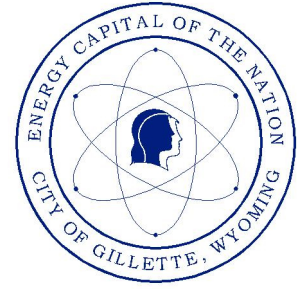


2023

ADOPTED BUDGET

City of Gillette
Fiscal Year 2022-2023 Adopted
Operating Budget & Capital
Improvement Plan



29.9%

INCREASE IN BUDGETED
EXPENDITURES FROM PRIOR
YEAR BUDGET

PICTURE PROVIDED BY ADMINISTRATION

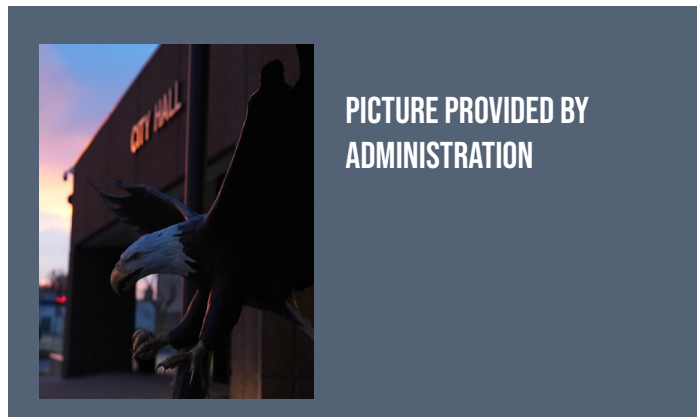
SERVICE WITH P.R.I.D.E.
PRODUCTIVITY RESPONSIBILITY INTEGRITY
DEDICATION ENTHUSIASM

CONTENTS

BUDGET MESSAGE	7	VICTIM SERVICES	72
CITY OF GILLETTE ORGANIZATIONAL CHART	15	ANIMAL CONTROL	74
POSITION SUMMARY	16	ANIMAL SHELTER	76
ALL FUNDS SUMMARIES	18	PUBLIC WORKS DEPARTMENT	79
GENERAL FUND	24	PUBLIC WORKS ADMINISTRATION	80
GENERAL FUND REVENUE	26	FACILITIES MAINTENANCE CITY HALL	82
GENERAL FUND EXPENDITURE SUMMARIES	30	PARKS	84
ADMINISTRATION DEPARTMENT	33	FORESTRY	86
MAYOR & COUNCIL	34	STREETS	88
ADMINISTRATION	36	DEVELOPMENT SERVICES DEPARTMENT ...	91
GILLETTE PUBLIC ACCESS	38	GEOGRAPHIC INFORMATION SYSTEMS (GIS)	92
SPECIAL PROJECTS	40	ENGINEERING	94
JUDICIAL	42	BUILDING INSPECTION	96
CITY ATTORNEY	45	TRAFFIC SAFETY	98
CITY ATTORNEY	46	PLANNING	100
HUMAN RESOURCES DEPARTMENT	49	CODE COMPLIANCE	102
HUMAN RESOURCES	50	OPTIONAL ONE PERCENT TAX	105
SAFETY	52	ONE PERCENT TAX REVENUE	106
FINANCE DEPARTMENT	55	ONE PERCENT TAX EXPENSE	108
FINANCE	56	UTILITIES DEPARTMENT	111
CUSTOMER SERVICE	58	MADISON WATERLINE FUND	113
PURCHASING	60	MADISON WATERLINE REVENUE	114
CITY CLERK	62	MADISON WATERLINE EXPENSE	116
INFORMATION TECHNOLOGY	64	UTILITIES ADMINISTRATION FUND	119
POLICE DEPARTMENT	67	UTILITIES ADMINISTRATION REVENUE	120
POLICE	68	UTILITIES ADMINISTRATION EXPENSE	122
DISPATCH	70	ELECTRICAL ENGINEERING	124
		SCADA	126
		WATER FUND	129
		WATER REVENUE	130
		WATER EXPENSE	132
		SWIMMING POOL	134

POWER FUND	137
POWER REVENUE	138
POWER EXPENSE	140
SEWER FUND	143
SEWER REVENUE	144
SEWER EXPENSE	146
FIBER FUND	149
FIBER REVENUE	150
FIBER EXPENSE	152
SOLID WASTE FUND	155
SOLID WASTE REVENUE	156
SOLID WASTE EXPENSE	158
CITY WEST FUND	161
CITY WEST REVENUE	162
CITY WEST EXPENSE	164
VEHICLE MAINTENANCE FUND	167
VEHICLE MAINTENANCE REVENUE	168
VEHICLE MAINTENANCE EXPENSE	170
VEHICLE REPLACEMENT EXPENSE	172
WAREHOUSE FUND	175
WAREHOUSE REVENUE	176
WAREHOUSE EXPENSE	178
HEALTH BENEFIT FUND	181
HEALTH BENEFIT REVENUE	182
HEALTH BENEFIT EXPENSE	184
PROPERTY & LIABILITY INSURANCE	187
PROPERTY & LIABILITY INS REVENUE	188
PROPERTY & LIABILITY INS EXPENSE	190
LOCAL IMPROVEMENT DISTRICTS	193
LID 52 REVENUE	194
LID 52 EXPENSE	196

ADOPTED CAPITAL PROJECTS	198
APPENDIX	1-A
DEFINITIONS	1-B
BUDGET CALENDARS	1-D



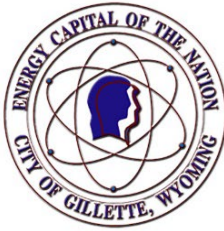
PICTURE PROVIDED BY
ADMINISTRATION

**THIS PAGE INTENTIONALLY
LEFT BLANK**

FY23 ADOPTED BUDGET

BUDGET MESSAGE

**THIS PAGE INTENTIONALLY
LEFT BLANK**



CITY OF GILLETTE

Administration

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

FY 2022-2023 Budget Message

To the Residents and City Council of Gillette,

It is my privilege to submit the Fiscal Year (FY) 2022-2023 budget to you. The City's budget is one of the most important tools that a municipality can employ in providing exceptional public services to its residents and businesses. Our budget serves as a roadmap to implementing policy, establishing priorities and addressing emerging needs within our community.

The FY 22-23 Proposed Budget was developed with a conservative financial outlook. All departments have had thoughtful deliberations ahead of their budget submissions, with instructions to pair back expenditures where possible. Additionally, staff training and education line items have been increased to invest in our capabilities to address public services with less staff in the future. In accordance with the City's official financial policies, the proposed budget as presented maintains General Fund Reserves that exceed 150 days of the proposed operating expenditures for this next year. These reserves in unassigned cash will be utilized where appropriate to continue public services and maintain a lower tax burden on Gillette residents.

Each of the City departments used the council's vision and goals to guide their budget development. I am continually impressed with the quality of our staff when it comes to our financial wherewithal. I am proud of the diligence displayed by our team as we developed this budget. Staff worked tirelessly to put forth a fiscally sound document while maintaining what we believe to be an acceptable level of service.

Over the past year we have continued to make strategic investments within our City's infrastructure, workforce and public safety in alignment with the City Council's aim to improve the quality of life for all of its patrons. The tangible highlights of this past year include strategic investments within our Police Department and City's Power Fund that will see these departments fully staffed in 2023. This year's budget includes a material increase in funding towards the Campbell County Fire Department that will see response times significantly improve with Station 3 transitioning to 24/7 coverage. We seek to continually provide the tools and resources needed to provide for our police officers' safety as they protect our community. The Gillette Police Department's budget includes the inclusion of a traffic division that will alleviate our 911 call takers to respond more effectively to emergency calls.

The City Council continues to support our human services sector and nongovernmental agencies (NGO) as they strive to serve our residents with additional wrap-around services. It would be a disservice to these agencies to state that they assist us in serving the public. Many times these NGOs represent the single safety net for our at-risk youth and senior populations in Campbell County.

The continual challenge for the City remains in adapting to an uncertain future for the Powder River Basin. My team and I remain dedicated to supporting the City Council's ability to remain nimble in the face of economic uncertainty within our mining and extraction industries. My chief aim in the coming

year will be to spot trend lines within our tax collections ahead of any possible inflection points that would disrupt our revenues. Position control will continue to be monitored carefully to ensure we are adequately staffed in the next year so that we can continually build capacity whenever possible.

The City of Gillette's most valued resource remains its diligent public employees. The current headcount for the City at 279 remains relatively flat over the preceding year's headcount. We are recommending the adoption of a 5% COLA in light of runaway inflation last reported in February at 7.9%. This 40 year high inflation figure is based on the Consumer Price Index (CPI) metric which continues to discount certain escalations within the methodology employed by the Bureau of Labor Statistics that more disproportionately impact our employees and residents here in Gillette. The City will continue to see dividends from investing in its employees as we drive down turnover and retraining costs.

FY 2022-2023 Budget Highlights

Consolidated Positions

- Community & Government Relations Manager
- Diversion Officer
- Meter Reader
- Senior Civil Engineer
- (2) Electrical Lineman
- Parks Seasonals (1 FTE)

Added Positions

- Water Tech
- Wastewater Worker
- Facilities Maintenance Technician
- Animal Shelter Seasonals (1 FTE)
- Customer Service Seasonal
- Water Seasonal

Headwinds

State Shared Revenues derived from sales, severance and federal mineral royalties will be under pressure in the next biennium (FY 23-24) due to losses from coal lease bonuses and the slow collapse of Federal Highway Trust Fund revenues. Sales tax escheated to the State from Wyoming urban population centers are set by State formulas established by the State and out of the Control of the City of Gillette. The City Council remains steadfast in supporting and defending State shared revenues derived from our community.

Local sales tax generation will largely depend on the continued wherewithal of our industrial and commercial industries to purchase new capital equipment due to higher commodity prices. We anticipate continual uncertainty and fluctuations within the broader energy markets. The City Council will continually support our primary industries as they navigate short term expectations from high energy prices. It is reasonably presumed that Campbell County will be a net beneficiary to high coal pricing in the short term. Prevailing winds from US domestic energy policies could impact (negatively) short and long-term investments into thermal coal mining by the energy sector. With no new coal-fired power plants in permitting (within the US), it is a matter of when not if production continues to taper off from Powder River Basin Coal.

From the US Energy Information Administration (as of January 2022);

"After substantial retirements of U.S. coal-fired electric generating capacity from 2015 to 2020 that averaged 11.0 GW a year, coal capacity retirements slowed to 4.6 GW in 2021. However, we expect retirement of coal-fired generators to increase again this year; 12.6 GW of coal capacity is scheduled to retire in 2022, or 6% of the coal-fired generating capacity that was operating at the end of 2021."

Top line revenue sources within Tax collections will mostly plateau in coming years in Gillette. We generally anticipate a cyclical correction (or recession) due to a myriad of economic constraints from unmitigated monetary policies by the federal government, compounded by extraction activity declines within Campbell County.

Bottom line expenditures will continue to escalate due to operations and maintenance (O&M) increases due to cost increases. Continual demand for crucial supply items needed to provide public services are limited by tight supplies that will continue into next year. Increases within O&M due to higher medical benefit costs will also need to be continually watched by the City in the coming year. We are limited in the choice for primary health care insurers and reinsurers in Wyoming, and plan benefit changes may be warranted in the coming years.

Conclusion

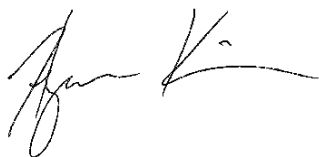
The City of Gillette continues to invest in capital projects and infrastructure. As the City prepares to take on the challenge next year, it should be noted that many planning initiatives are not included in this budget. The next Council term will determine the pace and direction of a new comprehensive plan. The recent visioning sessions led by Gillette Mainstreet and the Wyoming Business Council reinforced the desire of many Gillette residents for continual economic vitality and prosperity for current and future generations alike.

As we look out to the next fiscal year starting July 1st, 2022 - the City must be prepared to stay disciplined in expenditure controls while having the ability to tackle declines in revenues that may be around the corner. Management will continue to hold positions vacant wherever possible as we look towards position control and efficiencies to provide savings in the coming year.

A budget is a tool that must adapt accordingly to constant challenges. The work to finalize the City of Gillette's budget will involve important decisions on how best to allocate the City's limited resources. I sincerely look forward to your participation in the process and invite our stakeholders to join our budget workshops and public hearings.

I want to thank all City Departments for their excellent work on this year's budget. Additionally, I would like to highlight the yeoman's task of the Finance Division for their continual efforts to prepare the budget for the City Council.

Sincerely,



Hyun Kim
City Administrator



PICTURE PROVIDED BY ADMINISTRATION



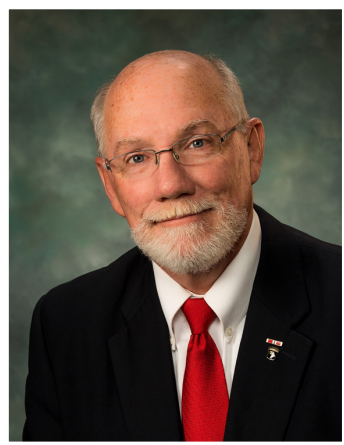
**Councilwoman
Tricia Simonson
Ward 1**



**Mayor
Eric Hanson**



**Councilman
Gregory Schreurs
Ward 1**



**Councilman
Billy Montgomery
Ward 2**



**Councilman
Tim Carsrud
Ward 2**



**Council President
Shay Lundvall
Ward 3**

Gillette City Council 2022

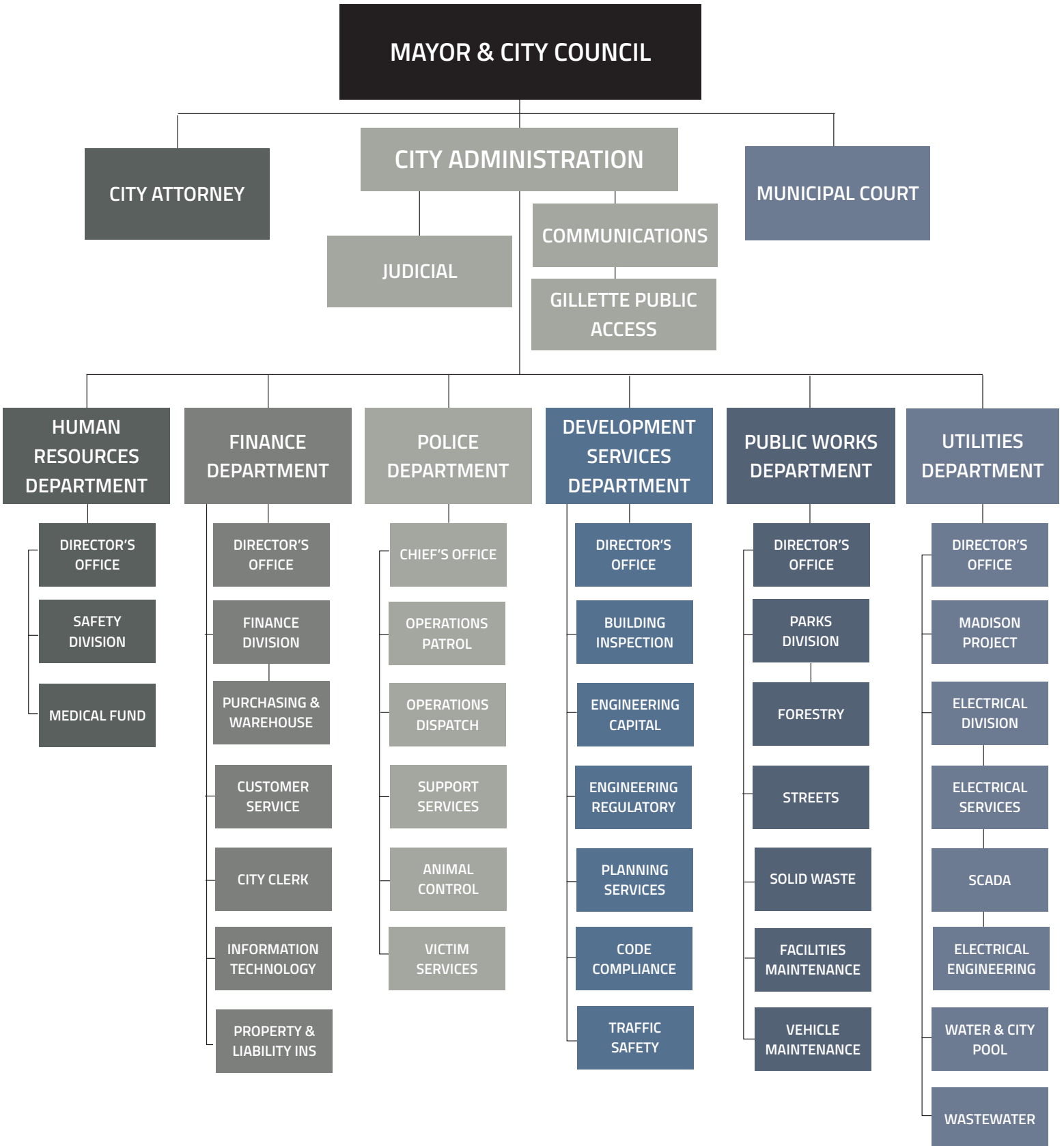


**Councilman
Nathan McLeland
Ward 3**



PICTURE PROVIDED BY ADMINISTRATION

CITY OF GILLETTE ORGANIZATIONAL CHART



POSITION SUMMARY

GENERAL FUND POSITIONS

	Actual	Actual	Original	Adjusted	Requested	Change From
	2019-20	2020-21	Budget	Budget	Budget	FY22 Adjusted
			2021-22	2021-22	2022-23	Budget
Administration	4.0	4.0	4.0	4.0	3.0	(1.0)
Public Access	3.0	3.0	3.0	3.0	3.0	-
Judicial	6.0	6.0	6.0	6.0	3.0	(3.0)
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	7.0	7.0	7.0	7.0	7.0	-
Customer Service	9.0	9.0	8.0	8.0	7.5	(0.5)
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*	9.0	9.0	9.0	9.0	13.0	4.0
Police	65.0	67.0	67.0	67.0	69.0	2.0
Dispatch	11.0	11.0	11.0	11.0	11.0	-
Victim Services	2.0	2.0	2.0	2.0	2.0	-
Animal Control	4.0	4.0	4.0	4.0	4.0	-
Animal Shelter	3.0	3.0	3.0	3.0	4.0	1.0
Public Works Administration	3.0	3.0	3.0	3.0	3.0	-
Facilities Maintenance - City Hall	6.0	6.0	6.0	6.0	7.0	1.0
Parks & Landscaping	20.8	20.0	22.5	22.5	21.5	(1.0)
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	9.0	(1.0)
Geographical Information Systems*	3.5	4.0	4.0	4.0	-	(4.0)
Building Inspection	6.0	6.0	6.0	6.0	6.0	-
Planning	2.5	2.0	2.0	2.0	2.0	-
Code Compliance	2.0	2.0	2.0	2.0	2.0	-
General Fund FTE Total	208.8	210.0	211.5	211.5	209.0	(2.5)
Mayor and Council - Elected Officials, Not FTEs	7.0	7.0	7.0	7.0	7.0	-

*Note-Geographical Information Systems staffed moved to Information Technology in FY2022-23

POSITIONS - ALL FUNDS

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23	Change From FY22 Adjusted Budget
General Fund	208.8	210.0	211.5	211.5	209.0	(2.5)
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	6.0	6.0	6.0	6.0	-
SCADA Division	6.0	7.0	7.0	7.0	7.0	-
Water	16.0	17.1	15.5	15.5	16.7	1.2
Power	17.0	16.0	16.0	16.0	14.0	(2.0)
Sewer	14.5	17.8	17.6	17.6	18.5	0.9
Solid Waste	9.0	9.0	9.0	9.0	9.0	-
Total Enterprise Funds FTEs	72.5	75.9	75.1	75.1	75.2	0.1
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	3.0	1.0
Warehouse Fund	2.0	2.0	2.0	2.0	2.0	-
Total Other Funds FTEs	11.0	11.0	11.0	11.0	12.0	1.0
City of Gillette FTE Total	293.3	297.9	297.6	297.6	296.2	(1.4)
Less Customer Services Seasonal FTEs*	-	-	-	-	0.5	0.5
Less Animal Shelter Seasonal FTEs**	-	-	-	-	1.0	1.0
Less Parks Seasonal FTEs***	20.0	12.8	14.5	14.5	13.5	(1.0)
Less Water Seasonal FTEs****	-	2.1	0.5	0.5	0.7	0.2
Less Sewer Seasonal FTEs*****	1.5	1.8	1.6	1.6	1.5	(0.1)
City of Gillette Full Time Budgeted Positions Total	271.8	281.2	281.0	281.0	279.0	(2.0)

SUMMARY OF SIGNIFICANT CHANGES



**Total City Staffing
Decreased By 1.4
Full Time Equivalents
(FTE)**

This budget:

- Eliminated one Meter Reader position in Customer Service
- Eliminated one Community/Government Relations Manager in Administration
- Eliminated one Capital Project Coordinator in Development Services
- Eliminated one Diversion Officer position in Judicial

- Eliminated two Lineworkers in Electrical Services
- Increased Facilities Maintenance Technician staff by one FTE in Facilities Maintenance
- Created a Technical Specialist position in Water
- Increased Wastewater Worker staff by one FTE in Sewer

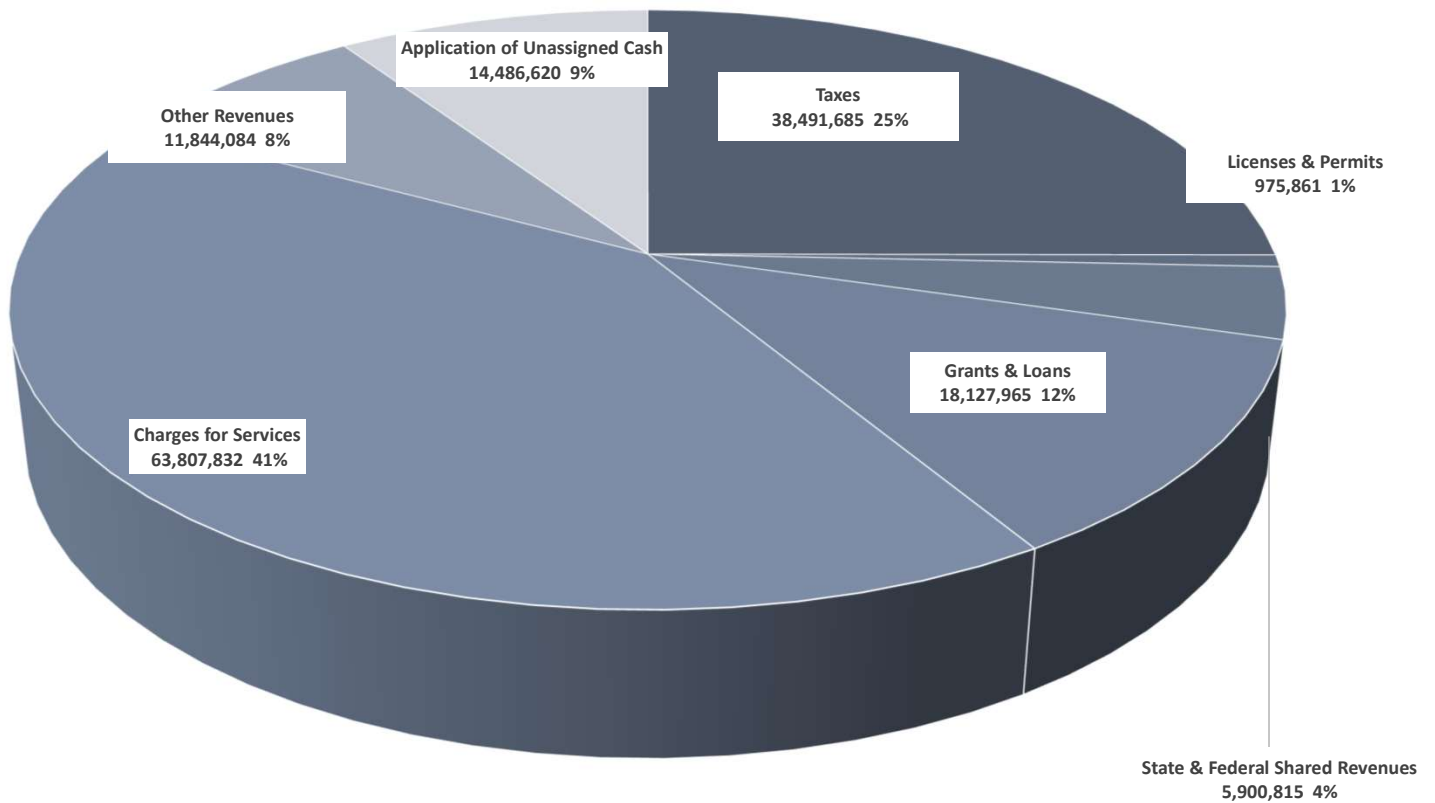
ALL FUNDS SUMMARIES

REVENUE BY TYPE SUMMARY - ALL FUNDS

ALL FUNDS SUMMARY

Revenue by Type	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Taxes	\$ 47,994,052	\$ 36,158,351	\$ 35,052,890	\$ 35,052,890	38,491,685
Licenses & Permits	1,080,305	958,539	1,005,226	1,005,226	975,861
State & Federal Shared Revenues	5,454,635	5,384,279	5,381,550	5,381,550	5,900,815
Grants & Loans	2,658,727	5,931,767	453,789	52,273,984	18,127,965
Charges for Services	57,676,751	57,547,322	60,006,382	60,081,382	63,807,832
Other Revenues	20,992,023	13,679,259	11,557,358	12,109,182	11,844,084
Application of Cash					
Application of Unassigned Cash	-	-	5,439,820	42,319,421	14,486,620
Total Application of Cash	\$ -	\$ -	\$ 5,439,820	\$ 42,319,421	\$ 14,486,620
GRAND TOTAL	\$ 135,856,494	\$ 119,659,518	\$ 118,897,015	\$ 208,223,635	\$ 153,634,862

