020	8,020
Materials and Supplies	260,588	211,403	316,941	321,504	325,802	325,802
Subtotal Operating Costs	\$ 272,518	\$ 216,955	\$ 324,001	\$ 328,564	\$ 333,822	\$ 333,822
Total Operating	\$ 562,723	\$ 411,139	\$ 593,114	\$ 601,699	\$ 606,740	\$ 606,740
Total Capital	\$ -	\$ -	\$ 70,000	\$ 20,000	\$ 20,000	\$ 20,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 562,723	\$ 411,139	\$ 663,114	\$ 621,699	\$ 626,740	\$ 626,740

Percent change from FY21 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 - Building maintenance at City West and Heated Vehicle Storage \$75,000, Utilities (including Heated Storage Bldg) \$107,500, Natural gas \$47,000, Insurance \$48,939

Capital - *Unless Noted, All Items Approved CIP* - High volume doors for Heated Storage Building \$20,000

INTERNAL SERVICES FUND

**VEHICLE
MAINTENANCE
FUND**

PUBLIC WORKS DEPARTMENT

VEHICLE MAINTENANCE REVENUE

FUND: VEHICLE MAINTENANCE
UNIT: REVENUE

DEPT: PUBLIC WORKS
CODE: 604

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	2018-19	2019-20	2020-21	2020-21	2021-22
Federal Grants	-	-	-	33,608	-
Interest on Investments	34,409	27,211	16,400	16,400	3,100
Unrealized Gain/Loss	11,580	2,238	-	-	-
Miscellaneous	385	355	-	-	-
Transfer from City Depts	1,022,014	954,659	1,096,221	910,986	1,093,193
Veh Replacement Allowance	1,368,338	1,137,755	1,797,863	1,797,863	1,023,996
Pool Vehicle Rental	103,193	140,221	173,398	173,398	147,998
Application of Unassigned Cash	-	-	212,214	0	424,532
GRAND TOTAL	\$ 2,539,919	\$ 2,262,439	\$ 3,296,096	\$ 2,932,255	\$ 2,692,819

VEHICLE MAINTENANCE EXPENSE

FUND: VEHICLE MAINTENANCE
UNIT: VEHICLE MAINTENANCE

DEPT: PUBLIC WORKS
CODE: 50-36

ACTIVITY DESCRIPTION:

The Vehicle Maintenance 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 197 vehicles and 425 pieces of other equipment representing a total of \$22,155,281 in assets. The fleet covered 1,243,444 total miles and ran a total of 121,946 hours in fiscal year 2020.

MAJOR GOALS FOR FY 2021/2022:

- 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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Population Served	31,411	30,467	30,713	31,848	31,879	32,102
Staff: Population Ratio	1:4,487	1:4,352	1:4,388	1:4,550	1:4,554	1:4,586
# of City Employees (RFTE)	290	272	277.5	274	277	283
Staff: Employee Ratio	1:41	1:39	1:40	1:39	1:40	1:40
# of City Vehicles	221	201	208	202	202	197
# of Pieces of Equipment	501	411	361	417	425	425
# of Miles Driven	1,303,346**	1,595,280**	1,171,065	1,244,749	1,174,493	1,243,444
# of Hours Operated	138,897**	153,892**	159,528	138,901	120,869	121,946
Technicians: Vehicle Ratios	1:37	1:29	1:30	1:29	1:29	1:28
Technicians: Equipment Ratios	1:83	1:59	1:52	1:60	1:61	1:61
# of Vehicle Repair Work Orders	3,382	2,352***	2,986	2,774	2,860	3,113

**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:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Fleet Manager	1	1	1	1	1	1
Fleet Supervisor	0	0	0	0	1	1
Lead Master Fleet Technician	1	1	1	1	0	0
Master Fleet Technician	4	4	4	5	4	4
Fleet Service Technician	1	1	1	0	1	1
Total Vehicle Maintenance	7	7	7	7	7	7

VEHICLE MAINT. FUND

Vehicle Maintenance 604-50-36-419	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Salaries	425,401	437,398	436,266	436,266	431,565
Overtime	5,350	18,786	14,000	14,000	14,000
Merit Pay Plan	7,000	3,500	-	-	-
On-Call Pay	2,199	1,947	4,000	4,000	4,000
Benefits	230,077	246,019	250,658	250,658	256,256
Subtotal Personnel Costs	\$ 670,028	\$ 707,649	\$ 704,924	\$ 704,924	\$ 705,821
Contractual Services	274,067	178,240	302,935	302,935	279,690
Materials and Supplies	604,490	825,092	684,293	685,221	656,350
Subtotal Operating Costs	\$ 878,557	\$ 1,003,331	\$ 987,228	\$ 988,156	\$ 936,040
Total Operating	\$ 1,548,584	\$ 1,710,980	\$ 1,692,152	\$ 1,693,080	\$ 1,641,861
Total Capital	\$ 32,322	\$ 43,020	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,580,906	\$ 1,754,000	\$ 1,692,152	\$ 1,693,080	\$ 1,641,861

Percent change from FY21 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 \$276,690

Materials and Supplies - Vehicle maintenance \$91,827, Vehicle replacement \$59,922, Gasoline \$37,298, Diesel \$55,903, 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: 604

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.

