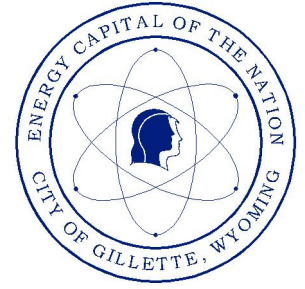


2024

ADOPTED BUDGET



City of Gillette
Fiscal Year 2023-2024 Adopted
Operating Budget & Capital
Improvement Plan



4.70%

INCREASE IN BUDGETED
EXPENDITURES FROM PRIOR
YEAR BUDGET

PICTURE PROVIDED BY GILLETTE PUBLIC ACCESS

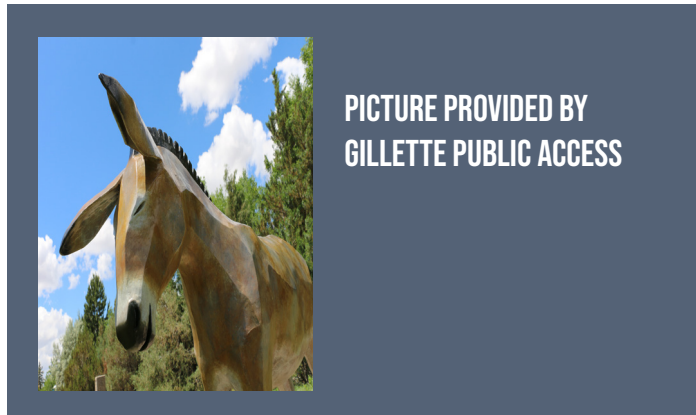
SERVICE WITH P.R.I.D.E.
PRODUCTIVITY RESPONSIBILITY INTEGRITY
DEDICATION ENTHUSIASM

CONTENTS

BUDGET MESSAGE	7	PUBLIC WORKS DEPARTMENT	77
CITY OF GILLETTE ORGANIZATIONAL CHART	19	PUBLIC WORKS ADMINISTRATION	78
POSITION SUMMARY	20	FACILITIES MAINTENANCE CITY HALL	80
ALL FUNDS SUMMARIES	22	PARKS	82
GENERAL FUND	28	FORESTRY	84
GENERAL FUND REVENUE	30	STREETS	86
GENERAL FUND EXPENDITURE SUMMARIES	34	DEVELOPMENT SERVICES DEPARTMENT ...	89
ADMINISTRATION DEPARTMENT	37	GEOGRAPHIC INFORMATION SYSTEMS (GIS)	90
MAYOR & COUNCIL	38	ENGINEERING	92
ADMINISTRATION	40	BUILDING INSPECTION	94
SPECIAL PROJECTS	42	TRAFFIC SAFETY	96
CITY ATTORNEY	45	PLANNING	98
CITY ATTORNEY	46	CODE COMPLIANCE	100
HUMAN RESOURCES DEPARTMENT	49	PUBLIC AFFAIRS DEPARTMENT	103
HUMAN RESOURCES	50	PUBLIC AFFAIRS	104
SAFETY	52	GILLETTE PUBLIC ACCESS	106
FINANCE DEPARTMENT	55	CITY CLERK	108
FINANCE	56	JUDICIAL	110
CUSTOMER SERVICE	58	OPTIONAL ONE PERCENT TAX	113
PURCHASING	60	ONE PERCENT TAX REVENUE	114
INFORMATION TECHNOLOGY	62	ONE PERCENT TAX EXPENSE	116
POLICE DEPARTMENT	65	UTILITIES DEPARTMENT	119
POLICE	66	MADISON WATERLINE FUND	121
DISPATCH	68	MADISON WATERLINE REVENUE	122
VICTIM SERVICES	70	MADISON WATERLINE EXPENSE	124
ANIMAL CONTROL	72	UTILITIES ADMINISTRATION FUND	127
ANIMAL SHELTER	74	UTILITIES ADMINISTRATION REVENUE	128
		UTILITIES ADMINISTRATION EXPENSE	130
		ELECTRICAL ENGINEERING	132
		SCADA	134

WATER FUND	137
WATER REVENUE	138
WATER EXPENSE	140
SWIMMING POOL	142
POWER FUND	145
POWER REVENUE	146
POWER EXPENSE	148
SEWER FUND	151
SEWER REVENUE	152
SEWER EXPENSE	154
FIBER FUND	157
FIBER REVENUE	158
FIBER EXPENSE	160
SOLID WASTE FUND	163
SOLID WASTE REVENUE	164
SOLID WASTE EXPENSE	166
CITY WEST FUND	169
CITY WEST REVENUE	170
CITY WEST EXPENSE	172
VEHICLE MAINTENANCE FUND	175
VEHICLE MAINTENANCE REVENUE	176
VEHICLE MAINTENANCE EXPENSE	178
VEHICLE REPLACEMENT EXPENSE	180
WAREHOUSE FUND	183
WAREHOUSE REVENUE	184
WAREHOUSE EXPENSE	186
HEALTH BENEFIT FUND	189
HEALTH BENEFIT REVENUE	190
HEALTH BENEFIT EXPENSE	192

PROPERTY & LIABILITY INSURANCE	195
PROPERTY & LIABILITY INS REVENUE	196
PROPERTY & LIABILITY INS EXPENSE	198
LOCAL IMPROVEMENT DISTRICTS	201
LID 52 REVENUE	202
LID 52 EXPENSE	204
ADOPTED CAPITAL PROJECTS	206
APPENDIX	1-A
DEFINITIONS	1-B
BUDGET CALENDARS	1-D



**THIS PAGE INTENTIONALLY
LEFT BLANK**

FY24 ADOPTED BUDGET

BUDGET MESSAGE



CITY OF GILLETTE

Finance Division

201 E. 5th Street • Gillette, Wyoming 82716

Phone 307.686.5208

www.gillettewy.gov

FISCAL YEAR 2024 BUDGET MESSAGE¹

May 8, 2023

Honorable Mayor, Members of the City Council, and Citizens of the City of Gillette, It is my privilege to present the Fiscal Year 2024 (FY24) Budget for the City of Gillette. The budget is fundamentally balanced and prepared in accordance with all applicable federal, state and local requirements. The following is Staff's recommendation for the allocation of funds. However, after review by Council during the upcoming budget discussions, it is subject to additional direction as Council deems appropriate so that the final product is to Council's satisfaction. As a starting point for these discussions, the City's total proposed budget for FY24 is \$160,667,078.

OVERVIEW

Fiscal Year 2023 has been a remarkable year for the City's sales tax revenue, the most significant General Fund revenue source. The latter half of FY22 experienced a generous upward trend for sales tax receipts, which resulted in an 11% increase in the FY23 sales tax revenue budget. Current year receipts have substantially exceeded the increased budget. Even though FY24 projected revenues are 24.3% higher than FY23's budget, Staff still feels this is a conservative budget when compared to current year receipts. Because of historical trends, as well as the uncertainty of future sales tax receipts due to the volatility of the energy industry, taking a conservative approach is always Staff's recommendation.

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

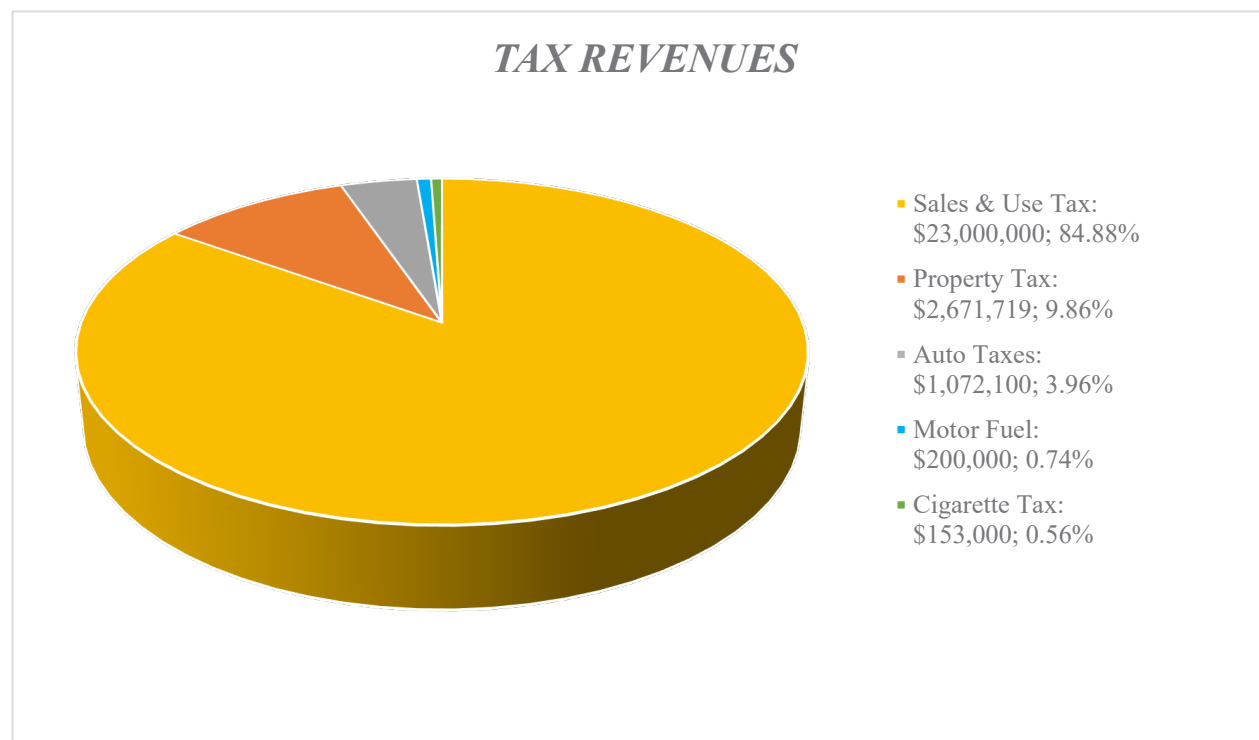
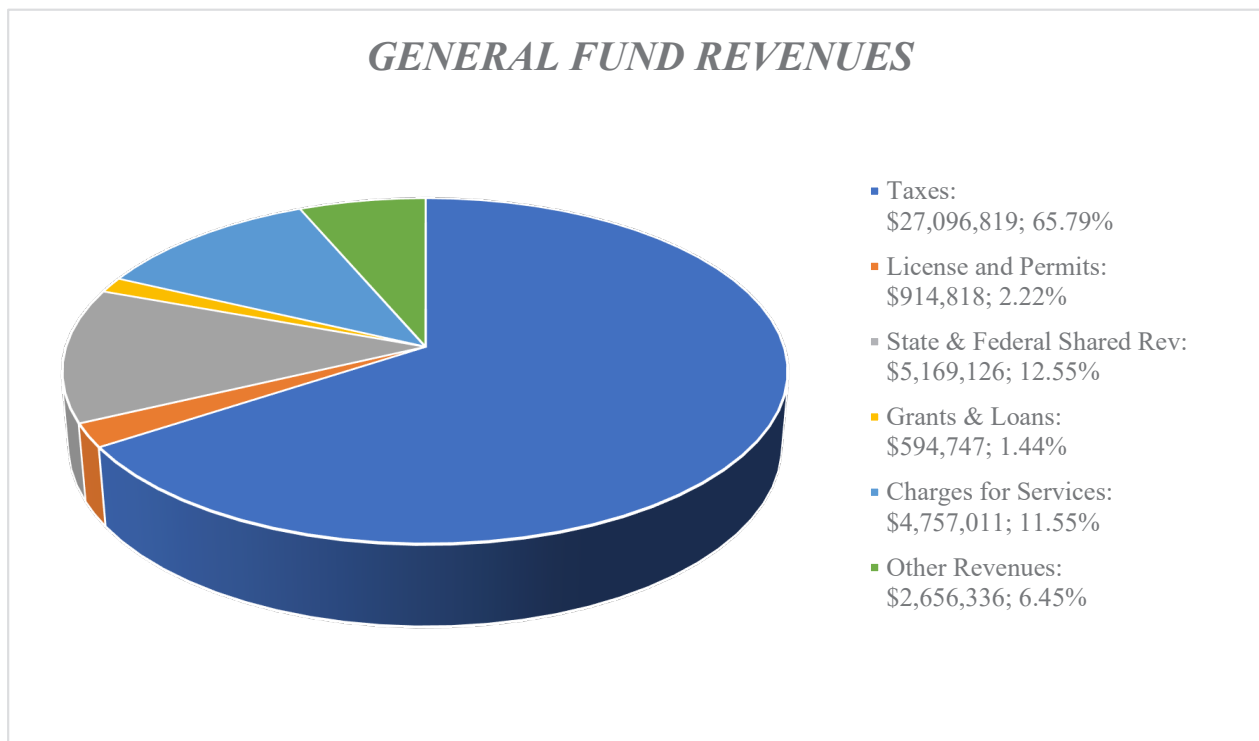
REVENUES

General Fund

The projected General Fund revenues for FY24 are \$41,188,857, an increase of \$4.4M from the previous year, with the largest increases coming from taxes and the Direct Distribution from the State of Wyoming. Additionally, the FY23 budget relied on an application of unassigned cash of approximately \$2.75M; the FY24 budget is balanced without requiring an application of cash, however, based on Council direction at recent budget meetings, a specific capital project was added to the budget and partially funded with a General Fund application of unassigned cash of \$2.010M.

¹ The budget message herein is as it was presented to the City Council at the May 8, 2023, budget workshops. At the direction of the City Council, changes were made to the budget prior to its official passage and are therefore not reflected in this budget message.

Taxes continue to be the bulk of revenues in the General Fund, representing 66% of the total General Fund revenues. The largest component of taxes is sales and use taxes, comprising 85% of the total taxes. The following graphs illustrate the major categories of General Fund revenues, followed by a further breakdown of the different types of tax revenues the City receives:



Enterprise Funds

The City contracted with FCS Group, a utility rate consulting firm, to conduct an analysis of the City's enterprise fund revenue requirements. The annual proforma review was held on February 14, 2023, with FCS Group providing City Council with projections of each fund's performance, and subsequent rate recommendations, over the next five years. Based on this review, Council implemented a 5% rate increase in the Power Fund, and a 10% rate increase in both the Water and Wastewater Funds, effective May 1, 2023. Additional rate increases will be needed over the next several years in all enterprise funds, including the Solid Waste Fund. Additionally, the FY24 budget assumes the City Council will continue the long-standing practice of utilizing Optional 1% Tax revenue to cover the cost of various infrastructure improvements in these funds, which helps keep utility rates as low as possible.

EXPENSES

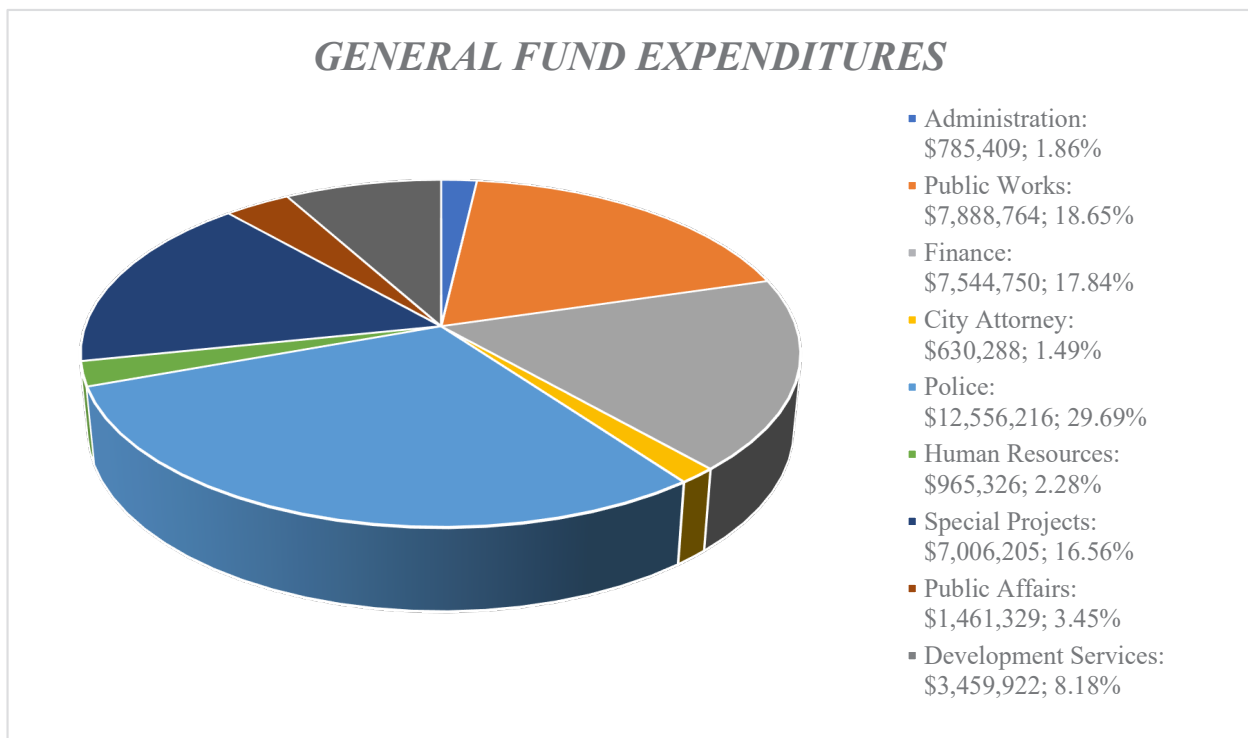
City-wide expenses have increased by 4.7%, primarily due to increased personnel and capital costs, along with increased funding to outside agencies. Total budgeted expenses of \$160,667,078 are broken out into General Fund, Enterprise Funds and Optional 1% Tax Fund.

General Fund

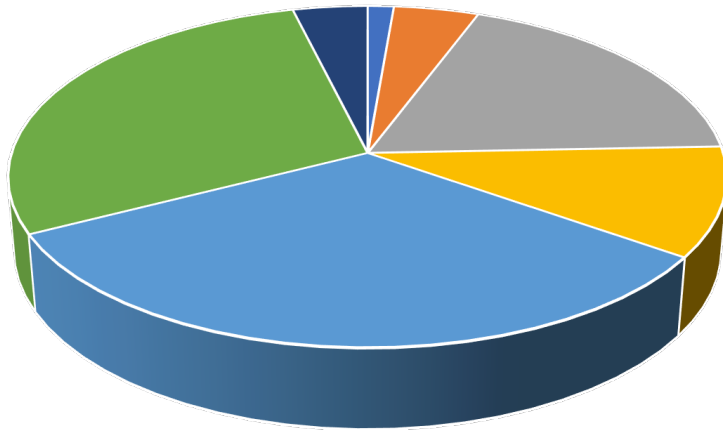
The expenditures in the General Fund cover salaries and benefits for employees in each operating division in the fund, as well as repair and maintenance costs, utility expenses, commodity and material costs, and general operating expenses. The General Fund expenditures were increased by \$2.8M (7%) from FY23, with the most significant additions coming from personnel and external agency funding.

The City of Gillette has a long history of providing funds to agencies that are external to the operations of the City in order to assist them in accomplishing their objectives within the community. While these agencies are a great benefit to the community as a whole, they are an additional burden on the City's limited and unpredictable revenue streams. In FY24, the City is proposing to provide \$2.6M to these agencies, which is nearly 6% of the entire General Fund budget. This funding is separate from the 1% agency funding.

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



SPECIAL PROJECTS BREAKDOWN

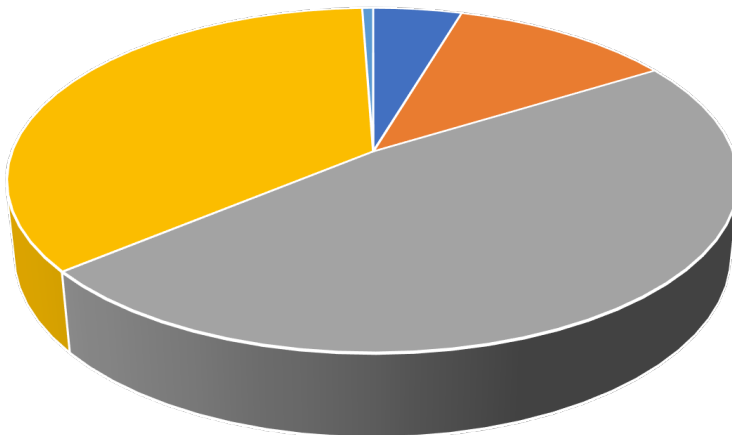


- Employee Related Costs:
\$94,000; 1.34%
- Property & Liability Ins.:
\$305,848; 4.37%
- College Dorm Payment:
\$1,308,616; 18.68%
- Park Development:
\$725,000; 10.35%
- Cam-Plex:
\$2,293,741; 32.74%
- Transfer to 1% Fund for Capital:
\$2,010,000; 28.69%
- Service Agencies/Gen Community:
\$269,000; 3.84%

Enterprise Funds

The City of Gillette operates five enterprise funds – Solid Waste, Fiber, Water, Power and Wastewater – which account for business-type activities supported largely by user fees. Each fund operates as a separate business, and their revenues generally cannot subsidize the other funds’ operations. Similar to the General Fund, the expenses in each enterprise fund are for employee salaries and benefits, equipment repair and maintenance, commodity and material costs, general operating expenses, and capital projects and purchases. The enterprise funds’ total combined budget is \$77,129,616.

ENTERPRISE FUNDS EXPENSES



- Solid Waste Fund:
\$3,536,163; 4.58%
- Water Fund:
\$8,954,897; 11.61%
- Power Fund:
\$36,818,998; 47.74%
- Sewer Fund:
\$27,378,847; 35.50%
- Fiber Fund:
\$440,711; 0.57%

The Solid Waste Fund is a very stable fund. Its operations do not change significantly from year to year. The FY24 proposed expenses in this fund are approximately 7% higher than the previous year, with the most notable differences being increases in internal services and vehicle-related costs. The Fiber Fund's FY24 budget request is approximately \$775,000 (64%) lower than the previous year. This fund has no employees, and its major capital project – the buildout of the fiber loop – was finished in the current fiscal year.