REVENUE BY TYPE - ALL FUNDS




\$38,491,685



TAXES

\$5,900,815



STATE & FEDERAL SHARED

\$63,807,832



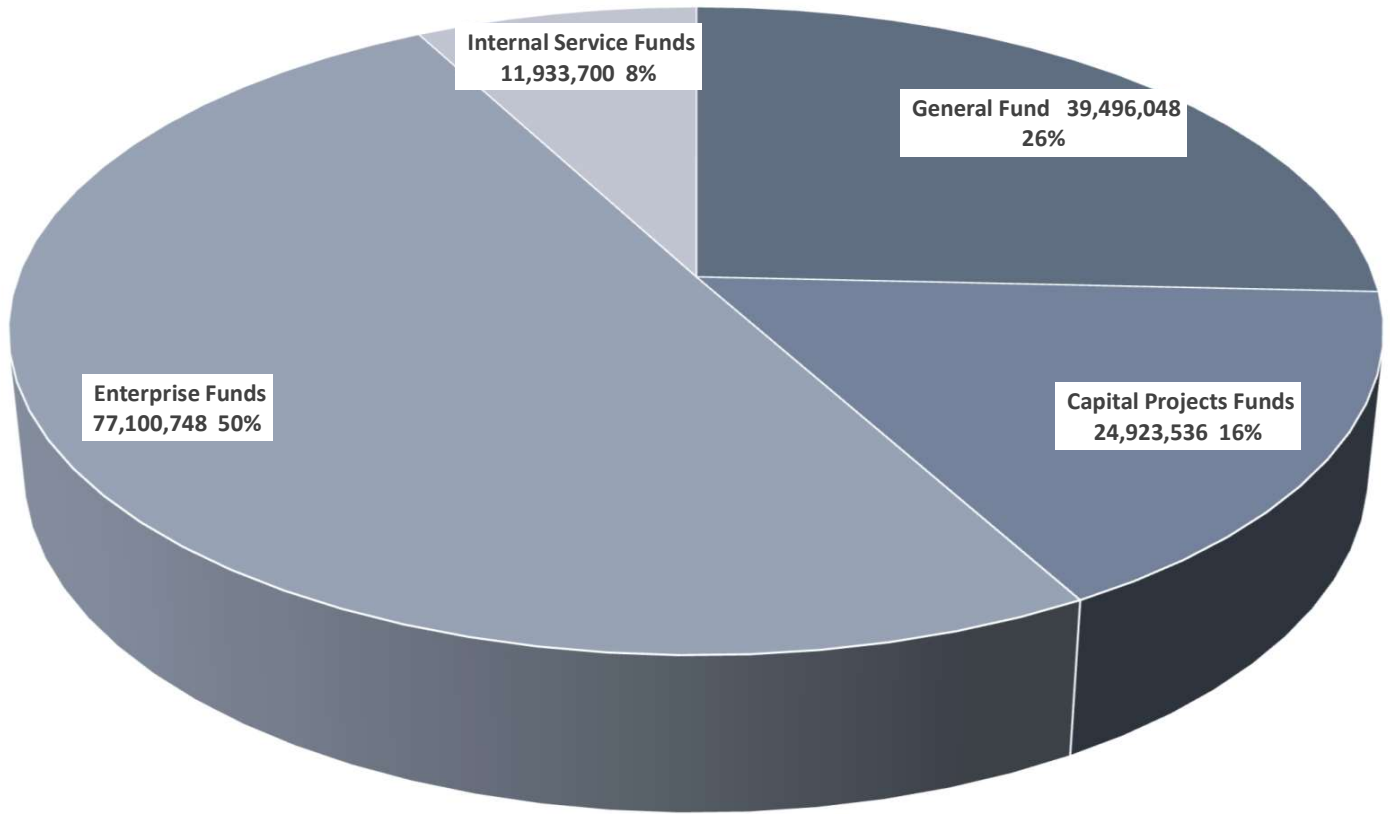
CHARGES FOR SERVICES

EXPENDITURE BY FUND SUMMARY

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
General Fund	\$ 39,788,618	\$ 37,153,908	\$ 31,437,952	\$ 36,405,363	\$ 39,496,048
Capital Project Funds					
1% Optional Sales Tax	16,461,422	23,739,163	15,792,149	27,401,199	23,216,736
Madison Waterline	3,329,627	2,540,142	26,800	46,565,020	1,706,800
Total	\$ 19,791,049	\$ 26,279,305	\$ 15,818,949	\$ 73,966,219	\$ 24,923,536
Enterprise Funds					
Utilities Administration	2,412,910	2,719,220	3,109,476	3,219,111	3,625,967
Water	7,293,553	10,370,752	8,518,766	13,531,554	9,130,469
Power	32,304,097	38,943,103	36,644,099	37,538,065	41,137,487
Sewer	6,104,401	7,411,776	7,325,831	26,990,814	18,696,300
Fiber	1,799,422	1,120,756	1,350,483	1,543,433	1,216,388
Solid Waste	3,272,663	2,877,806	3,078,674	3,123,857	3,294,137
Total	\$ 53,187,047	\$ 63,443,413	\$ 60,027,329	\$ 85,946,834	\$ 77,100,748
Internal Service Funds & Other					
Vehicle Maintenance	2,037,227	2,009,617	2,692,819	2,995,782	2,629,100
Health Benefit Plan	8,715,766	6,003,420	5,958,425	5,958,425	7,163,362
Property & Liability Insurance	1,129,487	1,407,927	1,281,959	1,325,959	1,100,924
City West Fund	411,139	592,372	626,740	654,331	724,761
Warehouse Fund	384,166	359,452	202,193	209,948	208,609
Local Improvement Districts	-	-	106,945	106,945	106,944
Total	\$ 12,677,785	\$ 10,372,788	\$ 10,869,081	\$ 11,251,390	\$ 11,933,700
Total	\$ 125,444,499	\$ 137,249,413	\$ 118,153,311	\$ 207,569,806	\$ 153,454,032

Percent change from FY22 Original Budget 29.9%

EXPENDITURE BY FUND - ALL FUNDS



\$37,414,435
TOTAL
CITY RESERVES
PER POLICY



\$153,454,032
TOTAL SPEND



\$99,274,895
TOTAL
OPERATING



\$46,283,793
TOTAL CAPITAL

EXPENDITURE BY TYPE SUMMARY - ALL FUNDS

CITY OF GILLETTE EXPENDITURES BY TYPE ALL FUNDS	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	17,362,583	17,809,387	18,148,180	19,138,792	19,786,399
Overtime	610,171	574,021	627,766	628,266	690,934
Merit Pay Plan	130,500	-	-	7,200	-
On-Call Pay	142,211	141,791	142,333	153,124	291,215
Benefits	9,679,976	9,348,633	10,447,705	10,744,159	11,429,420
Subtotal Personnel Costs	\$ 27,925,442	\$ 27,873,831	\$ 29,365,984	\$ 30,671,541	\$ 32,197,968
Contractual Services	12,530,822	11,112,659	12,387,206	12,799,224	14,435,772
Materials and Supplies	46,937,971	53,161,886	47,685,643	48,507,831	52,641,155
Subtotal Operating Costs	\$ 59,468,792	\$ 64,274,546	\$ 60,072,849	\$ 61,307,055	\$ 67,076,927
Total Operating	\$ 87,394,234	\$ 92,148,377	\$ 89,438,833	\$ 91,978,596	\$ 99,274,895
Total Capital	27,230,300	37,216,953	21,902,454	107,658,538	46,283,793
Interfund Transfers	3,031,166	2,372,600	1,334,725	1,942,799	1,086,462
Outside Agency Funding	\$ 7,788,798	\$ 5,511,483	\$ 5,477,299	\$ 5,989,873	\$ 6,808,882
GRAND TOTAL	\$ 125,444,499	\$ 137,249,413	\$ 118,153,311	\$ 207,569,806	\$ 153,454,032

Percent change from FY22 Original Budget **29.9%**

20.98%



Personnel Costs Percent of
Total Budget

30.16%



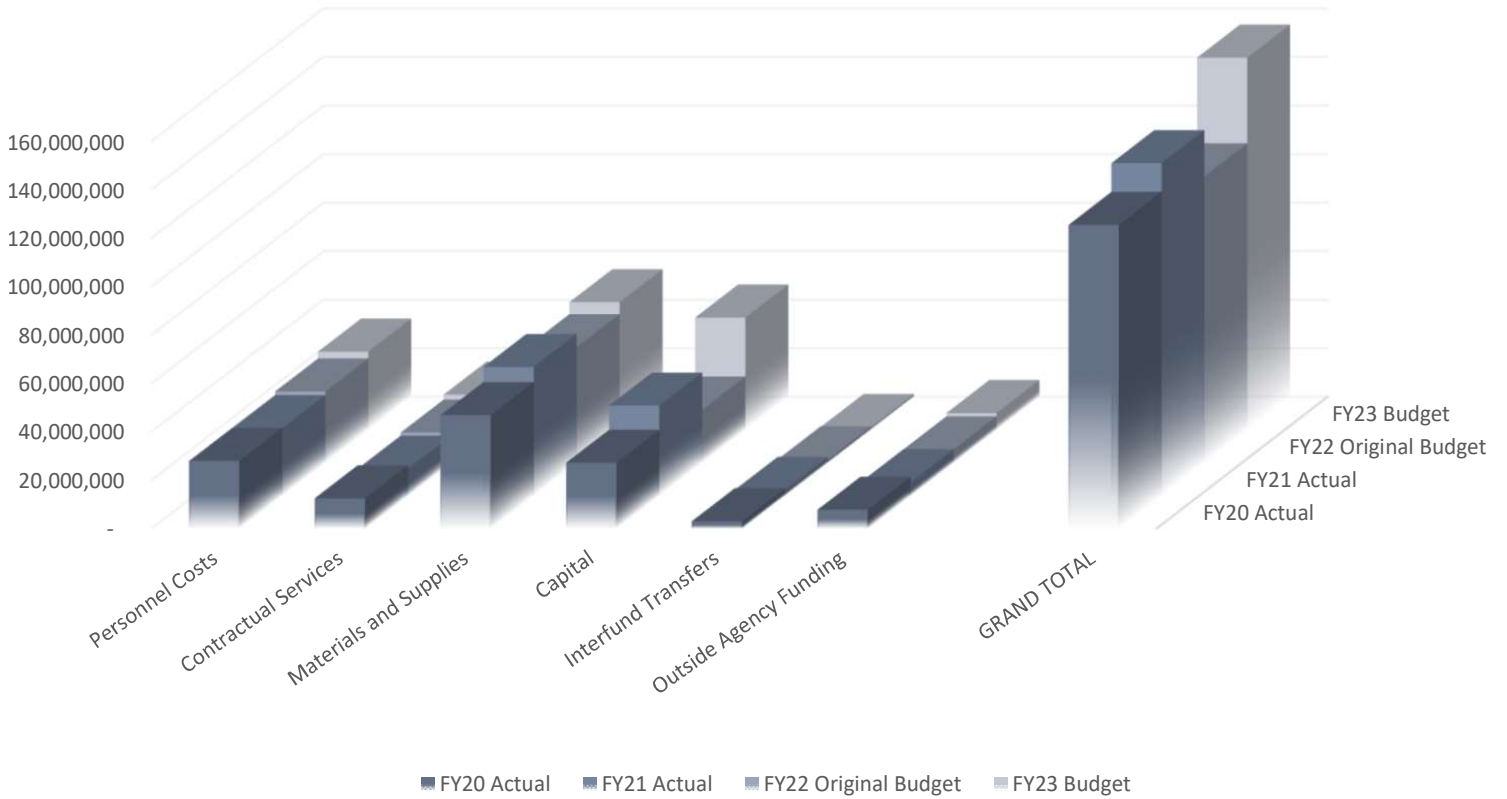
Capital Costs Percent of
Total Budget

64.69%



Total Operating Costs
Percent of Total Budget

EXPENDITURE BY TYPE - ALL FUNDS



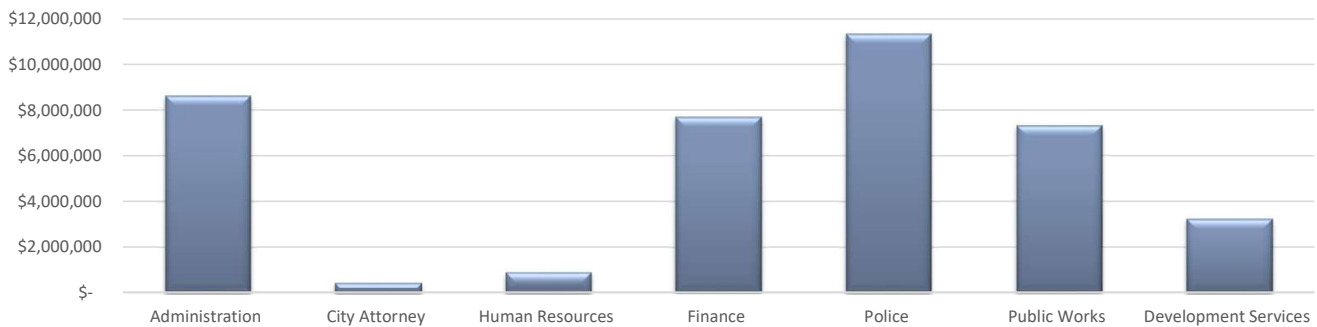


– GENERAL FUND

PICTURE PROVIDED BY ADMINISTRATION

GENERAL FUND DEPARTMENT SUMMARY

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Revenue:					
Taxes	\$ 27,507,126	\$ 21,287,698	\$ 20,322,254	\$ 20,322,254	\$ 22,272,321
Licenses & Permits	1,080,305	958,539	1,005,226	1,005,226	975,861
State & Federal Shared Revenues	4,056,484	4,014,146	4,043,966	4,043,966	4,602,212
Grants & Loans	306,689	3,268,998	453,789	714,289	2,507,590
Charges for Services	5,189,487	3,378,486	3,647,363	3,647,363	4,455,831
Other Revenues	3,337,984	2,190,609	1,789,110	1,808,860	1,934,957
Total Revenue Before Application of Cash	\$ 41,478,075	\$ 35,098,477	\$ 31,261,708	\$ 31,541,958	\$ 36,748,772
Application of Cash					
Application of Designated Cash	-	-	-	-	-
Application of Unassigned Cash	-	-	176,244	4,863,407	2,747,276
Total Application of Cash	\$ -	\$ -	\$ 176,244	\$ 4,863,407	\$ 2,747,276
Total General Fund Revenue	\$ 41,478,075	\$ 35,098,477	\$ 31,437,952	\$ 36,405,365	\$ 39,496,048
Department Expenditures:					
Administration	\$ 14,510,013	\$ 11,530,867	\$ 5,278,143	\$ 8,325,260	\$ 8,625,553
City Attorney	352,589	339,600	342,857	474,184	410,836
Human Resources	786,318	825,112	807,996	878,480	874,648
Finance	5,219,844	5,293,143	5,422,343	5,546,370	7,700,650
Police	9,319,863	9,263,056	9,607,107	10,075,476	11,336,684
Public Works	6,104,305	6,223,895	6,356,761	7,160,115	7,317,602
Development Services	3,495,687	3,678,234	3,622,745	3,945,478	3,230,075
Total General Fund Expenditures	\$ 39,788,618	\$ 37,153,908	\$ 31,437,952	\$ 36,405,363	\$ 39,496,048
Excess Revenues					
Over/(Under) Expenditures	\$ 1,689,457	\$ (2,055,431)	\$ -	\$ 2	\$ -



Requested Budget 2022-23

GENERAL FUND REVENUE

FUND: GENERAL
UNIT: REVENUE

DEPT: ADMINISTRATION
CODE: 001

ACTIVITY DESCRIPTION:

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

Sales and Use Tax, which is the main revenue source for the General Fund, represents the City's share of the 4.00% general sales tax. After the COVID crisis negatively affected sales tax revenues in fiscal year 2020 and 2021, current year receipts are experiencing a strong rebound. Based on current year to date receipts, General Fund sales tax revenues are projected to be approximately \$21.6M for fiscal 2022, which is an increase of 28% over fiscal year 2021'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; however, the volatility of this revenue stream makes it difficult to budget for. Because of the typical uncertainties with the energy sector, and because we generally anticipate a cyclical economic correction/recession, the fiscal year 2023 budget upholds the City's conservative philosophy and the budget is significantly lower than projected fiscal year 2022 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 2023 are \$1,133,313 and \$1,539,535 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 2023 is \$1,929,364 which is a 45% 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 increase in federal grant revenue due to potential grant-funded capital projects. Overall, budgeted General Fund revenues increased from the prior year by approximately \$8.1M with the largest increases coming from sales taxes, federal grants, internal services and Direct Distribution. It should be noted that while the fiscal year 2022 budget relied on an application of unassigned cash of approximately \$176,000, the fiscal year 2023 budget requires a much larger application of unassigned cash, at \$2.747M. This is entirely due to an increase in budgeted capital projects, as operational expenses are balanced with operational revenues.

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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Taxes	\$ 27,507,126	\$ 21,287,698	\$ 20,322,254	\$ 20,322,254	\$ 22,272,321
Licenses & Permits	1,080,305	958,539	1,005,226	1,005,226	975,861
State & Federal Shared Revenues	4,056,484	4,014,146	4,043,966	4,043,966	4,602,212
Grants & Loans	306,689	3,268,998	453,789	714,289	2,507,590
Charges for Services	5,189,487	3,378,486	3,647,363	3,647,363	4,455,831
Other Revenues	3,337,984	2,190,609	1,789,110	1,808,860	1,934,957
Total Revenue Before Application of Cash	\$ 41,478,075	\$ 35,098,477	\$ 31,261,708	\$ 31,541,958	\$ 36,748,772
Application of Cash					
Application of Designated Cash	-	-	-	-	-
Application of Unassigned Cash	-	-	176,244	4,863,407	2,747,276
Total Application of Cash	\$ -	\$ -	\$ 176,244	\$ 4,863,407	\$ 2,747,276
Total General Fund Revenue	\$ 41,478,075	\$ 35,098,477	\$ 31,437,952	\$ 36,405,365	\$ 39,496,048

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

GENERAL FUND REVENUE DETAIL

GENERAL FUND Revenue 001-00-00-300	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Taxes					
Property Tax	\$ 2,315,292	\$ 2,389,269	\$ 2,322,254	\$ 2,322,254	\$ 2,363,825
Auto Taxes	1,117,725	1,622,798	1,000,000	1,000,000	1,108,496
Sales & Use Tax	23,664,218	16,904,307	16,700,000	16,700,000	18,500,000
Lodging Tax	41,012	32,422	-	-	-
Motor Fuel Tax	177,018	162,740	130,000	130,000	130,000
Cigarette Tax	191,861	176,163	170,000	170,000	170,000
Total Taxes	\$ 27,507,126	\$ 21,287,698	\$ 20,322,254	\$ 20,322,254	\$ 22,272,321
Licenses & Permits					
Liquor Licenses	\$ 88,412	\$ 87,357	\$ 86,925	\$ 86,925	\$ 87,725
Contractor Licenses	109,730	108,570	100,000	100,000	108,000
Franchise Fees	771,466	672,374	734,471	734,471	698,608
Building Permits	51,412	41,163	40,000	40,000	40,000
Electrical Permits	6,687	7,048	5,000	5,000	6,200
Plumbing Permits	3,304	3,762	3,500	3,500	3,000
Mechanical Permits	7,900	6,570	6,500	6,500	6,500
Gas Pipe Fitting	3,755	1,460	1,600	1,600	1,500
Other Permits	35,709	27,825	25,230	25,230	22,328
Stormwater Permits	1,930	2,410	2,000	2,000	2,000
Total Licenses & Permits	\$ 1,080,305	\$ 958,539	\$ 1,005,226	\$ 1,005,226	\$ 975,861
State & Federal Shared Revenues					
State Supplemental Revenue	\$ 1,414,357	\$ 1,310,576	\$ 1,325,396	\$ 1,325,396	\$ 1,929,364
Royalties	1,535,907	1,543,164	1,558,164	1,558,164	1,539,535
Severance Tax	1,106,221	1,160,406	1,160,406	1,160,406	1,133,313
Total State & Federal Shared Revenues	\$ 4,056,484	\$ 4,014,146	\$ 4,043,966	\$ 4,043,966	\$ 4,602,212
Grants & Loans					
Federal Grants	\$ 225,774	\$ 3,189,062	\$ 443,589	\$ 701,589	\$ 2,416,167
State Grants	77,415	76,436	10,200	10,200	91,423
Local Grants	3,500	3,500	-	2,500	-
Total Grants & Loans	\$ 306,689	\$ 3,268,998	\$ 453,789	\$ 714,289	\$ 2,507,590
Charges for Services					
Planning Fees	\$ 15,140	\$ 13,830	\$ 12,500	\$ 12,500	\$ 13,500
Commercial Plan Reviews	18,450	11,250	12,000	12,000	11,000
Technical Services	5,081,785	3,292,674	3,564,163	3,564,163	4,370,631
GPA Revenues	11,723	12,026	10,000	10,000	10,000
Highway and Streets	2,575	1,125	1,000	1,000	1,000
Animal Control - City	53,131	42,338	42,800	42,800	44,800
Animal Control - County	6,684	5,243	4,900	4,900	4,900
Total Charges for Services	\$ 5,189,487	\$ 3,378,486	\$ 3,647,363	\$ 3,647,363	\$ 4,455,831

GENERAL FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Other Revenues					
Gaming Revenue	\$ 755,681	\$ 952,954	\$ 731,000	\$ 731,000	\$ 962,000
E911 Reimbursement	200,000	150,000	100,000	100,000	-
Local Government Other	59,250	313,905	194,566	194,566	172,794
Fines and Forfeitures	311,978	265,968	253,000	253,000	240,000
Principle Revenue	526,151	69,176	-	-	-
Interest Revenue	22,962	14,176	-	-	-
Interest Earnings	6,903	-	-	-	-
Interest on Investments	393,508	48,499	49,500	49,500	31,700
Interest - Managed Investments	115,545	199,562	46,900	46,900	110,000
Unrealized Gain/Loss - Bonds	363,759	(322,925)	-	-	-
Realized Gain/Loss	73,188	58,421	-	-	-
Rents and Royalties	52,041	47,189	43,930	43,930	43,930
Little League Fields	4,500	-	-	-	-
Contributions & Donations	1,756	6,874	-	1,000	-
Mayor's Art Council	7,869	8,313	20,000	26,250	20,000
Animal Shelter Donations	17,844	16,335	-	-	-
Memorial Program	1,500	4,500	-	1,500	-
Incident Reimbursement Revenue	1,756	4,063	-	-	-
Miscellaneous	402,082	320,475	292,289	302,289	294,871
Cash in Lieu	-	8,400	-	-	-
Interfund Operating Transfer In	-	11,259	57,925	58,925	59,662
Proceeds from Asset Disposal	19,712	13,464	-	-	-
Total Other Revenues	\$ 3,337,984	\$ 2,190,609	\$ 1,789,110	\$ 1,808,860	\$ 1,934,957
Application of Cash					
Application of Unassigned Cash	\$ -	\$ -	\$ 176,244	\$ 4,863,407	\$ 2,747,276
Total Application of Cash	\$ -	\$ -	\$ 176,244	\$ 4,863,407	\$ 2,747,276
GRAND TOTAL	\$ 41,478,075	\$ 35,098,477	\$ 31,437,952	\$ 36,405,365	\$ 39,496,048