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021-2022
Balance in the Plan as of June 30	\$1,775,395	\$2,326,240	\$2,022,798	\$2,314,938	\$2,314,938	\$1,873,842

VEHICLE MAINT. FUND

Vehicle Replacement 604-50-37-419	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Light Equipment Under \$5k	21,075	17,118	20,000	20,000	20,000
Rep. Mach & Equip > \$5k	-	10,158	436,528	56,528	23,200
Rep. Veh. > \$10k	1,237,141	322,193	1,267,416	1,282,647	1,057,758
Gain/Loss on Disposal	(131,592)	(66,242)	(120,000)	(120,000)	(50,000)
GRAND TOTAL	\$ 1,126,624	\$ 283,226	\$ 1,603,944	\$ 1,239,175	\$ 1,050,958

Percent change from FY21 Original Budget -35%

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 - Replace Light Equipment (as per schedule) \$20,000

Capital - *Unless Noted, All Items Approved CIP* - Trailer - 2 @ \$6,000, Utility Trailer \$11,200, 3/4 T EXT UTB Pickup - 4 @ \$60,461, Broom Sweeper \$310,545, Transgiant Belos \$147,314, Patrol Impala - 5 @ \$59,611, Patrol SUV Tahoe \$60,000

INTERNAL SERVICES FUND

WAREHOUSE FUND

FINANCE DEPARTMENT

WAREHOUSE REVENUE

FUND: WAREHOUSE
UNIT: REVENUE

DEPT: FINANCE
CODE: 603

ACTIVITY DESCRIPTION:

The Warehouse Fund is utilized for processing all costs associated with the administration of a centralized warehouse facility and the Warlow Yard. The costs of operations are allocated to other funds based on the percentage of total inventory maintained at the Warehouse.

WAREHOUSE FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
603-00-00-300	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
*Prior to FY2021-22 budget was included with the General Fund					
Federal Grants	-	-	-	17,376	-
Transfer from City Depts	191,433	389,417	196,299	221,044	202,193
Application of Unassigned Cash	-	-	-	138,781	-
GRAND TOTAL	\$ 191,433	\$ 389,417	\$ 196,299	\$ 377,201	\$ 202,193

WAREHOUSE EXPENSE

FUND: WAREHOUSE
UNIT: WAREHOUSE

DEPT: FINANCE
CODE: 25-28

ACTIVITY DESCRIPTION:

The Warehouse Fund is utilized for maintaining all costs associated with the administration of a centralized warehouse facility and the Warlow Yard. The staff provides warehouse support to internal divisions and reports to the Purchasing Division in the General Fund. The Warehouse Division provides 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 Warehouse Division include assisting all divisions with storing and distribution of needed supplies and inventory as well as the daily operations of the Warehouse facility and the Warlow yard.

MAJOR GOALS FOR FY 2021/2022:

- To ensure fair and courteous service to both internal and external customers.
- To look at ways to operate more efficiently and effectively within the Warehouse Divisions.
 - Enhance current processes by continued implementation of scanning capabilities, adding photos to inventory and Toughbook technology.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Inventory Value	\$4,187,030	\$4,035,252	\$4,034,061	\$4,015,303	\$4,160,597	\$4,200,000
# of Pick Tickets	4,240	4,001	4,053	4,066	4,100	4,100
# of Inventory Requisitions Entered	549	549	573	563	600	600

STAFFING:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Warehouse Specialist	2	2	2	2	2	2
Total Warehouse	2	2	2	2	2	2