The Water Fund is requesting a decrease of 2% from the FY23 budget. While personnel costs have increased, these are offset by decreases in internal services, distribution system maintenance and capital purchases. One item to note in this fund is that the City will be required to repay the remaining outstanding balance on the Madison loan of \$4,328,358 upon substantial completion of the project, using the designated funds in the City's Wyo-STAR investment account.

The Power Fund is requesting a 10% decrease from the FY23 budget, which is almost entirely due to fewer capital projects caused by the completion of the extension of electric service to Crestview and Antelope Valley subdivisions. These decreases significantly outweigh the increases seen in internal services and purchased power. Additionally, the City refunded bonds related to the purchase of WyGEN III and hence will experience a considerable reduction in interest expense with the new debt schedule.

The Wastewater Fund's FY24 budget request, without considering the \$19.74M capital improvement project outlier, is 18.7% lower than the previous year. This decrease is partly due to drastically lower projected accrued interest costs for the new capital construction loan for the Wastewater Treatment Plant Improvement Project, based on a better understanding of the overall project timeline. Additionally, the City used excess General Fund cash in FY23 to pay off an outstanding loan in the Wastewater Fund, saving this fund a million dollars a year for the next five years. However, because of the ongoing Improvement Project, the City will be acquiring additional debt in the next couple of years and will therefore need to prudently increase rates to account for the additional debt expense.

1% Fund

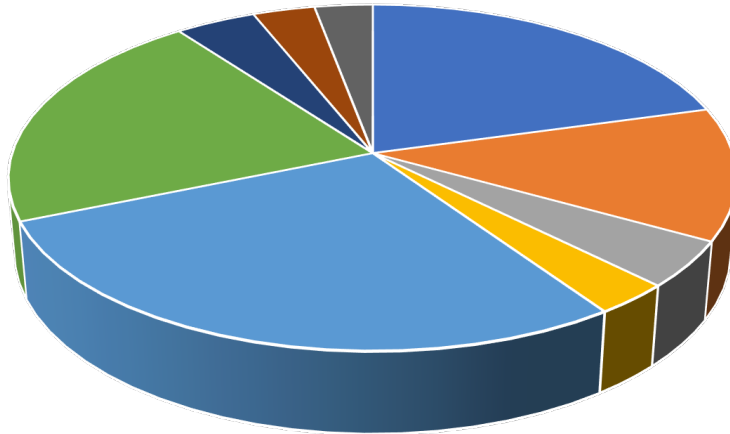
As part of the Fiscal Year 2017 budget process, the City Council made the decision to budget the expenditures in the 1% Fund using a cash-on-hand approach. This methodology continues to be successful because it allows for capital projects to be completed using cash physically held by the City, without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

The FY24 budget includes \$25,363,165 for 1% Fund expenditures, with \$18,992,000 being used for capital projects and \$6,371,165 allocated for community contributions. By comparison, Fiscal Year 2021's 1% Fund budget was \$22,294,688, FY22's budget was \$16,177,149, and FY23's was \$23,216,736. The radical swings from year to year are a direct reflection of the uncertainty the City continues to experience in this pivotal revenue stream.

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

- Heritage Lift Station Improvements
- Foothills Boulevard Curves/Drainage
- McCann Heights Reconstruction Project
- Irrigation Central Control Investment
- Gurley Overpass Replacement Designation
- Community Contributions
- Fire Department Funding

OPTIONAL 1% EXPENDITURES



- Water & Sewer Projects:
\$5,250,000; 20.70%
- Irrigation Projects:
\$3,135,000; 12.36%
- Bridges:
\$1,102,000; 4.34%
- Parks/Beautification Projects:
\$760,000; 3.00%
- Street Projects:
\$7,195,000; 28.37%
- Fire Department Funding:
\$5,328,813; 21.01%
- Agency & Social Services:
\$1,042,352; 4.11%
- PD Vehicle Storage & Rail Spur:
\$800,000; 3.15%
- Transfer to Power & Fiber Funds:
\$750,000; 2.96%

RESERVES

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

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

FUND	REQUIRED RESERVES
General Fund	\$15,400,385
Solid Waste Fund	\$875,146
Water Fund	\$9,280,969
Power Fund	\$11,088,675
Wastewater Fund	\$4,186,871

HUMAN RESOURCES

The City of Gillette currently has 286 full-time equivalent (FTE) positions, an increase of five positions from the previous fiscal year. The FY24 budget proposes four additional positions, along with 27 seasonal positions. Employee salaries and benefits account for nearly 22% of the total City of Gillette budget, and 57% of the General Fund budget. The City's employees are its most valuable asset.

The salary and benefit package is a large driver in employee hiring and retention. The City has not been immune to the challenging labor market, and we have experienced certain positions that have been very difficult to recruit because they are competing with local industry. However, even though employees have not been given merit increases in many years, the City has made strides becoming more competitive in the regional compensation market by giving cost of living adjustments over the last two years totaling 8%, and the FY24 budget proposes an additional cost of living increase of 5%. Additionally, the City is currently consulting with Gallagher Benefit Services to analyze our classification and compensation plan to ensure that the City's positions and salary structure are aligned with local industry and similar municipalities in our region. The Council is encouraged to consider merit and/or cost of living increases in upcoming budget years in order to keep salary bands competitive, while balancing any compensation changes with uncertain revenue levels.

CONCLUSION

The proposed FY24 budget of \$160,667,078 is balanced. The City of Gillette is financially stable. The organization, however, continues to face an uncertain future, and we continue to face additional demands for service in the midst of an unpredictable revenue picture. As is our standard practice, the presented budget seeks to be fiscally conservative. Staff was asked to hold the line where feasible, and we will continue to look for ways to increase our efficiencies while still providing the services the citizens of Gillette expect.

This budget document is a collaborative effort between all City departments. The management team of the City of Gillette has done a tremendous job of making some difficult decisions during this budget season. I particularly appreciate the hard work of the Finance Division in compiling, consolidating and analyzing all the information contained in this document. Additionally, I would like to thank City Council for their thoughtful consideration of the FY24 budget, as well as their continued support throughout the year.

Respectfully,

Michelle Henderson

Michelle Henderson
Finance Director

**THIS PAGE INTENTIONALLY
LEFT BLANK**



PICTURE PROVIDED BY GILLETTE PUBLIC ACCESS



**Councilwoman
Tricia Simonson
Ward 1**



**Mayor
Shay Lundvall**



**Councilman
Jim West
Ward 1**



**Council President
Billy Montgomery
Ward 2**



**Councilman
Tim Carsrud
Ward 2**



**Councilwoman
Heidi Gross
Ward 3**

Gillette City Council 2023

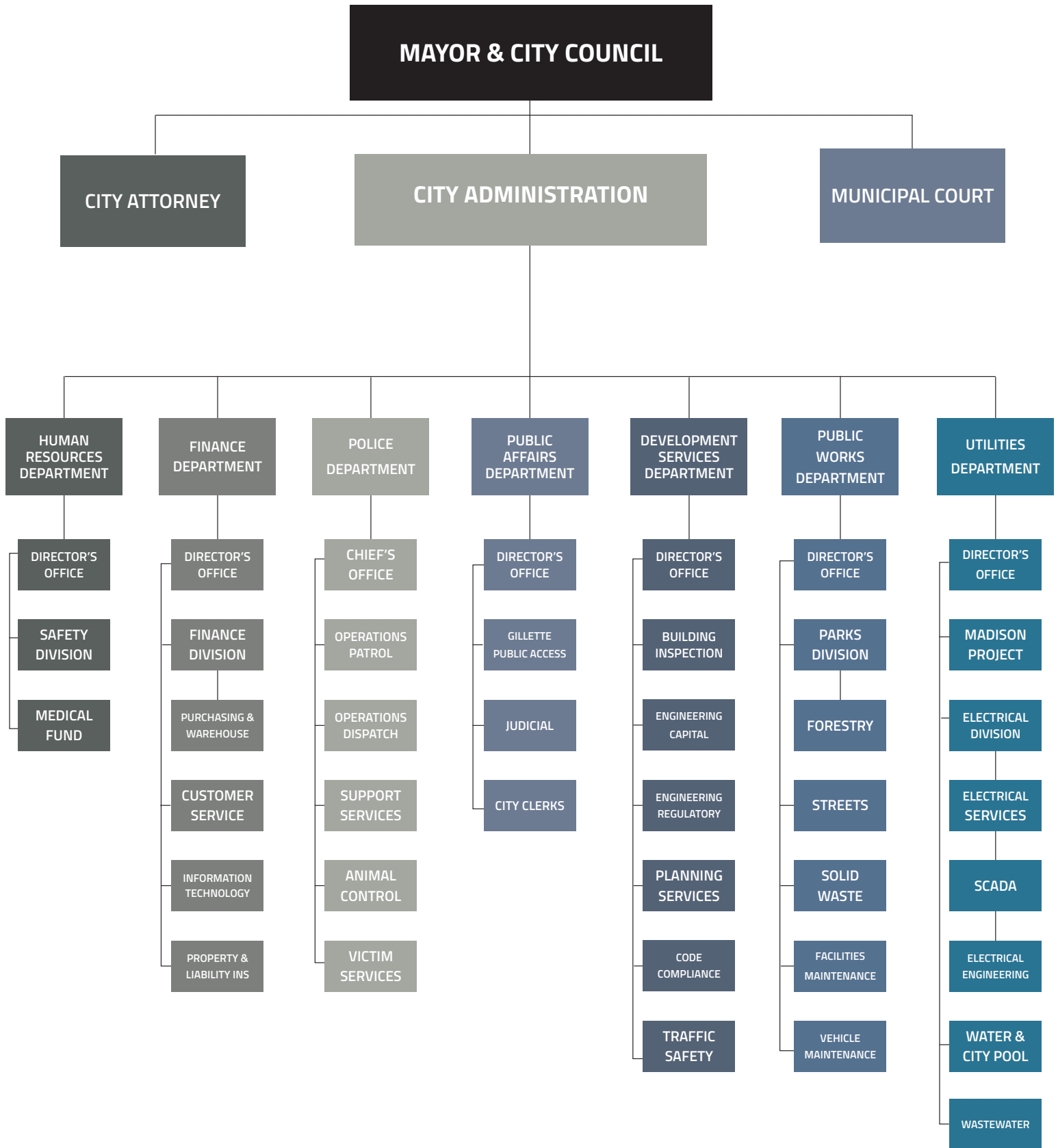


**Councilman
Nathan McLeland
Ward 3**



PICTURE PROVIDED BY GILLETTE PUBLIC ACCESS

CITY OF GILLETTE ORGANIZATIONAL CHART



POSITION SUMMARY

GENERAL FUND POSITIONS

	Budgeted Positions 2020-21	Budgeted Positions 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24	Change From FY23 Adjusted Budget
Administration	4.0	4.0	4.0	2.0	2.0	-
City Attorney	2.0	2.0	2.0	3.0	3.0	-
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	8.0	1.0
Customer Service	9.0	8.0	8.0	8.5	8.0	(0.5)
Purchasing	2.0	2.0	2.0	2.0	2.0	-
Information Technology	9.0	9.0	9.0	13.0	13.0	-
Police	67.0	67.0	67.0	69.0	71.0	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	4.0	5.0	1.0
Public Works Administration	3.0	3.0	3.0	3.0	3.0	-
Facilities Maintenance - City Hall	6.0	6.0	5.0	5.0	5.0	-
Parks & Landscaping	20.0	22.5	22.5	20.9	17.4	(3.5)
Forestry	2.0	2.0	2.0	2.0	2.0	-
Streets	16.0	16.0	16.0	16.0	16.0	-
Traffic Safety	2.0	2.0	2.0	2.0	2.0	-
Engineering	10.0	10.0	10.0	8.0	8.0	-
Geographical Information Systems*	4.0	4.0	4.0	-	-	-
Building Inspection	6.0	6.0	6.0	6.0	6.0	-
Planning	2.0	2.0	2.0	2.0	3.0	1.0
Code Compliance	2.0	2.0	2.0	2.0	2.0	-
Public Affairs**	-	-	-	2.0	2.0	-
Public Access	3.0	3.0	3.0	3.0	3.0	-
City Clerk	2.0	2.0	2.0	2.0	2.0	-
Judicial	6.0	6.0	6.0	3.0	3.0	-
General Fund FTE Total	210.0	211.5	210.5	208.4	209.4	1.0
Mayor and Council - Elected Officials, Not FTEs	7.0	7.0	7.0	7.0	7.0	-

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

**Note-Public Affairs Department was created in FY2022-23

POSITIONS - ALL FUNDS

	Budgeted Positions 2020-21	Budgeted Positions 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24	Change From FY23 Adjusted Budget
General Fund	210.0	211.5	210.5	208.4	209.4	1.0
Capital Project Funds						
Madison Waterline	1.0	-	-	-	-	-
Total Capital Project Fund FTEs	1.0	-	-	-	-	-
Enterprise Funds						
Utilities Administration Fund:						
Utilities Administration Division	3.0	4.0	4.0	4.0	4.0	-
Electrical Engineering Division	6.0	6.0	6.0	6.0	6.0	-
SCADA Division	7.0	7.0	7.0	7.0	7.0	-
Water	17.1	15.5	15.5	17.7	18.0	0.3
Power	16.0	16.0	16.0	14.0	14.0	-
Sewer	17.8	17.6	17.6	18.5	18.4	(0.1)
Solid Waste	9.0	9.0	9.0	9.0	9.0	-
Total Enterprise Funds FTEs	75.9	75.1	75.1	76.2	76.4	0.2
Internal Service Funds & Other						
Vehicle Maintenance	7.0	7.0	7.0	7.0	7.0	-
City West Fund	2.0	2.0	5.0	5.0	5.0	-
Warehouse Fund	2.0	2.0	2.0	2.0	2.0	-
Total Other Funds FTEs	11.0	11.0	14.0	14.0	14.0	-
City of Gillette FTE Total	297.9	297.6	299.6	298.6	299.8	1.2
Less Customer Service Seasonal FTEs	-	-	-	0.5	-	(0.5)
Less Animal Shelter Seasonal FTEs	-	-	-	1.0	1.0	-
Less Parks Seasonal FTEs	12.8	14.5	14.5	8.9	6.4	(2.5)
Less Water Seasonal FTEs	2.1	0.5	0.5	0.7	1.0	0.3
Less Sewer Seasonal FTEs	1.8	1.6	1.6	1.5	1.4	(0.1)
City of Gillette Full Time Budgeted Positions Total	281.2	281.0	283.0	286.0	290.0	4.0

SUMMARY OF SIGNIFICANT CHANGES



Total City Staffing increased By 1.2 Full Time Equivalents (FTE)

This budget:

- Created a Payroll Specialist in Finance
- Increased Police Records staff by one FTE in Police
- Increased Police Officer staff by one FTE in Police
- Increased Shelter Assistant staff by one FTE in Animal Shelter
- Eliminated one Senior Parks Operator in Parks & Landscaping
- Reduced Parks Seasonals request by 2.5 FTEs
- Created an Economic Development Specialist in Planning

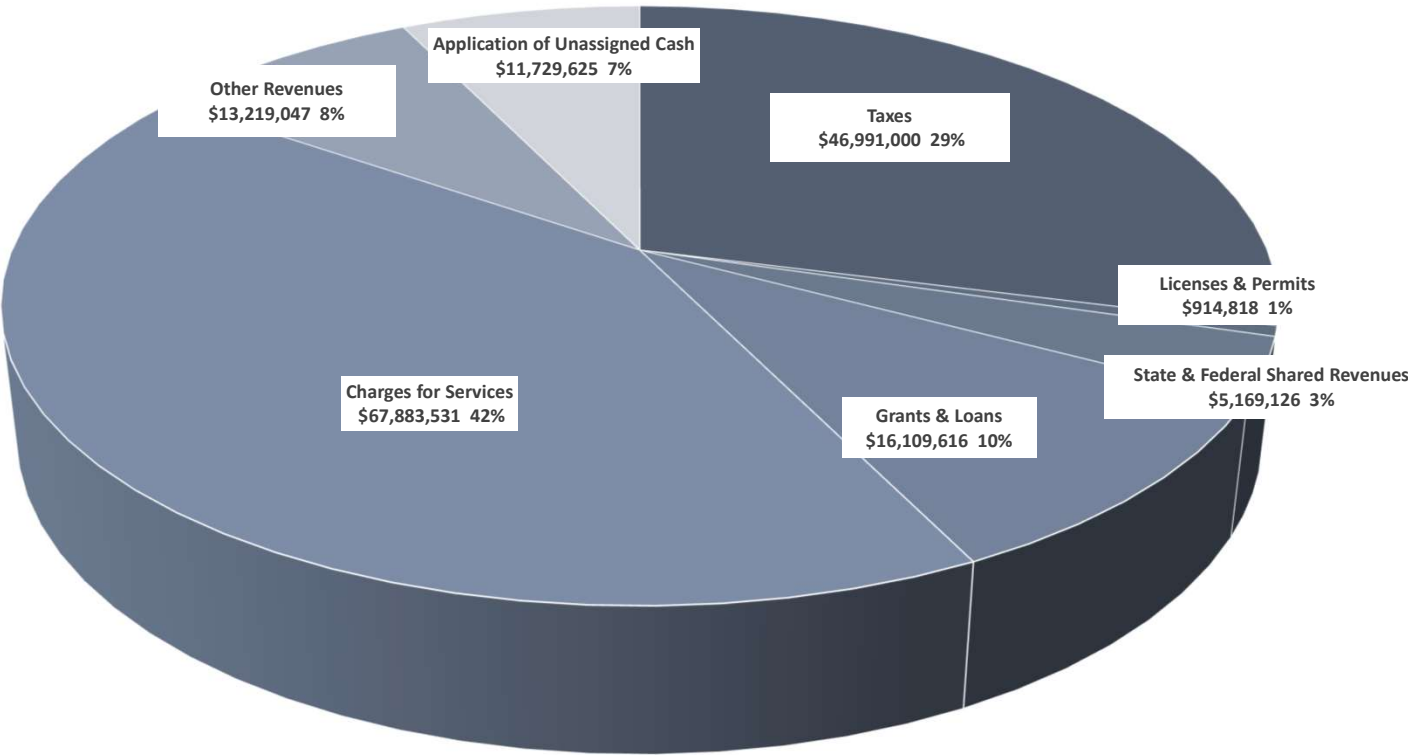
ALL FUNDS SUMMARIES

REVENUE BY TYPE SUMMARY - ALL FUNDS

ALL FUNDS SUMMARY

Revenue by Type	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Taxes	\$ 36,158,351	\$ 47,138,316	\$ 38,491,685	\$ 47,389,840	\$ 46,991,000
Licenses & Permits	958,539	938,512	975,861	975,861	\$ 914,818
State & Federal Shared Revenues	5,384,279	5,432,461	5,900,815	5,900,815	\$ 5,169,126
Grants & Loans	5,931,767	1,031,146	18,127,965	58,352,173	\$ 16,109,616
Charges for Services	57,547,322	58,902,484	63,807,832	68,587,741	\$ 67,883,531
Other Revenues	13,679,259	11,522,680	11,844,084	12,380,214	\$ 13,219,047
Application of Cash					
Application of Unassigned Cash	-	-	14,486,620	63,826,747	\$ 11,729,625
Total Application of Cash	\$ -	\$ -	\$ 14,486,620	\$ 63,826,747	\$ 11,729,625
GRAND TOTAL	\$ 119,659,518	\$ 124,965,599	\$ 153,634,862	\$ 257,413,391	\$ 162,016,763

REVENUE BY TYPE - ALL FUNDS




\$46,991,000



TAXES

\$5,169,126



STATE & FEDERAL SHARED

\$67,883,531



CHARGES FOR SERVICES

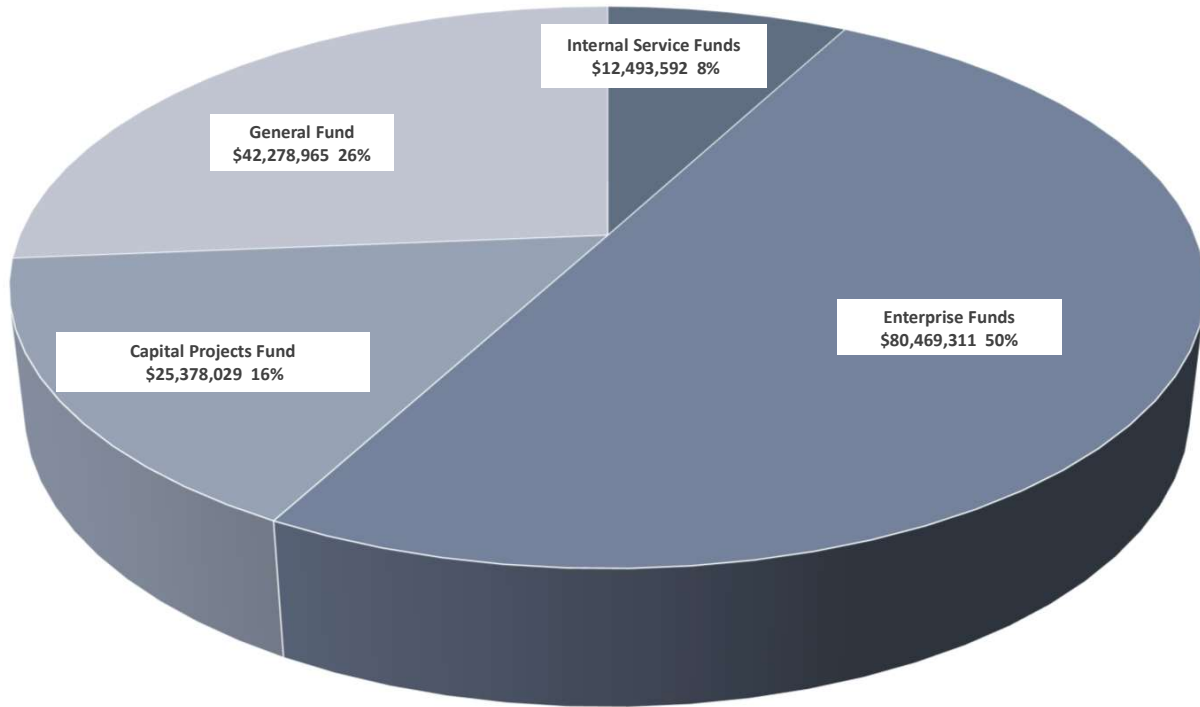
EXPENDITURE BY FUND SUMMARY

	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
General Fund	\$ 37,153,908	\$ 31,380,410	\$ 39,496,048	\$ 56,774,620	\$ 42,278,965
Capital Project Funds					
1% Optional Sales Tax	23,739,163	16,906,647	23,216,736	32,646,030	25,347,729
Madison Waterline	2,540,142	257,908	1,706,800	48,007,337	30,300
Total	\$ 26,279,305	\$ 17,164,556	\$ 24,923,536	\$ 80,653,367	\$ 25,378,029
Enterprise Funds					
Utilities Administration	2,719,220	2,891,587	3,625,967	3,627,967	3,352,196
Water	10,370,752	7,886,767	9,130,469	14,860,104	8,952,296
Power	38,943,103	35,111,474	41,137,487	42,257,293	36,811,453
Sewer	7,411,776	11,945,605	18,696,300	37,544,104	27,377,087
Fiber	1,120,756	1,295,837	1,216,388	1,256,388	440,711
Solid Waste	2,877,806	3,132,487	3,294,137	3,378,637	3,535,568
Total	\$ 63,443,413	\$ 62,263,756	\$ 77,100,748	\$ 102,924,493	\$ 80,469,311
Internal Service Funds & Other					
Vehicle Maintenance	2,009,617	2,018,031	2,629,100	3,504,960	2,611,441
Health Benefit Plan	6,003,420	5,725,133	7,163,362	7,163,362	7,169,478
Property & Liability Insurance	1,407,927	1,376,324	1,100,924	1,100,924	1,319,948
City West Fund	592,372	633,744	724,761	756,246	1,046,738
Warehouse Fund	359,452	179,632	208,609	208,609	239,043
Local Improvement Districts	-	-	106,944	106,944	106,944
Total	\$ 10,372,788	\$ 9,932,865	\$ 11,933,700	\$ 12,841,045	\$ 12,493,592
	\$ 137,249,413	\$ 120,741,588	\$ 153,454,032	\$ 253,193,525	\$ 160,619,897