GENERAL FUND EXPENDITURE SUMMARIES

BY DIVISION

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Mayor and Council	241,033	214,109	174,465	341,215	184,478
Administration	701,226	705,484	671,267	733,976	592,723
Public Access	323,885	582,906	318,913	463,075	331,520
Special Projects	12,495,954	9,263,767	3,327,858	5,987,429	7,110,925
Judicial	747,915	764,601	785,640	799,565	405,907
City Attorney	352,589	339,600	342,857	474,184	410,836
Human Resources	635,260	675,434	657,314	715,027	715,018
Safety	151,058	149,678	150,682	163,453	159,630
Finance	953,067	973,645	982,402	1,002,579	1,006,994
Customer Service	1,139,808	1,093,479	1,137,065	1,151,331	1,154,669
Purchasing	178,250	176,724	189,278	196,686	204,896
City Clerk	286,910	292,135	300,938	316,478	348,252
Information Technology*	2,661,810	2,757,160	2,812,660	2,879,296	4,985,839
Police	7,525,006	7,502,746	7,668,993	8,090,405	9,303,814
Dispatch	906,150	905,531	988,828	1,010,767	1,071,606
Victim Services	194,408	195,846	204,515	216,612	220,919
Animal Control	412,045	400,060	426,934	435,310	409,086
Animal Shelter	282,255	258,874	317,837	322,382	331,259
Public Works Administration	377,346	432,649	406,187	416,812	425,080
Facilities Maintenance (City Hall)	764,373	690,929	728,655	791,257	1,213,036
Parks & Landscaping	1,693,103	1,945,668	2,033,098	2,208,552	2,266,269
Forestry	240,359	214,843	263,209	288,714	279,336
Streets	3,029,124	2,939,806	2,925,612	3,454,780	3,133,881
Traffic Safety	487,831	476,436	499,351	555,137	545,847
Engineering	1,603,777	1,714,728	1,546,509	1,717,893	1,481,046
Geographical Information Systems*	342,999	421,148	455,404	466,190	-
Building Inspection	646,237	640,475	662,884	738,109	728,365
Planning	269,221	248,551	275,749	281,345	278,931
Code Compliance	145,621	176,895	182,848	186,804	195,886
General Fund Expenditure Total	\$ 39,788,618	\$ 37,153,908	\$ 31,437,952	\$ 36,405,363	\$ 39,496,048

*Note-Geographical Information Systems moved to Information Technology in FY2022-23

\$2.7M

INCREASE IN OPERATIONAL
EXPENDITURES
OVER PRIOR YEAR BUDGET

\$5.0M

INCREASE IN CAPITAL
EXPENDITURES
OVER PRIOR YEAR BUDGET

GENERAL FUND EXPENDITURES BY TYPE

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	12,161,784	12,488,966	12,546,232	13,215,745	13,624,944
Overtime	398,170	375,294	394,450	394,950	472,634
Merit Pay Plan	91,000	-	-	7,200	-
On-Call Pay	64,183	65,618	62,805	73,596	121,100
Benefits	6,653,699	6,806,512	7,187,867	7,401,374	7,955,706
Subtotal Personnel Costs	\$ 19,368,836	\$ 19,736,390	\$ 20,191,354	\$ 21,092,865	\$ 22,174,384
Contractual Services	2,575,004	2,934,816	3,197,273	3,436,010	3,625,482
Materials and Supplies	7,037,292	6,398,814	6,230,475	7,079,663	6,546,798
Subtotal Operating Costs	\$ 9,612,297	\$ 9,333,629	\$ 9,427,748	\$ 10,515,673	\$ 10,172,280
Total Operating	\$ 28,981,133	\$ 29,070,020	\$ 29,619,102	\$ 31,608,538	\$ 32,346,664
Total Capital	\$ 5,370,381	\$ 6,927,374	\$ 673,700	\$ 3,139,101	\$ 5,600,738
Interfund Transfers	\$ 322,656	\$ -	\$ 50,000	\$ 50,000	\$ -
Outside Agency Funding	\$ 5,114,449	\$ 1,156,514	\$ 1,095,150	\$ 1,607,724	\$ 1,548,646
GRAND TOTAL	\$ 39,788,618	\$ 37,153,908	\$ 31,437,952	\$ 36,405,363	\$ 39,496,048

Percent change from FY22 Original Budget

26%

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 2022/2023:

- The City of Gillette promotes, supports, and engages with a dynamic and robust local economy.
- Plan, develop, and build dependable infrastructure now and in the future.
- Become the safest city in Wyoming.
- Strive to maintain a strong financial position when economic times fluctuate.
- Consistently communicate our goals, success, and challenges to the community.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
**City & Utility Operating Budgets	\$91.52M	\$100.76M	\$121.08M	\$119.51M	\$102.33M	\$128.5M
Budgeted 1% Penny Tax Revenue	\$13,300,000	\$15,300,000	\$17,700,000	\$14,850,000	\$13,663,636	\$15,136,364
Budgeted Support to Community (GF & 1%)	\$4,549,540	\$5,664,656	\$7,370,626	\$7,123,009	\$6,760,435	\$8,117,630
*Federal/State Grants	\$.9M/\$.9M	\$1.3M/\$.9M	\$1.7M/\$.4M	\$4.8M/\$0M	\$1.1M/\$0M	\$7.6M/\$9.4M

*Excludes Regional Water System
 **Excludes 1% Fund and Regional Water System

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
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	2019-20	2020-21	Budget	Budget	Budget	2022-23
Salaries	57,607	52,903	54,000	54,000	54,000	54,000
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	4,409	4,086	4,173	4,173	4,173	4,173
Subtotal Personnel Costs	\$ 62,016	\$ 56,989	\$ 58,173	\$ 58,173	\$ 58,173	\$ 58,173
Contractual Services	8,074	21,400	7,000	117,900	10,000	10,000
Materials and Supplies	170,943	135,720	109,292	165,142	116,305	116,305
Subtotal Operating Costs	\$ 179,018	\$ 157,120	\$ 116,292	\$ 283,042	\$ 126,305	\$ 126,305
Total Operating	\$ 241,033	\$ 214,109	\$ 174,465	\$ 341,215	\$ 184,478	\$ 184,478
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 241,033	\$ 214,109	\$ 174,465	\$ 341,215	\$ 184,478	\$ 184,478

Percent change from FY22 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 - WAM, NEWY, Chamber and other dues \$47,500, Mayor's Art Council \$26,500

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, Communications/Gillette Public Access (GPA) and the Judicial Division.

MAJOR GOALS FOR FY 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
# of City Employees Managed (RFTE)	272	277.5	274	277	283	285
Total Staff: Population Ratio	1:112	1:111	1:116	1:115	1:118	1:117
# of Council Meetings Supported	76	74	78	70	64	64
# of Ordinances/Resolutions Passed	20/40	14/34	16/34	14/28	13/34	13/34

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
City Administrator	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	0	0
Executive Assistant	0	0	0	0	1	1
Community & Gov’t Relations Manager	1	1	1	1	1	0
Communications Manager	1	1	1	1	1	1
Total City Administration Office	4	4	4	4	4	3

GENERAL FUND					
Administration	Actual	Actual	Original	Adjusted	Requested
001-10-02-413	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	400,264	459,380	384,902	406,799	338,653
Overtime	-	-	-	-	-
Merit Pay Plan	2,000	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	200,754	189,841	211,335	213,147	189,000
Subtotal Personnel Costs	\$ 603,018	\$ 649,222	\$ 596,237	\$ 619,946	\$ 527,653
Contractual Services	11,905	15,363	11,880	35,880	9,120
Materials and Supplies	86,303	40,899	63,150	78,150	55,950
Subtotal Operating Costs	\$ 98,208	\$ 56,262	\$ 75,030	\$ 114,030	\$ 65,070
Total Operating	\$ 701,226	\$ 705,484	\$ 671,267	\$ 733,976	\$ 592,723
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 701,226	\$ 705,484	\$ 671,267	\$ 733,976	\$ 592,723

Percent change from FY22 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 - n/a

Materials and Supplies - Advertising \$35,000

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 2022/2023:

- Renew franchise agreement and have it include HD channels.
- Continue producing a high-quality news magazine program (Explore 17).
- Continue work on creating content for the City (Eye on Gillette, Let’s Talk Gillette & Graphics).

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
# of City Employees Managed (RFTE)	272	277.5	274	277	283	285
Staff: Population Ratio	1:112	1:111	1:116	1:115	1:118	1:117
# of GPA TV Programs Filmed & Events	320	330	315	290	353	355
# of Total <u>Online Views</u>	6,192	11,633	7,189	22,512	14,110	15,000
# of Council Meetings <u>Online Views</u>	1,048	1,250	285	6,215	2,000	2,000
# of North By Northeast <u>Online Views</u>	1,189	500	2,538	8,678	4,839	1,000
# of Eye On Gillette Online Views	NA	NA	NA	NA	3,118	3,000
# of Let’s Talk Gillette Listens	NA	NA	NA	NA	1,174	1,500
	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Public Access Manager	1	1	1	1	1	1
Production Specialist	1	1	2	2	2	2
Total Public Access	2	2	3	3	3	3

GENERAL FUND						
Public Access	Actual	Actual	Original	Adjusted	Requested	
001-10-03-419	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	155,968	180,220	175,865	181,141		188,979
Overtime	68	8	1,000	1,500		1,000
Merit Pay Plan	1,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	66,098	89,498	103,884	105,270		106,781
Subtotal Personnel Costs	\$ 223,633	\$ 269,726	\$ 280,749	\$ 287,911		\$ 296,760
Contractual Services	968	963	960	960		960
Materials and Supplies	20,064	8,328	22,204	24,204		33,800
Subtotal Operating Costs	\$ 21,032	\$ 9,291	\$ 23,164	\$ 25,164		\$ 34,760
Total Operating	\$ 244,666	\$ 279,017	\$ 303,913	\$ 313,075		\$ 331,520
Total Capital	\$ 79,219	\$ 303,889	\$ 15,000	\$ 150,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 323,885	\$ 582,906	\$ 318,913	\$ 463,075		\$ 331,520

Percent change from FY22 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

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 and 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 capital improvements at the Energy Capital Sports Complex and the City Pool.

The fiscal year 2022/23 Special Projects budget of \$7.1M reflects a \$3.8M increase from the prior year budget. This is primarily due to increased capital projects funded in this year's budget.

GENERAL FUND

Special Projects

001-10-04-419

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Group Insurance	9,288	9,516	-	10,000	-
FICA	2,092	2,227	-	2,500	-
Wellness Program ¹	38,511	38,802	38,000	38,000	48,500
Employee Events ²	19,989	217	19,000	19,000	24,000
Rep/Maint Buildings	-	312,399	-	-	-
Property Tax	200	276	-	-	-
Property & Liability Insurance ³	151,441	287,123	287,572	287,572	273,531
Training & Education ⁴	9,027	-	10,000	20,000	10,000
Buildings	3,783,130	258,174	-	-	-
Park Development ⁵	837,909	5,756,086	500,000	2,134,997	3,897,500
Principle/Interest ⁶	2,205,263	1,413,724	1,308,136	1,308,136	1,308,748
Joint Powers Cam-Plex ⁷	2,643,227	981,514	925,150	1,437,724	1,378,646
Joint Powers Fire Dept	2,243,347	-	-	-	-
Outside Agency Funding ⁸	227,875	175,000	170,000	170,000	170,000
General Community	2,000	28,709	20,000	509,500	-
Interfund Transfers	322,656	-	50,000	50,000	-
GRAND TOTAL	\$ 12,495,954	\$ 9,263,767	\$ 3,327,858	\$ 5,987,429	\$ 7,110,925

Percent change from FY22 Original Budget

114%

FY23 Budget Requests Include the Following:

¹ Employee Wellness Incentives, Fitness Room

Equipment \$48,500

² Awards Banquet, Thanksgiving Dinner, Annual Picnic

Santa Night \$24,000

³ General Fund share of Property & Liability Insurance \$273,531

⁴ Warm Loss Control Funds \$10,000

⁵ Energy Capital Sports Complex Improvements \$1,172,500,

City Pool Reconstruction \$2,725,000

⁶ Debt Service for Gillette College Student Housing,

Phase II \$1,308,748

⁷ Operating Contribution \$804,687, Capital Outlay \$485,425,

Vehicle Depreciation \$88,534

⁸ Includes \$130,000 for ECEDC, \$10,000 for Gillette Main

Street, \$30,000 for Campbell County Conservation District

JUDICIAL

FUND: GENERAL
UNIT: JUDICIAL

DEPT: ADMINISTRATION
CODE: 10-32

ACTIVITY DESCRIPTION:

The purpose and function of the Judicial Division is to address all traffic, parking, and 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 onto 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 2,320 cases were docketed in Municipal Court in 2021. A total of 707 Bench Warrants/Orders To Show Cause were prepared in 2021. The Judicial Division also tracks parking citations from issuance to final disposition. A total of 585 parking citations were issued in 2021, of which 515 or 88% were paid. The Municipal Court Clerk/Judicial Manager oversees one (1) Deputy Court Clerk at the Municipal Court office. The number of 18-20 year olds placed on Municipal Court Probation in 2021 was 40; Juveniles (under 18) placed on Municipal Court Probation was 41. The Campbell County Diversion Program received and reviewed for eligibility a total of 320 citations issued by the Gillette Police Department in 2021; 80 youths were accepted into the Campbell County Diversion Program from those 320 Citations.

MAJOR GOALS FOR FY 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
Staff: Population Ratio	1:4,352	1:4,388	1:5,308	1:5,313	1:5,567	1:11,148
# of City Employees (RTFE)	272	277.5	282.5	277	283	285
Staff: Employee Ratio	1:39	1:40	1:47	1:46	1:47	1:95
Municipal Court						
# of Customers Served	21,338	18,296	18,932	19,278	17,134	17,565
Staff: Customers Served Ratio	1:3,048	1:2,614	1:3,155	1:3,213	1:2,856	1:5,855
# of Citations Entered	3,637	3,392	3,381	3,177	2,504	2,320
Staff: Citation Entered Ratio	1:520	1:485	1:564	1:530	1:417	1:773
# of Bench Trial Cases	494	508	467	432	256	226
Staff: Bench Trial Cases Ratio	1:71	1:73	1:78	1:72	1:43	1:75
# of Parking Tickets Entered	2,090	1,201	777	845	689	585
Staff: Parking Tickets Entered Ratio	1:298	1:172	1:130	1:141	1:115	1:195
Juvenile Probation						
# of Juveniles and Young Adults Placed in YIT	9	7	14	10	3	3
# of Juveniles and Young Adults Placed on Probation	148	121	122	137	55	81
Diversion						
# of Juveniles Placed on Diversion	95	103	64	69	54	80
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	0
Municipal Court Diversion Officers	1	1	1	1	1	0
Municipal Court Judges	2	2	1	1	1	1
Total City Municipal Court Office	7	7	6	6	6	3

GENERAL FUND						
Judicial	Actual	Actual	Original	Adjusted	Requested	
001-10-32-412	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	371,480	378,268	367,606	378,634		191,877
Overtime	603	113	600	600		600
Merit Pay Plan	3,000	-	-	-		-
On-Call Pay	2,855	12,054	6,500	6,500		8,000
Benefits	223,921	228,604	231,093	233,990		129,710
Subtotal Personnel Costs	\$ 601,859	\$ 619,038	\$ 605,799	\$ 619,724		\$ 330,187
Contractual Services	134,829	139,112	165,925	165,925		65,020
Materials and Supplies	11,227	6,451	13,916	13,916		10,700
Subtotal Operating Costs	\$ 146,056	\$ 145,563	\$ 179,841	\$ 179,841		\$ 75,720
Total Operating	\$ 747,915	\$ 764,601	\$ 785,640	\$ 799,565		\$ 405,907
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 747,915	\$ 764,601	\$ 785,640	\$ 799,565		\$ 405,907

Percent change from FY22 Original Budget -48%

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

Materials and Supplies - n/a

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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 2022/2023:

- 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:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
# of Council Meetings Supported	76	74	78	70	64	64
# of Council Executive Sessions Supported	41	41	19	26	16	16
# of Ordinances/Resolutions City-Wide	20/40	14/34	16/34	14/28	13/34	13/34
Novus Items Prepared by City Attorney	29	14	34	25	3	10
Ordinances Prepared by City Attorney	7	5	13	7	1	5
City Code Chapters Updated by City Attorney	12	7	13	12	5	5
Case Preparation-City Court	399	446	318 (Covid)	348	235	235

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
City Attorney	2	1	1	1	1	1
Paralegal	0	0	0	1	1	1
Legal Services Specialist	1	1	1	0	0	0
Total City Attorney Office	3	2	2	2	2	2

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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; 4) assists with and coordinates activities which promote a safe working environment and provides the opportunity, training, accountability and recognition for City employees; and 5) manages the Wellness Program for City employees and spouses.

MAJOR GOALS FOR FY 2022/2023:

- Continue to improve and build upon our online applicant tracking procedures.
- Update our onboarding processes.
- Strive to make HR more accessible to employees.
- Focus on the management of the City Medical Fund and Retiree Health Benefit Plan & Trust.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
# of City Employees Managed	272	263	274	277	283	285
Staff: Employee Ratio	1:60	1:60	1:53	1:55	1:57	1:57

HUMAN RESOURCES:

# HR Presentations to Council	12	12	12	12	8	8
# Open Enrollment Sessions	18	4	4	4	0	2
# Dep't Training Sessions Facilitated	5	0	12	12	5	6
# City Employees Trained	154	263	458	460	471	327
# New Positions Processed	0	0	7	7	6	0
# Interview Sessions Supported	89	193	205	222	184	165
# Employment Applications Received	861	1,350	1,055	922	1,174	847
# Personnel Evaluations Processed	278	283	290	290	290	290
# Wellness Events Held	4	11	12	11	12	13
# Wellness Program Participants (Employees/Spouses)	192/95	201/100	203/110	195/113	194/117	202/128

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
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
Administrative Assistant/Floater	.5	.5	1	1	1	1
Total Human Resources	4.5	4.5	5	5	5	5

GENERAL FUND						
Human Resources	Actual	Actual	Original	Adjusted	Requested	
001-20-20-415	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	362,421	370,302	361,990	378,850		379,266
Overtime	405	216	2,000	2,000		2,000
Merit Pay Plan	2,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	213,564	220,730	229,349	243,202		241,842
Subtotal Personnel Costs	\$ 578,890	\$ 591,248	\$ 593,339	\$ 624,052		\$ 623,108
Contractual Services	31,846	64,577	31,020	37,020		40,760
Materials and Supplies	24,524	19,609	32,955	33,955		51,150
Subtotal Operating Costs	\$ 56,370	\$ 84,186	\$ 63,975	\$ 70,975		\$ 91,910
Total Operating	\$ 635,260	\$ 675,434	\$ 657,314	\$ 695,027		\$ 715,018
Total Capital	\$ -	\$ -	\$ -	\$ 20,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 635,260	\$ 675,434	\$ 657,314	\$ 715,027		\$ 715,018

Percent change from FY22 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 - 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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	31,411	30,467	30,713	31,848	33,403	33,445
# of City Employees Managed	309.75	272	277.5	264	283	285
# Employee Related Safety Incidents	75	76	70	53	62	50
# of City Employees Trained	546	154	263	1,257	914	675

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Safety Manager	1	1	1	1	1	1
Total Safety Department	1	1	1	1	1	1

GENERAL FUND						
Safety	Actual	Actual	Original	Adjusted	Requested	
001-20-21-419	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	75,332	76,938	73,144	75,338		79,106
Overtime	-	-	-	-		-
Merit Pay Plan	500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	43,900	44,873	46,466	47,043		48,132
Subtotal Personnel Costs	\$ 119,732	\$ 121,811	\$ 119,610	\$ 122,381		\$ 127,238
Contractual Services	4,887	5,365	5,779	5,779		6,644
Materials and Supplies	26,439	22,502	25,293	35,293		25,748
Subtotal Operating Costs	\$ 31,326	\$ 27,867	\$ 31,072	\$ 41,072		\$ 32,392
Total Operating	\$ 151,058	\$ 149,678	\$ 150,682	\$ 163,453		\$ 159,630
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 151,058	\$ 149,678	\$ 150,682	\$ 163,453		\$ 159,630

Percent change from FY22 Original Budget 6%

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

Contractual Services - n/a

Materials and Supplies - n/a

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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 2022/2023:

- Review the City's financial and administrative policies and update as needed. Specifically, we will update the City's Purchasing Policies regarding approval levels in the coming year.
- Given staffing changes that took place in Fiscal Year 2022, concentrate on training and continued cross-training of Finance staff in order to continue to provide the highest level of service possible.
- Mitigate risk of payment fraud by implementing Positive Pay as well as updating accounts payable policies with an emphasis on electronic funds transfer procedures.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
\$ of Cash & Investments (as of 6/30/xx)	\$197,409,163	\$215,993,657	\$228,623,473	\$174,702,767	\$170,000,000	\$160,000,000
# of Capital Assets (as of 6/30/xx)	3,800	4,000	3,930	4,029	4,090	4,150
\$ of Capital Assets (as of 6/30/xx)	\$535,633,033	\$589,048,619	\$583,516,932	\$588,979,885	\$595,000,000	\$600,500,000
# of Payroll Checks/Direct Deposits	7,886	8,178	8,521	7,741	7,700	7,700
# of Vendor Invoices Processed	14,564	15,085	15,718	15,553	15,635	16,000
\$ of State/Federal Grants	\$12,358,635	\$4,782,152	\$2,807,581	\$6,736,797	Unknown	Unknown

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Finance Director	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1
Senior Financial Analyst	0	0	0	2	2	1
Financial Analyst	2	2	2	0	0	1
Grants/Payroll Specialist	0	1	1	1	1	1
Accounts Payable Specialist	0	0	0	1	1	1
Financial Services Specialist	2	1	1	0	0	0
Senior Administrative Assistant	0	0	1	1	1	1
Grants Specialist	1	0	0	0	0	0
Total Finance	7	6	7	7	7	7

GENERAL FUND						
Finance	Actual	Actual	Original	Adjusted	Requested	
001-25-25-415	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	533,191	527,456	532,652	548,632		539,315
Overtime	-	-	500	500		500
Merit Pay Plan	3,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	294,731	314,098	324,870	329,067		326,478
Subtotal Personnel Costs	\$ 831,421	\$ 841,554	\$ 858,022	\$ 878,199		\$ 866,293
Contractual Services	95,633	103,160	103,020	103,020		103,220
Materials and Supplies	26,013	28,931	21,360	21,360		37,481
Subtotal Operating Costs	\$ 121,646	\$ 132,091	\$ 124,380	\$ 124,380		\$ 140,701
Total Operating	\$ 953,067	\$ 973,645	\$ 982,402	\$ 1,002,579		\$ 1,006,994
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 953,067	\$ 973,645	\$ 982,402	\$ 1,002,579		\$ 1,006,994

Percent change from FY22 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 - 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 and the Emergency Renters Assistance Program; provide energy assistance information from Salvation Army and other local agency, along with assisting citizens with billing and/or metering questions. This division also coordinates metering personnel and administers additional programs as requested.

MAJOR GOALS FOR FY 2022/2023

- Implement rates as proposed by Utilities and approved by City Council.
- Continue the implementation and integration of the Advanced Metering Infrastructure (AMI) for Tantlus and Sensus programs.
- Continue to develop efficiencies within Invoice Cloud and online and automatic payments.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Meters Read	317,122	317,332	317,348	322,212	321,468	320,724
Utility Notices Processed	219,053	221,243	236,490	231,136	241,771	252,405
Phone Calls*	-	-	-	-	43,365	49,477
Online Payments Processed**	-	-	-	-	-	102,005
Over the Counter Payments Processed**	-	-	-	-	-	74,160
Active Customers Served	17,123	17,112	17,151	17,243	17,391	17,565
Ratio: Staff to Active Customers Served	1:1,903	1:1,901	1:1,906	1:1,915	1:2,165	1:2,484

*data not collected/estimated prior to FY 2021/2022

**data not collected/estimated prior to FY 2022/2023

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Utility Services Manager	1	1	1	1	1	1
Credit Administrator	1	1	1	1	1	1
Billing Specialist	1	1	1	1	1	1
Account Service Specialist	4	4	4	4	4	4
Meter Reader	2	2	2	2	1	0
Total Customer Service Division	9	9	9	9	8	7
Summer/Seasonal Workers	0	0	0	0	0	1

GENERAL FUND						
Customer Service	Actual	Actual	Original	Adjusted	Requested	
001-25-26-415	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	432,306	411,111	376,600	387,898		385,026
Overtime	477	272	1,000	1,000		1,000
Merit Pay Plan	4,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	221,616	257,766	276,663	279,631		280,610
Subtotal Personnel Costs	\$ 658,899	\$ 669,148	\$ 654,263	\$ 668,529		\$ 666,636
Contractual Services	422,159	407,323	448,049	448,049		468,416
Materials and Supplies	37,402	17,008	34,753	34,753		19,617
Subtotal Operating Costs	\$ 459,561	\$ 424,331	\$ 482,802	\$ 482,802		\$ 488,033
Total Operating	\$ 1,118,460	\$ 1,093,479	\$ 1,137,065	\$ 1,151,331		\$ 1,154,669
Total Capital	\$ 21,347	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,139,808	\$ 1,093,479	\$ 1,137,065	\$ 1,151,331		\$ 1,154,669
Percent change from FY22 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 - Postal Pros (Outsourcing bill print and mailing) \$117,000, Internal services \$135,496, 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 policies and issues. The Purchasing Division oversees the Warehouse Fund, the facility operations and the Warlow Yard.