GENERAL FUND				Original	Adjusted	Requested
Warehouse	Actual	Actual		Budget	Budget	Budget
603-25-28-415	2018-19	2019-20		2020-21	2020-21	2021-22
*Prior to FY2021-22 budget was combined with Purchasing in the General Fund						
Salaries	82,181	70,398		72,738	72,738	72,738
Overtime	-	-		-	-	-
Merit Pay Plan	2,000	1,000		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	53,948	59,249		57,874	57,874	66,946
Subtotal Personnel Costs	\$ 138,129	\$ 130,648	\$	\$ 130,612	\$ 130,612	\$ 139,684
Contractual Services	6,116	4,985		7,200	7,200	9,700
Materials and Supplies	49,082	39,654		58,487	58,487	52,809
Subtotal Operating Costs	\$ 55,198	\$ 44,639	\$	\$ 65,687	\$ 65,687	\$ 62,509
Total Operating	\$ 193,326	\$ 175,287	\$	\$ 196,299	\$ 196,299	\$ 202,193
Total Capital	\$ -	\$ 208,879	\$	\$ -	\$ 43,121	\$ -
Interfund Transfers	\$ -	\$ -	\$	\$ -	\$ 137,781	\$ -
GRAND TOTAL	\$ 193,326	\$ 384,166	\$	\$ 196,299	\$ 377,201	\$ 202,193

Percent change from FY21 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 - n/a

Materials and Supplies - n/a

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

INTERNAL SERVICE FUND

— HEALTH BENEFIT FUND

HUMAN RESOURCES DEPARTMENT

HEALTH BENEFIT REVENUE

FUND: HEALTH BENEFIT
UNIT: REVENUE

DEPT: HUMAN RESOURCES
CODE: 701

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	2018-19	2019-20	2020-21	2020-21	2021-22
Interest Earnings	742	271	500	500	-
Interest on Investments	39,465	38,296	36,700	36,700	8,400
Unrealized Gain/Loss	12,378	4,225	-	-	-
Health Plan Premiums & Cont.	4,662,375	5,535,595	5,502,850	5,302,850	5,462,617
Health Plan Retiree Premiums	387,799	391,640	358,217	358,217	336,270
Miscellaneous	256,588	2,778,819	-	200,000	300,000
Interfund Operating Transfer In	-	-	50,000	50,000	50,000
Application of Unassigned Cash	-	-	-	-	-
GRAND TOTAL	\$ 5,359,346	\$ 8,748,847	\$ 5,948,267	\$ 5,948,267	\$ 6,157,287

HEALTH BENEFIT EXPENSE

FUND: HEALTH BENEFIT
UNIT: HEALTH BENEFIT

DEPT: HUMAN RESOURCES
CODE: 701

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.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
# of Preferred Provider Plan Contracts	271	232	215	210	213	213
# of High Deductible Plan Contracts	0	33	44	50	52	52
Audited Fund Balance	\$1,061,899	\$1,816,080	\$2,510,431	\$2,543,513	\$3,598,056	\$3,000,000
Stop Loss Deductible	\$125,000	\$125,000	\$135,000	\$140,000	\$150,000	\$150,000
# of Claims Exceeding Stop Loss	5	1	3	4	4	4
\$ Claims Exceeding Stop Loss Deductible	\$220,676	\$60,904	\$203,069	\$1,206,677	\$1,234,251	\$250,000
Plan Year Total Gross Medical Claims	\$4,778,518	\$3,987,837	\$4,278,447	\$5,808,779	\$5,790,000	\$5,960,000

INSURANCE FUND**Health Benefit Plan
701-20-22-419**

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Benefit Contract Services	13,849	5,461	-	-	-
Administrative Fees	166,381	195,958	223,800	223,800	225,000
Medical Claims	3,936,050	7,782,509	4,373,500	4,373,500	4,483,500
Prescription Claims	890,230	520,832	900,000	900,000	900,000
Dental Claims	292,331	181,846	277,000	277,000	277,000
ST Disability Claims	7,920	29,160	15,000	15,000	15,000
Interfund Transfers	-	-	57,925	57,925	57,925
GRAND TOTAL	\$ 5,306,761	\$ 8,715,766	\$ 5,847,225	\$ 5,847,225	\$ 5,958,425

Percent change from FY21 Original Budget**2%**

INTERNAL SERVICE FUND

**PROPERTY
& LIABILITY
INSURANCE**

FINANCE DEPARTMENT

PROPERTY & LIABILITY INS REVENUE

FUND: PROPERTY & LIABILITY INSURANCE
UNIT: REVENUE

DEPT: FINANCE
CODE: 702

ACTIVITY DESCRIPTION:

The Property and Liability Insurance Fund 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	2018-19	2019-20	Budget	Budget	Budget
			2020-21	2020-21	2021-22
Interest on Investments	5,845	1,672	2,700	2,700	500
Unrealized Gain/Loss	3,713	629	-	-	-
Incident Reimbursement Revenue	242,170	585,396	175,000	430,331	300,000
Miscellaneous	-	16,020	-	-	-
Interfund Operating Transfer In	-	-	-	-	-
Transfer from City Depts	652,739	474,822	821,187	821,187	976,874
Application of Unassigned Cash	-	-	-	146,669	4,585
GRAND TOTAL	\$ 904,467	\$ 1,078,539	\$ 998,887	\$ 1,400,887	\$ 1,281,959

PROPERTY & LIABILITY INS EXPENSE

FUND: PROPERTY & LIABILITY INSURANCE
UNIT: PROPERTY & LIABILITY INSURANCE

DEPT: FINANCE
CODE: 25-38

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 FY22 is for \$191,674,705 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 2021/2022

- 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.