Percent change from FY23 Original Budget

4.7%

EXPENDITURE BY FUND - ALL FUNDS



\$40,821,054
TOTAL
CITY RESERVES
PER POLICY



\$160,619,897
TOTAL SPEND



\$112,960,334
TOTAL
OPERATING



\$47,659,563
TOTAL CAPITAL

EXPENDITURE BY TYPE SUMMARY - ALL FUNDS

CITY OF GILLETTE EXPENDITURES BY TYPE ALL FUNDS	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Salaries	17,809,387	17,914,631	19,786,399	20,046,729	21,313,610
Overtime	574,021	576,300	690,934	700,584	710,829
Merit Pay Plan	-	163,800	-	-	-
On-Call Pay	141,791	241,833	291,215	294,690	299,515
Benefits	9,348,633	10,563,751	11,429,420	11,580,591	12,228,728
Subtotal Personnel Costs	\$ 27,873,831	\$ 29,460,314	\$ 32,197,968	\$ 32,622,594	\$ 34,552,682
Contractual Services	11,112,659	11,603,487	14,435,772	15,542,278	15,221,869
Materials and Supplies	53,161,886	47,449,619	52,641,155	60,827,724	51,601,713
Subtotal Operating Costs	\$ 64,274,546	\$ 59,053,107	\$ 67,076,927	\$ 76,370,002	\$ 66,823,582
Total Operating	\$ 92,148,377	\$ 88,513,421	\$ 99,274,895	\$ 108,992,596	\$ 101,376,264
Total Capital	37,216,953	24,492,726	46,283,793	130,671,026	47,659,563
Interfund Transfers	2,372,600	1,880,881	1,086,462	1,571,462	2,918,271
Outside Agency Funding	\$ 5,511,483	\$ 5,854,559	\$ 6,808,882	\$ 7,178,532	\$ 8,665,799
GRAND TOTAL	\$ 137,249,413	\$ 120,741,588	\$ 153,454,032	\$ 248,413,616	\$ 160,619,897

Percent change from FY23 Original Budget 4.7%

21.51%



Personnel Costs Percent of
Total Budget

29.67%



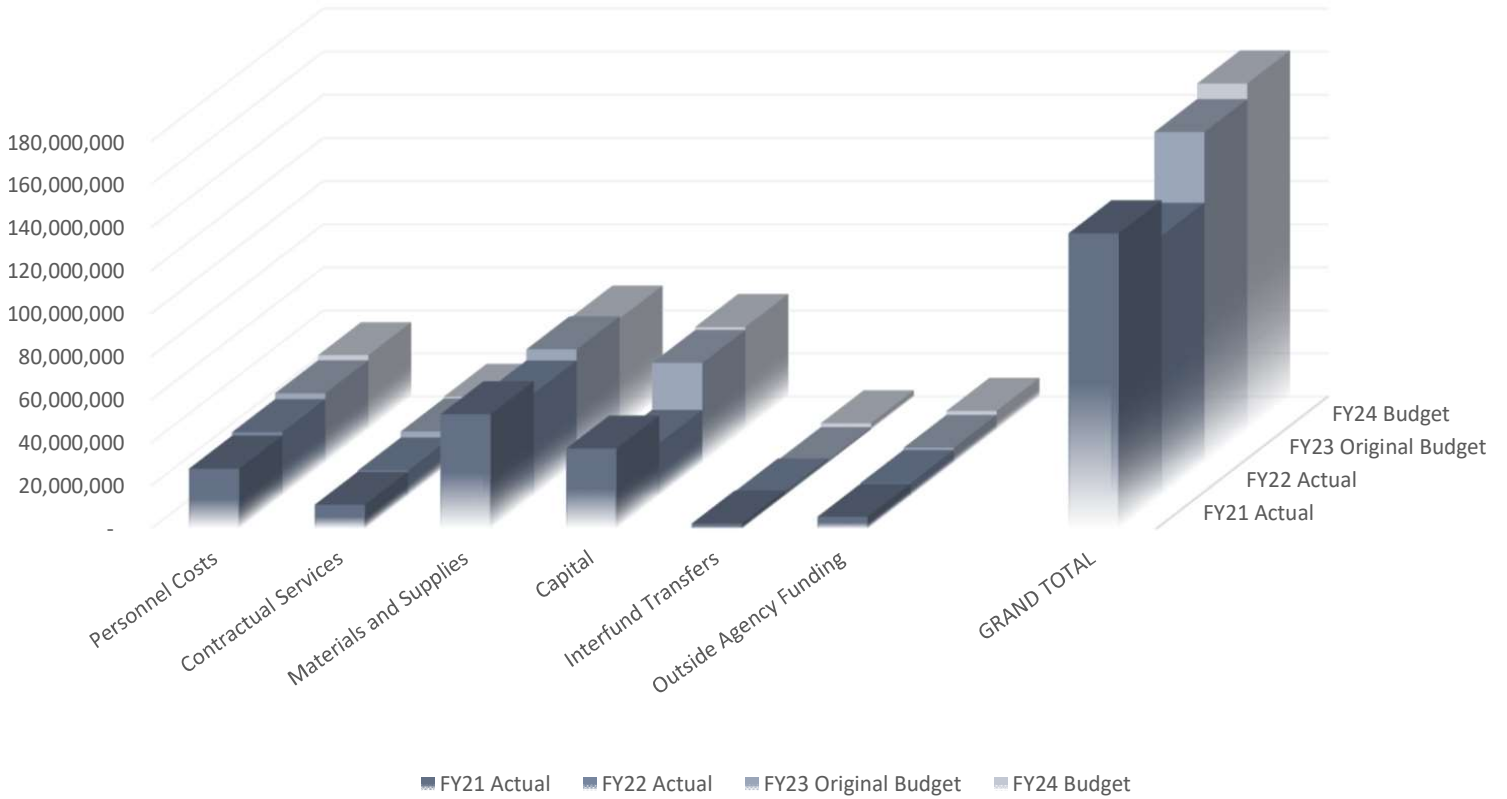
Capital Costs Percent of
Total Budget

63.12%



Total Operating Costs
Percent of Total Budget

EXPENDITURE BY TYPE - ALL FUNDS



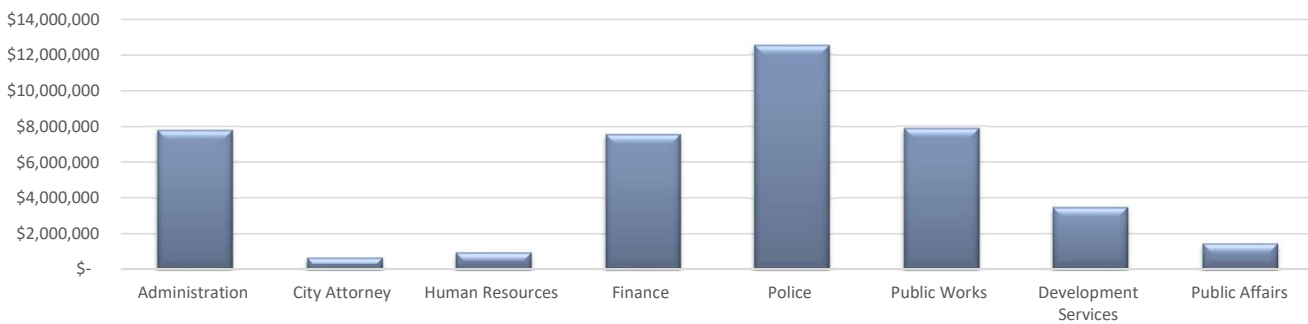


– GENERAL FUND

PICTURE PROVIDED BY ADMINISTRATION

GENERAL FUND DEPARTMENT SUMMARY

	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Revenue:					
Taxes	\$ 21,287,698	\$ 27,032,499	\$ 22,272,321	\$ 27,164,656	\$ 27,096,819
Licenses & Permits	958,539	938,512	975,861	975,861	914,818
State & Federal Shared Revenues	4,014,146	4,095,282	4,602,212	4,602,212	5,169,126
Grants & Loans	3,268,998	270,131	2,507,590	2,873,085	594,747
Charges for Services	3,378,486	3,501,172	4,455,831	4,455,831	4,744,511
Other Revenues	2,190,609	1,047,509	1,934,957	2,015,387	2,656,336
Total Revenue Before Application of Cash	\$ 35,098,477	\$ 36,885,105	\$ 36,748,772	\$ 42,087,032	\$ 41,176,357
Application of Cash					
Application of Designated Cash	-	-	-	-	-
Application of Unassigned Cash	-	-	2,747,276	14,690,804	2,010,000
Total Application of Cash	\$ -	\$ -	\$ 2,747,276	\$ 14,690,804	\$ 2,010,000
Total General Fund Revenue	\$ 35,098,477	\$ 36,885,105	\$ 39,496,048	\$ 56,777,836	\$ 43,186,357
Department Expenditures:					
Administration	\$ 10,183,360	\$ 4,484,004	\$ 7,888,126	\$ 21,632,838	\$ 7,800,943
City Attorney	339,600	447,677	410,836	513,604	630,288
Human Resources	825,112	822,377	874,648	1,004,434	953,326
Finance	5,001,008	4,713,593	7,352,398	7,676,449	7,550,955
Police	9,263,056	9,519,085	11,336,684	11,968,863	12,556,216
Public Works	6,223,895	6,343,497	7,317,602	8,927,200	7,890,986
Development Services	3,678,234	3,614,743	3,230,075	3,654,635	3,459,922
Public Affairs	1,639,642	1,435,434	1,085,679	1,396,597	1,436,329
Total General Fund Expenditures	\$ 37,153,908	\$ 31,380,410	\$ 39,496,048	\$ 56,774,620	\$ 42,278,965
Excess Revenues					
Over/(Under) Expenditures	\$ (2,055,431)	\$ 5,504,694	\$ -	\$ 3,216	\$ 907,392



Requested Budget 2023-24

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, and Public Affairs.

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 negative COVID impact in fiscal years 2020 and 2021, and the subsequent strong rebound in fiscal year 2022, sales tax revenues have remained at historic high levels in the current fiscal year. Based on current year to date receipts, General Fund sales tax revenues are projected to be approximately \$30.0M for fiscal year 2023, which is an increase of 29% over fiscal year 2022's receipts and a 77.5% increase 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 2024 budget upholds the City's conservative philosophy and the budget is significantly lower than projected fiscal year 2023 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 2024 are \$1,183,500 and \$1,558,123 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 year 2024 is \$2,427,503 which is a 26% 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 decrease in federal grant revenue due to prior year grant-funded capital projects being completed. Overall, budgeted General Fund revenues increased from the prior year by approximately \$1.81M with the largest increases coming from sales taxes. It should be noted that the fiscal year 2023 budget relied on an application of unassigned cash of approximately \$2.747M, while the fiscal year 2024 budget requires a similar application of unassigned cash, at \$2.010M. Like fiscal year 2023, this is entirely due to budgeted capital projects. Operational expenses are once again 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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Taxes	\$ 21,287,698	\$ 27,032,499	\$ 22,272,321	\$ 27,164,656	\$ 27,096,819
Licenses & Permits	958,539	938,512	975,861	975,861	914,818
State & Federal Shared Revenues	4,014,146	4,095,282	4,602,212	4,602,212	5,169,126
Grants & Loans	3,268,998	270,131	2,507,590	2,873,085	594,747
Charges for Services	3,378,486	3,501,172	4,455,831	4,455,831	4,744,511
Other Revenues	2,190,609	1,047,509	1,934,957	2,015,387	2,656,336
Total Revenue Before Application of Cash	\$ 35,098,477	\$ 36,885,105	\$ 36,748,772	\$ 42,087,032	\$ 41,176,357
Application of Cash					
Application of Designated Cash	-	-	-	-	-
Application of Unassigned Cash	-	-	2,747,276	14,690,804	2,010,000
Total Application of Cash	\$ -	\$ -	\$ 2,747,276	\$ 14,690,804	\$ 2,010,000
Total General Fund Revenue	\$ 35,098,477	\$ 36,885,105	\$ 39,496,048	\$ 56,777,836	\$ 43,186,357

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

GENERAL FUND REVENUE DETAIL

GENERAL FUND Revenue 001-00-00-300	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Taxes					
Property Tax	\$ 2,389,269	\$ 2,423,096	\$ 2,363,825	\$ 2,363,825	\$ 2,671,719
Auto Taxes	1,622,798	1,094,235	1,108,496	1,108,496	1,072,100
Sales & Use Tax	16,904,307	23,143,432	18,500,000	23,392,335	23,000,000
Lodging Tax	32,422	76,474	-	-	-
Motor Fuel Tax	162,740	135,507	130,000	130,000	200,000
Cigarette Tax	176,163	159,756	170,000	170,000	153,000
Total Taxes	\$ 21,287,698	\$ 27,032,499	\$ 22,272,321	\$ 27,164,656	\$ 27,096,819
Licenses & Permits					
Liquor Licenses	\$ 87,357	\$ 89,225	\$ 87,725	\$ 87,725	\$ 94,825
Contractor Licenses	108,570	116,075	108,000	108,000	115,000
Franchise Fees	672,374	663,973	698,608	698,608	646,025
Building Permits	41,163	23,849	40,000	40,000	25,000
Electrical Permits	7,048	9,332	6,200	6,200	7,000
Plumbing Permits	3,762	3,398	3,000	3,000	1,600
Mechanical Permits	6,570	6,580	6,500	6,500	5,000
Gas Pipe Fitting	1,460	1,570	1,500	1,500	1,400
Other Permits	27,825	22,700	22,328	22,328	15,308
Stormwater Permits	2,410	1,810	2,000	2,000	3,660
Total Licenses & Permits	\$ 958,539	\$ 938,512	\$ 975,861	\$ 975,861	\$ 914,818
State & Federal Shared Revenues					
State Supplemental Revenue	\$ 1,310,576	\$ 1,328,433	\$ 1,929,364	\$ 1,929,364	\$ 2,427,503
Royalties	1,543,164	1,564,462	1,539,535	1,539,535	1,558,123
Severance Tax	1,160,406	1,202,387	1,133,313	1,133,313	1,183,500
Total State & Federal Shared Revenues	\$ 4,014,146	\$ 4,095,282	\$ 4,602,212	\$ 4,602,212	\$ 5,169,126
Grants & Loans					
Federal Grants	\$ 3,189,062	\$ 179,787	\$ 2,416,167	\$ 2,771,377	\$ 503,324
State Grants	76,436	87,844	91,423	99,208	91,423
Local Grants	3,500	2,500	-	2,500	-
Total Grants & Loans	\$ 3,268,998	\$ 270,131	\$ 2,507,590	\$ 2,873,085	\$ 594,747
Charges for Services					
Planning Fees	\$ 13,830	\$ 16,555	\$ 13,500	\$ 13,500	\$ 14,500
Commercial Plan Reviews	11,250	16,305	11,000	11,000	10,000
Technical Services	3,292,674	3,399,380	4,370,631	4,370,631	4,650,311
GPA Revenues	12,026	13,459	10,000	10,000	10,000
Highway and Streets	1,125	325	1,000	1,000	500
Animal Control - City	42,338	49,955	44,800	44,800	54,200
Animal Control - County	5,243	5,193	4,900	4,900	5,000
Total Charges for Services	\$ 3,378,486	\$ 3,501,172	\$ 4,455,831	\$ 4,455,831	\$ 4,744,511

GENERAL FUND

Revenue	Actual	Actual	Original	Adjusted	Requested
001-00-00-300	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Other Revenues					
Gaming Revenue	\$ 952,954	\$ 878,938	\$ 962,000	\$ 962,000	\$ 1,014,916
E911 Reimbursement	150,000	100,000	-	-	-
Local Government Other	313,905	190,795	172,794	201,194	349,436
Fines and Forfeitures	265,968	252,812	240,000	240,000	228,500
Principle Revenue	69,176	42,943	-	-	-
Interest Revenue	14,176	17,500	-	-	-
Interest on Investments	48,499	65,833	31,700	31,700	411,000
Interest - Managed Investments	199,562	170,650	110,000	110,000	240,000
Unrealized Gain/Loss - Bonds	(322,925)	(1,104,490)	-	-	-
Realized Gain/Loss	58,421	9,107	-	-	-
Rents and Royalties	47,189	49,636	43,930	43,930	51,310
Contributions & Donations	6,874	2,133	-	1,500	-
Mayor's Art Council	8,313	6,986	20,000	20,000	-
Animal Shelter Donations	16,335	17,246	-	-	-
Memorial Program	4,500	2,000	-	4,000	-
Incident Reimbursement Revenue	4,063	1,499	-	-	-
Miscellaneous	320,475	310,325	294,871	341,401	295,396
Cash in Lieu	8,400	21,700	-	-	-
Interfund Operating Transfer In	11,259	-	59,662	59,662	65,778
Proceeds from Asset Disposal	13,464	11,895	-	-	-
Total Other Revenues	\$ 2,190,609	\$ 1,047,509	\$ 1,934,957	\$ 2,015,387	\$ 2,656,336
Application of Cash					
Application of Unassigned Cash	\$ -	\$ -	\$ 2,747,276	\$ 14,690,804	\$ 2,010,000
Total Application of Cash	\$ -	\$ -	\$ 2,747,276	\$ 14,690,804	\$ 2,010,000
GRAND TOTAL	\$ 35,098,477	\$ 36,885,105	\$ 39,496,048	\$ 56,777,836	\$ 43,186,357

GENERAL FUND EXPENDITURE SUMMARIES

BY DIVISION

	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Mayor and Council	214,109	291,182	184,478	339,478	294,024
Administration	705,484	605,224	592,723	471,081	491,385
Special Projects	9,263,767	3,587,598	7,110,925	20,822,279	7,015,534
City Attorney	339,600	447,677	410,836	513,604	630,288
Human Resources	675,434	661,273	715,018	826,854	745,326
Safety	149,678	161,103	159,630	177,580	208,000
Finance	973,645	922,713	1,006,994	1,042,494	1,109,208
Customer Service	1,093,479	1,125,766	1,154,669	1,270,914	1,323,996
Purchasing	176,724	200,022	204,896	206,396	210,251
Information Technology*	2,757,160	2,465,092	4,985,839	5,156,645	4,907,500
Police	7,502,746	7,718,217	9,303,814	9,919,688	10,231,363
Dispatch	905,531	904,316	1,071,606	1,071,606	1,216,757
Victim Services	195,846	211,049	220,919	229,724	238,815
Animal Control	400,060	400,998	409,086	409,086	427,207
Animal Shelter	258,874	284,505	331,259	338,759	442,074
Public Works Administration	432,649	397,675	425,080	429,080	444,878
Facilities Maintenance (City Hall)	690,929	714,781	1,213,036	2,380,345	1,128,379
Parks & Landscaping	1,945,668	2,035,658	2,266,269	2,282,637	2,556,776
Forestry	214,843	242,752	279,336	297,057	296,502
Streets	2,939,806	2,952,630	3,133,881	3,538,081	3,464,451
Traffic Safety	476,436	552,082	545,847	559,847	689,705
Engineering	1,714,728	1,543,634	1,481,046	1,498,046	1,362,420
Geographical Information Systems*	421,148	369,282	-	-	-
Building Inspection	640,475	691,873	728,365	746,925	794,060
Planning	248,551	275,860	278,931	653,931	412,080
Code Compliance	176,895	182,011	195,886	195,886	201,657
Public Access	582,906	444,285	331,520	336,520	322,321
Judicial	764,601	695,607	405,907	467,560	480,149
City Clerk	292,135	295,542	348,252	348,252	309,066
Public Affairs	-	-	-	244,265	324,793
General Fund Expenditure Total	\$ 37,153,908	\$ 31,380,410	\$ 39,496,048	\$ 56,774,620	\$ 42,278,965