MAJOR GOALS FOR FY 2022/2023:

- 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.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Requisitions Processed	666	691	732	811	850	900
# of Purchase Order Line Items	3,772	3,988	4,656	4,740	4,750	4,800

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Purchasing/Warehouse Supervisor	1	1	1	1	1	1
Purchasing Specialist	0	1	1	1	1	1
Total Purchasing	1	2	2	2	2	2

GENERAL FUND						
Purchasing	Actual	Actual	Original	Adjusted	Requested	
001-25-27-415	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	117,397	116,509	115,753	119,226		128,919
Overtime	-	-	-	-		-
Merit Pay Plan	1,000	-	-	1,500		-
On-Call Pay	-	-	-	-		-
Benefits	54,840	55,958	57,690	58,603		61,467
Subtotal Personnel Costs	\$ 173,237	\$ 172,467	\$ 173,443	\$ 179,329		\$ 190,386
Contractual Services	2,918	2,613	2,760	2,760		2,760
Materials and Supplies	2,095	1,644	13,075	14,597		11,750
Subtotal Operating Costs	\$ 5,013	\$ 4,257	\$ 15,835	\$ 17,357		\$ 14,510
Total Operating	\$ 178,250	\$ 176,724	\$ 189,278	\$ 196,686		\$ 204,896
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 178,250	\$ 176,724	\$ 189,278	\$ 196,686		\$ 204,896

Percent change from FY22 Original Budget 8%

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

Contractual Services - 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 56 liquor licenses renewed for the 2022/2023 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 2022/2023:

- Continue to scan vault files into TCM software for convenient and efficient retrieval.
- Records Retention – maintenance of City records, with destruction as dictated by State retention schedules.
- 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:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
Staff:Population Ratio	1:10,156	1:15,357	1:15,924	1:15,940	1:16,702	1:16,723
# of City Employees (RFTE)	272	277.5	274	277	283	285
Staff:Employee Ratio	1:91	1:139	1:137	1:139	1:142	1:143
# of Minutes Published	76	74	78	70	64	64
# of Ordinances Passed & Published	20	14	16	14	13	13
# of Resolutions Passed	40	34	34	28	34	34
# of Senior Applications Processed	232	242	246	222	223	223
# of Liquor Licenses Renewed	55	56	56	54	54	56

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
City Clerk	1	1	1	1	1	1
Deputy City Clerk	2	1	1	1	1	1
Total City Clerk	3	2	2	2	2	2

GENERAL FUND						
City Clerk	Actual	Actual	Original	Adjusted	Requested	
001-25-31-419	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	112,228	126,816	118,199	121,745		127,815
Overtime	-	-	350	350		350
Merit Pay Plan	1,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	64,372	77,782	79,319	80,250		82,294
Subtotal Personnel Costs	\$ 177,600	\$ 204,598	\$ 197,868	\$ 202,345		\$ 210,459
Contractual Services	10,632	10,039	4,662	15,725		9,910
Materials and Supplies	98,678	77,498	98,408	98,408		107,883
Subtotal Operating Costs	\$ 109,310	\$ 87,537	\$ 103,070	\$ 114,133		\$ 117,793
Total Operating	\$ 286,910	\$ 292,135	\$ 300,938	\$ 316,478		\$ 328,252
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ 20,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 286,910	\$ 292,135	\$ 300,938	\$ 316,478		\$ 348,252

Percent change from FY22 Original Budget 16%

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

Contractual Services - n/a

Materials and Supplies - Legal advertising \$52,000

Capital - Unless Noted, All Items Approved CIP - Replacement Copier for 3rd Floor \$20,000

INFORMATION TECHNOLOGY

FUND: GENERAL
UNIT: INFORMATION TECHNOLOGY

DEPT: FINANCE
CODE: 25-34

ACTIVITY DESCRIPTION:

The Information Technology Division provides technology leadership and support services to all departments and divisions of the city.

The division maintains and supports the local (LAN) and wide-area (WAN) networks that connect all city facilities from the offices at City Hall and City West to the water wells located at the Madison well field. This includes splicing support for the Utility Department's fiber optic infrastructure.

In addition, the Information Technology Division provides and maintains the computer systems and end user workstations that allow all other divisions to complete their essential functions.

In fiscal year 2021/2022 the GIS staff joined the Information Technology team. This merger brings new data collection and analysis applications to help us better serve the needs of the city.

MAJOR GOALS FOR FY 2022/2023:

- Complete a refresh of the gillettewy.gov website.
- Assist the Water Division with the installation of a new Advanced Metering Infrastructure (AMI) network.
- Begin offering services utilizing ESRI Utility Network.
- Upgrade Munis ERP application to current version.
- Continue to implement cybersecurity best practices to protect city data.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
Staff: Population Ratio	1:4,352	1:3,839	1:3,539	1:3,542	1:3,711	1:2,573
# of City Employees (RFTE)	272	277.5	274	277	283	285
Staff: Employee Ratio	1:39	1:35	1:30	1:31	1:31	1:22
# Pieces of Equipment	1,349	1,270	1,343	1,355	1,318	2,010
IT Staff: Equipment Ratio	1:193	1:159	1:149	1:151	1:146	1:155
# of Work Orders	5,239	4,502	4,855	4,803	4,362	3,647
IT Staff: Work Order Ratio	1:748	1:563	1:539	1:534	1:485	1:281
Phone Calls	9,850	10,995	9,333	23,263	22,667	25,513
IT Staff: Phone Call Ratio	1:1,407	1:1,374	1:1,037	1:2,585	1:2,519	1:963
Active GIS Web Services*	-	-	-	-	-	218

*data not estimated prior to FY 2022/2023

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
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	0	0
Network Analyst	2	2	2	2	3	3
Cybersecurity Analyst	0	0	1	1	1	1
Info. Technology Support Technician	0	1	1	1	1	1
GIS Analyst	0	0	0	0	0	1
GIS Specialist	0	0	0	0	0	3
Total Information Technology	7	8	9	9	9	13

All Performance Measures are based on previous calendar year.

GIS Analyst, Specialist and Technician positions migrated to the Information Technology Division in the fall of 2021.

GENERAL FUND				Original	Adjusted	Requested
Information Technology*	Actual	Actual	Budget	Budget	Budget	Budget
001-25-34-419	2019-20	2020-21	2021-22	2021-22	2021-22	2022-23
*Note-Geographical Information Systems moved to Information Technology in FY2022-23						
Salaries	572,494	606,380	586,902	618,387	930,726	
Overtime	10,145	10,284	10,000	10,000	12,000	
Merit Pay Plan	4,000	-	-	4,500	-	
On-Call Pay	12,775	11,624	11,500	16,766	22,500	
Benefits	309,993	312,554	309,934	323,513	488,124	
Subtotal Personnel Costs	\$ 909,407	\$ 940,843	\$ 918,336	\$ 973,166	\$ 1,453,350	
Contractual Services	1,121,431	1,441,619	1,588,291	1,588,291	1,988,674	
Materials and Supplies	172,415	164,347	186,033	186,033	311,815	
Subtotal Operating Costs	\$ 1,293,846	\$ 1,605,966	\$ 1,774,324	\$ 1,774,324	\$ 2,300,489	
Total Operating	\$ 2,203,252	\$ 2,546,809	\$ 2,692,660	\$ 2,747,490	\$ 3,753,839	
Total Capital	\$ 458,557	\$ 210,351	\$ 120,000	\$ 131,806	\$ 1,232,000	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 2,661,810	\$ 2,757,160	\$ 2,812,660	\$ 2,879,296	\$ 4,985,839	

Percent change from FY22 Original Budget 77%

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 \$1,962,398

Materials and Supplies - Telephone and Internet services \$220,000, Misc Hardware repairs not covered by service agreements \$25,000

Capital - *Unless Noted, All Items Approved CIP* - Blade Center and Storage Upgrades \$412,000, Switch replacements \$214,000, Backup Storage & Software \$500,000, Replacement City Hall Plotter \$18,000, Firewall and router replacements \$32,000, Backup Power Unit Replacements \$55,000, Upfit for replacement vehicles - unit 137 \$1,000

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 2022/2023:

- In an effort to be the safest community in Wyoming continue to work toward national accreditation through CALEA (Commission on Accreditation for Law Enforcement Agencies).
- Continue to recruit, hire and train new staff consistent with staffing levels identified and approved.
- Implement a data driven approach to reduce crime and improve traffic safety.
- Continue to work with Gillette College to strengthen and improve partnerships while they establish their new college district.
- Receive training to develop & implement strategies to have the entire department trained in Crisis Intervention.

PERFORMANCE MEASURES:	2016	2017	2018	2019	2020	2021
Population Served	30,467	31,327	31,848	31,879	32,102	33,474
Service Area of City (square miles)	21.71	21.71	23.2	23.2	23.2	23.2
Number of Sworn Staff	55	56	56	57	59	59
Number of Sworn Staff per Capita	1.80	1.78	1.76	1.78	1.84	1.76
Total Calls for Service	31,884*	28,809	29,216	31,236	29,121	28,101
Number of Part I/II Crimes	3,657	4,225	4,157	3,904	3,890	3,999
Total Number of Traffic Crashes	1,114	1,049	1,138	1,279	1,176	1,260
Total Number of Crash Related Injuries	200	155	192	126	96	86

* These numbers do not include traffic stops/citations.

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

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Chief of Police	1	1	1	1	1	1
Deputy Chief of Police	0	0	0	0	0	1
Police Lieutenant	2	2	2	2	2	2
Police Sergeant	5	5	5	5	5	5
Police Corporal	5	5	5	6	6	7
Police Officer	39	43	43	44*	44	42
Community Service Officer	2	2	2	2	2	2
Probation/Community Service Officer	0	0	0	0	0	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	61	65	65	67	67	69

*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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	4,031,348	4,038,580	4,170,377	4,425,603	4,970,299
Overtime	230,528	256,991	235,000	235,000	304,384
Merit Pay Plan	30,000	-	-	-	-
On-Call Pay	12,205	11,844	13,200	13,200	26,400
Benefits	2,271,891	2,248,434	2,397,225	2,464,273	2,989,371
Subtotal Personnel Costs	\$ 6,575,973	\$ 6,555,848	\$ 6,815,802	\$ 7,138,076	\$ 8,290,454
Contractual Services	68,887	75,357	90,740	90,740	84,015
Materials and Supplies	876,173	722,539	738,451	794,304	857,607
Subtotal Operating Costs	\$ 945,060	\$ 797,896	\$ 829,191	\$ 885,044	\$ 941,622
Total Operating	\$ 7,521,032	\$ 7,353,744	\$ 7,644,993	\$ 8,023,120	\$ 9,232,076
Total Capital	\$ 3,974	\$ 149,002	\$ 24,000	\$ 67,285	\$ 71,738
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 7,525,006	\$ 7,502,746	\$ 7,668,993	\$ 8,090,405	\$ 9,303,814

Percent change from FY22 Original Budget 21%

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 \$50,000

Materials and Supplies - Vehicle maintenance \$196,168, Vehicle replacement \$170,406, Gasoline \$156,983, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$100,000, Uniforms \$30,000, Bulletproof Vests \$33,000, Tuition \$35,000, Travel for training and certification \$30,000

Capital - *Unless Noted, All Items Approved CIP* - IA Pro with Blue Team \$21,000, Agency 360 Field Training Tracking Software \$5,000, Taser 7 Electronic Control Devices (1st of 5 annual payments) \$37,738, Upfit for replacement vehicles - Unit 419 \$1,000, Unit 421 \$1,000, Unit 423 \$1,000, Unit 444 \$1,000, Unit 457 \$1,000, Unit 458 \$1,000, Unit 464 \$1,000, Unit 468 \$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 2022/2023:

- Complete installation, training and implementation of 911 system to enhance operations.
- 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:	2016	2017	2018	2019	2020	2021
Population	30,467	31,327	31,848	31,879	32,102	33,474
Total Calls Received in the Center	58,704*	59,121	70,945	67,958	71,390	67,837
Total Calls for Service Dispatched	31,884	28,809	29,216	31,236	29,121	23,117
Number of Staff	10	11	11	11	11	11
Staff to Total Calls Ratio	1:5,870	1:5,374	1:6,450	1:6,178	1:6,490	1:6,167

*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 and are based on a calendar year, not a fiscal year.

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Communications Technician	10	10	9	9	9	9
Communications Supervisor	1	1	2	2	2	2
Total Dispatch	11	11	11	11	11	11

GENERAL FUND						
Dispatch	Actual	Actual	Original	Adjusted	Requested	
001-40-41-421	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	535,515	551,595	579,178	596,553		629,882
Overtime	48,864	37,361	45,000	45,000		49,500
Merit Pay Plan	4,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	306,551	308,885	349,230	353,794		367,304
Subtotal Personnel Costs	\$ 894,930	\$ 897,842	\$ 973,408	\$ 995,347		\$ 1,046,686
Contractual Services	1,937	1,926	1,920	1,920		1,920
Materials and Supplies	9,283	5,763	13,500	13,500		23,000
Subtotal Operating Costs	\$ 11,220	\$ 7,689	\$ 15,420	\$ 15,420		\$ 24,920
Total Operating	\$ 906,150	\$ 905,531	\$ 988,828	\$ 1,010,767		\$ 1,071,606
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 906,150	\$ 905,531	\$ 988,828	\$ 1,010,767		\$ 1,071,606

Percent change from FY22 Original Budget 8%

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

Contractual Services - 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 2022/2023:

- 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:

	2016	2017	2018	2019	2020	2021
Crime Victims Served	1,579	891	1,099	1,281	1,110	1,021
# of Officer Requests for Service	64	75	50	87	85	95
Volunteer Hours	2,478	2,808	2,904	2,460	3,376	1,896
# of Active Volunteers	7	4	2	3	3	4
Volunteers Recruited	1	1	1	2	1	1
Number of Restitution Orders	313	272	351	261	365	292
Number of Returned Surveys	23	7	7	8	6	4

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

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Victim Services Manager	1	1	1	1	1	1
Victim Service Specialist	1	1	1	1	1	1
Total Victim Services	2	2	2	2	2	2

GENERAL FUND						
Victim Services	Actual	Actual	Original	Adjusted	Requested	
001-40-42-421	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	103,399	103,277	101,256	104,294		109,485
Overtime	112	-	500	500		500
Merit Pay Plan	1,000	-	-	1,200		-
On-Call Pay	6,943	7,108	7,105	12,630		14,200
Benefits	76,685	78,736	81,656	83,990		84,236
Subtotal Personnel Costs	\$ 188,139	\$ 189,121	\$ 190,517	\$ 202,614		\$ 208,421
Contractual Services	1,513	1,505	1,500	1,500		-
Materials and Supplies	4,755	5,220	12,498	12,498		12,498
Subtotal Operating Costs	\$ 6,268	\$ 6,725	\$ 13,998	\$ 13,998		\$ 12,498
Total Operating	\$ 194,408	\$ 195,846	\$ 204,515	\$ 216,612		\$ 220,919
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 194,408	\$ 195,846	\$ 204,515	\$ 216,612		\$ 220,919

Percent change from FY22 Original Budget 8%

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

Contractual Services - 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 2022/2023:

- Identify training needs and develop a training plan to enhance operations.
- 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:

	2016	2017	2018	2019	2020	2021
Population Served	30,467	31,327	31,848	31,879	32,102	33,474
Service Area of City (square miles)	21.71	21.71	23.15	23.2	23.2	23.2
Total Calls for Service Handled	3,607	3,046	3,125	3,380	3,192	3,173
Total Number of City Animals Handled	1,763	1,919	1,895	1,864	1,444	1,329
Total Number of Running at Large Animals Impounded	1,553	1,703	1,580	1,544	1,163	1,141
Total Animals Handled at Shelter *	2,455	2,666	2,609	2,480	1,854	1,736
Total Animals Adopted *	679	679	761	869	590	604

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

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
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						
Animal Control	Actual	Actual	Original	Adjusted	Requested	
001-40-44-429	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	219,906	215,311	221,126	227,760		221,110
Overtime	1,199	854	3,000	3,000		3,000
Merit Pay Plan	1,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	152,810	155,331	161,927	163,669		147,931
Subtotal Personnel Costs	\$ 375,416	\$ 371,496	\$ 386,053	\$ 394,429		\$ 372,041
Contractual Services	2,851	2,589	2,580	2,580		-
Materials and Supplies	33,778	25,975	38,301	38,301		37,045
Subtotal Operating Costs	\$ 36,629	\$ 28,564	\$ 40,881	\$ 40,881		\$ 37,045
Total Operating	\$ 412,045	\$ 400,060	\$ 426,934	\$ 435,310		\$ 409,086
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 412,045	\$ 400,060	\$ 426,934	\$ 435,310		\$ 409,086

Percent change from FY22 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

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 2022/2023:

- Identify training needs and develop a training plan to enhance operations.
- Identify needs and establish training to address the need for operations.
- 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:	2016	2017	2018	2019	2020	2021
Population Served	30,467	31,327	31,848	31,879	32,102	33,474
Service Area of City (square miles)	21.71	21.71	23.15	23.2	23.2	23.2
Total Calls for Service Handled	3,607	3,046	3,125	3,380	3,192	3,173
Total Number of City Animals Handled	1,763	1,919	1,895	1,864	1,444	1,329
Total Number of Running at Large Animals Impounded	1,553	1,703	1,580	1,544	1,163	1,141
Total Animals Handled at Shelter *	2,455	2,666	2,609	2,480	1,854	1,736
Total Animals Adopted *	679	679	761	869	590	604

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

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Animal Shelter Assistant	2	3	3	3	3	3
Total Animal Shelter Division	2	3	3	3	3	3
Summer/Seasonal Workers	0	0	0	0	0	2

GENERAL FUND					
Animal Shelter	Actual	Actual	Original	Adjusted	Requested
001-40-45-429	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	123,081	114,726	119,997	123,597	157,964
Overtime	1,447	2,309	3,000	3,000	3,300
Merit Pay Plan	2,000	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	81,644	80,229	85,490	86,435	80,645
Subtotal Personnel Costs	\$ 208,171	\$ 197,264	\$ 208,487	\$ 213,032	\$ 241,909
Contractual Services	27,314	16,804	34,500	34,500	34,500
Materials and Supplies	46,770	44,806	74,850	74,850	54,850
Subtotal Operating Costs	\$ 74,084	\$ 61,610	\$ 109,350	\$ 109,350	\$ 89,350
Total Operating	\$ 282,255	\$ 258,874	\$ 317,837	\$ 322,382	\$ 331,259
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 282,255	\$ 258,874	\$ 317,837	\$ 322,382	\$ 331,259

Percent change from FY22 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 - Spay/Neuter program vouchers \$25,000

Materials and Supplies - n/a

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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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), 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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
# of Public Works Employees Managed (RFTE)	54	54	55	53	53	54
Staff: Population Ratio	1:564	1:568	1:579	1:601	1:630	1:619
# of Incident Management Requests: (Citizen Requests)	894	1,181	1,320	845	815	791

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Public Works Director	1	1	1	1	1	1
Executive Assistant	0	0	0	0	1	0
Senior Administrative Assistant	1	1	1	1	0	1
Administrative Assistant	1	1	1	1	1	1
Total Public Works Administration	3	3	3	3	3	3

GENERAL FUND						
Public Works Administration	Actual	Actual	Original	Adjusted	Requested	
001-50-50-419	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	217,229	253,347	232,977	239,966		236,117
Overtime	963	216	2,000	2,000		2,000
Merit Pay Plan	1,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	115,141	118,083	120,859	122,695		125,240
Subtotal Personnel Costs	\$ 334,833	\$ 371,645	\$ 355,836	\$ 364,661		\$ 363,357
Contractual Services	25,975	40,066	38,471	38,471		45,873
Materials and Supplies	16,537	20,938	11,880	13,680		15,850
Subtotal Operating Costs	\$ 42,512	\$ 61,004	\$ 50,351	\$ 52,151		\$ 61,723
Total Operating	\$ 377,346	\$ 432,649	\$ 406,187	\$ 416,812		\$ 425,080
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 377,346	\$ 432,649	\$ 406,187	\$ 416,812		\$ 425,080

Percent change from FY22 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 \$28,973

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 2022/2023:

- 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 three new Building Maintenance employees.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
Staff: Population Ratio	1:4,352	1:4,387	1:3,981	1:3,985	1:4,175	1:3,345
# of City Employees (RFTE)	272	277.5	274	277	283	285
Staff: Employee Ratio	1:38	1:40	1:34	1:35	1:35	1:29
Avg # of Work Order Requests Per Year	581	580	506	550	520	550
Amount of Sq. Footage Maintained by Maint. Tech	206,525	206,525	206,525	206,525	206,525	206,525
Maintenance Staff: Square Footage Ratio	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263	1:68,842
Amount of Square Footage Cleaned by B.M. Emp.	95,711	99,148	99,148	103,148	103,148	103,148
Custodial Staff: Square Footage Ratio	1:19,142	1:19,830	1:19,830	1:17,191	1:17,191	1:14,735

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Facilities Maintenance Manager	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	1	2
Facilities Maintenance	2	2	2	2	2	3
Building Service Worker (2 City Hall, 3 City West, 1 Wastewater)	0	0	0	6	6	7
Custodian	5	5	5	0	0	0
Building Service Worker	5	5	5	6	6	7
Total Facilities Maintenance Division	7	7	7	8	8	10

GENERAL FUND

Facilities Maintenance (City Hall) 001-50-33-419	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	199,173	133,352	139,094	143,267	203,008
Overtime	1,113	481	2,000	2,000	2,000
Merit Pay Plan	2,000	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	113,428	85,436	93,990	95,086	147,657
Subtotal Personnel Costs	\$ 315,713	\$ 219,269	\$ 235,084	\$ 240,353	\$ 352,665
Contractual Services	-	-	-	-	-
Materials and Supplies	447,969	459,407	480,571	482,904	495,371
Subtotal Operating Costs	\$ 447,969	\$ 459,407	\$ 480,571	\$ 482,904	\$ 495,371
Total Operating	\$ 763,682	\$ 678,676	\$ 715,655	\$ 723,257	\$ 848,036
Total Capital	\$ 691	\$ 12,254	\$ 13,000	\$ 68,000	\$ 365,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 764,373	\$ 690,929	\$ 728,655	\$ 791,257	\$ 1,213,036

Percent change from FY22 Original Budget **66%**

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 \$140,000, Natural gas \$32,300, Custodial Supplies \$25,000

Capital - *Unless Noted, All Items Approved CIP* - Police Department steps and ramp repair \$350,000, City Hall water bottle fillers \$15,000

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 2022/2023:

- 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:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Developed Parks	38	38	39	39	39	39
Developed Park Acres	661.11	661.11	678	678	678	678
Undeveloped Acres	157.35	157.35	157.35	157.35	157.35	157.35
Pathway Maintained Miles	55	55	62	65	65	68

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Parks Manager	1	1	1	1	1	1
Public Works Senior Operators	0	0	0	1	3	3
Park Services Worker/Public Works Operators	9	7	7	6	4	4
Total Parks Division Full Time Employees	10	8	8	8	8	8
Summer/Seasonal Workers – Parks	34	21	31	36	36	35

GENERAL FUND Parks & Landscaping 001-50-51-452	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	594,553	696,027	755,244	791,241	814,098
Overtime	26,190	25,246	30,000	30,000	32,000
Merit Pay Plan	3,500	-	-	-	-
On-Call Pay	4,396	3,515	7,500	7,500	8,000
Benefits	286,175	308,647	331,150	340,607	368,372
Subtotal Personnel Costs	\$ 914,815	\$ 1,033,434	\$ 1,123,894	\$ 1,169,348	\$ 1,222,470
Contractual Services	105,236	149,024	151,308	151,308	172,795
Materials and Supplies	671,328	759,890	756,696	886,696	870,104
Subtotal Operating Costs	\$ 776,565	\$ 908,913	\$ 908,004	\$ 1,038,004	\$ 1,042,899
Total Operating	\$ 1,691,380	\$ 1,942,347	\$ 2,031,898	\$ 2,207,352	\$ 2,265,369
Total Capital	\$ 1,723	\$ 3,320	\$ 1,200	\$ 1,200	\$ 900
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,693,103	\$ 1,945,668	\$ 2,033,098	\$ 2,208,552	\$ 2,266,269
Percent change from FY22 Original Budget					11%

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 \$68,595, Porta Potty Contract/Nets at ECSC \$80,000