PERFORMANCE MEASURES:	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Property Incidents	116	148	149	155	134	125
Liability Incidents	61	54	50	52	51	46
Property Claims	8	8	4	6	6	6
Liability Claims	26	18	13	13	17	15

INSURANCE FUND**Property & Liability Insurance
702-25-38-419**

	Actual 2018-19	Actual 2019-20	Original Budget 2020-21	Adjusted Budget 2020-21	Requested Budget 2021-22
Prop & Liab Insurance	526,916	537,529	698,237	698,237	853,674
Bad Debts	2,255	101	-	-	2,900
Claims	392,622	591,857	300,000	702,000	425,385
GRAND TOTAL	\$ 921,792	\$ 1,129,487	\$ 998,237	\$ 1,400,237	\$ 1,281,959

Percent change from FY21 Original Budget 28%

LID FUND 252

LOCAL — IMPROVEMENT DISTRICTS

ADMINISTRATION DEPARTMENT

LID 52 REVENUE

FUND: LOCAL IMPROVEMENT DISTRICT 52
UNIT: REVENUE

DEPT: ADMINISTRATION
CODE: 252

ACTIVITY DESCRIPTION:

The Local Improvement District 52 Fund is for the receipts for water improvements completed for the Interstate Industrial Park subdivision in 2019. Revenues are derived from assessment repayments and which is intended to offset the Debt Service for the State Revolving Fund loan that the City obtained to assist with funding this project.

LOCAL IMP. DISTRICT			Original	Adjusted	Requested
LID 52 Revenue - Interstate Industrial	Actual	Actual	Budget	Budget	Budget
252-00-00-300	2018-19	2019-20	2020-21	2020-21	2021-22
Principle Revenue	-	-	40,983	40,983	42,461
Interest Revenue	-	-	16,836	16,836	15,350
Application of Unassigned Cash	-	-	49,126	49,126	49,134
GRAND TOTAL	\$ -	\$ -	\$ 106,945	\$ 106,945	\$ 106,945

LID 52 EXPENSE

FUND: LOCAL IMPROVEMENT DISTRICT 52
UNIT: INTERSTATE INDUSTRIAL

DEPT: ADMINISTRATION
CODE: 99-99

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 3/22/21, 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.

LOCAL IMP. DISTRICT			Original	Adjusted	Requested
LID 52 - Interstate Industrial	Actual	Actual	Budget	Budget	Budget
252-99-99-419	2018-19	2019-20	2020-21	2020-21	2021-22
Principle	-	-	76,127	76,127	78,004
Interest	-	-	30,818	30,818	28,941
GRAND TOTAL	\$ -	\$ -	\$ 106,945	\$ 106,945	\$ 106,945
	Percent change from FY21 Original Budget				0%

ADOPTED CAPITAL PROJECTS

CAPITAL TYPE - ALL FUNDS	FY22 ADOPTED BUDGET BY TYPE
NEW DISTRIBUTION LINES	\$ 4,099,000
STREET ENHANCEMENTS	3,750,000
WATER MAINS	2,600,000
FURN/FIXTURES/EQUIP	1,549,374
NEW SUBSTATIONS	1,495,000
PAVEMENT MANAGEMENT SYSTEM	1,160,000
VEHICLES	1,120,958
BRIDGES	1,050,000
WYGEN III CAPITAL	970,087
PARK IMPROVEMENTS	825,000
PARK DEVELOPMENT	500,000
SCADA IMPROVEMENTS	785,987
WELLS/PRODUCTION/COLLECTION	430,000
SANITARY SEWER MAINS	400,000
IRRIGATION IMPROVEMENTS	385,000
CT II CAPITAL	322,048
BEAUTIFICATION PROGRAMS	275,000
LIFT STATIONS/CONTROL FACILITY	250,000
LAND	200,000
DRAINAGE PROJECTS	100,000
BUILDINGS	20,000
Grand Total	\$ 22,287,454

DIVISION	FY22 ADOPTED BUDGET BY DIVISION/FUND
1% OPTIONAL SALES TAX	\$ 10,795,000
POWER	7,140,554
WATER	1,395,273
VEHICLE REPLACEMENT	1,080,958
SEWER	528,969
SPECIAL PROJECTS	500,000
FIBER	510,000
SCADA	132,000
INFORMATION TECHNOLOGY	120,000
PD ADMINISTRATION	24,000
CITY WEST BUILDING MAINT	20,000
PUBLIC ACCESS	15,000
MAINT OF CITY BUILDINGS	13,000
UTILITIES ADMINISTRATION	11,000
PARKS	1,200
STREETS	500
GRAND TOTAL	\$ 22,287,454