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

GENERAL FUND EXPENDITURES BY TYPE

	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Salaries	12,488,966	12,358,491	13,624,944	13,872,474	14,849,472
Overtime	375,294	403,067	472,634	482,284	498,029
Merit Pay Plan	-	109,800	-	-	-
On-Call Pay	65,618	111,207	121,100	124,575	129,400
Benefits	6,806,512	7,150,399	7,955,706	8,096,777	8,589,149
Subtotal Personnel Costs	\$ 19,736,390	\$ 20,132,965	\$ 22,174,384	\$ 22,576,110	\$ 24,066,050
Contractual Services	2,934,816	2,975,965	3,625,482	4,234,182	4,281,009
Materials and Supplies	6,398,814	6,312,827	6,546,798	9,188,238	7,458,543
Subtotal Operating Costs	\$ 9,333,629	\$ 9,288,792	\$ 10,172,280	\$ 13,422,420	\$ 11,739,552
Total Operating	\$ 29,070,020	\$ 29,421,756	\$ 32,346,664	\$ 35,998,530	\$ 35,805,602
Total Capital	\$ 6,927,374	\$ 436,201	\$ 5,600,738	\$ 14,266,385	\$ 1,810,800
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ 2,102,493
Outside Agency Funding	\$ 1,156,514	\$ 1,522,453	\$ 1,548,646	\$ 1,729,796	\$ 2,560,070
GRAND TOTAL	\$ 37,153,908	\$ 31,380,410	\$ 39,496,048	\$ 51,994,711	\$ 42,278,965

Percent change from FY23 Original Budget

7%

\$3.46M

INCREASE IN OPERATIONAL
EXPENDITURES
OVER PRIOR YEAR BUDGET

\$1.69M*

DECREASE IN CAPITAL
EXPENDITURES
OVER PRIOR YEAR BUDGET

*INCLUDES INTERFUND TRANSFERS OF \$2.1M WHICH
IS A TRANSFER TO 1% FUND TO COVER A CAPITAL
EXPENSE

**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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
**City & Utility Operating Budgets	\$100.76M	\$121.08M	\$119.51M	\$102.33M	\$128.5M	\$135.2M
Budgeted 1% Penny Tax Revenue	\$15,300,000	\$17,700,000	\$14,850,000	\$13,663,636	\$15,136,364	\$18,818,181
Budgeted Support to Community (GF & 1%)	\$5,664,656	\$7,370,626	\$7,123,009	\$6,760,435	\$8,117,630	\$9,974,415
*Federal/State Grants	\$1.3M/\$.9M	\$1.7M/\$.4M	\$4.8M/\$0M	\$1.6M/\$0M	\$12.4M/\$.1M	\$6.0M/\$.1M

*Excludes Regional Water System

**Excludes 1% Fund and Regional Water System

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget	
			2022-23	2022-23	2023-24	
Salaries	52,903	52,299	54,000	54,000	54,000	
Overtime	-	-	-	-	-	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	4,086	4,040	4,173	4,173	4,691	
Subtotal Personnel Costs	\$ 56,989	\$ 56,340	\$ 58,173	\$ 58,173	\$ 58,691	
Contractual Services	21,400	98,121	10,000	10,000	50,000	
Materials and Supplies	135,720	136,722	116,305	271,305	185,333	
Subtotal Operating Costs	\$ 157,120	\$ 234,842	\$ 126,305	\$ 281,305	\$ 235,333	
Total Operating	\$ 214,109	\$ 291,182	\$ 184,478	\$ 339,478	\$ 294,024	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 214,109	\$ 291,182	\$ 184,478	\$ 339,478	\$ 294,024	

Percent change from FY23 Original Budget 59%

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

Contractual Services - Legal fees \$50,000

Materials and Supplies - WAM, NEWY, Chamber and other dues \$47,500, Community festival \$75,000

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

ADMINISTRATION

FUND: GENERAL
UNIT: ADMINISTRATION

DEPT: ADMINISTRATION
CODE: 10-02

ACTIVITY DESCRIPTION:

The City of Gillette operates under a charter form of government, with a professional City Administrator appointed by the Mayor and City Council to serve as the City’s Chief Executive Officer. The Administration Office supports the Mayor and Council as well as the daily operations of the City.

MAJOR GOALS FOR FY 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of City Employees Managed (RFTE)	277.5	274	281	281	283	290
Total Staff: Population Ratio	1:111	1:116	1:113	1:119	1:116	1:114
# of Council Meetings Supported	74	78	70	64	34	34
# of Ordinances/Resolutions Passed	14/34	16/34	14/28	13/34	14/26	14/26

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
City Administrator	1	1	1	1	1	1
Administrative Assistant	1	1	1	0	0	0
Executive Assistant	0	0	0	1	1	1
Community & Gov’t Relations Manager	1	1	1	1	0	0
Communications Manager	1	1	1	1	1	0
Total City Administration Office	4	4	4	4	3	2

GENERAL FUND					
Administration	Actual	Actual	Original	Adjusted	Requested
001-10-02-413	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	459,380	342,041	338,653	269,497	316,265
Overtime	-	186	-	-	-
Merit Pay Plan	-	2,700	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	189,841	192,298	189,000	141,204	145,500
Subtotal Personnel Costs	\$ 649,222	\$ 537,224	\$ 527,653	\$ 410,701	\$ 461,765
Contractual Services	15,363	9,106	9,120	30,590	7,320
Materials and Supplies	40,899	58,894	55,950	29,790	22,300
Subtotal Operating Costs	\$ 56,262	\$ 68,000	\$ 65,070	\$ 60,380	\$ 29,620
Total Operating	\$ 705,484	\$ 605,224	\$ 592,723	\$ 471,081	\$ 491,385
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 705,484	\$ 605,224	\$ 592,723	\$ 471,081	\$ 491,385

Percent change from FY23 Original Budget -17%

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 Campbell County Public 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 and 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 YES House, as well as Phases II & III of the Central Control Irrigation Improvement project.

The fiscal year 2024 Special Projects budget of \$7.0M reflects a \$95K decrease from the prior year budget. While the City's proposed funding to Cam-Plex increased by approximately \$900K, this was offset by a \$1.1M decrease in budgeted capital projects for fiscal year 2024.

GENERAL FUND

Special Projects	Actual	Actual	Original	Adjusted	Requested
001-10-04-419	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Group Insurance	9,516	8,767	-	4,388	-
FICA	2,227	1,689	-	1,233	-
Wellness Program ¹	38,802	30,065	48,500	48,500	38,500
Employee Events ²	217	12,092	24,000	24,000	25,500
Employee Recognition ³	-	-	-	30,000	32,000
Rep/Maint Buildings	312,399	-	-	-	-
Property Tax	276	-	-	-	-
Property & Liability Insurance ⁴	287,123	189,000	273,531	273,531	305,848
Training & Education ⁵	-	20,000	10,000	10,000	10,000
Land	-	-	-	5,001,581	-
Buildings	258,174	-	-	-	-
Park Development ⁶	5,756,086	126,729	3,897,500	5,527,787	725,000
Principle/Interest ⁷	1,413,724	1,415,080	1,308,748	1,308,748	1,308,616
Joint Powers Cam-Plex ⁸	981,514	1,352,453	1,378,646	1,531,296	2,291,070
Outside Agency Funding ⁹	175,000	170,000	170,000	198,500	269,000
General Community	28,709	261,723	-	2,112,806	-
Interfund Transfers ¹⁰	-	-	-	4,749,909	2,010,000
GRAND TOTAL	\$ 9,263,767	\$ 3,587,598	\$ 7,110,925	\$ 20,822,279	\$ 7,015,534

Percent change from FY23 Original Budget -1%

FY24 Budget Requests Include the Following:

¹ Employee wellness incentives and fitness room equipment \$38,500

² Awards banquet, Thanksgiving dinner, annual picnic and Santa night \$25,500

³ Employee recognition platform \$32,000

⁴ General Fund share of property & liability insurance \$305,848

⁵ Warm loss control funds \$10,000

⁶ Energy Capital Sports Complex outdoor workout facility \$275,000, Energy Capital Sports Complex bleacher shelter project \$450,000

⁷ Debt Service for Gillette College Student Housing, Phase II \$1,308,616

⁸ Operating contribution \$1,122,893, Capital outlay \$1,008,890, Vehicle depreciation \$159,287

⁹ Includes \$130,000 for ECEDC, \$10,000 for Gillette Main Street, \$50,000 for Campbell County Conservation District, CC Parks & Recreation July 4th festivities \$4,000, YES House capital request for driveway \$70,000, American Legion Baseball Tournament \$5,000

¹⁰ Transfer to 1% Fund for Phases II & III of central control irrigation project \$2,010,000

**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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of Council Meetings Supported	74	78	70	64	34	34
# of Council Executive Sessions Supported	41	19	26	16	8	8
# of Ordinances/Resolutions City-Wide	14/34	16/34	14/28	13/34	14/26	14/26
Novus Items Prepared by City Attorney	14	34	25	3	13	10
Ordinances Prepared by City Attorney	5	13	7	1	6	5
City Code Chapters Updated by City Attorney	7	13	12	5	6	5
Case Preparation-City Court	446	318 (Covid)	348	285	300	300

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
City Attorney	1	1	1	1	1	1
Assistant City Attorney	0	0	0	0	0	1
Paralegal	0	0	1	1	1	1
Legal Services Specialist	1	1	0	0	0	0
Total City Attorney Office	2	2	2	2	2	3

GENERAL FUND					
City Attorney	Actual	Actual	Original	Adjusted	Requested
001-15-15-411	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	188,553	245,668	188,066	256,801	324,358
Overtime	-	-	-	-	-
Merit Pay Plan	-	1,500	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	98,832	121,800	126,910	152,943	197,310
Subtotal Personnel Costs	\$ 287,384	\$ 368,969	\$ 314,976	\$ 409,744	\$ 521,668
Contractual Services	44,182	75,979	89,860	89,860	90,520
Materials and Supplies	8,033	2,729	6,000	14,000	18,100
Subtotal Operating Costs	\$ 52,215	\$ 78,709	\$ 95,860	\$ 103,860	\$ 108,620
Total Operating	\$ 339,600	\$ 447,677	\$ 410,836	\$ 513,604	\$ 630,288
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 339,600	\$ 447,677	\$ 410,836	\$ 513,604	\$ 630,288

Percent change from FY23 Original Budget 53%

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

Contractual Services - Outside attorney to prosecute trials in City Court \$50,000, Outside attorney for Development and Negotiation of Charter Franchise Agreement \$35,000

Materials and Supplies - n/a

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

**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 2023/2024:

- Improve the City’s performance evaluation process and format.
- Finalize and implement a sustainable compensation strategy.
- Enhance employee engagement and increase retention via implementation of the reCOgnition platform.
- Enhance and transform the application process by execution of Insite, applicant tracking.
- Overhaul City Handbook and Administrative Policies & Procedures.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of City Employees Managed	277.5	274	281	281	283	290
Staff: Employee Ratio	1:62	1:55	1:56	1:56	1:57	1:58

HUMAN RESOURCES:

# Dep’t Training Sessions Facilitated	0	12	12	5	4	8
# City Employees Trained	263	458	460	471	311	413
# Interview Sessions Supported	193	205	222	184	173	201
# Employment Applications Received	1,350	1,055	922	1,174	796	1,125
# Wellness Events Held	11	12	11	12	11	10
# Wellness Program Participants (Employees/Spouses)	201/100	203/110	195/113	194/117	226/110	226/110

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Human Resources Director	1	1	1	1	1	1
Human Resources Specialist/Generalist	1	1	1	1	2	2
Medical Fund/Retiree Trust Manager	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1
Administrative Assistant/Floater	.5	1	1	1	0	0
Total Human Resources	4.5	5	5	5	5	5

GENERAL FUND						
Human Resources	Actual	Actual	Original	Adjusted	Requested	
001-20-20-415	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	370,302	360,263	379,266	332,016		394,778
Overtime	216	533	2,000	2,000		2,000
Merit Pay Plan	-	3,600	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	220,730	226,694	241,842	252,428		238,253
Subtotal Personnel Costs	\$ 591,248	\$ 591,090	\$ 623,108	\$ 586,444		\$ 635,031
Contractual Services	64,577	50,999	40,760	175,260		55,195
Materials and Supplies	19,609	19,185	51,150	45,150		55,100
Subtotal Operating Costs	\$ 84,186	\$ 70,184	\$ 91,910	\$ 220,410		\$ 110,295
Total Operating	\$ 675,434	\$ 661,273	\$ 715,018	\$ 806,854		\$ 745,326
Total Capital	\$ -	\$ -	\$ -	\$ 20,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 675,434	\$ 661,273	\$ 715,018	\$ 826,854		\$ 745,326

Percent change from FY23 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

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 2023/2024:

- Continue to improve and develop Safety programs.
- Provide educational and informative Safety training for City of Gillette employees throughout 2023/2024.
- Focus on targeting our recurring safety incidents and the primary causes; direct training to prevent future like incidents.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of City Employees Managed	277.5	274	281	281	283	290
# Employee Related Safety Incidents	76	73	56	71	69	69
# Attendance of City Employees at Trainings	154	263	1,257	914	675	957

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	76,938	77,326	79,106	79,106		83,061
Overtime	-	-	-	-		-
Merit Pay Plan	-	900	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	44,873	46,799	48,132	48,132		80,034
Subtotal Personnel Costs	\$ 121,811	\$ 125,024	\$ 127,238	\$ 127,238		\$ 163,095
Contractual Services	5,365	5,901	6,644	6,644		7,255
Materials and Supplies	22,502	30,178	25,748	43,698		37,650
Subtotal Operating Costs	\$ 27,867	\$ 36,079	\$ 32,392	\$ 50,342		\$ 44,905
Total Operating	\$ 149,678	\$ 161,103	\$ 159,630	\$ 177,580		\$ 208,000
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 149,678	\$ 161,103	\$ 159,630	\$ 177,580		\$ 208,000

Percent change from FY23 Original Budget 30%

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

Contractual Services - n/a

Materials and Supplies - Employee safety coat project \$26,000 (reflected in benefits line item above)

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 2023/2024:

- 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.
- Continue to concentrate on training and cross-training of Finance staff in order to continue to provide the highest level of service possible – to potentially include training a new Payroll Specialist and bringing General Billing under the Finance Office purview.
- Oversee the successful implementation of Gravity software – leading up to the generation of the City’s Audited Consolidated Financial Report directly from the City’s Munis ERP software.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
\$ of Cash & Investments (as of 6/30/xx)	\$215,993,657	\$228,623,473	\$174,702,767	\$178,804,138	\$172,000,000	\$160,000,000
# of Capital Assets (as of 6/30/xx)	4,000	3,930	4,029	4,132	4,132	4,150
\$ of Capital Assets (as of 6/30/xx)	\$589,048,619	\$583,516,932	\$588,979,885	\$586,530,585	\$600,500,000	\$600,500,000
# of Payroll Checks/Direct Deposits	8,178	8,521	7,741	8,085	8,200	8,200
# of Vendor Invoices Processed	15,085	15,718	15,553	15,635	16,000	16,000
\$ of State/Federal Grants	\$4,782,152	\$2,807,581	\$6,736,797	\$1,061,472	Unknown	Unknown

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Finance Director	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1
Senior Financial Analyst	0	0	2	2	1	1
Financial Analyst	2	2	0	0	1	1
Grants/Payroll Specialist	1	1	1	1	0	0
Grants Management Specialist	0	0	0	0	1	1
Accounts Payable Specialist	0	0	1	1	1	1
Payroll/General Billing Specialist	0	0	0	0	0	1
Financial Services Specialist	1	1	0	0	0	0
Senior Administrative Assistant	0	1	1	1	1	1
Total Finance	6	7	7	7	7	8

GENERAL FUND					
Finance	Actual	Actual	Original	Adjusted	Requested
001-25-25-415	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	527,456	494,117	539,315	539,315	610,741
Overtime	-	83	500	500	500
Merit Pay Plan	-	4,500	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	314,098	300,917	326,478	326,478	352,657
Subtotal Personnel Costs	\$ 841,554	\$ 799,617	\$ 866,293	\$ 866,293	\$ 963,898
Contractual Services	103,160	110,293	103,220	103,220	103,420
Materials and Supplies	28,931	12,803	37,481	43,481	41,890
Subtotal Operating Costs	\$ 132,091	\$ 123,096	\$ 140,701	\$ 146,701	\$ 145,310
Total Operating	\$ 973,645	\$ 922,713	\$ 1,006,994	\$ 1,012,994	\$ 1,109,208
Total Capital	\$ -	\$ -	\$ -	\$ 29,500	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 973,645	\$ 922,713	\$ 1,006,994	\$ 1,042,494	\$ 1,109,208

Percent change from FY23 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 - 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 2023/2024

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Meter Read	317,332	317,348	322,212	321,468	330,012	339,612
Utility Notices Processed	221,243	236,490	231,136	245,271	255,749	258,096
Phone Calls	-	-	-	48,967	69,722	76,728
Active Customers Served	17,145	17,237	17,315	17,391	17,686	17,900
Ratio: Staff to Active Customers Served	1:1,905	1:1,915	1:1,924	1:2,174	1:2,527	1:2,238

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Utility Services Manager	1	1	1	1	1	1
Account Service Coordinator	1	1	1	1	1	1
AMI Administrator/Billing Specialist	1	1	1	1	1	1
Account Service Specialist	4	4	4	4	4	4
Meter Reader	2	2	2	1	0	1
Total Customer Service Division	9	9	9	8	7	8
Summer/Seasonal Workers	0	0	0	0	1	0

GENERAL FUND						
Customer Service	Actual	Actual	Original	Adjusted	Requested	
001-25-26-415	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	411,111	371,563	385,026	395,326		430,130
Overtime	272	140	1,000	1,000		1,000
Merit Pay Plan	-	4,800	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	257,766	269,277	280,610	290,310		312,185
Subtotal Personnel Costs	\$ 669,148	\$ 645,779	\$ 666,636	\$ 686,636		\$ 743,315
Contractual Services	407,323	451,080	468,416	540,061		540,164
Materials and Supplies	17,008	28,907	19,617	19,617		40,517
Subtotal Operating Costs	\$ 424,331	\$ 479,987	\$ 488,033	\$ 559,678		\$ 580,681
Total Operating	\$ 1,093,479	\$ 1,125,766	\$ 1,154,669	\$ 1,246,314		\$ 1,323,996
Total Capital	\$ -	\$ -	\$ -	\$ 24,600		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,093,479	\$ 1,125,766	\$ 1,154,669	\$ 1,270,914		\$ 1,323,996

Percent change from FY23 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 - Postal Pros (Outsourcing bill print and mailing) \$100,000, Internal services \$162,244, Credit/Debit card fees \$260,000

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 2023/2024:

- 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.
 - Continue working with Wastewater to phase their inventory procurement to the Warehouse.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Requisitions Processed	691	732	811	937	950	1,000
# of Purchase Order Line Items	3,988	4,656	4,740	5,436	5,900	6,000

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Purchasing/Warehouse Supervisor	1	1	1	1	1	1
Purchasing Specialist	1	1	1	1	1	1
Total Purchasing	2	2	2	2	2	2

GENERAL FUND						
Purchasing	Actual	Actual	Original	Adjusted	Requested	
001-25-27-415	2020-21	2021-22	Budget	Budget	Budget	
			2022-23	2022-23	2023-24	
Salaries	116,509	121,028	128,919	128,919	131,456	
Overtime	-	-	-	-	1,000	
Merit Pay Plan	-	1,500	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	55,958	58,416	61,467	61,467	62,685	
Subtotal Personnel Costs	\$ 172,467	\$ 180,944	\$ 190,386	\$ 190,386	\$ 195,141	
Contractual Services	2,613	2,763	2,760	2,760	2,760	
Materials and Supplies	1,644	16,316	11,750	13,250	12,350	
Subtotal Operating Costs	\$ 4,257	\$ 19,079	\$ 14,510	\$ 16,010	\$ 15,110	
Total Operating	\$ 176,724	\$ 200,022	\$ 204,896	\$ 206,396	\$ 210,251	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 176,724	\$ 200,022	\$ 204,896	\$ 206,396	\$ 210,251	

Percent change from FY23 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

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.

The Information Technology Division provides technical support for multiple software applications utilized by the city. This includes addressing, and the maintenance and creation of mapping applications to facilitate data collection and analysis, to better serve the needs of the city.

In addition, the Information Technology Division provides and maintains the access control equipment, surveillance cameras, telecommunication network, computer systems, and end user workstations that are utilized by all the other city divisions.

MAJOR GOALS FOR FY 2023/2024:

- Begin emergency drills to test business continuity and cyber resiliency.
- Implement a drone program to provide additional services to other divisions.
- Continue to harden our technology infrastructure by implementing new cybersecurity protections.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
Staff: Population Ratio	1:3,839	1:3,539	1:3,542	1:3,711	1:2,530	1:2,535
# of City Employees (RFTE)	277.5	274	281	281	283	290
Staff: Employee Ratio	1:35	1:30	1:31	1:31	1:22	1:22
# Pieces of Equipment	1,270	1,343	1,355	1,318	2,010	1,391
IT Staff: Equipment Ratio	1:159	1:149	1:151	1:146	1:155	1:107
# of Work Orders	4,502	4,855	4,803	4,362	3,647	5,862
IT Staff: Work Order Ratio	1:563	1:539	1:534	1:485	1:281	1:451
Phone Calls	10,995	9,333	23,263	22,667	25,513	31,430
IT Staff: Phone Call Ratio	1:1,374	1:1,037	1:2,585	1:2,519	1:1,963	1:2,418
Active GIS Web Services*	-	-	-	-	218	240

*data not estimated prior to FY 2022/2023

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	0	0	1
Network Analyst	2	2	2	3	3	2
Cybersecurity Analyst	0	1	1	1	1	1
Info. Technology Support Technician	1	1	1	1	1	1
GIS Analyst	0	0	0	0	1	1
GIS Specialist	0	0	0	0	3	3
Total Information Technology	8	9	9	9	13	13

All Performance Measures are based on previous calendar year.