Materials and Supplies - Vehicle maintenance \$105,576, Vehicle replacement \$86,413, Utilities \$500,000, Gasoline \$35,086, Mosquito abatement, fibar, mulch, chemicals \$68,000

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement vehicles - Unit 94 \$300, Unit 144 \$300, Unit 153 \$300

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

MAJOR GOALS FOR FY 2022/2023:

- Receive Tree City USA designation for the 30th 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Trees Trimmed	460	671	425	256	245	250
Trees Removed	163	303	125	166	63	75
Stumps Ground	140	285	125	140	70	75
Trees Planted	207	198	61	96	127	150
Trees Transplanted	15	8	20	0	40	50
Public Consultations	101	170	139	86	89	89
Christmas Trees Chipped (Tons)	9	9	9	9	7	7

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
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						
Forestry	Actual	Actual	Original	Adjusted	Requested	
001-50-53-452	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	97,426	97,049	95,868	104,188		108,130
Overtime	3,941	3,173	5,000	5,000		5,000
Merit Pay Plan	1,000	-	-	-		-
On-Call Pay	1,270	1,190	2,000	2,000		2,000
Benefits	53,480	46,834	47,041	49,226		51,480
Subtotal Personnel Costs	\$ 157,117	\$ 148,246	\$ 149,909	\$ 160,414		\$ 166,610
Contractual Services	27,618	32,673	66,500	66,500		66,500
Materials and Supplies	55,624	33,924	46,800	46,800		46,226
Subtotal Operating Costs	\$ 83,242	\$ 66,597	\$ 113,300	\$ 113,300		\$ 112,726
Total Operating	\$ 240,359	\$ 214,843	\$ 263,209	\$ 273,714		\$ 279,336
Total Capital	\$ -	\$ -	\$ -	\$ 15,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 240,359	\$ 214,843	\$ 263,209	\$ 288,714		\$ 279,336

Percent change from FY22 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 - 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 rights-of-way (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 2022/2023:

- 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 rights-of-way, 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Spring Clean Up / CWDD Tons	128(CWDD)	228(CWDD)	262(CWDD)	0 (Covid)	0	0
Total Miles Plowed	40,413	47,972	53,206	38,234	24,000	50,000
Total Miles Swept	13,336	14,786	12,144	8,860	7,945	7,500
Right of Way Acres Mowed	1,923	1,692	1,317	1,334	1,686	2,000
Number of Dewatering Wells	47	47	47	43	43	43
Feet of Drainages Cleaned	48,870	28,665	64,509	31,980	32,420	35,000
Special Event Set Up	-	-	20	17	20	20

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Streets Manager	1	1	1	1	1	1
Streets Lead Operator	0	0	2	2	2	0
Streets Sr. Operator	4	3	3	3	3	3
Streets Operator	10	12	10	10	10	12
Total Streets Division	15	16	16	16	16	16

GENERAL FUND					
Streets	Actual	Actual	Original	Adjusted	Requested
001-50-54-431	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	779,060	741,155	748,880	820,624	852,611
Overtime	64,237	35,083	50,000	50,000	50,000
Merit Pay Plan	8,000	-	-	-	-
On-Call Pay	23,739	18,283	15,000	15,000	40,000
Benefits	458,727	452,512	486,601	505,448	587,697
Subtotal Personnel Costs	\$ 1,333,763	\$ 1,247,033	\$ 1,300,481	\$ 1,391,072	\$ 1,530,308
Contractual Services	149,927	115,662	123,383	123,383	133,230
Materials and Supplies	1,545,338	1,526,366	1,501,248	1,523,748	1,466,743
Subtotal Operating Costs	\$ 1,695,265	\$ 1,642,028	\$ 1,624,631	\$ 1,647,131	\$ 1,599,973
Total Operating	\$ 3,029,028	\$ 2,889,061	\$ 2,925,112	\$ 3,038,203	\$ 3,130,281
Total Capital	\$ 96	\$ 50,745	\$ 500	\$ 416,577	\$ 3,600
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,029,124	\$ 2,939,806	\$ 2,925,612	\$ 3,454,780	\$ 3,133,881

Percent change from FY22 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 \$60,910, 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 \$197,854, Rental of Pool Vehicles \$30,000, Utilities \$50,000, Electricity for street lights \$96,503, Diesel \$112,500, 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 134 \$3,000, Unit 101 \$300, Unit 166 \$300

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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.

**The Geographical Information Systems Division was absorbed by the Information Technology (IT) Division in Fiscal Year 2021/2022. The duties of this division remain the same, with the costs that were paid out of this division now being budgeted with the IT Division’s budget.

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

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	32,102	0
Staff: Population Ratio	1:5,079	1:6,825	1:9,099	1:7,970	1:8,028	0
# of City Employees (RFTE)	272	277.5	274	277	283	0
Staff: Employee Ratio	1:45	1:62	1:78	1:69	1:71	0
*Data Collected on Calendar Year	*2017	2018	2019	2020	2021	0
Area of City (sq. mi.)	21.71	23	23.2	23.2	23.2	0
# Fire Hydrants	2,321	2,325	2,367	2,831	2,846	0
# Water Valves	7,947	8,144	8,375	8,416	8,503	0
Water lines (mi.)	396.9	400.95	418.5	421.6	430.2	0
# Sewer Manholes	4,182	4,255	4,258	4,285	4,329	0
Sewer lines (mi.)	202	205.18	205.44	206.2	213	0
# Address points	21364	21,615	21,696	21,769	21,776	0
# Parcels	13,965	13,962	14,274	15,345	15,351	0
# GPS Collection Points	58,230	24,626	27,135	32,132	33,043	0

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
GIS Manager	1	.5	.5	1	1	0
Senior GIS Analyst	1	1	0	0	0	0
GIS Analyst	0	0	0	0	1	0
Senior GIS Specialist	1	2	2	2	0	0
GIS Specialist	3	1	1	1	1	0
GIS Technician	0	0	0	0	1	0
Total GIS	6	6	4.5	3.5	4	0

GENERAL FUND				Original	Adjusted	Requested
Geographical Information Systems*	Actual	Actual	Budget	Budget	Budget	Budget
001-60-35-419	2019-20	2020-21	2021-22	2021-22	2021-22	2022-23
*Combined with Information Technology Division beginning in FY2022-23 budget						
Salaries	213,617	274,636	284,749	293,291		-
Overtime	-	-	-	-		-
Merit Pay Plan	1,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	106,197	139,244	150,097	152,341		-
Subtotal Personnel Costs	\$ 321,314	\$ 413,879	\$ 434,846	\$ 445,632		\$ -
Contractual Services	7,462	-	-	-		-
Materials and Supplies	14,223	7,269	20,558	20,558		-
Subtotal Operating Costs	\$ 21,685	\$ 7,269	\$ 20,558	\$ 20,558		\$ -
Total Operating	\$ 342,999	\$ 421,148	\$ 455,404	\$ 466,190		\$ -
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 342,999	\$ 421,148	\$ 455,404	\$ 466,190		\$ -

Percent change from FY22 Original Budget -100%

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

*Note-Geographical Information Systems moved to Information Technology in FY2022-23

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, 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 2022/2023:

- 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.
- Continue cross training of project managers within multiple projects.
- Continue 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.
- 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.

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Capital Projects Under Construction	19	11	11	17	19	19
# of Capital Projects Under Design	14	10	13	23	21	20
# of Engineering Studies	5	1	2	2	2	1
# of Inspections*	17	20	30	25	20	19
# of Permits to Construct Issued	18	17	18	20	22	25
# of Street Cut Permits Issued	156	132	135	130	140	130

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

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Director of Development Services	1	1	1	1	1	1
City Engineer	1	1	1	1	1	1
Capital Projects Coordinator	0	1	1	1	0	0
Senior Civil Engineer/Civil Engineer	2/1	3/0	2/1	3*/1	4/1	4
Engineering Specialist	3	3	3	2	2	1
Senior Engineering Specialist	0	0	0	0	0	1
Sr. Administrative Assistant	1	1	1	1	1	1
Total Engineering	12	9	10	10	10	9

*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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	884,208	982,885	980,635	1,010,054	940,657
Overtime	5,698	-	2,500	2,500	2,500
Merit Pay Plan	4,500	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	445,415	485,888	499,576	507,305	475,616
Subtotal Personnel Costs	\$ 1,339,820	\$ 1,468,774	\$ 1,482,711	\$ 1,519,859	\$ 1,418,773
Contractual Services	30,751	24,630	20,720	20,720	19,800
Materials and Supplies	49,472	39,295	43,078	43,078	42,473
Subtotal Operating Costs	\$ 80,223	\$ 63,924	\$ 63,798	\$ 63,798	\$ 62,273
Total Operating	\$ 1,420,043	\$ 1,532,698	\$ 1,546,509	\$ 1,583,657	\$ 1,481,046
Total Capital	\$ 183,734	\$ 182,030	\$ -	\$ 134,236	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,603,777	\$ 1,714,728	\$ 1,546,509	\$ 1,717,893	\$ 1,481,046

Percent change from FY22 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

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, public education and promoting Building Safety Month during the month of May. They also provide outdated code books to local high school’s shop classes to use to become familiar with the International Residential and Commercial Codes. 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. 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.

MAJOR GOALS FOR FY 2022/2023

- 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.
- Scan water, sewer, secondary sewer and water recapture fee records of payments due that are currently in binders, into TCM.
- Assist with the Energov software training for staff members and contractors.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Commercial Building Permits	16	9	22	12	10	10
Residential Building Permits	30	27	24	20	24	25
Total All Permits (elec., mech., plbg., etc.)	1,645	1,673	3,157	1,675	1,800	1,650
Stormwater Permits	31	30	30	23	30	25
Field Inspections	5,447	4,316	3,994	5,000	4,100	2,900
Stormwater Inspections	330	340	303	265	350	220
Contractor Licenses	708	767	823	862	850	825
Individual Trade Licenses	446	425	438	375	350	325

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Chief Building Official	1	1	1	1	1	1
Deputy Building Official/Plans Examiner	1	1	1	1	1	1
Senior Building Inspector	0	0	0	1	1	1
Building Inspector	2	2	2	1	1	1
Building Counter Technician	1	1	1	0	0	0
Permit Technician	0	0	0	1	1	1
Administrative Assistant	1	1	1	1	1	1
Total Building Inspection	7	6	6	6	6	6

GENERAL FUND						
Building Inspection	Actual	Actual	Original	Adjusted	Requested	
001-60-61-424	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	427,819	430,889	425,329	438,089		462,315
Overtime	-	-	-	-		-
Merit Pay Plan	3,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	187,360	191,344	197,652	210,417		225,686
Subtotal Personnel Costs	\$ 618,180	\$ 622,233	\$ 622,981	\$ 648,506		\$ 688,001
Contractual Services	5,478	5,603	8,040	57,740		16,000
Materials and Supplies	22,579	12,640	31,863	31,863		24,364
Subtotal Operating Costs	\$ 28,057	\$ 18,242	\$ 39,903	\$ 89,603		\$ 40,364
Total Operating	\$ 646,237	\$ 640,475	\$ 662,884	\$ 738,109		\$ 728,365
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 646,237	\$ 640,475	\$ 662,884	\$ 738,109		\$ 728,365

Percent change from FY22 Original Budget 10%

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

Contractual Services - 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 2022/2023:

- 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 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.
- Provide efficiencies with traffic signal delay.

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.

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Traffic Signals Maintained	15	16	15	16	16	16
Pavement Markings Applied (in Lineal Feet)	670,325	664,470	665,280	670,500	665,500	664,329
Signs Maintained*	-	-	-	-	-	9,935
Signs Repaired, Replaced, or Installed*	-	-	-	-	-	208

**data not collected prior to FY 2022/2023*

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Sign & Signal Technician	2	2	2	2	2	2
Total Traffic Safety	2	2	2	2	2	2

GENERAL FUND						
Traffic Safety	Actual	Actual	Original	Adjusted	Requested	
001-60-62-424	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	105,172	101,830	104,437	107,570		109,921
Overtime	2,179	2,646	1,000	1,000		1,000
Merit Pay Plan	1,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	46,766	47,503	49,300	50,123		50,915
Subtotal Personnel Costs	\$ 155,117	\$ 151,979	\$ 154,737	\$ 158,693		\$ 161,836
Contractual Services	217,280	213,219	231,080	231,080		251,080
Materials and Supplies	115,434	111,238	113,534	165,364		122,931
Subtotal Operating Costs	\$ 332,715	\$ 324,457	\$ 344,614	\$ 396,444		\$ 374,011
Total Operating	\$ 487,831	\$ 476,436	\$ 499,351	\$ 555,137		\$ 535,847
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ 10,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 487,831	\$ 476,436	\$ 499,351	\$ 555,137		\$ 545,847

Percent change from FY22 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 - Street striping \$250,000

Materials and Supplies - Traffic signal maintenance \$60,000, Materials for street sign fabrication & maintenance \$45,000

Capital - *Unless Noted, All Items Approved CIP* - Traffic Safety Graphic Unit \$10,000

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 as well as Commercial Site Plan applications. 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 2022/2023:

- 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.
- Issue RFQ/RFP for 2022-2023 City Economic Development Comprehensive Master Plan and Utility Master Plan Update.
- Complete studies, regulatory review, policy analysis, and special projects as requested.

PERFORMANCE MEASURES:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Annexations/Pre-Annexations	6/3	5/3	0/0	1/0	1/1	0/1
Sketch Plats	0	1	0	1	0	0
Preliminary Plats	0	3	0	1	1	0
Major Final Plats/Minor Final Plats	0/18	1/20	0/12	2/15	1/10	20/25
Condominium Plats	1	2	0	1	0	1
Commercial Site Plans/Development Plans	7/3	8/2	17/1	20/2	20/1	15/15
Subdivision Text/Zoning Text Amendments	0/2	0/5	0/2	0/2	0/3	0/0
Zoning Map Amendments	7	7	5	10	10	8
Easement/R-O-W Vacations	2/1	2/1	5	7	3	3
County Preliminary Plats/County Final Plats	0/2	0/3	0/2	0/3	0/0	0/0

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Planning/GIS Manager	0	.5	.5	0	0	0
Planner	2	2	2	2	0	0
Senior Planner	0	0	0	0	2	2
Total Planning	2	2.5	2.5	2	2	2

GENERAL FUND						
Planning	Actual	Actual	Original	Adjusted	Requested	
001-60-63-419	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	161,552	153,717	147,734	152,166		164,664
Overtime	-	-	-	-		-
Merit Pay Plan	1,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	96,792	89,258	93,080	94,244		99,732
Subtotal Personnel Costs	\$ 259,344	\$ 242,975	\$ 240,814	\$ 246,410		\$ 264,396
Contractual Services	3	48	11,425	11,425		1,425
Materials and Supplies	9,873	5,528	23,510	23,510		13,110
Subtotal Operating Costs	\$ 9,876	\$ 5,576	\$ 34,935	\$ 34,935		\$ 14,535
Total Operating	\$ 269,221	\$ 248,551	\$ 275,749	\$ 281,345		\$ 278,931
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 269,221	\$ 248,551	\$ 275,749	\$ 281,345		\$ 278,931

Percent change from FY22 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

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, 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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Grass/Weeds	650	831	743	760	800	750
Other Nuisances	200	269	276	250	280	250
Unlicensed/Inoperable Vehicles	465	621	625	660	650	725
Home Occupations	4	4	2	4	4	2
Daycare Investigations	3	4	2	4	3	2
Other Zoning	4	6	3	4	6	8
Political Signage	0	15	3	9	2	15

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Senior Code Compliance Inspector	0	0	0	1	1	1
Code Compliance Inspector	1	1.5	1.5	1	1	1
Total Code Compliance	1	1.5	1.5	2	2	2

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	86,281	105,754	104,417	107,550		112,935
Overtime	-	42	-	-		-
Merit Pay Plan	1,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	49,119	63,785	65,641	66,464		68,303
Subtotal Personnel Costs	\$ 136,400	\$ 169,580	\$ 170,058	\$ 174,014		\$ 181,238
Contractual Services	920	(7)	3,000	3,000		3,000
Materials and Supplies	8,301	5,798	9,790	9,790		11,648
Subtotal Operating Costs	\$ 9,221	\$ 5,791	\$ 12,790	\$ 12,790		\$ 14,648
Total Operating	\$ 145,621	\$ 175,371	\$ 182,848	\$ 186,804		\$ 195,886
Total Capital	\$ -	\$ 1,524	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 145,621	\$ 176,895	\$ 182,848	\$ 186,804		\$ 195,886

Percent change from FY22 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 - n/a

Materials and Supplies - n/a

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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 fund sales tax. After the COVID crisis negatively affected sales tax revenues in fiscal year 2020 and 2021, current year receipts are experiencing a strong rebound. Based on current year to date receipts, One Percent sales tax revenues are projected to be approximately \$17.8M for fiscal year 2022, an increase of 27% 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; however, the volatility of this revenue stream makes it difficult to budget for. Because of the typical uncertainties with the energy sector, and because we generally anticipate a cyclical economic correction/recession, the fiscal year 2023 budget upholds the City's conservative philosophy and the budget is significantly lower than projected fiscal year 2022 receipts.

A portion of the fuel tax allocation to cities and towns, totaling \$1,083,000, 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, the Land and Water Conservation Fund, 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

Revenue	Actual	Actual	Original	Adjusted	Requested
201-00-00-300	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Sales & Use Tax	19,406,947	13,960,666	13,663,636	13,663,636	15,136,364
Motor Fuel Tax	1,011,698	912,827	1,067,000	1,067,000	1,083,000
Federal Grants	74,747	690,027	-	913,802	5,194,775
State Grants	107,514	-	-	-	-
Local Grants	1,500	-	-	-	-
Interest on Investments	594,091	143,301	121,000	121,000	75,000
Unrealized Gain/Loss	143,668	(137,836)	-	-	-
Miscellaneous	-	10,000	-	-	-
Interfund Operating Transfer In	322,656	-	-	75,000	-
Application of Unassigned Cash	-	-	1,325,513	11,560,761	1,727,597
GRAND TOTAL	\$ 21,662,821	\$ 15,578,986	\$ 16,177,149	\$ 27,401,199	\$ 23,216,736

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 1% sales tax revenues in FY2016/17, a different approach was implemented that year to budget the 1% Fund expenditures. This approach has been utilized each subsequent 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 2022/23 budget will be funded with 1% sales tax dollars received in 2021/22. Actual revenues earned in 2022/23 will be used for 2023/24 projects. The 2022/23 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

Ironhorse Subdivision Improvements
Saunders Subdivision Rotomill and Overlay
Lakeway Road Rotomill and Overlay
Pavement Rehab - Large Patches, Crack Seal, Chip Seal

Beautification Projects

Beautification - 4J Phase 2A (Parkway Zone)
Beautification - Streetscape Planter and Median Improvements

Park Improvement Projects

Heritage Village Park Playground Renovations
Hidden Valley Park Playground Renovations
City Park Restroom Remodel

Irrigation Improvements Projects

Irrigation- 4J Phase 2A (Parkway Zone)
Irrigation - City Hall

Bridges

Gurley Overpass Maint/Replacement Designation

Drainage Projects

FEMA Donkey Creek Flood Study
Stonepile Drainage Improvements

Water Projects

Water Main Interconnect Project
7th Street Water Main Replacement

Sewer Projects

Annual Sanitary Sewer Main Replacement
Stonepile Interceptor Manhole Rehabilitation

OPTIONAL SALES TAX FUND**1% Optional Sales Tax
201-10-05-419****Actual
2019-20****Actual
2020-21****Original
Budget
2021-22****Adjusted
Budget
2021-22****Requested
Budget
2022-23**

Pavement Management System	5,086,353	3,285,594	1,160,000	4,587,616	5,445,000
Sidewalk Repairs	68,063	216,496	-	44,055	-
Land	1,374	-	-	-	-
Beautification Programs	102,014	131,010	275,000	495,439	440,000
Park Development	-	-	-	300,000	-
Park Improvements	1,333,994	2,957,700	825,000	1,279,191	1,205,000
Irrigation Improvements	-	120,877	-	566,829	725,000
Street Enhancements	-	102,437	3,750,000	3,397,563	200,000
Traffic Signals	112,254	274,148	-	179,350	250,000
Bridges	85,748	96,152	1,050,000	1,408,993	1,067,000
Drainage Projects	292,603	450,974	100,000	1,038,423	824,500
Bike & Walking Pathways	617,374	744,358	-	705,171	-
Water Mains	2,714,772	3,960,316	2,600,000	3,484,246	1,400,000
Water Storage/Reservoirs	201,586	1,322,802	-	19,925	-
Sanitary Sewer Mains	1,544,266	4,660,467	400,000	3,793,249	1,450,000
Lift Stations/Control Facility	-	-	250,000	300,000	3,950,000
LID Improvements	3,784	-	-	-	-
Furn/Fixtures/Equip	122,891	60,863	-	-	-
Vehicles	-	-	-	375,000	-
Joint Powers Fire Dept	850,000	2,856,572	2,912,350	2,912,350	4,412,236
Social Services Funding	1,210,481	899,258	865,799	865,799	844,000
Outside Agency Funding	509,868	599,140	559,000	559,000	4,000
General Community	104,000	-	45,000	45,000	-
Interfund Transfers	1,500,000	1,000,000	1,000,000	1,044,000	1,000,000

GRAND TOTAL

\$ 16,461,422	\$ 23,739,163	\$ 15,792,149	\$ 27,401,199	\$ 23,216,736
----------------------	----------------------	----------------------	----------------------	----------------------

Percent change from FY22 Original Budget**47%**

**THIS PAGE INTENTIONALLY
LEFT BLANK**

— UTILITIES DEPARTMENT

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 2022/2023 (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 – 2022 (prior yr estimate)	2022/2023 (anticipated)	2023/2024 (anticipated)	2024-TBD (anticipated)	Total (anticipated)
State Grants – Madison Pipeline Project	145,792,000.00				145,792,000.00
²⁾ PMTF Loan – Madison Pipeline Project	4,328,358.00			(4,328,358.00)	0.00
¹⁾ Cap Tax – Madison Pipeline Portion	75,000,000.00				75,000,000.00
State Grants – District Extensions Project	16,100,000.00	1,125,600.00		22,774,400.00	40,000,000.00
Cap Tax – District Extensions Project	20,000,000.00				20,000,000.00
Water Fund (Transfer)	1,865,501.00	240,000.00	240,000.00	240,000.00	2,585,501.00
Yearly Total (anticipated)	263,085,859.00	1,365,600.00	240,000.00	18,686,042.00	283,377,501.00
Cumulative Total (anticipated)	263,085,859.00	264,451,459.00	264,691,459.00	283,377,501.00	

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, 2024.

MADISON WATER LINE		Original	Adjusted	Requested
Revenue	Actual	Budget	Budget	Budget
301-00-00-300	2019-20	2020-21	2021-22	2022-23
Cap Tax - Madison Project	53,908	(2,243)	-	-
Cap Tax - District Projects	14,373	(598)	-	-
State Grants	427,458	1,396,461	-	31,147,107
District Grant Revenue	1,654,128	299,326	-	-
Madison Cap Tax Int	1,018,891	95,693	31,900	31,900
District Cap Tax Int	269,618	29,775	22,500	22,500
Interest - Managed Investments - Madis	74,813	135,637	33,000	33,000
Interest - Managed Investments - Distric	77,395	139,583	28,700	28,700
Unrealized Gain/Loss-WyoStar	562,073	(655,307)	-	-
Realized Gain/Loss	84,358	73,255	-	-
Interfund Operating Transfer In	155,933	463,812	26,800	26,800
Application of Unassigned Cash	-	-	-	15,391,113
GRAND TOTAL	\$ 4,392,949	\$ 1,975,394	\$ 142,900	\$ 46,681,120
				\$ 1,887,500

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.
- Budget Account No. 301-70-72-441-70-47419 is used for all contractual expenses that are eligible for reimbursement from State WWDC Grants and Cap Tax for the District Extensions Priority 6 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 2022/2023 (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 2022/2023:
 - #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 2022/2023:
 - #2c – M13, 14, 15 Pumping Equipment
 - #2d – Wellfield Roads
 - Phase III District Extensions Project
 - Phase IV District Extensions Project
 - Phase V District Extensions Project
 - Phase VI District Extensions Project

	2009 thru 2022	2022/2023	2023/2024	2024/TBD	Total
ANTICIPATED EXPENSES:	(estimate)	(anticipated)	(anticipated)	(anticipated)	(anticipated)
General Operating Expenses	1,635,501.00	10,000.00	10,000.00	10,000.00 per yr	1,665,501.00
Non-Eligible Contracts	575,000.00	85,000.00	0.00 ⁽¹⁾	0.00	660,000.00
Eligible Contracts – <i>District Extensions</i>	21,500,000.00	1,680,000.00	0.00 ⁽¹⁾	36,820,000.00	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)	209,793,295.00	33,292,206.00	10,000.00	36,830,000.00	279,925,501.00
Cumulative Total (anticipated)	209,793,295.00	243,085,501.00	243,095,501.00	279,925,501.00	

STAFFING:	2010 thru 2022	2022/2023	2023/2024	2024/TBD
Utilities Project Manager	1 ⁽²⁾	0	0	0
Senior Admin. Assistant (2010-2014)	1	0	0	0
Total Fund 301 (Madison Waterline)	2	0	0	0

⁽¹⁾ The remaining balance and expended funds from FY 2021/22 will be rolled-over into FY 2022/23 as part of Budget Amendment No. 1, anticipated in Fall 2022.