VEHICLES - \$1,120,958



NEW DISTRIBUTION LINES - \$4,099,000



\$22,287,454 IN TOTAL CAPITAL

City of Gillette -- Adopted Capital Improvement Plan and 1% Plan 2022-2026

Description	Grant/Revenue FY 21-22	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	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)

Control Room Equipment Upgrade						175,000	175,000
NewTek TriCaster Replacement/Upgrade		15,000					15,000
Public Access - Total	0	15,000	0	0	0	175,000	190,000

DIV: Special Projects

Capital Requests (items \$5000 or over)

Sports Complex Parking and Landscaping	250,000	500,000					500,000
City Hall 3rd Floor Remodel			1,235,000				1,235,000
Sports Complex Improvements			700,000	500,000	400,000	1,500,000	3,100,000
Special Projects - Total	250,000	500,000	1,935,000	500,000	400,000	1,500,000	4,835,000

ADMINISTRATION TOTAL	250,000	515,000	1,940,000	505,000	405,000	1,680,000	5,045,000
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DEPT: FINANCE

DIV: Information Technology Services

Capital Requests (items \$5000 or over)

Replacement Servers		15,000	10,000		30,000		55,000
Replacement Backup Power Units		30,000	55,000		14,000		99,000
Switch Replacements		75,000	80,000	95,000	170,000	80,000	500,000
Replacement Firewalls & Routers			15,000	15,000	35,000		65,000
Blade Center & Storage Upgrades			200,000	525,000	150,000		875,000
Information Technology Svcs. - Total	0	120,000	360,000	635,000	399,000	80,000	1,594,000

FINANCE TOTAL	0	120,000	360,000	635,000	399,000	80,000	1,594,000
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DEPT: POLICE

DIV: Police

Capital Requests (items \$5000 or over)

Spillman GeoValidation Upgrade		11,000					11,000
Microfilm Reader Replacement		7,000					7,000
Key Safe Replacement			20,000				20,000
Police - Total	0	18,000	20,000	0	0	0	38,000

POLICE TOTAL	0	18,000	20,000	0	0	0	38,000
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CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Adopted Capital Improvement Plan and 1% Plan 2022-2026							
Description	Grant/Revenue FY 21-22	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Total
DEPT: PUBLIC WORKS							
DIV: Maintenance of Building - CH							
<i>Capital Requests (items \$5000 or over)</i>							
34" Walk Behind Scrubber		13,000					13,000
City Hall Main Elevator Upgrade			151,000				151,000
Maint. of Bldg. CH - Total	0	13,000	151,000	0	0	0	164,000
DIV: Maintenance of Building - CW							
<i>Capital Requests (items \$5000 or over)</i>							
High Volume Doors for Heated Storage Building		20,000		20,000			40,000
Maint. of Bldg. CW - Total	0	20,000	0	20,000	0	0	40,000
DIV: Solid Waste							
<i>Capital Requests (items \$5000 or over)</i>							
Satellite Units			17,000				17,000
Solid Waste - Total	0	0	17,000	0	0	0	17,000
PUBLIC WORKS TOTAL	0	33,000	168,000	20,000	0	0	221,000
GENERAL FUND TOTAL	250,000	686,000	2,488,000	1,160,000	804,000	1,760,000	6,898,000
DEPT: UTILITIES							
DIV: Utilities Administration							
<i>Capital Requests (items \$5000 or over)</i>							
Backflow/Grease Trap Software		11,000					11,000
Utilities Administration - Total	0	11,000	0	0	0	0	11,000
DIV: SCADA							
<i>Capital Requests (items \$5000 or over)</i>							
Hardware/Software to Create Separate Networks		130,000	100,000	100,000	100,000	100,000	530,000
SCADA - Total	0	130,000	100,000	100,000	100,000	100,000	530,000
DIV: Water Fund							
<i>Capital Requests (items \$5000 or over)</i>							
Back Up Portable Generators for Wells & Pumps		303,124					303,124
Well Rehabilitations (Down Hole Pump & Motor)		430,000	430,000	430,000	430,000	430,000	2,150,000
Water System Control - VFDs		170,000	120,000	120,000	120,000	120,000	650,000
AWIA Risk Assessment Remediation		136,209	435,000	120,000			691,209
SCADA Improvements - Water - Distribution		49,300	48,300	48,300	44,600	30,700	221,200
SCADA Improvements - Water - Transmission		220,640	210,320	47,000	47,000	47,000	571,960
HMI Upgrade		75,000					75,000
Madison Well Field Road Improvements			220,000				220,000
Tantalus Limiting Service		5,000					5,000
Water Fund - Total	0	1,389,273	1,463,620	765,300	641,600	627,700	4,887,493