GIS Analyst and Specialist 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	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
*Note-Geographical Information Systems moved to Information Technology in FY2022-23						
Salaries	606,380	609,502	930,726	930,726	930,726	994,049
Overtime	10,284	7,798	12,000	12,000	12,000	14,000
Merit Pay Plan	-	4,500	-	-	-	-
On-Call Pay	11,624	18,900	22,500	22,500	22,500	24,500
Benefits	312,554	320,505	488,124	488,124	488,124	496,599
Subtotal Personnel Costs	\$ 940,843	\$ 961,205	\$ 1,453,350	\$ 1,453,350	\$ 1,453,350	\$ 1,529,148
Contractual Services	1,441,619	1,290,375	1,988,674	1,988,674	1,988,674	2,283,908
Materials and Supplies	164,347	185,649	311,815	312,844	312,844	336,444
Subtotal Operating Costs	\$ 1,605,966	\$ 1,476,024	\$ 2,300,489	\$ 2,301,518	\$ 2,301,518	\$ 2,620,352
Total Operating	\$ 2,546,809	\$ 2,437,229	\$ 3,753,839	\$ 3,754,868	\$ 3,754,868	\$ 4,149,500
Total Capital	\$ 210,351	\$ 27,863	\$ 1,232,000	\$ 1,401,777	\$ 1,401,777	\$ 758,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,757,160	\$ 2,465,092	\$ 4,985,839	\$ 5,156,645	\$ 5,156,645	\$ 4,907,500

Percent change from FY23 Original Budget -2%

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

Contractual Services - Maintenance/Service agreements \$2,255,180

Materials and Supplies - Telephone and Internet services \$245,000, Misc Hardware repairs not covered by service agreements \$26,000

Capital - *Unless Noted, All Items Approved CIP* - Blade Center and Storage Upgrades \$500,000, Server replacements \$30,000, Firewall and router replacements \$60,000, GIS Drone \$65,000, Security Camera Upgrades \$88,000, Backup Power Unit Replacements \$15,000

**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 2023/2024:

- 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 as they move towards determining law enforcement / security needs in the newly established college district.
- Continue to receive training to develop & implement strategies to have the entire department trained in Crisis Intervention.

PERFORMANCE MEASURES:	2017	2018	2019	2020	2021	2022
Population Served	31,327	31,848	31,879	32,102	33,474	32,884
Service Area of City (square miles)	21.71	23.2	23.2	23.2	23.2	23.2
Number of Sworn Staff	56	56	57	59	59	62
Number of Sworn Staff per Capita	1.78	1.76	1.78	1.84	1.76	1.89
Total Calls for Service	28,809	29,216	31,236	29,121	28,101	30,412
Number of Part I/II Crimes	4,225	4,157	3,904	3,890	3,999	4,786
Total Number of Traffic Crashes	1,049	1,138	1,279	1,176	1,260	1,414
Total Number of Crash Related Injuries	155	192	126	96	86	80

* These numbers do not include traffic stops/citations.

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

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Chief of Police	1	1	1	1	1	1
Deputy Chief of Police	0	0	0	0	1	1
Police Captains	2	2	2	2	2	2
Police Sergeant	5	5	5	5	5	5
Police Corporal	5	5	6	6	7	7
Police Officer	43	43	44	44	42*	45*
Community Service Officer	2	2	2	2	2	1
Probation/Community Service Officer	0	0	0	0	2	2
Police Officer/Property Tech	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1
Police Records Supervisor	1	1	1	1	1	1
Police Records Technician	4	4	4	4	4	4
Total Police Department	65	65	67	67	69	71

*Two Student Resource Officers are partially funded by Campbell County School District and one is partially funded by Gillette College.

GENERAL FUND					
Police	Actual	Actual	Original	Adjusted	Requested
001-40-40-421	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	4,038,580	4,194,598	4,970,299	5,065,375	5,515,823
Overtime	256,991	261,152	304,384	304,384	305,179
Merit Pay Plan	-	37,500	-	-	-
On-Call Pay	11,844	21,928	26,400	34,400	34,400
Benefits	2,248,434	2,414,101	2,989,371	3,012,998	3,109,618
Subtotal Personnel Costs	\$ 6,555,848	\$ 6,929,280	\$ 8,290,454	\$ 8,417,157	\$ 8,965,020
Contractual Services	75,357	72,689	84,015	84,015	102,208
Materials and Supplies	722,539	667,536	857,607	1,108,060	1,161,135
Subtotal Operating Costs	\$ 797,896	\$ 740,226	\$ 941,622	\$ 1,192,075	\$ 1,263,343
Total Operating	\$ 7,353,744	\$ 7,669,506	\$ 9,232,076	\$ 9,609,232	\$ 10,228,363
Total Capital	\$ 149,002	\$ 48,711	\$ 71,738	\$ 310,456	\$ 3,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 7,502,746	\$ 7,718,217	\$ 9,303,814	\$ 9,919,688	\$ 10,231,363

Percent change from FY23 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 - Prisoner care \$50,000

Materials and Supplies - Vehicle maintenance \$245,997, Vehicle replacement \$279,936, Gasoline \$156,983, Firearms supplies, animal care, investigative supplies, patrol supplies, Special Operations supplies \$224,154, Uniforms \$30,000, Tuition \$35,000, Travel for training and certification \$30,000

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement vehicles - Unit 411 \$1,000, Unit 402 \$1,000, Unit 150428 \$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 2023/2024:

- 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:	2017	2018	2019	2020	2021	2022
Population	31,327	31,848	31,879	32,102	33,474	32,884
Total Calls Received in the Center	59,121	70,945	67,958	71,390	67,837	**
Total Calls for Service Dispatched	28,809	29,216	31,236	29,121	23,117	25,648
Number of Staff	11	11	11	11	11	11
Staff to Total Calls Ratio	1:5,374	1:6,450	1:6,178	1:6,490	1:6,167	**

**New phone system installed August 2022 – unable to get data. (20,639 calls in new system – 16,816 calls for service along with 3,818 of 911 calls.)

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Communications Technician	10	9	9	9	9	10
Communications Supervisor	1	2	2	2	2	1
Total Dispatch	11	11	11	11	11	11

GENERAL FUND						
Dispatch	Actual	Actual	Original	Adjusted	Requested	
001-40-41-421	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	551,595	529,936	629,882	629,882		666,841
Overtime	37,361	47,125	49,500	49,500		49,500
Merit Pay Plan	-	4,200	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	308,885	315,671	367,304	367,304		477,416
Subtotal Personnel Costs	\$ 897,842	\$ 896,933	\$ 1,046,686	\$ 1,046,686		\$ 1,193,757
Contractual Services	1,926	1,926	1,920	1,920		-
Materials and Supplies	5,763	5,458	23,000	23,000		23,000
Subtotal Operating Costs	\$ 7,689	\$ 7,384	\$ 24,920	\$ 24,920		\$ 23,000
Total Operating	\$ 905,531	\$ 904,316	\$ 1,071,606	\$ 1,071,606		\$ 1,216,757
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 905,531	\$ 904,316	\$ 1,071,606	\$ 1,071,606		\$ 1,216,757

Percent change from FY23 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 - 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 2023/2024:

- 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:

	2017	2018	2019	2020	2021	2022
Crime Victims Served	891	1,099	1,281	1,110	1,021	1,060
# of Officer Requests for Service	75	50	87	85	95	84
Volunteer Hours	2,808	2,904	2,460	3,376	1,896	1,092
# of Active Volunteers	4	2	3	3	4	3
Volunteers Recruited	1	1	2	1	1	0
Number of Restitution Orders	272	351	261	365	292	337
Number of Returned Surveys	7	7	8	6	4	6

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

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	103,277	106,740	109,485	109,780		114,967
Overtime	-	53	500	500		500
Merit Pay Plan	-	1,200	-	-		-
On-Call Pay	7,108	13,428	14,200	17,675		20,500
Benefits	78,736	84,006	84,236	87,771		90,350
Subtotal Personnel Costs	\$ 189,121	\$ 205,426	\$ 208,421	\$ 215,726		\$ 226,317
Contractual Services	1,505	482	-	-		-
Materials and Supplies	5,220	5,140	12,498	13,998		12,498
Subtotal Operating Costs	\$ 6,725	\$ 5,622	\$ 12,498	\$ 13,998		\$ 12,498
Total Operating	\$ 195,846	\$ 211,049	\$ 220,919	\$ 229,724		\$ 238,815
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 195,846	\$ 211,049	\$ 220,919	\$ 229,724		\$ 238,815

Percent change from FY23 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 2023/2024:

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

	2017	2018	2019	2020	2021	2022
Population Served	31,327	31,848	31,879	32,102	33,474	32,884
Service Area of City (square miles)	21.71	23.15	23.2	23.2	23.2	23.2
Total Calls for Service Handled	3,046	3,125	3,380	3,192	3,173	3,121
Total Number of City Animals Handled	1,919	1,895	1,864	1,444	1,329	1,539
Total Number of Running at Large Animals Impounded	1,703	1,580	1,544	1,163	1,141	1,447
Total Animals Handled at Shelter *	2,666	2,609	2,480	1,854	1,736	2,116
Total Animals Adopted *	679	761	869	590	604	860

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

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	215,311	213,598	221,110	221,110		232,162
Overtime	854	2,973	3,000	3,000		3,000
Merit Pay Plan	-	2,700	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	155,331	146,046	147,931	147,931		141,405
Subtotal Personnel Costs	\$ 371,496	\$ 365,317	\$ 372,041	\$ 372,041		\$ 376,567
Contractual Services	2,589	739	-	-		-
Materials and Supplies	25,975	34,942	37,045	37,045		50,640
Subtotal Operating Costs	\$ 28,564	\$ 35,681	\$ 37,045	\$ 37,045		\$ 50,640
Total Operating	\$ 400,060	\$ 400,998	\$ 409,086	\$ 409,086		\$ 427,207
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 400,060	\$ 400,998	\$ 409,086	\$ 409,086		\$ 427,207

Percent change from FY23 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 2023/2024:

- Continue to identify training needs and develop a training plan to enhance operations.
- Continue to 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 fosters and in-home adoption of unwanted pets. This will reduce the shelter population and reduce associated costs.

PERFORMANCE MEASURES:	2017	2018	2019	2020	2021	2022
Population Served	31,327	31,848	31,879	32,102	33,474	32,884
Service Area of City (square miles)	21.71	23.15	23.2	23.2	23.2	23.2
Total Calls for Service Handled	3,046	3,125	3,380	3,192	3,173	3,121
Total Number of City Animals Handled	1,919	1,895	1,864	1,444	1,329	1,539
Total Number of Running at Large Animals Impounded	1,703	1,580	1,544	1,163	1,141	1,447
Total Animals Handled at Shelter *	2,666	2,609	2,480	1,854	1,736	2,116
Total Animals Adopted *	679	761	869	590	604	860

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

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Animal Shelter Assistant	3	3	3	3	3	3
Animal Shelter Supervisor	0	0	0	0	0	1
Total Animal Shelter Division	3	3	3	3	3	4
Summer/Seasonal Workers	0	0	0	0	2	2

GENERAL FUND						
Animal Shelter	Actual	Actual	Original	Adjusted	Requested	
001-40-45-429	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	114,726	121,239	157,964	157,964		216,660
Overtime	2,309	3,108	3,300	3,300		3,300
Merit Pay Plan	-	900	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	80,229	75,310	80,645	80,645		127,364
Subtotal Personnel Costs	\$ 197,264	\$ 200,557	\$ 241,909	\$ 241,909		\$ 347,324
Contractual Services	16,804	24,039	34,500	34,500		35,600
Materials and Supplies	44,806	59,908	54,850	62,350		59,150
Subtotal Operating Costs	\$ 61,610	\$ 83,948	\$ 89,350	\$ 96,850		\$ 94,750
Total Operating	\$ 258,874	\$ 284,505	\$ 331,259	\$ 338,759		\$ 442,074
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 258,874	\$ 284,505	\$ 331,259	\$ 338,759		\$ 442,074

Percent change from FY23 Original Budget 33%

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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of Public Works Employees Managed (RFTE)	54	55	53	53	54	58
Staff: Population Ratio	1:568	1:579	1:601	1:630	1:609	1:568
# of Incident Management Requests: (Citizen Requests)	1,181	1,320	845	815	791	911

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Public Works Director	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	0	1	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	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	253,347	221,878	236,117	236,117		252,300
Overtime	216	142	2,000	2,000		2,000
Merit Pay Plan	-	2,100	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	118,083	115,266	125,240	125,240		122,628
Subtotal Personnel Costs	\$ 371,645	\$ 339,386	\$ 363,357	\$ 363,357		\$ 376,928
Contractual Services	40,066	44,077	45,873	45,873		49,400
Materials and Supplies	20,938	14,212	15,850	19,850		18,550
Subtotal Operating Costs	\$ 61,004	\$ 58,289	\$ 61,723	\$ 65,723		\$ 67,950
Total Operating	\$ 432,649	\$ 397,675	\$ 425,080	\$ 429,080		\$ 444,878
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 432,649	\$ 397,675	\$ 425,080	\$ 429,080		\$ 444,878

Percent change from FY23 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 \$32,080

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 seven custodians. The custodial staff cleans approximately 103,148 square feet between five different City owned facilities. Staff ensures these areas are clean and ready for all internal and external customers. In addition, they provide meeting room set up and tear down. The custodial staff works Monday – Friday with varying schedules.

MAJOR GOALS FOR FY 2023/2024:

- 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:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
Staff: Population Ratio	1:4,388	1:4,550	1:3,985	1:4,175	1:3,288	1:3,296
# of City Employees (RFTE)	277.5	274	281	281	283	290
Staff: Employee Ratio	1:40	1:39	1:35	1:35	1:28	1:29
Avg # of Work Order Requests Per Year	580	506	550	520	550	600
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	1:68,842	1:68,842
Amount of Square Footage Cleaned by B.M. Emp.	99,148	99,148	103,148	103,148	103,148	103,148
Custodial Staff: Square Footage Ratio	1:19,830	1:19,830	1:17,191	1:17,191	1:14,735	1:14,735

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Facilities Maintenance Manager	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	2	2
Facilities Maintenance	2	2	2	2	3	3
Senior Building Service Worker	0	0	6	6	7	3
Building Service Worker	5	5	0	0	0	4
Building Service Worker	5	5	6	6	7	7
Total Facilities Maintenance Division	7	7	8	8	10	10

GENERAL FUND

Facilities Maintenance (City Hall)
001-50-33-419

	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Salaries	133,352	147,132	203,008	203,008	222,493
Overtime	481	705	2,000	2,000	2,000
Merit Pay Plan	-	2,700	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	85,436	104,210	147,657	147,657	157,407
Subtotal Personnel Costs	\$ 219,269	\$ 254,746	\$ 352,665	\$ 352,665	\$ 381,900
Contractual Services	-	820	-	-	2,208
Materials and Supplies	459,407	445,599	495,371	541,496	512,271
Subtotal Operating Costs	\$ 459,407	\$ 446,419	\$ 495,371	\$ 541,496	\$ 514,479
Total Operating	\$ 678,676	\$ 701,165	\$ 848,036	\$ 894,161	\$ 896,379
Total Capital	\$ 12,254	\$ 13,616	\$ 365,000	\$ 1,486,184	\$ 232,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 690,929	\$ 714,781	\$ 1,213,036	\$ 2,380,345	\$ 1,128,379

Percent change from FY23 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 - Building maintenance at City Hall \$145,000, Service agreements \$134,196, Utilities \$140,000, Natural gas \$50,000, Custodial Supplies \$25,000

Capital - Unless Noted, All Items Approved CIP - IT Equipment Room air conditioning replacement \$225,000, City Hall water bottle fillers \$7,000

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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Developed Parks	38	39	39	39	39	39
Developed Park Acres	661.11	678	678	678	678	678
Undeveloped Acres	157.35	157.35	157.35	157.35	157.35	157.35
Pathway Maintained Miles	55	62	65	65	68	66

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Parks Manager	1	1	1	1	1	1
Public Works Senior Operators	0	0	1	3	3	2
Park Services Worker/Public Works Operators	7	7	6	4	4	4
Parks Technicians	0	0	0	0	0	4
Total Parks Division Full Time Employees	8	8	8	8	8	11
Summer/Seasonal Workers – Parks	21	31	36	36	35	16

GENERAL FUND					
Parks & Landscaping	Actual	Actual	Original	Adjusted	Requested
001-50-51-452	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	696,027	655,383	814,098	814,598	746,094
Overtime	25,246	27,963	32,000	32,000	32,000
Merit Pay Plan	-	4,500	-	-	-
On-Call Pay	3,515	6,235	8,000	8,000	8,000
Benefits	308,647	332,248	368,372	383,472	483,524
Subtotal Personnel Costs	\$ 1,033,434	\$ 1,026,329	\$ 1,222,470	\$ 1,238,070	\$ 1,269,618
Contractual Services	149,024	157,176	172,795	172,795	230,935
Materials and Supplies	759,890	849,995	870,104	870,872	959,230
Subtotal Operating Costs	\$ 908,913	\$ 1,007,171	\$ 1,042,899	\$ 1,043,667	\$ 1,190,165
Total Operating	\$ 1,942,347	\$ 2,033,500	\$ 2,265,369	\$ 2,281,737	\$ 2,459,783
Total Capital	\$ 3,320	\$ 2,158	\$ 900	\$ 900	\$ 4,500
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ 92,493
GRAND TOTAL	\$ 1,945,668	\$ 2,035,658	\$ 2,266,269	\$ 2,282,637	\$ 2,556,776

Percent change from FY23 Original Budget 13%

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 \$87,295, Porta Potty contract, weed spraying and nets at ECSC \$115,000

Materials and Supplies - Vehicle maintenance \$157,318, Vehicle replacement \$119,197, Utilities \$500,000, Gasoline \$35,086, Mosquito abatement, fibar, mulch, chemicals \$68,000, Irrigation supplies \$25,000, Transfer to Water - City Pool expenses \$92,493

Capital - *Unless Noted, All Items Approved CIP* - Upfit for replacement vehicles - Unit 94 \$500, Unit 144 \$500, Unit 161 \$500, Unit 72 \$3,000

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 2023/2024:

- Receive Tree City USA designation for the 31st 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.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Trees Trimmed	671	425	256	245	365	350
Trees Removed	303	125	166	63	65	60
Stumps Ground	285	125	140	70	65	60
Trees Planted	198	61	96	127	86	75
Trees Transplanted	8	20	0	40	54	20
Public Consultations	170	139	86	89	109	100
Christmas Trees Chipped (Tons)	9	9	9	7	6	6

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
City Arborist	1	1	1	1	1	1
Public Works Operator	1	1	1	1	1	1
Total Forestry Division	2	2	2	2	2	2

GENERAL FUND				Original	Adjusted	Requested
Forestry	Actual	Actual	Budget	Budget	Budget	Budget
001-50-53-452	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
Salaries	97,049	98,996	108,130	108,476	114,780	
Overtime	3,173	2,674	5,000	5,000	5,000	
Merit Pay Plan	-	900	-	-	-	
On-Call Pay	1,190	1,446	2,000	2,000	2,000	
Benefits	46,834	52,899	51,480	55,580	55,795	
Subtotal Personnel Costs	\$ 148,246	\$ 156,915	\$ 166,610	\$ 171,056	\$ 177,575	
Contractual Services	32,673	44,419	66,500	66,775	66,920	
Materials and Supplies	33,924	41,418	46,226	46,226	52,007	
Subtotal Operating Costs	\$ 66,597	\$ 85,837	\$ 112,726	\$ 113,001	\$ 118,927	
Total Operating	\$ 214,843	\$ 242,752	\$ 279,336	\$ 284,057	\$ 296,502	
Total Capital	\$ -	\$ -	\$ -	\$ 13,000	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 214,843	\$ 242,752	\$ 279,336	\$ 297,057	\$ 296,502	

Percent change from FY23 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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Spring Clean Up / CWDD Tons	228(CWDD)	262(CWDD)	0 (Covid)	0	0	0
Total Miles Plowed	47,972	53,206	38,234	22,987	50,000	42,500
Total Miles Swept	14,786	12,144	8,860	7,876	7,500	8,000
Right of Way Acres Mowed	1,692	1,317	1,334	1,395	2,000	1,547
Number of Dewatering Wells	47	47	43	48	43	48
Feet of Drainages Cleaned	28,665	64,509	31,980	45,550	35,000	41,140
Special Event Set Up	-	20	17	17	20	17

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Streets Manager	1	1	1	1	1	1
Streets Lead Operator	0	2	2	2	0	0
Streets Sr. Operator	3	3	3	3	3	3
Streets Operator	12	10	10	10	12	12
Total Streets Division	16	16	16	16	16	16

GENERAL FUND				Original	Adjusted	Requested
Streets	Actual	Actual	Budget	Budget	Budget	Budget
001-50-54-431	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
Salaries	741,155	787,261	852,611	856,811	870,277	
Overtime	35,083	47,676	50,000	50,000	70,000	
Merit Pay Plan	-	7,800	-	-	-	
On-Call Pay	18,283	42,823	40,000	40,000	40,000	
Benefits	452,512	536,529	587,697	587,697	546,767	
Subtotal Personnel Costs	\$ 1,247,033	\$ 1,422,089	\$ 1,530,308	\$ 1,534,508	\$ 1,527,044	
Contractual Services	115,662	117,110	133,230	133,230	245,955	
Materials and Supplies	1,526,366	1,391,875	1,466,743	1,466,743	1,687,152	
Subtotal Operating Costs	\$ 1,642,028	\$ 1,508,986	\$ 1,599,973	\$ 1,599,973	\$ 1,933,107	
Total Operating	\$ 2,889,061	\$ 2,931,074	\$ 3,130,281	\$ 3,134,481	\$ 3,460,151	
Total Capital	\$ 50,745	\$ 21,556	\$ 3,600	\$ 403,600	\$ 4,300	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 2,939,806	\$ 2,952,630	\$ 3,133,881	\$ 3,538,081	\$ 3,464,451	
Percent change from FY23 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 \$169,555, Contracted storm drain cleaning \$40,000

Materials and Supplies - Repair concrete slabs and manholes in several locations \$170,000, Crack sealing and filling \$30,000, Vehicle maintenance \$392,288, Vehicle replacement \$268,669, Rental of Pool Vehicles \$30,000, Utilities \$50,000, Electricity for street lights \$96,503, Gasoline \$27,472, 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 140087 \$500, Unit 540S27 \$200, Unit 3600F2 \$200, Unit 540S35 \$200, Unit 54S149 \$200, Unit 51 \$1,000, Unit 138 \$2,000

**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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	0	0
Staff: Population Ratio	1:6,825	1:7,077	1:9,108	1:8,351	0	0
# of City Employees (RFTE)	277.5	274	281	281	0	0
Staff: Employee Ratio	1:62	1:61	1:80	1:70	0	0
*Data Collected on Calendar Year	2018	2019	2020	2021	0	0
Area of City (sq. mi.)	23	23.2	23.2	23.2	0	0
# Fire Hydrants	2,325	2,367	2,831	2,846	0	0
# Water Valves	8,144	8,375	8,416	8,503	0	0
Water lines (mi.)	400.95	418.5	421.6	430.2	0	0
# Sewer Manholes	4,255	4,258	4,285	4,329	0	0
Sewer lines (mi.)	205.18	205.44	206.2	213	0	0
# Address points	21,615	21,696	21,769	21,776	0	0
# Parcels	13,962	14,274	15,345	15,351	0	0
# GPS Collection Points	24,626	27,135	32,132	33,043	0	0

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
GIS Manager	.5	.5	1	1	0	0
Senior GIS Analyst	1	0	0	0	0	0
GIS Analyst	0	0	0	1	0	0
Senior GIS Specialist	2	2	2	0	0	0
GIS Specialist	1	1	1	1	0	0
GIS Technician	0	0	0	1	0	0
Total GIS	4.5	4.5	3.5	4	0	0

GENERAL FUND				Original	Adjusted	Requested
Geographical Information Systems*	Actual	Actual		Budget	Budget	Budget
001-60-35-419	2020-21	2021-22		2022-23	2022-23	2023-24
*Combined with Information Technology Division beginning in FY2022-23 budget						
Salaries	274,636	233,964		-	-	-
Overtime	-	-		-	-	-
Merit Pay Plan	-	2,700		-	-	-
On-Call Pay	-	-		-	-	-
Benefits	139,244	114,861		-	-	-
Subtotal Personnel Costs	\$ 413,879	\$ 351,525	\$	- \$	-	\$ -
Contractual Services	-	2,240		-	-	-
Materials and Supplies	7,269	15,517		-	-	-
Subtotal Operating Costs	\$ 7,269	\$ 17,757	\$	- \$	-	\$ -
Total Operating	\$ 421,148	\$ 369,282	\$	- \$	-	\$ -
Total Capital	\$ -	\$ -	\$	- \$	-	\$ -
Interfund Transfers	\$ -	\$ -	\$	- \$	-	\$ -
GRAND TOTAL	\$ 421,148	\$ 369,282	\$	- \$	-	\$ -

Percent change from FY23 Original Budget **0%**

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

Contractual Services - n/a

Materials and Supplies - n/a

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

*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, and assisting in securing funding and managing the design and construction phases of a project. Division staff performs design work and construction oversight on many smaller projects. The division reviews all subdivision, annexation and development proposals within the planning district boundaries and must review, approve and permit the infrastructure improvements within the same boundaries. 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 the Traffic Safety Division and helps provide technical evaluation and traffic engineering management of all traffic control signs and signals throughout the City’s roadway network.