⁽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

Madison Waterline 301-70-72-441	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	108,013	-	-	-	-
Overtime	-	-	-	-	-
Merit Pay Plan	500	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	50,494	-	-	-	-
Subtotal Personnel Costs	\$ 159,007	\$ -	\$ -	\$ -	\$ -
Contractual Services	40,231	20,144	26,800	26,800	26,800
Materials and Supplies	3,989	283	-	-	-
Subtotal Operating Costs	\$ 44,219	\$ 20,428	\$ 26,800	\$ 26,800	\$ 26,800
Total Operating	\$ 203,226	\$ 20,428	\$ 26,800	\$ 26,800	\$ 26,800
Total Capital	\$ 3,126,400	\$ 2,515,129	\$ -	\$ 46,538,220	\$ 1,680,000
Interfund Transfers	\$ -	\$ 4,585	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,329,627	\$ 2,540,142	\$ 26,800	\$ 46,565,020	\$ 1,706,800

Percent change from FY22 Original Budget 6269%

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* - District Extensions Phase VI \$1,680,000

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 Funds based on their projected use of the services.

UT ADMIN. FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
501-00-00-300	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Federal Grants	-	52,294	-	-	-
Transfer from City Depts	2,402,227	2,660,980	3,109,476	3,109,476	3,625,967
Application of Unassigned Cash	-	-	-	109,635	-
GRAND TOTAL	\$ 2,402,227	\$ 2,713,273	\$ 3,109,476	\$ 3,219,111	\$ 3,625,967

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 2022/2023:

- Support the Utility Services Coordinator to manage our cross-connection control (backflow) program for commercial water customers and our grease trap and wastewater pre-treatment programs for commercial sewer customers.
- Support the Utility Project Manager to complete the Madison Pipeline Project and complete future Regional Extensions for the Gillette Regional Water Project.
- Continue to support major capital projects at the Wastewater Treatment Facility.
- Support the Water Division to comply with the revised Lead & Copper Rules, mandated by US EPA.
- 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.
- Assess revenue and cost forecasts to stay ahead of ongoing inflation.
- 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:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Population Served	30,467	31,327	31,848	31,879	33,403	33,445
# of Utilities Employees Managed (RFTE)	63	63	63	66	64	64
Utilities Employees: Population Ratio	1:484	1:497	1:505	1:483	1:522	1:523
# of Utilities Accounts Managed	16,823	17,624	17,624	17,624	17,391	17,565
Utilities Employees: Account Ratio	1:267	1:280	1:280	1:267	1:271	1:275
Budget Overseen	\$53.3M	\$55.0M	\$55.6M	\$55.0M	\$55.0M	\$60.0M
Director/Manager (3): Budget Ratio	1:\$17.8M	1:\$55.0M	1:\$55.6M	1:\$55.0M	1:\$55.0M	1:\$60.0M

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Utilities Director	1	1	1	1	1	1
Senior Adm. Assistant	.75	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Utility Services Coordinator	0	0	0	1	1	1
Utilities Engineering Manager	1	0	0	0	0	0
Waste Diversion Manager	1	0	0	0	0	0
Total Utilities Administration Division	4.75	3	3	4	4	4

UT ADMIN. FUND						
Utilities Administration	Actual	Actual	Original	Adjusted	Requested	
501-70-70-440	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	261,857	309,944	315,180	324,635		341,722
Overtime	116	963	500	500		500
Merit Pay Plan	1,500	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	133,595	170,372	184,859	187,343		189,775
Subtotal Personnel Costs	\$ 397,067	\$ 481,279	\$ 500,539	\$ 512,478		\$ 531,997
Contractual Services	103,861	169,520	182,045	182,045		287,971
Materials and Supplies	102,554	98,804	130,860	130,860		155,179
Subtotal Operating Costs	\$ 206,415	\$ 268,325	\$ 312,905	\$ 312,905		\$ 443,150
Total Operating	\$ 603,483	\$ 749,604	\$ 813,444	\$ 825,383		\$ 975,147
Total Capital	\$ -	\$ -	\$ 11,000	\$ 11,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 603,483	\$ 749,604	\$ 824,444	\$ 836,383		\$ 975,147

Percent change from FY22 Original Budget 18%

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

Contractual Services - Internal services \$179,651, Rate projection consultant fees \$100,000

Materials and Supplies - COG provided cell phones and land line telephones \$88,000

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

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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Fiber Raceway Installed (miles)	43.6	70.8	44.0	27.0	46.5	19.9
Number of Permits Issued	53	77	67	60	38	37
Number of Site Reviews	105	55	76	69	27	34
Number of E-Plan Reviews	87	85	78	65	60	52

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Electrical Manager	1	1	1	1	0	0
Senior Electrical Engineer	1	1	1	0	0	0
Electrical Engineering Manager	0	0	0	1	1	1
Electrical Engineer	0	0	0	1	1	1
Electrical Project Coordinator	2	2	2	1	1	1
Electrical Engineering Designer	2	2	2	2	2	2
Electrical Locator	0	0	1	1	1	1
Total Electrical Engineering Division	7	7	7	7	6	6

UT ADMIN. FUND				Original	Adjusted	Requested
Electrical Engineering	Actual	Actual	Budget	Budget	Budget	Budget
501-70-71-440	2019-20	2020-21	2021-22	2021-22	2021-22	2022-23
Salaries	280,948	393,331	497,071	511,983	474,637	
Overtime	3,282	560	3,500	3,500	3,500	
Merit Pay Plan	2,500	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	113,709	173,369	232,839	236,757	223,358	
Subtotal Personnel Costs	\$ 400,439	\$ 567,259	\$ 733,410	\$ 752,240	\$ 701,495	
Contractual Services	127,828	125,589	138,152	138,152	197,065	
Materials and Supplies	22,057	47,695	31,134	31,134	34,421	
Subtotal Operating Costs	\$ 149,886	\$ 173,284	\$ 169,286	\$ 169,286	\$ 231,486	
Total Operating	\$ 550,325	\$ 740,543	\$ 902,696	\$ 921,526	\$ 932,981	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 550,325	\$ 740,543	\$ 902,696	\$ 921,526	\$ 932,981	

Percent change from FY22 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 \$185,665

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 2022/2023:

- 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.
- Continue security and PLC upgrades at Electrical Services sites.
- Continue installing controls for the Regional water expansion projects.
- Continue to install and connect new fiber optic services.
- Oversee electrical installations on the Wastewater headworks project.

PERFORMANCE MEASURES:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Fiber Multi-Raceway Maintained (miles)	43.6	114.4	158.4	256	303	290
Broadband Radio Systems Maintained	101	107	108	110	96	96
Site Control Systems Upgraded	14	14	9	22	9	7

STAFFING:

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
SCADA Engineer	0	0	0	0	1	1
SCADA Manager	0	0	1	1	0	0
SCADA Supervisor	1	1	1	1	1	1
Electrician	5	5	5	5	5	5
Total SCADA Division	6	6	7	7	7	7

UT ADMIN. FUND					
SCADA	Actual	Actual	Original	Adjusted	Requested
501-70-76-440	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	586,265	577,162	577,245	594,562	611,350
Overtime	41,829	33,301	38,000	38,000	38,000
Merit Pay Plan	3,000	-	-	-	-
On-Call Pay	14,594	13,901	12,985	12,985	28,470
Benefits	289,992	287,935	297,380	301,929	319,781
Subtotal Personnel Costs	\$ 935,680	\$ 912,299	\$ 925,610	\$ 947,476	\$ 997,601
Contractual Services	232,167	200,976	246,888	246,888	514,486
Materials and Supplies	72,533	96,304	77,838	77,838	105,752
Subtotal Operating Costs	\$ 304,701	\$ 297,280	\$ 324,726	\$ 324,726	\$ 620,238
Total Operating	\$ 1,240,381	\$ 1,209,579	\$ 1,250,336	\$ 1,272,202	\$ 1,617,839
Total Capital	\$ 18,722	\$ 19,495	\$ 132,000	\$ 189,000	\$ 100,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,259,103	\$ 1,229,074	\$ 1,382,336	\$ 1,461,202	\$ 1,717,839

Percent change from FY22 Original Budget 24%

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 \$492,766

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Cyber security improvements \$100,000

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
503-00-00-300	2019-20	2020-21	2021-22	2021-22	2022-23
Federal Grants	-	52,510	-	-	-
State Grants	18,643	-	-	-	-
Plant Investment Fees	8,120	37,383	10,000	10,000	56,000
System Development Charges	43,598	72,857	35,000	35,000	69,000
Interest on Investments	174,546	24,472	24,600	24,600	13,500
Interest - Managed Investments	48,197	81,219	20,000	20,000	45,000
Unrealized Gain/Loss - Bonds	157,259	(133,766)	-	-	-
Realized Gain/Loss	29,786	23,777	-	-	-
Incident Reimbursement Revenue	854	2,873	-	-	-
Miscellaneous	98,434	147,287	25,000	25,000	38,000
Charges for Services	1,804,264	2,119,454	2,015,155	2,015,155	2,424,231
Charges for Services - Regional	5,004,576	5,705,599	5,332,871	5,332,871	5,613,513
Application of Unassigned Cash	-	-	1,056,140	6,068,928	871,225
Capital Contribution	-	178,160	-	-	-
GRAND TOTAL	\$ 7,388,280	\$ 8,311,825	\$ 8,518,766	\$ 13,531,554	\$ 9,130,469

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 13.6 MGD. The annual average daily usage is 4.93 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, 379 miles of water distribution and transmission mains, 2,385 fire hydrants and 7,363 valves.

MAJOR GOALS FOR FY 2022/2023:

- Complete design and construction of on-site Sodium Hypochlorite Disinfection Facility at Pump Station (PS) #1 to replace Chlorine Gas Disinfection.
- Initiate in-house cathodic protection maintenance and integrity testing program. Contract with qualified professionals to complete necessary repairs to insure fully functional cathodic protection of both Madison transmission pipelines.
- 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 pumps and motors in wells and pumping facilities to maintain full production capacity.
- Test and replace any Variable Frequency Drives (VFD’s) upon obsolescence or failure.
- Exercise and evaluate 1,000 distribution valves, and perform annual system flushing and hydrant testing.
- Monitor and analyze aquifer levels and water consumption in relation to ongoing drought impacts.
- Conduct all necessary enhanced regulatory compliance mandated by the EPA’s Lead & Copper Rule Revisions (LCRR) and Unregulated Contaminants Monitoring Rule 5 (UCMR5) for PFAS/PFOA.
- Implement Antero / Operator 10 asset life and maintenance scheduling software.
- Complete backup emergency generator connections at 5 largest wells and critical pumping facilities; receive and commission remaining diesel 250kw mobile generators (2) and mobile fuel trailer to complete emergency response fleet of 5 generators.
- Continue cooperative and proactive planning with Engineering staff to continue replacement of aging/failing metallic water mains and failed valves in coordination with street repair projects.
- Revise and update all sections of Water Division Standard Operating Procedures Manual.
- Perform integration testing and SCADA automation verification for Donkey Creek Pump Stations #1 and #2 in all operation configurations.
- Implement vault and component inspection schedule for 30” and 42” transmission mains (approximately 90 miles in length).

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Water Service Connections	10,320	10,441	10,529	10,953	11,081	10,992
Miles of Water Main	357	357.5	372.6	375.9	378.1	378.6
Hydrants Managed	2,322	2,325	2,348	2,371	2,379	2,385
Valves Managed	6,926	7,109	7,164	7,242	7,314	7,363
Water Produced (Billion Gallons)	1.674	1.695	1.541	1.430	1.690	1.800
Ratio: Staff to Water Service Connections	1:688	1:652	1:658	1:730	1:739	1:687

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Water Manager	1	1	1	1	1	1
Water Supervisor	3	3	2	2	2	2
Water Operator	2	3	3	3	5	6
Senior Water Operator	9	9	10	9	7	5
Regulatory/Technical Specialist	0	0	0	0	0	1
Water Meter Technician	0	0	0	0	0	1
Total Water Division Full Time Employees	15	16	16	15	51	16
Seasonal Worker Requests	0	0	2	4	2	3

WATER FUND					
Water	Actual	Actual	Original	Adjusted	Requested
503-70-73-441	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	869,202	884,422	883,937	919,940	1,023,103
Overtime	38,180	53,893	40,000	40,000	40,000
Merit Pay Plan	7,500	-	-	-	-
On-Call Pay	20,847	20,800	20,750	20,750	42,745
Benefits	549,221	476,219	574,607	584,065	685,769
Subtotal Personnel Costs	\$ 1,484,950	\$ 1,435,335	\$ 1,519,294	\$ 1,564,755	\$ 1,791,617
Contractual Services	2,082,549	1,671,984	1,988,258	2,161,539	2,447,127
Materials and Supplies	2,827,750	4,234,223	3,363,091	3,288,091	3,759,663
Subtotal Operating Costs	\$ 4,910,299	\$ 5,906,207	\$ 5,351,349	\$ 5,449,630	\$ 6,206,790
Total Operating	\$ 6,395,250	\$ 7,341,541	\$ 6,870,643	\$ 7,014,385	\$ 7,998,407
Total Capital	\$ 530,031	\$ 2,466,978	\$ 1,395,273	\$ 6,189,319	\$ 1,031,750
Interfund Transfers	\$ 155,933	\$ 339,346	\$ 26,800	\$ 101,800	\$ 26,800
GRAND TOTAL	\$ 7,081,214	\$ 10,147,865	\$ 8,292,716	\$ 13,305,504	\$ 9,056,957

Percent change from FY22 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 - Internal services \$2,198,505, 120Water Lease and Copper Rule Revision compliance platform \$107,822, LCRR inventory management \$26,000, Testing for regulatory compliance \$58,000

Materials and Supplies - Routine building maintenance \$110,000, Repair/Maintenance of equipment \$122,200, Repair/Maintenance of SCADA equipment \$46,000, Distribution system maintenance \$598,000, Replace ten hydrants \$50,000, Maintenance of tanks/reservoirs \$75,000, Maintenance of wells \$70,000, Maintenance of transmission lines \$135,000, Vehicle maintenance \$52,942, Vehicle replacement \$82,274, Rentals of land and buildings \$30,000, Rentals of pool vehicles \$30,000, Utilities \$1,360,330, Insurance \$302,653, Gasoline \$33,486, Pure salt and related process chemicals at PS#1 & Pine Ridge Disinfection Facility \$73,500, New water meters \$435,000, 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, Water System Controls (VFDS) for M-2, M-6 & M4 and Pump station pumps 2, 3, 4 at Pump Station #1 \$160,000, SCADA upgrades: AWIA risk assessment remediation \$438,750, Upfit for replacement vehicle - Unit 39 \$3,000

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.

The City Pool will be closed for the 2022 and 2023 seasons for demolition of the pool area and construction of a new pool to remedy the subsurface, structural, and operational problems that have plagued the facility for the last two years. As such, there will be no staffing required by CCPRD, and operational costs will be minimal (heat and lights, surveillance cameras) to maintain the bath house, pump house, and parking area and prevent vandalism.

MAJOR GOALS FOR FY 2022/2023:

- Work with the Engineering Division to manage a comprehensive construction project (1% Funding) to stabilize sub-surface conditions, remediate settlement concerns, and perform design and construction of new pool and water feature facility. This includes new pumping and treatment systems following current industry best practices and regulatory compliance requirements.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Pool Usage	30,509	35,000	30,077	31,879	33,403	0
STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Manager	1	1	1	1	1	0
Assistant Manager	1	1	1	1	1	0
Lifeguards	11	11	11	11	11	0
Total City Pool	13*	13*	13*	13*	13*	0*

***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	2019-20	2020-21	Budget	Budget	Budget	
			2021-22	2021-22	2022-23	
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	95,067	95,325	113,023	113,023		50,012
Materials and Supplies	117,272	127,562	113,027	113,027		23,500
Subtotal Operating Costs	\$ 212,340	\$ 222,886	\$ 226,050	\$ 226,050	\$ 73,512	\$ 73,512
Total Operating	\$ 212,340	\$ 222,886	\$ 226,050	\$ 226,050	\$ 73,512	\$ 73,512
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 212,340	\$ 222,886	\$ 226,050	\$ 226,050	\$ 73,512	\$ 73,512
Percent change from FY22 Original Budget						-67%

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 \$50,012

Materials and Supplies - n/a

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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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

Revenue	Actual	Actual	Original	Adjusted	Requested
504-00-00-300	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Federal Grants	-	20,591	-	-	-
BAB Subsidy Revenue	1,398,151	1,370,133	1,337,584	1,337,584	1,298,603
Plant Investment Fees	23,470	30,174	25,000	25,000	25,000
Interest on Investments	196,413	40,865	36,100	36,100	21,000
Interest - Managed Investments	255,418	151,296	90,735	90,735	115,000
Unrealized Gain/Loss	178,233	(183,495)	-	-	-
Realized Gain/Loss	40,957	32,693	-	-	-
Incident Reimbursement Revenue	47,704	10,004	-	-	-
Miscellaneous	608,736	512,329	-	-	-
Charges for Services	31,268,569	31,546,453	33,046,616	33,046,616	34,785,694
Interfund Operating Transfer In	500,000	637,781	500,000	500,000	500,000
Interfund Loan Transfer In	200,000	200,000	200,000	200,000	-
Application of Unassigned Cash	-	-	1,408,064	2,302,030	4,392,190
GRAND TOTAL	\$ 34,717,650	\$ 34,368,825	\$ 36,644,099	\$ 37,538,065	\$ 41,137,487

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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Electric Meters Served	15,663	15,697	15,726	15,767	15,767	15,603
Electrical Locates Performed Annually	3,744	3,531	3,677	4,150	4,710	4,513
Number of Substations Maintained	9	9	9	9	9	9
Available MVA (In Town)	125	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	342.2	351	346	347	346	347
Ratio: Staff to Electric Meters Served	1:921	1:921	1:982	1:985	1:973	1:1,114
Ratio: Staff to Miles of Lines Maintained	1:22	1:22	1:23	1:23	1:23	1:27

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Electrical Services Superintendent	1	1	1	1	1	1
Electrical Services Supervisor	3	3	3	3	3	3
Journeyman Lineworker	7	8	7	7	7	7
Apprentice Lineworker	5	4	4	4	4	2
Meter Technician	1	1	1	1	1	1
Total Electrical Services Division	17	17	16	16	16	14

POWER FUND					
Power	Actual	Actual	Original	Adjusted	Requested
504-70-74-442	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	1,106,880	1,076,646	1,237,458	1,379,017	1,310,446
Overtime	72,315	62,276	87,500	87,500	77,500
Merit Pay Plan	6,000	-	-	-	-
On-Call Pay	27,583	27,044	27,500	27,500	60,650
Benefits	666,516	341,281	697,532	734,719	660,315
Subtotal Personnel Costs	\$ 1,879,294	\$ 1,507,247	\$ 2,049,990	\$ 2,228,736	\$ 2,108,911
Contractual Services	2,737,958	2,140,651	1,958,886	1,958,886	2,373,427
Materials and Supplies	22,932,844	31,124,863	25,494,669	25,494,669	27,861,236
Subtotal Operating Costs	\$ 25,670,802	\$ 33,265,513	\$ 27,453,555	\$ 27,453,555	\$ 30,234,663
Total Operating	\$ 27,550,096	\$ 34,772,760	\$ 29,503,545	\$ 29,682,291	\$ 32,343,574
Total Capital	\$ 3,901,424	\$ 3,479,453	\$ 7,140,554	\$ 7,367,700	\$ 8,793,913
Interfund Transfers/Loan	\$ 852,577	\$ 690,889	\$ -	\$ 488,074	\$ -
GRAND TOTAL	\$ 32,304,097	\$ 38,943,103	\$ 36,644,099	\$ 37,538,065	\$ 41,137,487

Percent change from FY22 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 \$2,240,987, Service drops \$80,000, Hire attorney to review operation & ownership agreements with Black Hills Corp. for WG3, CT2 \$25,000

Materials and Supplies - Maintenance of substations \$100,000, Maintenance of distribution \$360,000, Vehicle maintenance \$75,095, Vehicle replacement \$59,860, Property tax \$470,000, Purchased power \$9,000,000, WyGen III operating costs \$6,883,000, CT II operating costs \$2,500,000, Insurance \$113,899, Diesel \$27,158, Christmas lights \$31,000, General supplies \$160,000, Bad Debts \$40,000

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$100,000, PREC distribution re-feed \$100,000, Crestview annexation \$1,457,625, Antelope Valley annexation \$2,070,000, Antelope Valley Business Park annexation \$747,500, New distribution lines \$2,005,000, Advanced metering infrastructure \$750,000, Hydraulic 100 ton press & intensifier \$12,000, SCADA Improvements \$10,000, WyGen III capital projects \$1,180,788, CTII capital projects \$361,000

Debt Service - Wyoming Business Council debt service-Southern Industrial Annexation \$153,550, Capital Lease Principle WyGen III \$1,965,000, Capital Lease Principle CTII \$985,000, Capital Lease Interest WyGen III \$3,942,926, Capital Lease Interest CTII \$875,250 (reflected in materials and supplies line item above)

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Federal Grants	-	53,965	-	-	9,300,000
State Grants	68,048	-	-	-	-
State Loans	-	-	-	19,498,786	-
Enterprise Charges	555,983	542,101	535,000	535,000	575,000
Plant Investment Fees	67,072	102,660	50,000	50,000	125,000
Secondary PIFs	8,806	1,806	-	-	-
Interest on Investments	33,633	5,778	5,600	5,600	3,600
Interest - Managed Investments	8,669	(0)	-	-	-
Unrealized Gain/Loss - Bonds	18,974	(8,483)	-	-	-
Miscellaneous	115,202	115,814	-	-	-
Charges for Services	4,835,222	5,700,455	6,434,809	6,434,809	6,998,144
Interfund Operating Transfer In	500,000	-	-	-	-
Application of Unassigned Cash	-	-	300,422	466,618	1,694,556
Capital Contribution	-	173,950	-	-	-
GRAND TOTAL	\$ 6,211,609	\$ 6,688,045	\$ 7,325,831	\$ 26,990,813	\$ 18,696,300

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 213.25 miles of sanitary sewer line that contributes flow to the Facility. The City cleans 192.96 miles of sewer line and owns and operates 192.67 miles of sewer line, 11 sewage lift stations and 1 flow monitoring station. The Wastewater Treatment Facility (WWTF) processes an average of 3.05 MGD (million gallons per day) of sewage. The WWTF is a conventional activated sludge process with anaerobic digestion and operates under NPDES (National Pollution Discharge Elimination System) discharge permit authority issued by the WYDEQ (Wyoming Department of Environmental Quality).

The facility also accepts and processes yardwaste materials (branches, grass and leaves), food waste from several regional locations and grease from restaurants and other food processing industries. In addition to the biosolids collected from plant treatment processes, a cooperative agreement with the Spearfish, South Dakota WWTF provides (at no cost) approximately 1,450 yards (195.87 Dry US Tons) of additional biosolids that are further processed into saleable compost. In 2021, the facility produced and sold 2,062.75 yards of Class A Stonepile Select Biosolids Compost, 994.1 yards of residential yardwaste compost and 449.5 yards of wood chips. Biosolids processing and reuse are governed by rules set by USEPA (United States Environmental Protection Agency) and published in 40 CFR Part 503 (United States Code of Federal Regulations). The Wastewater Division has worked nearly 20 consecutive years with no lost time accidents.