City of Gillette -- Adopted Capital Improvement Plan and 1% Plan 2022-2026

Description	Grant/Revenue FY 21-22	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Total
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DIV: Power Fund

Capital Requests (items \$5000 or over)

WYGen III Capital Projects		970,087	957,400	957,400	957,400	957,400	4,799,687
CT II Capital Projects		322,048	303,400	303,400	303,400	303,400	1,535,648
New Distribution Lines (Partial transfer from 1% Fund)		2,255,000	2,325,000	2,325,000	2,325,000	2,325,000	11,555,000
Land, Easements, ROWs		200,000	200,000	200,000	200,000	200,000	1,000,000
Advanced Metering Infrastructure (AMI) Reading		500,000	500,000	500,000	500,000		2,000,000
SCADA Improvements - Electrical Services		59,419	25,000	25,000	25,000	25,000	159,419
69KV Line to Union Chapel Substation		1,334,000					1,334,000
Union Chapel Substation		1,495,000					1,495,000
Crestview Annexation (PRECorp Rev & Infrastructure)			1,725,000				1,725,000
AV Annexation (PRECorp Rev & Infrastructure)			2,755,860				2,755,860
AVBP Annexation (PRECorp Rev & Infrastructure)			977,500				977,500
Tantalus Limiting Service		5,000					5,000
Power Fund - Total	0	7,140,554	9,769,160	4,310,800	4,310,800	3,810,800	29,342,114

DIV: Sewer Fund

Capital Requests (items \$5000 or over)

Equipment Replacement		200,000	200,000	200,000	200,000	200,000	1,000,000
Cranes and Installation		35,000					35,000
Bobcat Utility Vehicle		27,000					27,000
Utility Tilt Trailer		11,200					11,200
Truck Mounted Plow		10,000					10,000
Roof & HVAC Replacement				975,000	975,000		1,950,000
Primary Clarifier Sandblasting & Coating						1,322,000	1,322,000
SCADA Improvements - Wastewater		136,000	136,000	136,000	136,000	136,000	680,000
HMI Upgrade		109,419					109,419
Sewer Fund - Total	0	528,619	336,000	1,311,000	1,311,000	1,658,000	5,144,619

DIV: Fiber Fund

Capital Requests (items \$5000 or over)

Fiber Improvements		60,000	60,000	60,000	60,000	60,000	300,000
Garner Lake Rd Fiber Buildout - New Distribution Lines		450,000					450,000
Fiber Fund - Total	0	510,000	60,000	60,000	60,000	60,000	750,000