MAJOR GOALS FOR FY 2023/2024:

- 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 to cross train project managers within multiple projects.
- Continue communicating and scoping projects with all internal divisions of the City as projects affect them.
- Continue to design projects earlier to facilitate discussions with residents, contractors and internal staff to address issues and concerns before they arise in construction.
- Provide information to the public on the upcoming projects within a 2-year CIP.
- Coordinate project bids to optimize pricing, leverage Contractors’ schedules, and take advantage of seasonal project schedules that will benefit the bidding and construction processes.

PERFORMANCE MEASURES:

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

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024**
# of Capital Projects Under Construction	11	11	17	19	23	15
# of Capital Projects Under Design	10	13	23	21	14	12
# of Engineering Studies	1	2	2	2	5	3
# of Inspections*	20	30	25	20	23	17
# of Permits to Construct Issued	17	18	20	22	19	18
# of Street Cut Permits Issued	132	135	130	140	55	110

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

** Estimates based on the CIP

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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
Sr. Civil Engineer/Civil Engineer	2/1	3/0	2/1	3*/1	3/1	3/0
Sr. Engineering Specialist/Engineering Specialist	3	3	3	2	2	1/1
Sr. Administrative Assistant	1	1	1	1	1	1
Total Engineering	9	10	10	10	9	8

*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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	982,885	942,641	940,657	940,657	849,019
Overtime	-	-	2,500	2,500	1,500
Merit Pay Plan	-	4,800	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	485,888	483,541	475,616	475,616	431,428
Subtotal Personnel Costs	\$ 1,468,774	\$ 1,430,982	\$ 1,418,773	\$ 1,418,773	\$ 1,281,947
Contractual Services	24,630	24,047	19,800	19,800	19,800
Materials and Supplies	39,295	39,132	42,473	42,473	60,673
Subtotal Operating Costs	\$ 63,924	\$ 63,179	\$ 62,273	\$ 62,273	\$ 80,473
Total Operating	\$ 1,532,698	\$ 1,494,161	\$ 1,481,046	\$ 1,481,046	\$ 1,362,420
Total Capital	\$ 182,030	\$ 49,473	\$ -	\$ 17,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,714,728	\$ 1,543,634	\$ 1,481,046	\$ 1,498,046	\$ 1,362,420

Percent change from FY23 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

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 2023/2024

- Provide assistance to contractors and owner/builders in understanding building code issues to achieve compliance.
- Provide assistance to contractors in understanding and applying for the appropriate licenses for projects.
- Assist with utilization of the Energov software program.
- Work on finding a new Plans Examiner.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Commercial Building Permits	9	22	12	19	20	22
Residential Building Permits	27	24	20	40	45	48
Total All Permits (elec., mech., plbg., etc.)	1,673	3,157	1,675	1,577	1,600	1,650
Stormwater Permits	30	30	23	40	45	48
Field Inspections	4,316	3,994	5,000	3,948	4,149	4,200
Stormwater Inspections	340	303	265	315	330	330
Contractor Licenses	767	823	862	798	820	830
Individual Trade Licenses	425	438	375	427	425	435

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Chief Building Official	1	1	1	1	1	1
Deputy Building Official/Plans Examiner	1	1	1	1	1	0
Plans Examiner	0	0	0	0	0	1
Senior Building Inspector	0	0	1	1	1	1
Building Inspector	2	2	1	1	1	1
Building Counter Technician	1	1	0	0	0	0
Permit Technician	0	0	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Total Building Inspection	6	6	6	6	6	6

GENERAL FUND						
Building Inspection	Actual	Actual	Original	Adjusted	Requested	
001-60-61-424	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	430,889	444,599	462,315	462,315		495,378
Overtime	-	-	-	-		-
Merit Pay Plan	-	3,600	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	191,344	211,640	225,686	236,966		250,722
Subtotal Personnel Costs	\$ 622,233	\$ 659,838	\$ 688,001	\$ 699,281		\$ 746,100
Contractual Services	5,603	10,688	16,000	19,280		14,880
Materials and Supplies	12,640	21,346	24,364	28,364		33,080
Subtotal Operating Costs	\$ 18,242	\$ 32,035	\$ 40,364	\$ 47,644		\$ 47,960
Total Operating	\$ 640,475	\$ 691,873	\$ 728,365	\$ 746,925		\$ 794,060
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 640,475	\$ 691,873	\$ 728,365	\$ 746,925		\$ 794,060

Percent change from FY23 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

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 signage, signals, and pavement markings for public and development projects; and routine traffic studies as requested by the City Engineer.

MAJOR GOALS FOR FY 2023/2024:

- Maintain a web-based traffic sign and signal inventory and maintenance program that is compliant with Manual on Uniform Traffic Control Devices (MUTCD) Policies and 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 and rapid flash beacons (RFBs).
- Incorporate a laptop for in-field documentation of sign maintenance, replacement, or inventory activities that allows for real-time connectivity with the City’s GIS database.
- Incorporate computer software and a laptop for managing traffic signals remotely when a software conflict occurs.
- Continue the installation and programming of handicap enhanced pedestrian crossing controls.
- Implement fiber optics connection to additional traffic signals.

PERFORMANCE MEASURES:

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

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Traffic Signals Maintained	16	15	16	16	16	16
Pavement Markings Applied (in Lineal Feet)	664,470	665,280	670,500	665,500	664,329	662,438
Signs maintained	-	-	-	-	9,935	10,450
Signs repaired, replaced or installed	-	-	-	-	208	300

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	101,830	104,894	109,921	109,921	115,425
Overtime	2,646	707	1,000	1,000	1,000
Merit Pay Plan	-	900	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	47,503	49,432	50,915	50,915	53,093
Subtotal Personnel Costs	\$ 151,979	\$ 155,933	\$ 161,836	\$ 161,836	\$ 169,518
Contractual Services	213,219	221,670	251,080	251,080	251,920
Materials and Supplies	111,238	174,479	122,931	136,931	184,267
Subtotal Operating Costs	\$ 324,457	\$ 396,149	\$ 374,011	\$ 388,011	\$ 436,187
Total Operating	\$ 476,436	\$ 552,082	\$ 535,847	\$ 549,847	\$ 605,705
Total Capital	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 84,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 476,436	\$ 552,082	\$ 545,847	\$ 559,847	\$ 689,705

Percent change from FY23 Original Budget 26%

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/weld test on signal poles \$70,000, Maintenance/repairs of school lighting flashing lights, cross walks and speed bumps \$40,000, Materials for street sign fabrication & maintenance \$55,000

Capital - *Unless Noted, All Items Approved CIP* - Traffic Safety storage shed \$75,000, Hydraulic post puller \$9,000

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 and half time Planning/Code Compliance Technician who shares duties with both the Planning Division and Code Compliance Division.

MAJOR GOALS FOR FY 2023/2024:

- Issue RFQ/RFP for 2023-2024 City Housing Study
- Space Utilization Study
- ECSC Feasibility Study
- Issue RFQ/RFP for 2023-2024 City Economic Development Comprehensive Master Plan
- Complete studies, regulatory review, policy analysis and special projects as requested.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Annexations/Pre-Annexations	5/3	0/0	1/0	1/1	5/0	1/1
Sketch Plats	1	0	1	0	0	1
Preliminary Plats	3	0	1	0/1	0	1/1
Major Final Plats/Minor Final Plats	1/20	0/12	2/15	1/3	3/1	3/3
Condominium Plats	2	0	1	0	0	0
Commercial Site Plans/Development Plans	8/2	17/1	20/2	0/1	1/0	4/8
Subdivision Text/Zoning Text Amendments	0/5	0/2	0/2	0/0	0/3	5/1
Zoning Map Amendments	7	5	10	0/8	8/0	6/3
Easement/R-O-W Vacations	2/1	5	7	0/2	2/0	2/2
County Preliminary Plats/County Final Plats	0/3	0/2	0/3	0	0	0

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Planning/GIS Manager	.5	.5	0	0	0	1
Planner	2	2	2	0	0	0
Senior Planner	0	0	0	2	2	1
Planning/Code Compliance Technician	0	0	0	0	.5	.5
Economic Development Specialist	0	0	0	0	0	1
Total Planning	2.5	2.5	2	2	2.5	3.5

GENERAL FUND				Original	Adjusted	Requested
Planning	Actual	Actual	Budget	Budget	Budget	Budget
001-60-63-419	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
Salaries	153,717	158,245	164,664	164,664	164,664	243,081
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	1,200	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	89,258	95,876	99,732	99,732	99,732	106,487
Subtotal Personnel Costs	\$ 242,975	\$ 255,321	\$ 264,396	\$ 264,396	\$ 264,396	\$ 349,568
Contractual Services	48	371	1,425	376,425	376,425	38,630
Materials and Supplies	5,528	20,169	13,110	13,110	13,110	23,882
Subtotal Operating Costs	\$ 5,576	\$ 20,539	\$ 14,535	\$ 389,535	\$ 389,535	\$ 62,512
Total Operating	\$ 248,551	\$ 275,860	\$ 278,931	\$ 653,931	\$ 653,931	\$ 412,080
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 248,551	\$ 275,860	\$ 278,931	\$ 653,931	\$ 653,931	\$ 412,080

Percent change from FY23 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 - Comprehensive plan and appraisal costs \$35,000

Materials and Supplies - n/a

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

CODE COMPLIANCE

FUND: GENERAL
UNIT: CODE COMPLIANCE

DEPT: DEVELOPMENT SERVICES
CODE: 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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Grass/Weeds	831	743	760	927	820	800
Other Nuisances	269	276	250	534	350	370
Unlicensed/Inoperable Vehicles	621	625	660	1000	725	700
Home Occupations	4	2	4	4	3	5
Daycare Investigations	4	2	4	0	4	5
Other Zoning	6	3	4	11	10	10
Political Signage	15	3	9	1	10	3

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Senior Code Compliance Inspector	0	0	1	1	1	1
Code Compliance Inspector	1.5	1.5	1	1	.5	0
Planning/Code Compliance Technician	0	0	0	0	.5	.5
Total Code Compliance	1.5	1.5	2	2	1.5	1.5

GENERAL FUND						
Code Compliance	Actual	Actual	Original	Adjusted	Requested	
001-60-64-419	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	105,754	108,112	112,935	112,935		121,606
Overtime	42	-	-	-		-
Merit Pay Plan	-	1,500	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	63,785	66,560	68,303	68,303		60,689
Subtotal Personnel Costs	\$ 169,580	\$ 176,172	\$ 181,238	\$ 181,238		\$ 182,295
Contractual Services	(7)	(578)	3,000	3,000		4,000
Materials and Supplies	5,798	6,417	11,648	11,648		15,362
Subtotal Operating Costs	\$ 5,791	\$ 5,839	\$ 14,648	\$ 14,648		\$ 19,362
Total Operating	\$ 175,371	\$ 182,011	\$ 195,886	\$ 195,886		\$ 201,657
Total Capital	\$ 1,524	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 176,895	\$ 182,011	\$ 195,886	\$ 195,886		\$ 201,657

Percent change from FY23 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**

GENERAL FUND

PUBLIC AFFAIRS DEPARTMENT

PUBLIC AFFAIRS

FUND: GENERAL
UNIT: PUBLIC AFFAIRS

DEPT: PUBLIC AFFAIRS
CODE: 65-65

ACTIVITY DESCRIPTION:

The Public Affairs Department is primarily responsible for some of the most public-facing divisions in the City, including the City Clerk’s Office, Gillette Public Access Television (GPA) and the Judicial Division. Public Affairs is also responsible for overseeing and implementing communication initiatives, public relations, and emergency management.

MAJOR GOALS FOR FY 2023/2024:

- Create clear and concise communication between the City, the public and the media
- Plan and execute information and events to improve citizen engagement.
- Cultivate relationships with other local and regional organizations to improve emergency management.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	-	-	-	-	32,884	32,960
# of Social Media Followers	-	-	-	-	25,110	26,500
# of Social Media Posts	-	-	-	-	660	675
# of EverBridge Notifications	-	-	-	-	25	25
# of Press Releases/Special Meeting Notices	-	-	-	-	35	40

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Director of Public Affairs	0	0	0	0	1	1
Senior Administrative Assistant	0	0	0	0	1	1
Total Public Affairs Office	0	0	0	0	2	2

*Public Affairs Department was established in FY2022/2023

GENERAL FUND				Original	Adjusted	Requested
Public Affairs	Actual	Actual	Budget	Budget	Budget	Budget
001-65-65-419	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
Salaries	-	-	-	130,212	180,654	
Overtime	-	-	-	-	200	
Merit Pay Plan	-	-	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	-	-	-	72,054	107,179	
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ 202,266	\$ 288,033	
Contractual Services	-	-	-	2,530	2,760	
Materials and Supplies	-	-	-	39,469	34,000	
Subtotal Operating Costs	\$ -	\$ -	\$ -	\$ 41,999	\$ 36,760	
Total Operating	\$ -	\$ -	\$ -	\$ 244,265	\$ 324,793	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ -	\$ -	\$ -	\$ 244,265	\$ 324,793	

Percent change from FY23 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 - Advertising \$25,000

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

GILLETTE PUBLIC ACCESS

FUND: GENERAL
UNIT: PUBLIC ACCESS

DEPT: PUBLIC AFFAIRS
CODE: 65-03

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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of City Employees Managed (RFTE)	277.5	274	281	281	283	290
Staff: Population Ratio	1:111	1:116	1:113	1:119	1:116	1:114
# of GPA TV Programs Filmed & Events	330	315	290	353	325	318
# of Total <u>Online Views</u>	11,633	7,189	22,512	14,110	22,772	15,000
# of Council Meetings <u>Online Views</u>	1,250	285	6,215	2,000	2,500	2,000
# of Eye On Gillette Online Views	NA	NA	NA	3,118	8,073	5,000
# of Let’s Talk Gillette Listens	NA	NA	NA	1,174	1,334	1,500
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
STAFFING:						
Public Access Manager	1	1	1	1	1	1
Production Specialist	2	2	2	2	2	2
Total Public Access	2	3	3	3	3	3

GENERAL FUND					
Public Access	Actual	Actual	Original	Adjusted	Requested
001-65-03-419	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	180,220	174,002	188,979	188,979	193,427
Overtime	8	50	1,000	1,500	1,000
Merit Pay Plan	-	1,800	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	89,498	104,478	106,781	106,781	109,919
Subtotal Personnel Costs	\$ 269,726	\$ 280,329	\$ 296,760	\$ 297,260	\$ 304,346
Contractual Services	963	963	960	960	960
Materials and Supplies	8,328	16,899	33,800	38,300	17,015
Subtotal Operating Costs	\$ 9,291	\$ 17,862	\$ 34,760	\$ 39,260	\$ 17,975
Total Operating	\$ 279,017	\$ 298,192	\$ 331,520	\$ 336,520	\$ 322,321
Total Capital	\$ 303,889	\$ 146,094	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 582,906	\$ 444,285	\$ 331,520	\$ 336,520	\$ 322,321

Percent change from FY23 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

CITY CLERK

FUND: GENERAL
UNIT: CITY CLERK

DEPT: PUBLIC AFFAIRS
CODE: 65-31

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 58 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 and General Billing. 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 2023/2024:

- 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:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
Staff:Population Ratio	1:15,357	1:15,924	1:15,940	1:16,702	1:16,442	1:16,480
# of City Employees (RFTE)	277.5	274	281	281	283	290
Staff:Employee Ratio	1:139	1:137	1:141	1:141	1:142	1:145
# of Minutes Published	74	78	70	64	26	40
# of Ordinances Passed & Published	14	16	14	13	14	14
# of Resolutions Passed	34	34	28	34	26	26
# of Senior Applications Processed	242	246	222	223	253	220
# of Liquor Licenses Renewed	56	56	54	54	58	58

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
City Clerk	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1
Total City Clerk	2	2	2	2	2	2

GENERAL FUND						
City Clerk	Actual	Actual	Original	Adjusted	Requested	
001-65-31-419	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	126,816	122,045	127,815	127,815		120,253
Overtime	-	-	350	350		350
Merit Pay Plan	-	1,200	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	77,782	80,444	82,294	82,294		84,509
Subtotal Personnel Costs	\$ 204,598	\$ 203,690	\$ 210,459	\$ 210,459		\$ 205,112
Contractual Services	10,039	14,418	9,910	9,910		5,871
Materials and Supplies	77,498	77,434	107,883	107,883		98,083
Subtotal Operating Costs	\$ 87,537	\$ 91,852	\$ 117,793	\$ 117,793		\$ 103,954
Total Operating	\$ 292,135	\$ 295,542	\$ 328,252	\$ 328,252		\$ 309,066
Total Capital	\$ -	\$ -	\$ 20,000	\$ 20,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 292,135	\$ 295,542	\$ 348,252	\$ 348,252		\$ 309,066

Percent change from FY23 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 - n/a

Materials and Supplies - Legal advertising \$52,000

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

JUDICIAL

FUND: GENERAL
UNIT: JUDICIAL

DEPT: PUBLIC AFFAIRS
CODE: 65-32

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.

MAJOR GOALS FOR FY 2023/2024:

- 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.
- Review Court schedules, processes and procedures for greater accuracy, efficiency, and accommodation of the full-time judge position.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
Staff: Population Ratio	1:4,388	1:5,308	1:5,313	1:5,567	1:10,961	1:10,987
# of City Employees (RTFE)	277.5	274	281	281	283	290
Staff: Employee Ratio	1:40	1:46	1:47	1:47	1:94	1:97
Municipal Court						
# of Citations Entered	3,392	3,381	3,177	2,504	2,716	2,800
# of Bench Trial Hearings Days	-	-	-	-	52	52
# of Arraignment Days	-	-	-	-	52	52
STAFFING:						
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	0	0
Municipal Court Diversion Officers	1	1	1	1	0	0
Municipal Court Judges	2	1	1	1	1	1
Total City Municipal Court Office	7	6	6	6	3	3

GENERAL FUND						
Judicial	Actual	Actual	Original	Adjusted	Requested	
001-65-32-412	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	378,268	319,421	191,877	246,149		239,394
Overtime	113	-	600	9,750		3,000
Merit Pay Plan	-	3,600	-	-		-
On-Call Pay	12,054	6,447	8,000	-		-
Benefits	228,604	216,079	129,710	136,941		150,935
Subtotal Personnel Costs	\$ 619,038	\$ 545,547	\$ 330,187	\$ 392,840		\$ 393,329
Contractual Services	139,112	144,052	65,020	65,020		68,420
Materials and Supplies	6,451	6,007	10,700	9,700		18,400
Subtotal Operating Costs	\$ 145,563	\$ 150,059	\$ 75,720	\$ 74,720		\$ 86,820
Total Operating	\$ 764,601	\$ 695,607	\$ 405,907	\$ 467,560		\$ 480,149
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 764,601	\$ 695,607	\$ 405,907	\$ 467,560		\$ 480,149

Percent change from FY23 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 - Prisoner expenses \$50,000

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 negative COVID impact in fiscal years 2020 and 2021, and the subsequent strong rebound in fiscal year 2022, sales tax revenues have remained at historic high levels in the current fiscal year. Based on current year to date receipts, One Percent sales tax revenues are projected to be approximately \$24.5M for fiscal year 2023, an increase of 29% 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 2024 budget upholds the City's conservative philosophy and the budget is significantly lower than projected fiscal year 2023 receipts.

A portion of the fuel tax allocation to cities and towns, totaling \$1,076,000, 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 investments held at WyoStar and Wyoming CLASS.