MAJOR GOALS FOR FY 2022/2023:

- Complete Headworks and Scale House Construction Phase.
- Advance the Water Line, UV, Centrifuge, Digester Lid and Thickening Replacement Design and Construction Projects.
- Complete Design and Begin Construction of the Critical Cam-plex Lift Station Capacity Upgrade Project.
- Begin the Stonepile Interceptor Manhole Rehabilitation Project and Initiate Design on Heritage Lift Station Upgrade Project.
- Proceed with In-House Upgrades of Several Plant Processes that are Failing or are at End of Life.
- Support the Ongoing Manhole Rehabilitation, Sanitary Sewer Main Replacement and Valve Replacement Programs.
- Continue with the Facility High Efficiency HMI and PLC Upgrade.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Sewer Line Mileage Inspected	11	11	12.9	17.7	17.9	20.86
Sewer Line Mileage Cleaned	62.5	68.2	56.2	52.77	55.37	55.78
Biosolids Compost Sold (Yards)	3,027.75	1,591.50	1,281	1,186	2,055	2,062.75
Yard Waste Compost Sold (Yards)	1,218.75	594	787	783	1,037.25	994.1
Wood Chips Sold (Yards)	N/A	N/A	N/A	101.5	202.25	449.5
Total Yardwaste Customers Served	10,131	10,763	11,769	11,388	10,667	9,729
Influent Processed (MGD)	2.96	2.97	3.1	3.45	2.95	2.89
Additional Sewer Line Installed (Miles)	2	1	1	1	.5	.48
Sewer Lines Cleaned to Total Miles (%)	33%	30%	29%	28%	28.7%	29%

STAFFING:	2017/2018	2018/2019	2019/2020*	2020/2021	2021/2022	2022/2023
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	4	7	7	5	5	6
Wastewater Operator	6	3	4	6	6	5
Wastewater Worker	0	0	2*	2	2	3
Total Wastewater Full Time Employees	13	13	16	16	16	17
Seasonal Worker Requests	3	3	3	3	3	3

SEWER FUND					
Sewer	Actual	Actual	Original	Adjusted	Requested
505-70-75-443	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Salaries	918,989	969,929	976,300	1,016,948	1,153,656
Overtime	26,542	31,263	32,816	32,816	33,800
Merit Pay Plan	8,000	-	-	-	-
On-Call Pay	10,586	9,996	11,793	11,793	24,000
Benefits	534,102	448,546	550,487	561,166	648,056
Subtotal Personnel Costs	\$ 1,498,219	\$ 1,459,734	\$ 1,571,396	\$ 1,622,723	\$ 1,859,512
Contractual Services	1,714,660	1,284,142	1,668,096	1,668,096	1,761,778
Materials and Supplies	2,639,295	2,734,772	3,557,370	3,557,370	4,684,010
Subtotal Operating Costs	\$ 4,353,955	\$ 4,018,914	\$ 5,225,466	\$ 5,225,466	\$ 6,445,788
Total Operating	\$ 5,852,173	\$ 5,478,649	\$ 6,796,862	\$ 6,848,189	\$ 8,305,300
Total Capital	\$ 252,228	\$ 1,933,128	\$ 528,969	\$ 20,142,625	\$ 10,391,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 6,104,401	\$ 7,411,776	\$ 7,325,831	\$ 26,990,814	\$ 18,696,300

Percent change from FY22 Original Budget 155%

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 \$1,512,198, Technical services \$55,000

Materials and Supplies - Repair & Maintenance of buildings \$132,000, Maintenance of equipment \$201,300, Maintenance of SCADA equipment \$121,000, Maintenance of lift stations \$47,500, Maintenance of sewers \$178,500, Manhole rehabilitation \$50,000, Vehicle maintenance \$68,175, Vehicle replacement \$94,399, Utilities \$374,000, Natural gas \$57,872, Insurance \$156,214, Diesel \$31,381, Lab supplies \$32,000, Chemicals \$120,000, General supplies \$32,000

Capital - *Unless Noted, All Items Approved CIP* - UV disinfection system improvements \$1,666,000, WWTF potable and non-potable water line upgrade \$1,000,000, Primary digester cover replacement with compressor relocation \$1,968,000, Dewatering process upgrade \$2,508,000, WAS thickening improvements \$2,158,000, Miscellaneous small equipment replacement \$200,000, Primary clarifier pit valve vaults \$250,000, RAS upgrade \$200,000, Inplant pump station upgrade \$75,000, Boxelder lift station corrosion control \$50,000, South plant blower controls and level indication \$15,000, Aeration automated blower controls and DO probes \$25,000, SCADA improvements \$276,000

Debt Service - SRF loan for WWTP \$1,004,878, Interest for SLIB construction loan \$1,850,000 (reflected in materials and supplies line item above)

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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, ISP raceway leases and ISP Right-of-Way leases.

REVENUE:

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Government Lease Revenue	\$49,800	\$49,800	\$49,800	\$57,562	\$45,300	\$57,691
Fiber IRU Revenue	\$51,520	\$72,460	\$23,365	\$24,115	\$6,217	\$2,400
Raceway Lease Revenue	-	-	\$45,499	\$55,192	\$101,079	\$119,569
ROW Lease Revenue	-	\$547	\$1,700	\$1,597	\$2,701	\$2,171
Total Revenue	\$101,320	\$122,807	\$120,364	\$138,466	\$152,297	\$181,831

FIBER FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
506-00-00-300	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Fiber Lease Revenue-Raceway	154,867	116,260	101,079	101,079	119,569
Fiber Lease Revenue-IRU's	8,873	-	6,217	6,217	2,400
Fiber Lease Revenue-ROW	3,944	20,993	2,701	2,701	2,171
Fiber Lease Revenue-Government	46,800	46,800	45,300	45,300	57,691
Interfund Operating Transfer In	1,352,577	1,059,749	500,000	500,000	500,000
Interfund Loan Transfer In	-	-	-	488,074	-
Application of Unassigned Cash	-	-	695,186	695,186	534,557
GRAND TOTAL	\$ 1,567,061	\$ 1,243,802	\$ 1,350,483	\$ 1,838,557	\$ 1,216,388

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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Fiber Multi-Raceway Maintained (miles)	43.6	114.4	158.4	256	222	290
Fiber Raceway Installed (miles)	43.6	70.8	44.0	27.0	46.5	19.9
Government leases	11	11	11	12	12	12
IRU leases	23	24	16	17	10	3
Raceway Leases	0	26	34	34	43	59
ROW Leases	2	15	15	20	41	37
STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
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, all but three 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	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	439,427	345,462	630,483	630,483		755,388
Materials and Supplies	203	-	10,000	10,000		10,000
Subtotal Operating Costs	\$ 439,630	\$ 345,462	\$ 640,483	\$ 640,483		\$ 765,388
Total Operating	\$ 439,630	\$ 345,462	\$ 640,483	\$ 640,483		\$ 765,388
Total Capital	\$ 1,159,792	\$ 575,294	\$ 510,000	\$ 702,950		\$ 451,000
Interfund Transfers/Loan	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		\$ -
GRAND TOTAL	\$ 1,799,422	\$ 1,120,756	\$ 1,350,483	\$ 1,543,433		\$ 1,216,388

Percent change from FY22 Original Budget -10%

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

Contractual Services - Internal Services \$755,388

Materials and Supplies - n/a

Capital - Unless Noted, All Items Approved CIP - Fiber Conduit (Futurepath) \$60,000, Southern Drive fiber buildout - \$391,000

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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. As of 2/1/2022 this is still the current rate.

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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Federal Grants	-	29,140	-	-	-
Other Permits	1,000	1,000	-	-	-
Recycling Revenue	55,354	54,228	50,000	50,000	60,000
Interest on Investments	28,123	3,529	3,700	3,700	2,400
Interest - Managed Investments	6,968	11,087	2,300	2,300	5,000
Unrealized Gain/Loss	18,866	(18,364)	-	-	-
Realized Gain/Loss	4,066	3,246	-	-	-
Incident Reimbursement Revenue	104	52	-	-	-
Miscellaneous	53,265	58,333	-	-	-
Charges for Services	2,968,266	3,036,669	3,066,416	3,066,416	3,074,082
Application of Unassigned Cash	-	-	-	45,183	152,655
GRAND TOTAL	\$ 3,136,012	\$ 3,178,921	\$ 3,122,416	\$ 3,167,599	\$ 3,294,137

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 2,987 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 809 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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,345
# 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	20	9	25	25
# of Residential Customers	9,915	10,487	10,094	10,231	10,219	10,230
# of Commercial Customers	359	342	296	309	313	319
Staff to Customer Ratio	1:1,141	1:1,203	1:1,234	1:1,171	1:1,170	1:1,172

STAFFING:	2017/2018	2018/2019	2018/2019	2020/2021	2021/2022	2022/2023
Solid Waste Manager	1	1	1	1	1	1
Solid Waste Operator	8	7	7	7	6	6
Senior Solid Waste Operator	0	1	1	1	2	2
Total Solid Waste Division	9	9	9	9	9	9

SOLID WASTE FUND

Solid Waste 502-50-55-432	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	448,636	443,573	445,719	481,502	499,495
Overtime	8,684	8,149	15,000	15,000	15,000
Merit Pay Plan	4,500	-	-	-	-
On-Call Pay	85	92	250	250	250
Benefits	307,563	242,416	294,999	304,399	290,970
Subtotal Personnel Costs	\$ 769,468	\$ 694,230	\$ 755,968	\$ 801,151	\$ 805,715
Contractual Services	1,991,872	1,609,937	1,714,892	1,714,892	1,750,552
Materials and Supplies	511,323	541,487	607,814	607,814	701,870
Subtotal Operating Costs	\$ 2,503,195	\$ 2,151,425	\$ 2,322,706	\$ 2,322,706	\$ 2,452,422
Total Operating	\$ 3,272,663	\$ 2,845,655	\$ 3,078,674	\$ 3,123,857	\$ 3,258,137
Total Capital	\$ -	\$ 32,151	\$ -	\$ -	\$ 36,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 3,272,663	\$ 2,877,806	\$ 3,078,674	\$ 3,123,857	\$ 3,294,137

Percent change from FY22 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 - Landfill tipping fees \$1,057,000, Blue Bag Recycling Program \$50,000, Internal services \$615,782

Materials and Supplies - Vehicle maintenance \$240,000, Vehicle replacement \$180,425, Diesel \$150,582, Rollout containers, rollout maintenance and 3 yarder replacements \$70,000

Capital - *Unless Noted, All Items Approved CIP* - Satellite Units \$35,000, Upfit for replacement vehicle - Unit 160 \$1,000

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Federal Grants	-	17,472	-	-	-
Interest on Investments	1,990	178	250	250	130
Unrealized Gain/Loss	506	(481)	-	-	-
Transfer from City Depts	418,070	570,713	626,490	626,490	724,761
Application of Unassigned Cash	-	-	-	27,591	-
GRAND TOTAL	\$ 420,566	\$ 587,882	\$ 626,740	\$ 654,331	\$ 724,891

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 2022/2023:

- 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 three new Building Maintenance employees.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
Staff: Population Ratio	1:4,352	1:4,387	1:3,981	1:3,985	1:4,175	1:3,345
# of City Employees (RFTE)	272	277.5	274	277	283	285
Staff: Employee Ratio	1:38	1:40	1:34	1:35	1:35	1:29
Avg # of Work Order Requests Per Year	581	580	506	550	520	550
Amount of Sq. Footage Maintained by Maint, Tech	206,525	206,525	206,525	206,525	206,525	206,525
Maintenance Staff: Square Footage Ratio	1:103,263	1:103,263	1:103,263	1:103,263	1:103,263	1:68,842
Amount of Square Footage Cleaned by B.M. Emp.	95,711	99,148	99,148	103,148	103,148	103,148
Custodial Staff: Square Footage Ratio	1:19,142	1:19,830	1:19,830	1:17,191	1:17,191	1:14,735
STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2021/2023
Facilities Maintenance Manager	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	1	2
Facilities Maintenance	2	2	2	2	2	3
Building Service Worker (2 City Hall, 3 City West, 1 Wastewater)	0	0	0	6	6	7
Custodian	5	5	5	0	0	0
Building Service Worker	5	5	5	6	6	7
Total Facilities Maintenance Division	7	7	7	8	8	10

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City West)	Actual	Actual	Budget	Budget	Budget	Budget
601-50-39-419	2019-20	2020-21	2021-22	2021-22	2021-22	2022-23
Salaries	112,213	170,545	164,735	175,028	212,975	
Overtime	2,268	1,238	2,000	2,000	2,000	
Merit Pay Plan	1,500	-	-	-	-	
On-Call Pay	2,387	2,615	2,250	2,250	10,000	
Benefits	75,816	101,226	103,933	105,231	138,690	
Subtotal Personnel Costs	\$ 194,185	\$ 275,624	\$ 272,918	\$ 284,509	\$ 363,665	
Contractual Services	5,552	8,655	8,020	8,020	8,980	
Materials and Supplies	211,403	308,093	325,802	325,802	352,116	
Subtotal Operating Costs	\$ 216,955	\$ 316,748	\$ 333,822	\$ 333,822	\$ 361,096	
Total Operating	\$ 411,139	\$ 592,372	\$ 606,740	\$ 618,331	\$ 724,761	
Total Capital	\$ -	\$ -	\$ 20,000	\$ 36,000	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 411,139	\$ 592,372	\$ 626,740	\$ 654,331	\$ 724,761	

Percent change from FY22 Original Budget 16%

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

Contractual Services - n/a

Materials and Supplies - Building maintenance at City West and Heated Vehicle Storage \$75,000, Utilities (including Heated Storage Bldg) \$110,500, Natural gas \$57,000, Insurance \$45,342

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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	2021-22	2021-22	2022-23
Federal Grants	-	33,608	-	-	-
Interest on Investments	27,211	3,148	3,100	3,100	1,900
Unrealized Gain/Loss	2,238	(3,760)	-	-	-
Miscellaneous	355	61	-	-	-
Transfer from City Depts	954,659	479,902	1,093,193	1,093,193	460,200
Veh Replacement Allowance	1,137,755	1,237,300	1,023,996	1,023,996	995,702
Pool Vehicle Rental	140,221	71,875	147,998	147,998	100,598
Application of Unassigned Cash	-	-	424,532	727,495	1,070,700
GRAND TOTAL	\$ 2,262,439	\$ 1,847,134	\$ 2,692,819	\$ 2,995,782	\$ 2,629,100

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 210 vehicles and 445 pieces of other equipment representing a total of \$23,013,328 in assets. The fleet covered 1,096,698 total miles and ran a total of 125,256 hours in fiscal year 2022.

MAJOR GOALS FOR FY 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Population Served	30,467	30,713	31,848	31,879	33,403	33,445
Staff: Population Ratio	1:4,352	1:4,388	1:4,550	1:4,554	1:4,771	1:4,778
# of City Employees (RFTE)	272	277.5	274	277	283	285
Staff: Employee Ratio	1:39	1:40	1:39	1:40	1:40	1:41
# of City Vehicles	201	208	202	202	197	210
# of Pieces of Equipment	411	361	417	425	425	445
# of Miles Driven	1,595,280**	1,171,065	1,244,749	1,174,493	1,243,444	1,096,698
# of Hours Operated	153,892**	159,528	138,901	120,869	121,946	125,256
Technicians: Vehicle Ratios	1:29	1:30	1:29	1:29	1:28	1:30
Technicians: Equipment Ratios	1:59	1:52	1:60	1:61	1:61	1:64
# of Vehicle Repair Work Orders	2,352***	2,986	2,774	2,860	2,600	1,857

**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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Fleet Manager	1	1	1	1	1	1
Fleet Supervisor	0	0	0	1	1	1
Lead Master Fleet Technician	1	1	1	0	0	0
Master Fleet Technician	4	4	5	4	4	3
Fleet Service Technician	1	1	0	1	1	2
Total Vehicle Maintenance	7	7	7	7	7	7

VEHICLE MAINT. FUND

Vehicle Maintenance 604-50-36-419	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Salaries	437,398	433,525	431,565	444,512	454,216
Overtime	18,786	7,083	14,000	14,000	8,000
Merit Pay Plan	3,500	-	-	-	-
On-Call Pay	1,947	1,726	4,000	4,000	4,000
Benefits	246,019	246,057	256,256	259,657	245,950
Subtotal Personnel Costs	\$ 707,649	\$ 688,391	\$ 705,821	\$ 722,169	\$ 712,166
Contractual Services	178,240	266,227	279,690	279,690	388,504
Materials and Supplies	825,092	240,788	656,350	656,350	315,538
Subtotal Operating Costs	\$ 1,003,331	\$ 507,015	\$ 936,040	\$ 936,040	\$ 704,042
Total Operating	\$ 1,710,980	\$ 1,195,406	\$ 1,641,861	\$ 1,658,209	\$ 1,416,208
Total Capital	\$ 43,020	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,754,000	\$ 1,195,406	\$ 1,641,861	\$ 1,658,209	\$ 1,416,208

Percent change from FY22 Original Budget -14%

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 \$385,504

Materials and Supplies - Vehicle maintenance \$101,010, Vehicle replacement \$50,053, Materials & parts for vehicle repairs \$75,000

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 division 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.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of City Vehicles	201	208	202	202	197	210
# of Pieces of Equipment	411	361	417	425	425	445
Book Value Vehicles/Equipment	\$6.9M	\$7.1M	\$6.2M	\$6.9M	\$6.6M	\$6.3M

VEHICLE MAINT. FUND

Vehicle Replacement 604-50-37-419	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Light Equipment Under \$5k	17,118	7,907	20,000	20,000	20,000
Rep. Mach & Equip > \$5k	10,158	39,876	23,200	23,200	284,589
Rep. Veh. > \$10k	322,193	803,225	1,057,758	1,344,373	958,303
Gain/Loss on Disposal	(66,242)	(36,797)	(50,000)	(50,000)	(50,000)
GRAND TOTAL	\$ 283,226	\$ 814,212	\$ 1,050,958	\$ 1,337,573	\$ 1,212,892

Percent change from FY22 Original Budget 15%

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 - Gator UT 4x4 \$13,000, Loader Sweeper \$42,000, Front Mower \$77,000, Mower ATM \$62,000, Front Mower \$31,000, Message Boards \$59,589, Pickup 3/4T EXT UTB \$45,000, Pickup 3/4T \$35,382, Pickup 3/4T \$52,000, SUV Suburban \$49,920, Compactor Truck \$325,000, Patrol Interceptor \$56,001, Patrol Impala 6 @ \$56,000, Patrol SUV Expedition \$56,000, Upfit for Unit 115 \$3,000

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Federal Grants	-	17,376	-	-	-
Transfer from City Depts	389,417	204,809	202,193	202,193	208,609
Application of Unassigned Cash	-	-	-	7,755	-
GRAND TOTAL	\$ 389,417	\$ 223,568	\$ 202,193	\$ 209,948	\$ 208,609

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 2022/2023:

- 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Inventory Value	\$4,035,252	\$4,034,061	\$4,015,303	\$4,160,597	\$4,473,577	\$4,803,000
# of Pick Tickets	4,001	4,053	4,066	4,245	4,300	4,500
# of Inventory Requisitions Entered	549	573	563	692	700	750

STAFFING:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Warehouse Specialist	2	2	2	2	2	2
Total Warehouse	2	2	2	2	2	2

GENERAL FUND						
Warehouse	Actual	Actual	Original	Adjusted	Requested	
603-25-28-415	2019-20	2020-21	Budget	Budget	Budget	2022-23
			2021-22	2021-22		
Salaries	70,398	61,343	72,738	74,920		79,855
Overtime	-	-	-	-		-
Merit Pay Plan	1,000	-	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	59,249	54,699	66,946	67,519		71,050
Subtotal Personnel Costs	\$ 130,648	\$ 116,042	\$ 139,684	\$ 142,439		\$ 150,905
Contractual Services	4,985	4,558	9,700	9,700		6,500
Materials and Supplies	39,654	60,415	52,809	56,809		51,204
Subtotal Operating Costs	\$ 44,639	\$ 64,973	\$ 62,509	\$ 66,509		\$ 57,704
Total Operating	\$ 175,287	\$ 181,015	\$ 202,193	\$ 208,948		\$ 208,609
Total Capital	\$ 208,879	\$ 40,656	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ 137,781	\$ -	\$ 1,000		\$ -
GRAND TOTAL	\$ 384,166	\$ 359,452	\$ 202,193	\$ 209,948		\$ 208,609

Percent change from FY22 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

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	2021-22	2021-22	2022-23
Interest Earnings	271	-	-	-	-
Interest on Investments	38,296	5,542	8,400	8,400	8,000
Unrealized Gain/Loss	4,225	(2,499)	-	-	-
Health Plan Premiums & Cont.	5,535,595	4,933,466	5,462,617	5,462,617	5,820,000
Health Plan Retiree Premiums	391,640	357,114	336,270	336,270	350,000
Miscellaneous	2,778,819	712,840	300,000	300,000	300,000
Interfund Operating Transfer In	-	734,049	50,000	50,000	-
Application of Unassigned Cash	-	-	-	-	685,362
GRAND TOTAL	\$ 8,748,847	\$ 6,740,513	\$ 6,157,287	\$ 6,157,287	\$ 7,163,362

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 wellness screenings, physicals, prescription medications, dental care, 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:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
# of Preferred Provider Plan Contracts	232	215	210	213	167	167
# of High Deductible Plan Contracts	33	44	50	52	94	94
Audited Fund Balance	\$1,816,080	\$2,510,431	\$2,543,513	\$3,280,605	\$3,622,665	\$3,000,000
Stop Loss Deductible	\$125,000	\$135,000	\$140,000	\$150,000	\$160,000	\$160,000
# of Claims Exceeding Stop Loss	1	3	4	3	3	3
\$ Claims Exceeding Stop Loss Deductible	\$60,904	\$203,069	\$1,206,677	\$2,200,463	\$350,000	\$250,000
Plan Year Total Gross Medical Claims	\$3,987,837	\$4,278,447	\$5,808,779	\$6,355,984	\$4,586,888	\$5,000,000

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

	Actual	Actual	Original	Adjusted	Requested
	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Benefit Contract Services	5,461	-	-	-	-
Administrative Fees	195,958	234,675	225,000	225,000	241,700
Medical Claims	7,782,509	4,706,470	4,483,500	4,483,500	5,670,000
Prescription Claims	520,832	739,121	900,000	900,000	900,000
Dental Claims	181,846	311,829	277,000	277,000	277,000
ST Disability Claims	29,160	11,325	15,000	15,000	15,000
Interfund Transfers	-	-	57,925	57,925	59,662
GRAND TOTAL	\$ 8,715,766	\$ 6,003,420	\$ 5,958,425	\$ 5,958,425	\$ 7,163,362

Percent change from FY22 Original Budget**20%**

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	Budget	Budget	Budget
			2021-22	2021-22	2022-23
Interest on Investments	1,672	55	500	500	240
Unrealized Gain/Loss	629	(1,452)	-	-	-
Incident Reimbursement Revenue	585,396	432,774	300,000	300,000	175,000
Miscellaneous	16,020	2,868	-	-	-
Interfund Operating Transfer In	-	-	-	44,000	-
Transfer from City Depts	474,822	695,014	976,874	976,874	921,124
Application of Unassigned Cash	-	-	4,585	4,585	4,560
GRAND TOTAL	\$ 1,078,539	\$ 1,129,258	\$ 1,281,959	\$ 1,325,959	\$ 1,100,924

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-nine, 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 FY23 is for \$189,396,754 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 2022/2023

- To work closely with the WARM Board to maintain or lower premiums.
- To work with City staff to limit exposure and mitigate risks to liability.
- 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.
- To reconcile the claims expense account regularly to maintain an accurate accounting of expenses.