UTILITIES TOTAL	0	9,709,446	11,728,780	6,547,100	6,423,400	6,256,500	40,665,226
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Capital Requests Total w/ Madison	250,000	10,395,446	14,216,780	7,707,100	7,227,400	8,016,500	47,563,226
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CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Adopted Capital Improvement Plan and 1% Plan 2022-2026							
Description	Grant/Revenue FY 21-22	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Total
1% Projects							
Pavement Management System							
Pavement Management System		250,000	3,250,000	1,480,000	3,000,000	1,750,000	9,730,000
Alley Reconstruction Projects		240,000	225,000		250,000	275,000	990,000
Pavement Rehabilitation - Large Patches		150,000	250,000	150,000	150,000	150,000	850,000
Pavement Rehabilitation - Crack Seal		150,000	200,000	200,000	200,000	200,000	950,000
Pavement Rehabilitation - Chip Seal		300,000	400,000	400,000	500,000	500,000	2,100,000
PAVER - Inspections/Update PCIs		70,000	70,000	70,000	70,000	70,000	350,000
Goldenrod Improvements			200,000		200,000		400,000
WWTF Compost Pad Expansion Project			500,000				500,000
Pavement Management System - Total	0	1,160,000	5,095,000	2,300,000	4,370,000	2,945,000	15,870,000
Beautification Programs							
Beautification Projects along Major Streets		240,000	465,000	440,000	245,000	365,000	1,755,000
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	400,000
Beautification Programs - Total	0	275,000	600,000	575,000	380,000	500,000	2,330,000
Park Improvements							
Park Improvements		725,000	505,000	430,000	725,000	580,000	2,965,000
City Pool Structural & Operational Integrity		100,000					100,000
Parks Improvements - Total	0	825,000	505,000	430,000	725,000	580,000	3,065,000
Irrigation Improvements							
Irrigation Improvements		385,000	630,000	665,000	610,000	520,000	2,810,000
Irrigation Improvements - Total	0	385,000	630,000	665,000	610,000	520,000	2,810,000
Street Enhancements							
Foothills Boulevard Curves/Drainage		3,500,000					3,500,000
Boxelder Rd Improvements - 4J Road to Maple Circle		250,000					250,000
Street Enhancements - Total	0	3,750,000	0	0	0	0	3,750,000
Traffic Signals							
Traffic Signal Installations			200,000		100,000		300,000
Pedestrian Crossing Enhancements			25,000		50,000		75,000
Traffic Signals - Total	0	0	225,000	0	150,000	0	375,000
Bridges							
Grade Separated Railroad Crossing		50,000	250,000	500,000	1,500,000	1,500,000	3,800,000
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	0	1,050,000	1,250,000	1,500,000	2,500,000	2,500,000	8,800,000
Drainage Projects							
General Drainage Improve - Annual Program		100,000	250,000			250,000	600,000
Remington Drainage Improvements			200,000		300,000		500,000
Fishing Lake Imp - Bank Stabilization & Dredging					3,450,000		3,450,000
Drainage Projects - Total	0	100,000	450,000	0	3,750,000	250,000	4,550,000
Water Mains							
Water Main Replacement		2,250,000			1,750,000	2,000,000	6,000,000
Gurley PRV Upgrades		350,000					350,000
Water Mains - Total	0	2,600,000	0	0	1,750,000	2,000,000	6,350,000
Sanitary Sewer Mains							
Stonepile Interceptor MH Rehabilitation Project		50,000	450,000				500,000
Sanitary Sewer Main Replacement		350,000	250,000		500,000	500,000	1,600,000
Cam-Plex Lift Station Capacity Upgrade		250,000	2,250,000				2,500,000
Heritage Lift Station Upgrade			250,000	2,250,000			2,500,000
WWTF Nutrient Removal Upgrade			300,000	4,200,000			4,500,000
Sanitary Sewer Mains - Total	0	650,000	3,500,000	6,450,000	500,000	500,000	11,600,000

City of Gillette -- Adopted Capital Improvement Plan and 1% Plan 2022-2026

Description	Grant/Revenue FY 21-22	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Total
Community Contributions							
Youth, Senior & Community Contributions		865,799	850,000	850,000	850,000	850,000	4,265,799
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		15,000	0	0	0	0	15,000
1% Tax Education		30,000	7,500	7,500	7,500	30,000	82,500
Community Contributions - Total	0	1,469,799	1,416,500	1,416,500	1,416,500	1,439,000	7,158,299
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%)		113,850	50,000	50,000	50,000	50,000	313,850
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	2,912,350	2,848,500	2,848,500	2,848,500	2,848,500	14,306,350
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	0	16,177,149	17,520,000	16,685,000	19,500,000	14,582,500	84,464,649

1% Budgeted Revenue

Residual Sales Tax - Cash-On-Hand 6/30/21	17,006,414
Grant/Loan Revenue	0
Total 1% Budgeted Revenue	17,006,414
Surplus/(Deficit)	829,265

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 5% beginning January 1, 2022. The City's share of the monthly premium (85%) for the PPO Plan will be:

Single - \$804.69

Employee + 1 - \$1,619.32

Employee + 2 or more - \$2,071.47

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

Single - \$898.81

Employee + 1 - \$1,843.75

Employee + 2 or more - \$2,289.38

▪ Dental Insurance

The City's premiums will increase approximately 5% beginning January 1, 2022. The City's share of the monthly premium (85%) for the PPO Dental Plan will be:

Single - \$41.25

Employee + 1 - \$82.77

Employee + 2 or more - \$121.30

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

Single - \$48.53

Employee + 1 - \$97.38

Employee + 2 or more - \$142.71

▪ 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 2021-22 are 0.12% for non-hazardous (clerical) and 1.17% for hazardous (all other). Rates are established by multiplying the City's claim history by the statewide base rate, and are adjusted for the 2021-22 Fiscal Year on 07/01/21.

▪ Wyoming Retirement

The City pays 100% of the employee (9.25%) and the employer (9.37%) share for all permanent personnel for FY21-22. For sworn police officers and dispatch staff the City pays 100% of the employee (8.60%) and the employer (8.60%) share.