OPTIONAL SALES TAX

Revenue 201-00-00-300	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Sales & Use Tax	13,960,666	19,007,563	15,136,364	19,142,184	18,818,181
Motor Fuel Tax	912,827	1,096,374	1,083,000	1,083,000	1,076,000
Federal Grants	690,027	613,259	5,194,775	4,158,482	250,000
Interest on Investments	143,301	129,281	75,000	75,000	534,000
Unrealized Gain/Loss	(137,836)	(235,766)	-	-	-
Miscellaneous	10,000	-	-	-	-
Interfund Operating Transfer In	-	75,000	-	30,000	2,010,000
Application of Unassigned Cash	-	-	1,727,597	12,193,184	2,659,548
GRAND TOTAL	\$ 15,578,986	\$ 20,685,712	\$ 23,216,736	\$ 36,681,850	\$ 25,347,729

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 fiscal year 2017, 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 fiscal year 2024 budget will be funded with 1% sales tax dollars received in fiscal year 2023. Actual revenues earned in fiscal year 2024 will be used for fiscal year 2025 projects. The fiscal year 2024 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

Shoshone Avenue Street Improvements
McCann Heights Reconstruction Project
Foothills Boulevard Curves/Drainage
Pavement Rehab - Large Patches, Crack Seal, Chip Seal

Buildings

PD Vehicle Storage Building

Beautification Projects

Adopt-A-Planter Flowers

Park Improvement Projects

Dalbey Park Master Plan Update
Hidden Valley Park Playground Renovations

Irrigation Improvements Projects

Irrigation Central Control Investment

Bridges

Gurley Overpass Maint/Replacement Designation

Water Projects

4-J Subdivision Water Fitting Replacement

Sewer Projects

Heritage Lift Station

Rail Spur Modifications

Energy Park Rail Spur Improvement

OPTIONAL SALES TAX FUND

1% Optional Sales Tax 201-10-05-419	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Pavement Management System	3,285,594	2,092,418	5,445,000	7,074,749	1,620,000
Sidewalk Repairs	216,496	22,614	-	-	-
Buildings	-	-	-	-	800,000
Beautification Programs	131,010	147,027	440,000	709,584	50,000
Park Development	-	578,931	-	-	150,000
Park Improvements	2,957,700	681,931	1,205,000	1,154,439	560,000
Irrigation Improvements	120,877	581,477	725,000	1,075,849	3,135,000
Street Enhancements	102,437	907,572	200,000	2,064,991	5,300,000
Traffic Signals	274,148	339,265	250,000	250,000	275,000
Bridges	96,152	134,518	1,067,000	1,381,529	1,052,000
Drainage Projects	450,974	657,077	824,500	938,581	-
Bike & Walking Pathways	744,358	563,053	-	19,726	-
Water Mains	3,960,316	1,101,242	1,400,000	4,712,004	750,000
Water Storage/Reservoirs	1,322,802	19,925	-	-	-
Sanitary Sewer Mains	4,660,467	3,674,197	1,450,000	1,765,135	-
Lift Stations/Control Facility	-	29,293	3,950,000	4,220,707	4,500,000
Rail Spur Modification	-	-	-	-	300,000
Furn/Fixtures/Equip	60,863	-	-	-	-
Joint Powers Fire Dept	2,856,572	2,892,307	4,412,236	4,422,236	5,063,377
Social Services Funding	899,258	865,799	844,000	992,500	1,042,352
Outside Agency Funding	599,140	559,000	4,000	4,000	-
General Community	-	15,000	-	30,000	-
Interfund Transfers	1,000,000	1,044,000	1,000,000	1,455,000	750,000
GRAND TOTAL	\$ 23,739,163	\$ 16,906,647	\$ 23,216,736	\$ 32,646,030	\$ 25,347,729

Percent change from FY23 Original Budget

9%

**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 2023/2024 (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 \$22.8 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 year totals)	2023/2024 (anticipated)	2025-TBD (anticipated)	Total (anticipated)
State Grants – <i>Madison Pipeline Project</i>	145,792,000.00			145,792,000.00
²⁾ PMTF Loan – <i>Madison Pipeline Project</i>	4,328,358.00		(4,328,358.00)	0.00
¹⁾ Cap Tax – <i>Madison Pipeline Portion</i>	75,000,000.00			75,000,000.00
State Grants – <i>District Extensions Project</i>	17,225,600.00		22,774,400.00	40,000,000.00
Cap Tax – <i>District Extensions Project</i>	20,000,000.00			20,000,000.00
Water Fund (Transfer)	1,865,501.00			1,865,501.00
Yearly Total (anticipated)	264,211,459.00	0.00	18,446,042.00	282,657,501.00
Cumulative Total (anticipated)	264,211,459.00	264,211,459.00	282,657,501.00	

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

	Actual	Actual	Original	Adjusted	Requested
Revenue	2020-21	2021-22	Budget	Budget	Budget
301-00-00-300			2022-23	2022-23	2023-24
Cap Tax - Madison Project	(2,243)	1,483	-	-	-
Cap Tax - District Projects	(598)	395	-	-	-
State Grants	1,396,461	33,235	-	30,987,860	-
District Grant Revenue	299,326	70,528	1,125,600	1,125,600	-
Madison Cap Tax Int	95,693	54,956	28,000	28,000	35,000
District Cap Tax Int	29,775	32,353	17,700	17,700	17,800
Interest - Managed Investments - Madison	135,637	114,384	65,000	65,000	170,000
Interest - Managed Investments - Districts	139,583	107,303	70,000	70,000	145,000
Unrealized Gain/Loss-WyoStar	(655,307)	(1,268,821)	-	-	-
Realized Gain/Loss	73,255	(63,698)	-	-	-
Interfund Operating Transfer In	463,812	-	26,800	26,800	-
Application of Unassigned Cash	-	-	554,400	15,867,077	-
GRAND TOTAL	\$ 1,975,394	\$ (917,881)	\$ 1,887,500	\$ 48,188,037	\$ 367,800

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 reimbursed the City of Gillette up to \$100,000.00 each year for the Project Manager’s salary through FY 2021/2022 which was a portion of the annual “Operating Expenses”.

MAJOR GOALS FOR FY 2023/2024 (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 2023/2024:
 - #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 2023/2024:
 - #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	2023/2024	2024/TBD	Total
ANTICIPATED EXPENSES:	(estimate)	(anticipated)	(anticipated)	(anticipated)
General Operating Expenses	1,645,501.00	10,000.00	10,000 per year	1,665,501.00
Non-Eligible Contracts	660,000	0.00 ⁽¹⁾		660,000.00
Eligible Contracts – <i>District Extensions</i>	25,709,850.00	0.00 ⁽¹⁾	34,290,150.00	60,000,000.00
Eligible Contracts – <i>Madison Pipeline</i>	186,082,794.00	31,517,206.00 ⁽¹⁾		217,600,000.00
Yearly Total (anticipated)	214,098,145.00	31,527,206.00	34,300,150.00	279,925,501.00
Cumulative Total (anticipated)	214,098,145.00	245,625,351.00	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 2022/23 will be rolled-over into FY 2023/24 as part of Budget Amendment No. 1, anticipated in Fall 2023.

⁽²⁾ The Utility Project Manager position that was 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 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Salaries	-	-	-	-	-
Overtime	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-
On-Call Pay	-	-	-	-	-
Benefits	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	20,144	20,227	26,800	26,800	30,300
Materials and Supplies	283	-	-	-	-
Subtotal Operating Costs	\$ 20,428	\$ 20,227	\$ 26,800	\$ 26,800	\$ 30,300
Total Operating	\$ 20,428	\$ 20,227	\$ 26,800	\$ 26,800	\$ 30,300
Total Capital	\$ 2,515,129	\$ 237,681	\$ 1,680,000	\$ 47,980,537	\$ -
Interfund Transfers	\$ 4,585	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,540,142	\$ 257,908	\$ 1,706,800	\$ 48,007,337	\$ 30,300

Percent change from FY23 Original Budget -98%

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**

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.

Attached is a table showing the proposed FY’24 allocation (as a percentage) from the Administration, Electrical Engineering and SCADA Divisions to the Water, Sewer, Power and Fiber Funds.

Utilities Administration Fund Allocations (501)

Fund	Description	501-70-70 UT Admin Allocation (%)	501-70-71 Elec Eng Allocation (%)	501-70-76 SCADA Allocation (%)
503	Water Regional	18.025%	7.259%	20.655%
503	Water Distribution	15.794%	1.802%	15.174%
504	Power	30.649%	68.991%	19.240%
505	Wastewater	34.591%	5.388%	34.776%
506	Fiber	0.940%	16.561%	10.155%
Total =		100.0%	100.0%	100.0%

UT ADMIN. FUND					
Revenue	Actual	Actual	Original	Adjusted	Requested
501-00-00-300	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Federal Grants	52,294	-	-	-	-
Transfer from City Depts	2,660,980	2,891,585	3,625,967	3,625,967	3,352,196
Application of Unassigned Cash	-	-	-	2,000	-
GRAND TOTAL	\$ 2,713,273	\$ 2,891,585	\$ 3,625,967	\$ 3,627,967	\$ 3,352,196

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 2023/2024:

- 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 Engineering Division 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:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# of Utilities Employees Managed (RFTE)	63	63	66	64	64	65
Utilities Employees: Population Ratio	1:488	1:505	1:483	1:522	1:514	1:507
# of Utilities Accounts Managed	17,624	17,624	17,624	17,624	17,565	17,686
Utilities Employees: Account Ratio	1:280	1:280	1:267	1:275	1:275	1:272
Budget Overseen	\$62.4M	\$70.1M	\$77.7M	\$57.0M	\$75.5M	\$77.0M
Director/Manager (3): Budget Ratio	1:\$62.4M	1:\$70.1M	1:\$77.7M	1:\$57.0M	1:\$75.5M	1:\$77.0M

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Utilities Director	1	1	1	1	1	1
Senior Adm. Assistant	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Utility Services Coordinator	0	0	1	1	1	1

Total Utilities Administration Division	3	3	4	4	4	4
--	----------	----------	----------	----------	----------	----------

UT ADMIN. FUND						
Utilities Administration	Actual	Actual	Original	Adjusted	Requested	
501-70-70-440	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	309,944	328,545	341,722	341,722		385,045
Overtime	963	1,038	500	500		500
Merit Pay Plan	-	3,000	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	170,372	183,798	189,775	189,775		209,552
Subtotal Personnel Costs	\$ 481,279	\$ 516,382	\$ 531,997	\$ 531,997		\$ 595,097
Contractual Services	169,520	175,121	287,971	287,971		181,319
Materials and Supplies	98,804	97,042	155,179	155,179		50,406
Subtotal Operating Costs	\$ 268,325	\$ 272,164	\$ 443,150	\$ 443,150		\$ 231,725
Total Operating	\$ 749,604	\$ 788,546	\$ 975,147	\$ 975,147		\$ 826,822
Total Capital	\$ -	\$ 9,625	\$ -	\$ -		\$ 12,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 749,604	\$ 798,171	\$ 975,147	\$ 975,147		\$ 838,822

Percent change from FY23 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 \$171,079

Materials and Supplies - n/a

Capital - *Unless Noted, All Items Approved CIP* - Replacement copier \$12,000

ELECTRICAL ENGINEERING

FUND: UTILITY ADMINISTRATION
UNIT: ELECTRICAL ENGINEERING

DEPT: UTILITIES
CODE: 70-71

ACTIVITY DESCRIPTION:

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

MAJOR GOALS FOR FY 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Fiber Raceway Installed (miles)	70.8	44.0	27.0	46.5	19.9	27.8
Number of Permits Issued	77	67	60	38	37	55
Number of Site Reviews	55	76	69	27	34	66
Number of E-Plan Reviews	85	78	65	60	52	44

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Electrical Manager	1	1	1	0	0	0
Senior Electrical Engineer	1	1	0	0	0	0
Electrical Engineering Manager	0	0	1	1	1	1
Electrical Engineer	0	0	1	1	1	1
Electrical Project Coordinator	2	2	1	1	1	1
Electrical Engineering Designer	2	2	2	2	2	2
Utilities Services Locator	0	1	1	1	1	1
Total Electrical Engineering Division	7	7	7	6	6	6

UT ADMIN. FUND				Original	Adjusted	Requested
Electrical Engineering	Actual	Actual	Budget	Budget	Budget	Budget
501-70-71-440	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
Salaries	393,331	392,969	474,637	474,637	493,894	
Overtime	560	1,647	3,500	3,500	3,500	
Merit Pay Plan	-	4,200	-	-	-	
On-Call Pay	-	-	-	-	-	
Benefits	173,369	177,243	223,358	223,358	213,676	
Subtotal Personnel Costs	\$ 567,259	\$ 576,059	\$ 701,495	\$ 701,495	\$ 711,070	
Contractual Services	125,589	124,611	197,065	197,065	232,417	
Materials and Supplies	47,695	27,487	34,421	34,421	37,658	
Subtotal Operating Costs	\$ 173,284	\$ 152,099	\$ 231,486	\$ 231,486	\$ 270,075	
Total Operating	\$ 740,543	\$ 728,158	\$ 932,981	\$ 932,981	\$ 981,145	
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 740,543	\$ 728,158	\$ 932,981	\$ 932,981	\$ 981,145	

Percent change from FY23 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 \$221,977

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 2023/2024:

- Continue PLC upgrades at Wastewater and 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:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Fiber Multi-Raceway Maintained (miles)	114.4	158.4	256	303	290	304
Broadband Radio Systems Maintained	107	108	110	96	96	97
Site Control Systems Upgraded	14	9	22	9	7	11

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
SCADA Engineer	0	0	0	1	1	1
SCADA Manager	0	1	1	0	0	0
SCADA Supervisor	1	1	1	1	1	1
Electrician	5	5	5	5	5	5
Total SCADA Division	6	7	7	7	7	7

UT ADMIN. FUND						
SCADA	Actual	Actual	Original	Adjusted	Requested	
501-70-76-440	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	577,162	597,926	611,350	611,350		626,659
Overtime	33,301	22,126	38,000	38,000		30,000
Merit Pay Plan	-	4,200	-	-		-
On-Call Pay	13,901	23,811	28,470	28,470		28,470
Benefits	287,935	305,877	319,781	319,781		337,092
Subtotal Personnel Costs	\$ 912,299	\$ 953,939	\$ 997,601	\$ 997,601		\$ 1,022,221
Contractual Services	200,976	213,846	514,486	514,486		413,621
Materials and Supplies	96,304	66,740	105,752	105,752		96,387
Subtotal Operating Costs	\$ 297,280	\$ 280,586	\$ 620,238	\$ 620,238		\$ 510,008
Total Operating	\$ 1,209,579	\$ 1,234,525	\$ 1,617,839	\$ 1,617,839		\$ 1,532,229
Total Capital	\$ 19,495	\$ 130,733	\$ 100,000	\$ 102,000		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,229,074	\$ 1,365,259	\$ 1,717,839	\$ 1,719,839		\$ 1,532,229

Percent change from FY23 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 \$391,901

Materials and Supplies - n/a

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

**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	2020-21	2021-22	2022-23	2022-23	2023-24
Federal Grants	52,510	-	-	225,000	-
Plant Investment Fees	37,383	24,536	56,000	56,000	56,800
System Development Charges	72,857	67,336	69,000	69,000	66,100
Interest on Investments	24,472	24,767	13,500	13,500	85,000
Interest - Managed Investments	81,219	69,452	45,000	45,000	102,000
Unrealized Gain/Loss - Bonds	(133,766)	(430,926)	-	-	-
Realized Gain/Loss	23,777	3,706	-	-	-
Incident Reimbursement Revenue	2,873	1,036	-	-	-
Miscellaneous	147,287	141,025	38,000	38,000	23,400
Charges for Services	2,119,454	2,172,001	2,424,231	2,424,231	2,960,900
Charges for Services - Regional	5,705,599	5,716,596	5,613,513	5,613,513	5,717,000
Interfund Operating Transfer In	-	-	-	-	92,493
Application of Unassigned Cash	-	-	871,225	6,375,860	-
Capital Contribution	178,160	1,062,550	-	-	-
GRAND TOTAL	\$ 8,311,825	\$ 8,852,079	\$ 9,130,469	\$ 14,860,104	\$ 9,103,693

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 4.75 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, 11 reservoirs, 12 regional control buildings, 379 miles of water distribution and transmission mains, 2,389 fire hydrants and 7,393 valves.

MAJOR GOALS FOR FY 2023/2024:

- Complete design and installation of bulk 12.5% sodium hypochlorite disinfection system at Pump Station #1 to remove hazardous chlorine gas and remove EPA Risk Management Plan and Tier 2 Hazardous Chemicals compliance.
- Continue to research and evaluate options and costs of on-site Sodium Hypochlorite Disinfection Facility at Pump Station #1.
- Continue analysis, refinement, and improvement of 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 and all water reservoirs.
- Continue to implement and construct enhanced security measures and redundancy of supply 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, Freedom Hills, Meadow Springs extensions).
- Rebuild or replace pumps and motors in wells and pumping facilities to maintain full production capacity.
- Test and replace any Variable Frequency Drives (VFDs) upon obsolescence or failure.
- Exercise and evaluate 1,480 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 five largest wells and all critical pumping facilities; perform commissioning and testing under live simulations to verify complete achievement of intended goal to supply potable residential demand under any scenario while meeting all water quality requirements.
- Continue cooperative and proactive planning with Engineering staff to prioritize and accelerate replacement of 1,102 aging/failing valves and hydrants of >45 years of age, and 14.5 miles of cast iron or ductile water mains. Wisely reduce overall costs through coordination with street repair projects.
- Revise and update all sections of Water Division Safety Program including Lock Out Tag Out, Trenching & Shoring, and Confined Space.
- 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:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Water Service Connections	10,441	10,529	10,953	11,081	10,992	11,310
Miles of Water Main	357.5	372.6	375.9	378.1	378.6	378.7
Hydrants Managed	2,325	2,348	2,371	2,379	2,385	2,389
Valves Managed	7,109	7,164	7,242	7,314	7,363	7,393
Water Produced (Billion Gallons)	1.695	1.541	1.430	1.690	1.800	1.732
Ratio: Staff to Water Service Connections	1:652	1:658	1:730	1:739	1:687	1:665

STAFFING:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Water Manager	1	1	1	1	1	1
Water Supervisor	3	2	2	2	2	2
Water Operator	3	3	3	5	6	5
Senior Water Operator	9	10	9	7	5	6
Regulatory/Technical Specialist	0	0	0	0	1	2
Water Meter Technician	0	0	0	0	1	1

Total Water Division Full Time Employees	16	16	15	15	16	17
Seasonal Worker Requests	0	2	4	2	3	6

WATER FUND				Original	Adjusted	Requested
Water	Actual	Actual	Budget	Budget	Budget	Budget
503-70-73-441	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24
Salaries	884,422	880,427	1,023,103	1,035,203	1,147,680	1,147,680
Overtime	53,893	52,662	40,000	40,000	50,000	50,000
Merit Pay Plan	-	10,800	-	-	-	-
On-Call Pay	20,800	33,125	42,745	42,745	42,745	42,745
Benefits	476,219	508,576	685,769	695,869	787,871	787,871
Subtotal Personnel Costs	\$ 1,435,335	\$ 1,485,589	\$ 1,791,617	\$ 1,813,817	\$ 2,028,296	\$ 2,028,296
Contractual Services	1,671,984	2,053,737	2,447,127	2,477,127	2,205,580	2,205,580
Materials and Supplies	4,234,223	3,422,852	3,759,663	4,417,093	3,885,847	3,885,847
Subtotal Operating Costs	\$ 5,906,207	\$ 5,476,588	\$ 6,206,790	\$ 6,894,220	\$ 6,091,427	\$ 6,091,427
Total Operating	\$ 7,341,541	\$ 6,962,178	\$ 7,998,407	\$ 8,708,037	\$ 8,119,723	\$ 8,119,723
Total Capital	\$ 2,466,978	\$ 676,431	\$ 1,031,750	\$ 5,981,755	\$ 740,080	\$ 740,080
Interfund Transfers	\$ 339,346	\$ 95,227	\$ 26,800	\$ 56,800	\$ -	\$ -
GRAND TOTAL	\$ 10,147,865	\$ 7,733,836	\$ 9,056,957	\$ 14,746,592	\$ 8,859,803	\$ 8,859,803

Percent change from FY23 Original Budget -2%

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

Contractual Services - Internal services \$1,959,938, 120Water Lease and Copper Rule Revision compliance platform \$106,322, LCRR inventory management \$26,000, Testing for regulatory compliance \$58,000

Materials and Supplies - Routine building maintenance \$110,000, Repair/Maintenance of equipment \$115,000, Distribution system maintenance \$398,000, Replace 25 hydrants \$91,350, Maintenance of tanks/reservoirs \$60,000, Maintenance of wells \$70,000, Maintenance of transmission lines \$272,000, Vehicle maintenance \$122,651, Vehicle replacement \$138,906, Rentals of land and buildings \$30,000, Rentals of pool vehicles \$50,000, Utilities \$1,500,000, Insurance \$329,980, Gasoline \$33,486, Diesel \$34,294, Pure salt and related process chemicals at PS#1 & Pine Ridge Disinfection Facility \$81,500, New water meters \$325,000

Capital - *Unless Noted, All Items Approved CIP* - Down hole pump and motor rehab for Wells M-8, M-3, S-18 \$364,400, Water System Controls (VFDS) for M-2, M-7, M-6 & M-4 and Pump station pumps 2, 3, 4 at Pump Station #1 \$62,800, SCADA upgrades: AWIA risk assessment remediation \$71,250, Valve exercising/vacuum excavation combo trailer \$110,000, New pickups to replace units 172 and 173 \$131,630

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, 2023, and possibly some/all of the 2024 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 since 2020. 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. Reference Engineering projects **22EN24** and **23EN05**.