PERFORMANCE MEASURES:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Property Incidents	148	149	155	134	125	149
Liability Incidents	54	50	52	51	46	36
Property Claims	8	4	6	6	6	5
Liability Claims	18	13	13	17	15	8

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

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Prop & Liab Insurance	537,529	648,457	853,674	853,674	798,924
Bad Debts	101	4,074	2,900	2,900	2,000
Claims	591,857	755,396	425,385	469,385	300,000
GRAND TOTAL	\$ 1,129,487	\$ 1,407,927	\$ 1,281,959	\$ 1,325,959	\$ 1,100,924

Percent change from FY22 Original Budget -14%

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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	2019-20	2020-21	2021-22	2021-22	2022-23
Principle Revenue	-	-	42,461	42,461	41,372
Interest Revenue	-	-	15,350	15,350	14,030
Application of Unassigned Cash	-	-	49,134	49,134	51,542
GRAND TOTAL	\$ -	\$ -	\$ 106,945	\$ 106,945	\$ 106,944

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 2/11/22, there are 23 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
LID 52 - Interstate Industrial
252-99-99-419

	Actual 2019-20	Actual 2020-21	Original Budget 2021-22	Adjusted Budget 2021-22	Requested Budget 2022-23
Principle	-	-	78,004	78,004	79,927
Interest	-	-	28,941	28,941	27,017
GRAND TOTAL	\$ -	\$ -	\$ 106,945	\$ 106,945	\$ 106,944
Percent change from FY22 Original Budget					0%

ADOPTED CAPITAL PROJECTS

CAPITAL TYPE - ALL FUNDS	FY23 ADOPTED BUDGET BY TYPE
GENERAL INFRASTRUCTURE	\$ 9,300,000
PAVEMENT MANAGEMENT SYSTEM	5,445,000
LAND	4,475,125
LIFT STATIONS/CONTROL FACILITY	3,950,000
PARK DEVELOPMENT	3,897,500
FURN/FIXTURES/EQUIP	3,457,827
NEW DISTRIBUTION LINES	2,456,000
MADISON DISTRICT PHASE VI	1,680,000
SANITARY SEWER MAINS	1,450,000
WATER MAINS	1,400,000
PARK IMPROVEMENTS	1,205,000
WYGEN III CAPITAL	1,180,788
BRIDGES	1,067,000
VEHICLES	974,303
DRAINAGE PROJECTS	824,500
SCADA IMPROVEMENTS	764,750
IRRIGATION IMPROVEMENTS	725,000
BEAUTIFICATION PROGRAMS	440,000
WELLS/PRODUCTION/COLLECTION	430,000
CT II CAPITAL	361,000
BUILDINGS	350,000
TRAFFIC SIGNALS	250,000
STREET ENHANCEMENTS	200,000
Grand Total	\$ 46,283,793

DIVISION	FY23 ADOPTED BUDGET BY DIVISION/FUND
1% OPTIONAL SALES TAX	\$ 16,956,500
SEWER	10,391,000
POWER	8,793,913
SPECIAL PROJECTS	3,897,500
MADISON WATER LINE	1,680,000
VEHICLE REPLACEMENT	1,242,892
INFORMATION TECHNOLOGY	1,232,000
WATER	1,031,750
FIBER	451,000
MAINT OF CITY BUILDINGS	365,000
SCADA	100,000
PD ADMINISTRATION	71,738
SOLID WASTE	36,000
CITY CLERK/PRINT SHOP	20,000
TRAFFIC SAFETY	10,000
STREETS	3,600
PARKS	900
GRAND TOTAL	\$ 46,283,793



VEHICLES
\$974,303



GENERAL
INFRASTRUCTURE
\$9,300,000



TOTAL CAPITAL
\$46,283,793

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2023-2027

Description	Account	Priority	Grant/Revenue FY 22-23	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Total
-------------	---------	----------	------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------

DEPT: ADMINISTRATION

DIV: Public Access

Capital Requests (Items \$5000 or over)

Control Room Equipment Replacement	47510	1					175,000		175,000
NewTek TriCaster Replacement/Upgrade	47510	1						15,000	15,000
City Hall Council Chambers Refresh	47510	1						150,000	150,000
City Hall Community Room Upgrade	47510	2						150,000	150,000
Public Access - Total			0	0	0	0	175,000	315,000	490,000

DIV: Special Projects

Capital Requests (Items \$5000 or over)

Sports Complex Shelter Improvements	47310		275,000	550,000					550,000
Sports Complex Playground & Landscaping	47310		75,000	150,000					150,000
City Pool Reconstruction	47310		975,000	2,725,000					2,725,000
Sports Complex Parking Lot	47310		450,000	472,500					472,500
Special Projects - Total			1,775,000	3,897,500	0	0	0	0	3,897,500

ADMINISTRATION TOTAL			1,775,000	3,897,500	0	0	175,000	315,000	4,387,500
-----------------------------	--	--	------------------	------------------	----------	----------	----------------	----------------	------------------

DEPT: FINANCE

DIV: City Clerk

Capital Requests (Items \$5000 or over)

Replacement Copier	47510			20,000					20,000
City Clerk - Total			0	20,000	0	0	0	0	20,000

DIV: Information Technology Services

Capital Requests (Items \$5000 or over)

Blade Center & Storage Upgrades	47510	1		412,000	950,000		150,000		1,512,000
Switch Replacements	47510	2		214,000	155,000	170,000	80,000	75,000	694,000
Backup Software & Storage	47510	3	500,000	500,000					500,000
Replacement CH Plotter	47510	4		18,000					18,000
Unmanned Aerial Vehicle (UAV)	47510	5			16,000				16,000
Replacement Firewalls & Routers	47510	6		32,000		40,000			72,000
Backup Power Unit Replacements	47510	7		55,000		14,000		5,000	74,000
Replacement Servers	47510	8			10,000	30,000		15,000	55,000
Information Technology Svcs. - Total			500,000	1,231,000	1,131,000	254,000	230,000	95,000	2,941,000

FINANCE TOTAL			500,000	1,251,000	1,131,000	254,000	230,000	95,000	2,961,000
----------------------	--	--	----------------	------------------	------------------	----------------	----------------	---------------	------------------

DEPT: POLICE

DIV: Police

Capital Requests (Items \$5000 or over)

IA Pro with Blue Team	47510	1		21,000					21,000
Brin LEMUR S Tactical Drone	47510	1			20,000				20,000
Nomad Remote Call Answering System	47510	1		0					0
Agency 360 Field Training Tracking Software	47510	1		5,000					5,000
Taser 7	47510	1		37,738	37,738	37,738	37,738	37,738	188,690
Police - Total			0	63,738	57,738	37,738	37,738	37,738	234,690

POLICE TOTAL			0	63,738	57,738	37,738	37,738	37,738	234,690
---------------------	--	--	----------	---------------	---------------	---------------	---------------	---------------	----------------

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2023-2027									
Description	Account	Priority	Grant/Revenue FY 22-23	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Total
DEPT: PUBLIC WORKS									
DIV: Maintenance of Building - CH									
<i>Capital Requests (Items \$5000 or over)</i>									
Replacement of CH Drinking Fountain with Bottle Fillers	47510			15,000	15,000				30,000
City Hall Main Elevator Upgrade	47210				400,000				400,000
PD Steps	47210			350,000					350,000
Maint. of Bldg. CH - Total			0	365,000	415,000	0	0	0	780,000
DIV: Maintenance of Building - CW									
<i>Capital Requests (Items \$5000 or over)</i>									
High Volume Doors for Heated Storage Building	47210					20,000			20,000
Maint. of Bldg. CW - Total			0	0	0	20,000	0	0	20,000
DIV: Solid Waste									
<i>Capital Requests (Items \$5000 or over)</i>									
Satellite Units	47510			35,000					35,000
Solid Waste - Total			0	35,000	0	0	0	0	35,000
PUBLIC WORKS TOTAL			0	400,000	415,000	20,000	0	0	835,000
DEPT: DEVELOPMENT SERVICES									
DIV: Engineering									
<i>Capital Requests (Items \$5000 or over)</i>									
Engineering Cubicle Upgrades	47510				50,000				50,000
Engineering - Total			0	0	50,000	0	0	0	50,000
DIV: Traffic Safety									
<i>Capital Requests (Items \$5000 or over)</i>									
Traffic Safety Storage Shed	47210				60,000				60,000
Traffic Safety Graphic Unit	47510			10,000					10,000
Traffic Safety - Total			0	10,000	60,000	0	0	0	70,000
DEVELOPMENT SERVICES TOTAL			0	10,000	110,000	0	0	0	120,000
GENERAL FUND TOTAL			2,275,000	5,622,238	1,713,738	311,738	442,738	447,738	8,538,190
DEPT: UTILITIES									
DIV: SCADA									
<i>Capital Requests (Items \$5000 or over)</i>									
Hardware/Software to Create Separate Networks	47510			100,000					100,000
SCADA - Total			0	100,000	0	0	0	0	100,000
DIV: Madison Project									
<i>Capital Requests (Items \$5000 or over)</i>									
Gillette Regional Water - District Extensions (67% Grant Funding)	47419		1,125,600	1,680,000					1,680,000
Madison Project - Total			1,125,600	1,680,000	0	0	0	0	1,680,000
DIV: Water Fund									
<i>Capital Requests (Items \$5000 or over)</i>									
Lead & Copper Rule Revision Unfunded Mandate	43210	1		107,822	106,322	106,322			320,466
AWIA Risk Assessment Remediation	47520	2		438,750	422,500	422,500			1,283,750
Well Rehabilitations (Down Hole Pump & Motor)	47412	3		430,000	430,000	430,000	430,000	430,000	2,150,000
Water System Control - VFDs	47510	4		160,000	160,000	160,000	160,000	160,000	800,000
Madison Well Field Road Improvements	47412	5			220,000				220,000
Water Fund - Total			0	1,136,572	1,338,822	1,118,822	590,000	590,000	4,774,216

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2023-2027

Description	Account	Priority	Grant/Revenue FY 22-23	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Total
-------------	---------	----------	---------------------------	----------------------	----------------------	----------------------	----------------------	----------------------	-------

DIV: Power Fund

Capital Requests (Items \$5000 or over)

WYGen III Capital Projects	47810	1		1,180,788	1,124,709	951,700	951,700	951,700	5,160,597
CT II Capital Projects	47815	2		361,000	361,000	361,000	361,000	361,000	1,805,000
New Distribution Lines (Partial transfer from 1% Fund)	47430	3		2,005,000	2,005,000	2,325,000	2,325,000	2,325,000	10,985,000
Land, Easements, ROWs	47110	4		100,000	100,000	100,000	100,000	100,000	500,000
PRE-Corp System Re-Feed	47110	5		100,000					100,000
Crestview Annexation (PRECorp Rev & Infrastructure)	47110	6		1,457,625					1,457,625
AV Annexation (PRECorp Rev & Infrastructure)	47110	7		2,070,000					2,070,000
AVBP Annexation (PRECorp Rev & Infrastructure)	47110	8		747,500					747,500
Advanced Metering Infrastructure (AMI) Reading	47510	9		750,000	750,000				1,500,000
SCADA Improvements - Electrical Services	47520	10		10,000					10,000
Hydraulic Press	47510	11		12,000					12,000
Power Fund - Total			0	8,793,913	4,340,709	3,737,700	3,737,700	3,737,700	24,347,722

DIV: Sewer Fund

Capital Requests (Items \$5000 or over)

Equipment Replacement	47510	1		200,000	200,000	200,000	200,000	200,000	1,000,000
Primary Clarifier Pit Valve Vaults	47510	1.1		250,000					250,000
RAS Upgrade	47510	1.2		200,000					200,000
Inplant PS Upgrade (Piping, Valves, Pumps)	47510	1.3		75,000					75,000
South Plant Blower Controls & Level Indication	47520	1.4		15,000					15,000
Aeration Automated Blower Controls and DO Probes	47520	1.5		25,000					25,000
Boxelder Lift Station Corrosion Control	47510	1.6		50,000					50,000
UV Disinfection System Improvements	47490	2	1,666,000	1,666,000					1,666,000
WWTF Potable and Non-Potable Water Line Upgrade	47490	3	1,000,000	1,000,000					1,000,000
Primary Digester Cover Replacement with Compressor	47490	4	1,968,000	1,968,000					1,968,000
Dewatering (Centrifuge) Process Upgrade	47490	5	2,508,000	2,508,000					2,508,000
WAS Thickening (DAF) Improvements	47490	6	2,158,000	2,158,000					2,158,000
SCADA Improvements - Wastewater	47520	7		276,000	230,000	230,000	230,000	230,000	1,196,000
Sleepy Hollow Pump and Valve Replacement	47510				50,000				50,000
Doors & Locks for Plant Security Upgrade	47510				125,000				125,000
Roof & HVAC Replacement	47510				975,000	975,000			1,950,000
TSS Probes and Piping for Process Control	47510					40,000			40,000
Automating Valves and Valve Replacement	47510					200,000			200,000
Lab Upgrade	47510						120,000		120,000
Office Area Remodel	47510						100,000		100,000
Primary Clarifier Sandblasting & Coating	47510						1,322,000		1,322,000
Integrating HVAC with SCADA	47510							180,000	180,000
Misc. Capital Needs								600,000	600,000
Sewer Fund - Total			9,300,000	10,391,000	1,580,000	1,645,000	1,972,000	1,210,000	16,798,000

DIV: Fiber Fund

Capital Requests (Items \$5000 or over)

Fiber Improvements	47430	1		60,000	60,000	60,000	60,000	60,000	300,000
Fiber Software	47510	2			30,000				30,000
Southern Drive Underground Fiber (Enzi-W 4-J)	47430	3		391,000					391,000
Fiber Fund - Total			0	451,000	90,000	60,000	60,000	60,000	721,000

UTILITIES TOTAL

			10,425,600	22,552,485	7,349,531	6,561,522	6,359,700	5,597,700	48,420,938
--	--	--	-------------------	-------------------	------------------	------------------	------------------	------------------	-------------------

UTILITIES TOTAL LESS MADISON

			9,300,000	20,872,485	7,349,531	6,561,522	6,359,700	5,597,700	46,740,938
--	--	--	------------------	-------------------	------------------	------------------	------------------	------------------	-------------------

Capital Requests Total w/ Madison

			12,700,600	28,174,723	9,063,269	6,873,260	6,802,438	6,045,438	56,959,128
--	--	--	-------------------	-------------------	------------------	------------------	------------------	------------------	-------------------

Capital Requests Total w/o Madison

			11,575,000	26,494,723	9,063,269	6,873,260	6,802,438	6,045,438	55,279,128
--	--	--	-------------------	-------------------	------------------	------------------	------------------	------------------	-------------------

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2023-2027									
Description	Account	Priority	Grant/Revenue FY 22-23	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Total
1% Projects									
Pavement Management System									
Ironhorse Subdivision Improvements	44331			200,000		200,000		200,000	600,000
Alley Reconstruction Projects	44331			250,000	250,000	250,000	275,000		1,025,000
Pavement Rehabilitation - Large Patches	44331			400,000	250,000	150,000	150,000	150,000	1,100,000
Pavement Rehabilitation - Small Patches	44331			150,000	150,000	100,000	100,000	100,000	600,000
Pavement Rehabilitation - Crack Seal	44331			200,000	200,000	200,000	200,000	200,000	1,000,000
Pavement Rehabilitation - Chip Seal	44331			425,000	400,000	400,000	500,000	500,000	2,225,000
PAVER - Inspections/Update PCIs	44331			70,000	70,000	70,000	70,000	70,000	350,000
Saunders Subdivision R&O Project	44331			1,750,000					1,750,000
Lakeway Road R&O Project	44331			1,750,000					1,750,000
Boxelder Chip Seal Project	44331			250,000					250,000
Sutherland Subdivision R&O Project	44331				150,000	2,000,000			2,150,000
Rourke Avenue & Winland Drive Surfacing Project	44331					1,500,000			1,500,000
Warlow Drive Street Improvements Project	44331						2,000,000		2,250,000
Westover Road & Oregon Avenue Surfacing Project	44331					200,000	1,000,000		1,200,000
Westover Road Retaining Wall Project	44331					25,000	500,000		525,000
Broby, Saunders, Shoshone Street Maintenance Project	44331						150,000	2,000,000	2,150,000
Spruce Avenue Surfacing Improvements Project	44331						250,000	2,500,000	2,750,000
Pavement Management System - Total	44331		0	5,445,000	1,470,000	5,345,000	5,195,000	5,720,000	23,175,000
Sidewalk Repairs									
None Requested	44332								0
Sidewalk Repairs - Total	44332		0	0	0	0	0	0	0
Land/Easements/ROWS									
None Requested	47110								0
Land/Easements/ROWS - Total	47110		0	0	0	0	0	0	0
Buildings									
None Requested	47210								0
Buildings - Total	47210		0	0	0	0	0	0	0
Beautification Programs									
Beautification Projects along Major Streets	47301			395,000	390,000	385,000	580,000	385,000	2,135,000
Adopt A Planter Flowers	47301			45,000	45,000	45,000	45,000	45,000	225,000
Community Wide Drive and Drop	47301			0	150,000	150,000	150,000	150,000	600,000
Beautification Programs - Total	47301		0	440,000	585,000	580,000	775,000	580,000	2,960,000
Park Development									
None Requested	47310								0
Park Development - Total	47310		0	0	0	0	0	0	0
Park Improvements									
Park Improvements	47311			712,500	1,205,000	830,000	315,000	230,000	300,000
Parks Improvements - Total	47311			712,500	1,205,000	830,000	315,000	230,000	2,880,000
Irrigation Improvements									
Irrigation Improvements	47312			125,000	725,000	420,000	925,000	740,000	1,000,000
Irrigation Improvements - Total	47312			125,000	725,000	420,000	925,000	740,000	3,810,000
Street Enhancements									
McCann Heights Reconstruction Project	47401			200,000	2,800,000				3,000,000
Foothills Boulevard Curves/Drainage	47401				2,500,000				2,500,000
6th Street Reconstruction Project	47401					25,000	300,000	2,000,000	2,325,000
Street Enhancements - Total	47401			200,000	5,300,000	25,000	300,000	2,000,000	7,825,000
Streets & Major Road Extensions									
None Requested	47402								0
Streets & Major Road Extensions - Total	47402		0	0	0	0	0	0	0
Traffic Signals									
Traffic Signal Improvements	47403			250,000	175,000	200,000	150,000	150,000	925,000
Westover Road/4-J Road Intersection Improvements	47403				75,000	500,000			575,000
Traffic Signals - Total	47403			250,000	250,000	700,000	150,000	150,000	1,500,000
Bridges									
Burma Bridge Inspection	47404			15,000					15,000
Gurley Overpass Maint/Replacement Designation	47404			1,052,000	1,052,000	1,052,000	2,052,000	2,052,000	7,260,000
Bridges - Total	47404			1,067,000	1,052,000	1,052,000	2,052,000	2,052,000	7,275,000
Drainage Projects									
FEMA Donkey Creek Flood Study	47405			187,500	250,000				250,000
Cemetery Drainage Improvements (Patriot Estates)	47405				80,000				80,000
Stonepile Drainage Improvements	47405			469,775	494,500				494,500
General Drainage Improvements	47405					50,000	500,000		550,000
Fishing Lake Emergency Spillway Project	47405						3,450,000		3,450,000
Drainage Projects - Total	47405			657,275	824,500	50,000	3,950,000	0	4,824,500

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2023-2027

Description	Account	Priority	Grant/Revenue FY 22-23	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Total
Bike and Walking Pathways	47406								
None Requested	47406								0
Bike and Walking Pathways - Total	47406		0	0	0	0	0	0	0
Water Mains	47410								
Water Main Interconnect Project	47410			500,000					500,000
7th Street Water Main Replacement Project	47410			850,000					850,000
Killarney Subdivision Water Fitting Replacement Project	47410			50,000	750,000				800,000
Sunburst Subdivision Water Fitting Replacement Project	47410				50,000	750,000			800,000
Railroad Water Main Replacement Project	47410					50,000	500,000		550,000
Water Mains - Total	47410		0	1,400,000	800,000	800,000	500,000	0	3,500,000
Water Transmission Lines	47411								
None Requested	47411								0
Water Transmission Lines Total	47411		0	0	0	0	0	0	0
Wells/Production/Collection	47412								
None Requested	47412								0
Wells/Production/Collection - Total	47412		0	0	0	0	0	0	0
Water Storage/Reservoirs	47413								
Water Tank Rehab	47413						75,000	1,750,000	1,825,000
Water Storage/Reservoirs - Total	47413		0	0	0	0	75,000	1,750,000	1,825,000
Sanitary Sewer Mains	47420								
Sanitary Sewer Main Replacement	47420			900,000	200,000	2,325,000	3,250,000		6,675,000
Stonepile Interceptor MH Rehab Project	47420			450,000					450,000
WWTP Green Waste Facility Improvements	47420			100,000					100,000
Complex Lift Station Capacity Upgrade	47421		3,700,000	3,700,000					3,700,000
Heritage Lift Station	47421			250,000	2,250,000				2,500,000
Sanitary Sewer Mains - Total	47420		3,700,000	5,400,000	2,450,000	2,325,000	3,250,000	0	13,425,000
LID Improvements	47440								
None Requested	47440								0
LID Improvements - Total	47440		0	0	0	0	0	0	0
Rail Spur Modification - Total	47450		0	0	0	0	0	0	0
Furn/Fixtures/Equip	47510								
None Requested	47510								0
Furn/Fixtures/Equip - Total	47510		0	0	0	0	0	0	0
Community Contributions	49004								
Youth, Senior & Community Contributions	49003			844,000	850,000	850,000	850,000	850,000	4,244,000
College Operational Funding	49004								0
CC 4th of July	49004			4,000	9,000	9,000	9,000	9,000	40,000
Outside Agency Funding	49004								0
Donkey Creek Festival Funding	49010								0
1% Tax Education	49010				7,500	7,500	7,500	30,000	52,500
Community Contributions - Total	49004		0	848,000	866,500	866,500	866,500	889,000	4,336,500
Additional Community Contributions	49002								
Fire Department - Operational Funding (49%)	49002			3,954,498	2,400,000	2,400,000	2,400,000	2,400,000	13,554,498
Fire Department - Operating Capital Request (49.5%)	49002			99,000	50,000	50,000	50,000	50,000	299,000
Annual Contribution to Fire Fleet Depreciation Account	49002			250,000	250,000	250,000	250,000	250,000	1,250,000
Annual Contribution to Fire Equipment Depreciation Acc (49.5%)	49002			123,750	123,750	123,750	123,750	123,750	618,750
Annual Contribution to Fire Facility Maintenance Acct (49.5%)	49002			0	24,750	24,750	24,750	24,750	99,000
Additional Community Contributions - Total	49002		0	4,427,248	2,848,500	2,848,500	2,848,500	2,848,500	15,821,248
Transfer Out	49110								
Transfer to Power Fund for New Distribution Lines	49110			500,000	500,000	500,000	500,000	500,000	2,500,000
Transfer to Fiber Fund	49110			500,000	500,000				1,000,000
Transfer Out - Total	49110		0	1,000,000	1,000,000	500,000	500,000	500,000	3,500,000
1% Projects - Total			5,194,775	23,231,748	17,922,000	20,232,000	17,482,000	17,789,500	96,657,248

1% Budgeted Revenue

Residual Sales Tax - Cash-On-Hand 6/30/22
Grant/Loan Revenue

19,095,298
5,194,775

Total 1% Budgeted Revenue

24,290,073

Surplus/(Deficit)

1,058,325

**THIS PAGE INTENTIONALLY
LEFT BLANK**

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 not increase for the 2023 calendar year. 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 not increase for the 2023 calendar year. 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 2022-23 are 0.12% for non-hazardous (clerical) and 1.24% for hazardous (all other). Rates are established by multiplying the City's claim history by the statewide base rate, and are adjusted for the 2022-23 Fiscal Year on 07/01/22.

▪ Wyoming Retirement

The City pays 100% of the employee (9.25%) and the employer (9.37%) share for all permanent personnel for FY22-23. For sworn police officers and dispatch staff the City pays 100% of the employee (8.60%) and the employer (8.60%) share.



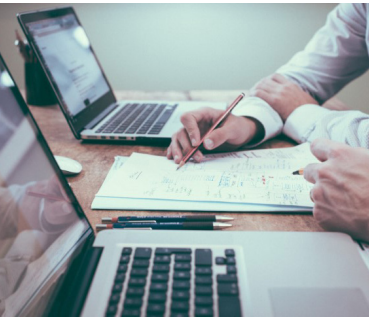
CAPITAL

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: FY23 BUDGET with Council,
City Administrator, Finance Director, Department Heads & Staff

Month	Date	Day		Time	Location	
May	9	Monday	BUDGET MESSAGE - Administrator Hyun Kim		5:30 PM	2nd Floor Community Room
			POLICE - Chuck Deaton			
			1. Police	2. Dispatch		
			3. Victims Services	4. Animal Control		
			5. Animal Shelter			
			HUMAN RESOURCES - Déca Wasson			
			1. Human Resources	2. Safety		
			3. Health Benefit Plan			
			FINANCE - Michelle Henderson			
			1. Finance	2. Customer Service		
			3. Purchasing	4. City Clerk		
			5. Information Technology	6. Warehouse Fund		
			7. Property/Liability Insurance			
			CITY ATTORNEY - Sean Brown			
			ADMINISTRATION - Hyun Kim			
			1. General Fund Revenue	2. Mayor & Council		
			3. Administration	4. Public Access		
			5. Special Projects	6. Judicial		
			7. Local Improvement Districts			
			May	10		
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						
DEVELOPMENT SERVICES - Ry Muzzarelli						
1. Engineering	2. Building Inspection					
3. Traffic Safety	4. Planning					
5. Code Compliance						
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						
BUDGET WRAP-UP						

FY22-23 MEETING SCHEDULE

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

Month	Date	Day		Time	Location
April	13	Wednesday	HUMAN RESOURCES	9:00 a.m.	2nd Floor Community Conference Room
			1. Human Resources		
			2. Safety		
			3. Health Fund/Wellness		
			DEVELOPMENT SERVICES	10:00 a.m.	
			1. Engineering		
			2. Building Inspection		
			3. Traffic Safety		
			4. Planning		
			5. Code Compliance		
			ADMINISTRATION	11:15 a.m.	
			1. Mayor & Council		
			2. Administration		
			3. GPA		
			4. Special Projects		
			5. Judicial		
			PUBLIC WORKS	1:00 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			
		POLICE	3:30 p.m.		
		1. Police			
		2. Dispatch			
		3. Victims Services			
		4. Animal Control			
		5. Animal Shelter			
April	14	Thursday	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			
April	15	Friday	ATTORNEY	9:00 a.m.	
			FINANCE	9:30 a.m.	
			1. Finance		
			2. Customer Service		
			3. Purchasing		
			4. Warehouse		
			5. City Clerk		
			6. IT/GIS		
			7. Property & Liability Insurance		
			1% BUDGET DISCUSSION		
		BUDGET WRAP-UP			