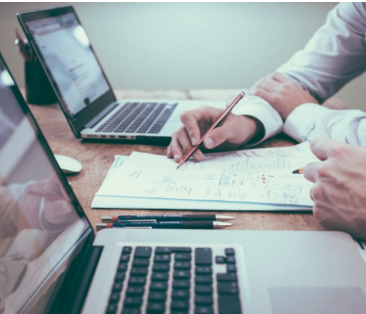
CAPITAL

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



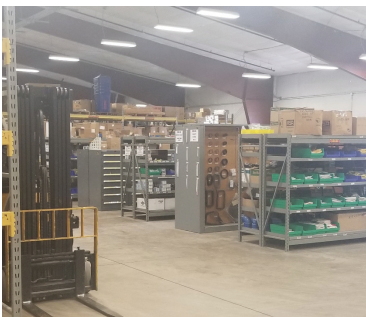
CONTRACT LABOR

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



CONTRACTUAL SERVICES

Auditing Services	Professional and Consulting Fees
Computer Services (based on internal formula)	Property Maintenance
Contract Mowing	Technical Consultants
Contract Snow Removal	Vehicle Allowance
Engineering Consultants	



MATERIALS & SUPPLIES

Books & Periodicals	Office/Computer Supplies
Building Maintenance	Rentals of Equipment
Custodial Supplies	Safety Supplies
Diesel Fuel/Gasoline (based on internal formula)	System Maintenance
Dues and Subscriptions	Telephone Services
Equipment Maintenance	Training and Education
Gen Supp/Furn/Equip < \$5,000	Transfers to Other Funds
Prop/Liab Insurance (based on internal formula)	Travel Expense
Meeting Expense	Utilities (based on internal formula)
Materials/Parts	Vehicle Maintenance (based on internal formula)
Natural Gas (based on internal formula)	Vehicle Replacement (based on internal formula)

BUDGET CALENDARS

**SCHEDULE: FY22 BUDGET with Council,
City Administrator, Finance Director, Department Heads & Staff**

Mont Date	Day		Time	Location	
May 11	Tuesday	BUDGET MESSAGE - Michelle Henderson		5:30 PM	2nd Floor Community Room
		HUMAN RESOURCES - Déca Wasson			
		1. Human Resources	2. Safety		
		3. Health Benefit Plan			
		ADMINISTRATION - Michelle Henderson			
		1. General Fund Revenue	2. Mayor & Council		
		3. Administration	4. Public Access		
		5. Special Projects	6. Judicial		
		7. Local Improvement Districts			
		POLICE - Chuck Deaton			
		1. Police	2. Dispatch		
		3. Victims Services	4. Animal Control		
		5. Animal Shelter			
		CITY ATTORNEY - Tony Reyes			
		DEVELOPMENT SERVICES - Ry Muzzarelli			
		1. GIS	2. Engineering		
		3. Building Inspection	4. Traffic Safety		
5. Planning	6. Code Compliance				
May 12	Wednesday	1% FUND		5:30 PM	2nd Floor Community Room
		FINANCE - Michelle Henderson			
		1. Finance	2. Customer Service		
		3. Purchasing	4. City Clerk		
		5. Information Technology	6. Warehouse Fund		
		7. Property/Liability Insurance			
		PUBLIC WORKS - Sawley Wilde			
		1. P.W. Administration	2. Facilities Maintenance - City Hall		
		3. Parks & Landscaping	4. Forestry		
		5. Streets	6. Solid Waste		
		7. City West	8. Vehicle Maintenance		
		9. Vehicle Replacement			
		UTILITIES - Mike Cole			
		1. Madison Water Line	2. U.T. Administration		
		3. Electrical Engineering	4. SCADA		
		5. Water	6. Swimming Pool		
		7. Power	8. Sewer		
9. Fiber					
BUDGET WRAP-UP					

FY21-22 MEETING SCHEDULE

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

Month	Date	Day		Time	Location
April	14	Wednesday	POLICE	1:30 p.m.	2nd Floor Community Conference Room
			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. Maint of Bldgs - CH		
			6. Maint of Bldgs - CW		
			7. Solid Waste		
		8. Vehicle Maintenance			
		9. Vehicle Replacement			
		FINANCE	3:45 p.m.		
		1. Finance			
		2. Customer Service			
		3. Purchasing			
		4. Warehouse			
		5. City Clerk			
		6. IT			
		7. Property & Liability Insurance			
April	15	Thursday	HUMAN RESOURCES	8:30 a.m.	2nd Floor Community Conference Room
			1. Human Resources		
			2. Safety		
			3. Health Fund/Wellness		
			ATTORNEY	9:15 a.m.	
			DEVELOPMENT SERVICES	9:30 a.m.	
			1. Engineering		
			2. Building Inspection		
			3. Traffic Safety		
			4. Planning		
			5. Code Compliance		
			6. GIS		
			ADMINISTRATION	10:45 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	16	Friday	RESERVED FOR OVERFLOW	9-11 a.m.	