MAJOR GOALS FOR FY 2023/2024:

- Work with the Engineering Division to manage a comprehensive construction project (General Fund) to stabilize subsurface 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Pool Usage	35,000	30,077	31,879	32,102	33,445	0
STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Manager	1	1	1	1	0	0
Assistant Manager	1	1	1	1	0	0
Lifeguards	11	11	11	11	0	0
Total City Pool	13*	13*	13*	13*	0*	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						
503-70-77-441	Actual	Actual	Original	Adjusted	Requested	Budget
	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	95,325	67,057	50,012	90,012		83,493
Materials and Supplies	127,562	85,874	23,500	23,500		9,000
Subtotal Operating Costs	\$ 222,886	\$ 152,931	\$ 73,512	\$ 113,512		\$ 92,493
Total Operating	\$ 222,886	\$ 152,931	\$ 73,512	\$ 113,512		\$ 92,493
Total Capital	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 222,886	\$ 152,931	\$ 73,512	\$ 113,512		\$ 92,493
	Percent change from FY23 Original Budget					26%

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 \$43,493, 2nd installment from MOU with Campbell County to offer free open swim at the recreation center in 2023 \$40,000

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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Federal Grants	20,591	-	-	-	-
BAB Subsidy Revenue	1,370,133	1,337,179	1,298,603	1,298,603	-
State Grants	-	-	-	-	-
State Loans	-	-	-	-	-
Plant Investment Fees	30,174	81,915	25,000	25,000	33,000
Interest on Investments	40,865	26,190	21,000	21,000	61,000
Interest - Managed Investments	151,296	124,567	115,000	115,000	162,000
Unrealized Gain/Loss	(183,495)	(762,508)	-	-	-
Realized Gain/Loss	32,693	5,096	-	-	-
Incident Reimbursement Revenue	10,004	15,681	-	-	-
Miscellaneous	512,329	528,155	-	-	-
Charges for Services	31,546,453	31,964,309	34,785,694	34,785,694	35,100,000
Interfund Operating Transfer In	637,781	500,000	500,000	500,000	500,000
Proceeds of L/T Debt	-	-	-	-	-
Interfund Loan Transfer In	200,000	200,000	-	-	-
Application of Unassigned Cash	-	-	4,392,190	5,511,996	955,453
Capital Contribution	-	-	-	-	-
GRAND TOTAL	\$ 34,368,825	\$ 34,020,584	\$ 41,137,487	\$ 42,257,293	\$ 36,811,453

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 streetlights. We present electrical safety training to all 3rd graders in the school 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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Electric Meters Served	15,697	15,726	15,767	15,767	15,603	15,709
Electrical Locates Performed Annually	3,531	3,677	4,150	4,710	4,513	3,452
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	351	346	347	346	347	348
Ratio: Staff to Electric Meters Served	1:921	1:982	1:985	1:973	1:1,114	1:1,122
Ratio: Staff to Miles of Lines Maintained	1:22	1:23	1:23	1:23	1:27	1:27

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Electrical Services Superintendent	1	1	1	1	1	1
Electrical Services Supervisor	3	3	3	3	3	3
Journeyman Lineworker	8	7	7	7	6	6
Apprentice Lineworker	4	4	4	4	3	3
Meter Technician	1	1	1	1	1	1
Total Electrical Services Division	17	16	16	16	14	14

POWER FUND					
Power	Actual	Actual	Original	Adjusted	Requested
504-70-74-442	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	1,076,646	1,212,476	1,310,446	1,310,446	1,306,797
Overtime	62,276	42,504	77,500	77,500	70,000
Merit Pay Plan	-	9,900	-	-	-
On-Call Pay	27,044	49,992	60,650	60,650	60,650
Benefits	341,281	725,741	660,315	660,315	638,916
Subtotal Personnel Costs	\$ 1,507,247	\$ 2,040,614	\$ 2,108,911	\$ 2,108,911	\$ 2,076,363
Contractual Services	2,140,651	1,856,001	2,373,427	2,801,233	2,815,090
Materials and Supplies	31,124,863	26,655,227	27,861,236	27,861,236	27,943,534
Subtotal Operating Costs	\$ 33,265,513	\$ 28,511,228	\$ 30,234,663	\$ 30,662,469	\$ 30,758,624
Total Operating	\$ 34,772,760	\$ 30,551,842	\$ 32,343,574	\$ 32,771,380	\$ 32,834,987
Total Capital	\$ 3,479,453	\$ 4,071,558	\$ 8,793,913	\$ 9,485,913	\$ 3,976,466
Interfund Transfers/Loan	\$ 690,889	\$ 488,074	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 38,943,103	\$ 35,111,474	\$ 41,137,487	\$ 42,257,293	\$ 36,811,453
Percent change from FY23 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 \$2,679,770, Service drops \$80,000, Legal fees for CTII, CUS transmission wheeling and FERC issues \$40,000

Materials and Supplies - Maintenance of substations \$100,000, Maintenance of distribution \$280,000, Vehicle maintenance \$107,357, Vehicle replacement \$93,950, Property tax \$431,000, Purchased power \$10,365,000, WyGen III operating costs \$6,883,000, CT II operating costs \$3,000,000, Insurance \$123,699, Diesel \$27,379, Christmas lights \$28,000, General supplies \$95,000, Bad Debts \$42,300

Capital - *Unless Noted, All Items Approved CIP* - Future annexations-purchase systems from PRE Corp \$50,000, New distribution lines \$1,755,000, Donkey Creek Pump Station transformer exchange \$105,000, Advanced metering infrastructure \$500,000, Current transformer tester \$16,500, Upfit for replacement vehicles - Unit 19 \$3,000 and Unit 176 \$3,000, WyGen III capital projects \$1,305,866, CTII capital projects \$238,100

Debt Service - Wyoming Business Council debt service-Southern Industrial Annexation \$153,551, Capital Lease Principle WyGen III \$1,850,000, Capital Lease Principle CTII \$1,030,000, Capital Lease Interest WyGen III \$2,387,000, Capital Lease Interest CTII \$826,000 (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			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
505-00-00-300	2020-21	2021-22	2022-23	2022-23	2023-24
Federal Grants	53,965	43,993	9,300,000	5,245,000	5,264,869
State Loans	-	-	-	13,737,146	10,000,000
Enterprise Charges	542,101	566,025	575,000	575,000	603,500
Plant Investment Fees	102,660	119,500	125,000	125,000	181,100
Secondary PIFs	1,806	-	-	-	-
Interest on Investments	5,778	6,649	3,600	3,600	27,000
Interest - Managed Investments	(0)	-	-	-	-
Unrealized Gain/Loss - Bonds	(8,483)	(22,131)	-	-	-
Miscellaneous	115,814	135,683	-	-	-
Charges for Services	5,700,455	6,546,003	6,998,144	6,998,144	7,201,000
Application of Unassigned Cash	-	-	1,694,556	6,110,305	4,099,618
Capital Contribution	173,950	676,875	-	-	-
GRAND TOTAL	\$ 6,688,045	\$ 8,072,598	\$ 18,696,300	\$ 37,544,104	\$ 27,377,087

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 services are provided to some residents and businesses outside the City limits and septage is accepted from all over the region. The City collection system is comprised of 214.57 total miles of sanitary sewer line, 193.51 miles city owned and the remainder being private, that contribute flow to the facility. The division is responsible for cleaning and video inspection of approximately 193.80 miles of sewer line and the operation and maintenance of 10 sewage lift stations and 1 flow monitoring station. The Wastewater Treatment Facility (WWTF) processes an average of 3.04 MG (million gallons) of sewage per day. The City’s facility 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 yard waste 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 2,025 yards (262 Dry US Tons) of additional biosolids that are further processed into saleable compost. In 2022, the facility produced and sold 2,050 yards of Class A Stonepile Select Biosolids Compost, 959 yards of yard waste compost and 321 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 2023/2024:

- Complete Headworks and Scale House Construction Phase.
- Advance the Water Line, UV, Centrifuge, Digester Lid and Thickening Replacement Design and Construction Projects.
- 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.
- Continue 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Sewer Line Mileage Inspected	11	12.9	15.43	17.9	17.9	20.9
Sewer Line Mileage Cleaned	68.2	56.2	52.77	55.37	55.78	48.4
Biosolids Compost Sold (Yards)	1,591.50	1,281	1,186	2,055	2,062.75	2,050
Yard Waste Compost Sold (Yards)	594	787	783	1,037.25	994.1	959
Wood Chips Sold (Yards)	N/A	N/A	101.5	202.25	449.5	321
Total Yard Waste Customers Served	10,763	11,769	11,388	10,667	9,729	11,587
Influent Processed (MGD)	2.97	3.1	3.45	2.95	2.89	3.04
Additional Sewer Line Installed (Miles)	1	1	1	.5	.48	.68
Sewer Lines Cleaned to Total Miles (%)	30%	29%	28%	28.7%	29%	25%

STAFFING:	2018/2019	2019/2020*	2020/2021	2021/2022	2022/2023	2023/2024
Wastewater Manager	1	1	1	1	1	1
Wastewater Collection Supervisor	1	1	1	1	1	1
Wastewater Treatment Supervisor	1	1	1	1	1	1
Senior Wastewater Operator	7	7	5	5	6	7
Wastewater Operator	3	4	6	6	5	4
Wastewater Worker	0	2*	2	2	3	3
Total Wastewater Full Time Employees	13	16	16	16	17	17
Seasonal Worker Requests	3	3	3	3	3	3

SEWER FUND					
Sewer	Actual	Actual	Original	Adjusted	Requested
505-70-75-443	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Salaries	969,929	999,428	1,153,656	1,153,656	1,189,561
Overtime	31,263	37,948	33,800	33,800	33,800
Merit Pay Plan	-	9,600	-	-	-
On-Call Pay	9,996	17,037	24,000	24,000	24,000
Benefits	448,546	694,467	648,056	648,056	657,331
Subtotal Personnel Costs	\$ 1,459,734	\$ 1,758,480	\$ 1,859,512	\$ 1,859,512	\$ 1,904,692
Contractual Services	1,284,142	1,498,284	1,761,778	1,761,778	2,041,672
Materials and Supplies	2,734,772	2,797,117	4,684,010	9,487,909	2,260,723
Subtotal Operating Costs	\$ 4,018,914	\$ 4,295,401	\$ 6,445,788	\$ 11,249,687	\$ 4,302,395
Total Operating	\$ 5,478,649	\$ 6,053,881	\$ 8,305,300	\$ 13,109,199	\$ 6,207,087
Total Capital	\$ 1,933,128	\$ 5,891,723	\$ 10,391,000	\$ 24,434,905	\$ 21,170,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 7,411,776	\$ 11,945,605	\$ 18,696,300	\$ 37,544,104	\$ 27,377,087

Percent change from FY23 Original Budget 46%

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 \$1,806,952, Technical services \$50,000

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 \$208,500, Manhole rehabilitation \$50,000, Vehicle maintenance \$102,120, Vehicle replacement \$156,306, Utilities \$373,000, Natural gas \$70,000, Insurance \$175,774, Diesel \$50,000, Lab supplies \$32,000, Chemicals \$120,000, General supplies \$32,000

Capital - *Unless Noted, All Items Approved CIP* - WWTF Phase II Improvements \$19,740,000, Misc. small equipment replacement \$200,000, Administration Building HVAC replacement \$400,000, Doors and locks for plant security upgrade \$75,000, Roof replacements and HVAC improvements \$475,000, SCADA improvements \$180,000, Hydro excavation trailer \$100,000

Debt Service - Interest for SLIB construction loan \$274,268 (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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Government Lease Revenue	\$49,800	\$49,800	\$57,562	\$45,300	\$57,691	\$61,701
Fiber IRU Revenue	\$19,050	\$23,365	\$24,115	\$6,217	\$2,400	\$2,400
Raceway Lease Revenue	\$27,284	\$45,499	\$55,192	\$101,079	\$119,570	\$123,265
ROW Lease Revenue	\$1,500	\$1,700	\$1,597	\$2,701	\$2,170	\$213
Total Revenue	\$97,634	\$120,364	\$138,466	\$155,297	\$181,831	\$187,579

FIBER FUND			Original	Adjusted	Requested
Revenue	Actual	Actual	Budget	Budget	Budget
506-00-00-300	2020-21	2021-22	2022-23	2022-23	2023-24
State Grants	-	-	-	-	-
Fiber Lease Revenue-Raceway	116,260	21,711	119,569	119,569	123,265
Fiber Lease Revenue-IRU's	-	-	2,400	2,400	2,400
Fiber Lease Revenue-ROW	20,993	4,215	2,171	2,171	213
Fiber Lease Revenue-Government	46,800	42,300	57,691	57,691	61,701
GASB 87 Lease Revenue	-	127,435	-	-	-
Lease Interest Income	-	11,522	-	-	-
Miscellaneous	-	-	-	-	-
Interfund Operating Transfer In	1,059,749	988,074	500,000	955,000	250,000
Interfund Loan Transfer In	-	-	-	-	-
Application of Unassigned Cash	-	-	534,557	119,557	3,132
Capital Contribution	-	-	-	-	-
GRAND TOTAL	\$ 1,243,802	\$ 1,195,256	\$ 1,216,388	\$ 1,256,388	\$ 440,711

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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Fiber Multi-Raceway Maintained (miles)	114.4	158.4	256	222	290	304
Fiber Raceway Installed (miles)	70.8	44.0	27.0	46.5	19.9	28
Government leases	11	11	12	12	12	28
IRU leases	24	16	17	10	3	3
Raceway Leases	26	34	34	43	59	66
ROW Leases	15	15	20	41	37	40
STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget	2023-24
Salaries	-	-	-	-	-	-
Overtime	-	-	-	-	-	-
Merit Pay Plan	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	345,462	539,171	755,388	755,388		370,711
Materials and Supplies	-	3,584	10,000	10,000		10,000
Subtotal Operating Costs	\$ 345,462	\$ 542,755	\$ 765,388	\$ 765,388		\$ 380,711
Total Operating	\$ 345,462	\$ 542,755	\$ 765,388	\$ 765,388		\$ 380,711
Total Capital	\$ 575,294	\$ 553,082	\$ 451,000	\$ 491,000		\$ 60,000
Interfund Transfers/Loan	\$ 200,000	\$ 200,000	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,120,756	\$ 1,295,837	\$ 1,216,388	\$ 1,256,388		\$ 440,711

Percent change from FY23 Original Budget -64%

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 \$370,711

Materials and Supplies - n/a

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

**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. As of June 1, 2022 the rate for recycle was increased to \$7.00 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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Federal Grants	29,140	-	-	-	-
Other Permits	1,000	1,000	-	-	-
Recycling Revenue	54,228	53,621	60,000	60,000	60,000
Interest on Investments	3,529	4,022	2,400	2,400	15,000
Interest - Managed Investments	11,087	9,481	5,000	5,000	11,000
Unrealized Gain/Loss	(18,364)	(61,596)	-	-	-
Realized Gain/Loss	3,246	506	-	-	-
Incident Reimbursement Revenue	52	181	-	-	-
Miscellaneous	58,333	64,931	-	700	-
Charges for Services	3,036,669	3,102,152	3,074,082	3,074,082	3,103,000
Application of Unassigned Cash	-	-	152,655	236,455	346,568
GRAND TOTAL	\$ 3,178,921	\$ 3,174,296	\$ 3,294,137	\$ 3,378,637	\$ 3,535,568

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 3,128 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 782 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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# Of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
# Of Solid Waste Trucks	8	8	8	8	8	8
# Of Collection Routes	7	7	7	7	7	7
# Of Community Events Hosted	12	20	9	25	25	20
# Of Residential Customers	10,487	10,094	10,231	10,219	10,184	10,200
# Of Commercial Customers	342	296	309	313	316	320
Staff to Customer Ratio	1:1,203	1:1,154	1:1,171	1:1,170	1:1,167	1:1,169

STAFFING:	2018/2019	2018/2019	2020/2021	2021/2022	2022/2023	2023/2024
Solid Waste Manager	1	1	1	1	1	1
Solid Waste Operator	7	7	7	6	6	6
Senior Solid Waste Operator	1	1	1	2	2	2
Total Solid Waste Division	9	9	9	9	9	9

SOLID WASTE FUND

Solid Waste 502-50-55-432	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Salaries	443,573	476,157	499,495	500,195	524,418
Overtime	8,149	12,491	15,000	15,000	15,000
Merit Pay Plan	-	4,500	-	-	-
On-Call Pay	92	207	250	250	250
Benefits	242,416	415,677	290,970	290,970	302,316
Subtotal Personnel Costs	\$ 694,230	\$ 909,032	\$ 805,715	\$ 806,415	\$ 841,984
Contractual Services	1,609,937	1,579,700	1,750,552	1,750,552	1,852,780
Materials and Supplies	541,487	642,642	701,870	785,670	840,804
Subtotal Operating Costs	\$ 2,151,425	\$ 2,222,342	\$ 2,452,422	\$ 2,536,222	\$ 2,693,584
Total Operating	\$ 2,845,655	\$ 3,131,373	\$ 3,258,137	\$ 3,342,637	\$ 3,535,568
Total Capital	\$ 32,151	\$ 1,114	\$ 36,000	\$ 36,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 2,877,806	\$ 3,132,487	\$ 3,294,137	\$ 3,378,637	\$ 3,535,568

Percent change from FY23 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 \$712,200

Materials and Supplies - Vehicle maintenance \$304,469, Vehicle replacement \$249,843, Diesel \$163,903, Rollout containers, rollout maintenance and 3 yarder replacements \$70,000

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

**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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Federal Grants	17,472	-	-	-	-
Interest on Investments	178	165	130	130	575
Unrealized Gain/Loss	(481)	(587)	-	-	-
Transfer from City Depts	570,713	650,436	724,761	724,761	1,046,740
Application of Unassigned Cash	-	-	-	31,485	-
GRAND TOTAL	\$ 587,882	\$ 650,014	\$ 724,891	\$ 756,376	\$ 1,047,315

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 five 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 seven 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 1:14,735 square feet. Staff ensures these areas are clean and ready for all internal and external customers. In addition, they provide meeting room set up and tear down. The custodial staff works Monday – Friday with varying schedules.

MAJOR GOALS FOR FY 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
Staff: Population Ratio	1:4,388	1:4,550	1:3,985	1:4,175	1:3,288	1:3,296
# of City Employees (RFTE)	277.5	274	281	281	283	290
Staff: Employee Ratio	1:40	1:39	1:35	1:35	1:28	1:29
Avg # of Work Order Requests Per Year	580	506	550	520	550	600
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	1:68,842	1:68,842
Amount of Square Footage Cleaned by B.M. Emp.	99,148	99,148	103,148	103,148	103,148	103,148
Custodial Staff: Square Footage Ratio	1:19,830	1:19,830	1:17,191	1:17,191	1:14,735	1:14,735
STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2021/2023	2023/2024
Facilities Maintenance Manager	1	1	1	1	1	1
Facilities Maintenance Technician	1	1	1	1	2	2
Facilities Maintenance	2	2	2	2	3	3
Senior Building Service Worker	0	0	6	6	7	3
Building Service Worker	5	5	0	0	0	4
Building Service Worker	5	5	6	6	7	7
Total Facilities Maintenance Division	7	7	8	8	10	10

GENERAL FUND				Original	Adjusted	Requested
Facilities Maintenance (City West)	Actual	Actual	Budget	Budget	Budget	Budget
601-50-39-419	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
Salaries	170,545	183,230	212,975	212,975	226,299	
Overtime	1,238	911	2,000	2,000	2,000	
Merit Pay Plan	-	3,000	-	-	-	
On-Call Pay	2,615	4,324	10,000	10,000	10,000	
Benefits	101,226	109,314	138,690	138,690	162,703	
Subtotal Personnel Costs	\$ 275,624	\$ 300,779	\$ 363,665	\$ 363,665	\$ 401,002	
Contractual Services	8,655	9,284	8,980	8,980	10,612	
Materials and Supplies	308,093	323,681	352,116	352,116	385,124	
Subtotal Operating Costs	\$ 316,748	\$ 332,965	\$ 361,096	\$ 361,096	\$ 395,736	
Total Operating	\$ 592,372	\$ 633,744	\$ 724,761	\$ 724,761	\$ 796,738	
Total Capital	\$ -	\$ -	\$ -	\$ 31,485	\$ 250,000	
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 592,372	\$ 633,744	\$ 724,761	\$ 756,246	\$ 1,046,738	

Percent change from FY23 Original Budget 44%

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) \$128,500, Natural gas \$69,800, Insurance \$49,237

Capital - *Unless Noted, All Items Approved CIP* - Heated Storage Building Roof \$250,000

**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	2020-21	2021-22	2022-23	2022-23	2023-24
Federal Grants	33,608	-	-	-	-
Interest on Investments	3,148	2,875	1,900	1,900	7,400
Unrealized Gain/Loss	(3,760)	(8,871)	-	-	-
Miscellaneous	61	1,808	-	-	-
Transfer from City Depts	479,902	479,185	460,200	460,200	816,148
Veh Replacement Allowance	1,237,300	1,050,019	995,702	995,702	1,444,609
Pool Vehicle Rental	71,875	104,391	100,598	100,598	124,310
Proceeds from Asset Disposal	-	-	-	-	-
Capital Contribution	25,000	-	-	-	-
Application of Unassigned Cash	-	-	1,070,700	1,946,560	218,974
GRAND TOTAL	\$ 1,847,134	\$ 1,629,407	\$ 2,629,100	\$ 3,504,960	\$ 2,611,441

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 207 vehicles and 513 pieces of other equipment representing a total of \$20,054,692 in assets. The fleet covered 1,237,800 total miles and ran a total of 130,371 hours in fiscal year 2023.

MAJOR GOALS FOR FY 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Population Served	30,713	31,848	31,879	33,403	32,884	32,960
Staff: Population Ratio	1:4,388	1:4,550	1:4,554	1:4,772	1:4,698	1:4,709
# of City Employees (RFTE)	277.5	274	281	281	283	290
Staff: Employee Ratio	1:40	1:39	1:40	1:40	1:40	1:41
# of City Vehicles	208	202	202	197	210	207
# of Pieces of Equipment	361	417	425	425	445	513
# of Miles Driven	1,171,065	1,244,749	1,174,493	1,243,444	1,237,800	1,200,000
# of Hours Operated	159,528	138,901	120,869	121,946	130,371	137,040
Technicians: Vehicle Ratios	1:30	1:29	1:29	1:28	1:30	1:30
Technicians: Equipment Ratios	1:52	1:60	1:61	1:61	1:64	1:73
# of Vehicle Repair Work Orders	2,986	2,774	2,860	3,113	2,233	2,500

***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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Fleet Manager	1	1	1	1	1	1
Fleet Supervisor	0	0	1	1	1	1
Lead Master Fleet Technician	1	1	0	0	0	0
Master Fleet Technician	4	5	4	4	4	3
Fleet Service Technician	1	0	1	1	2	2
Total Vehicle Maintenance	7	7	7	7	7	7

VEHICLE MAINT. FUND

Vehicle Maintenance 604-50-36-419	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Salaries	433,525	412,439	454,216	454,216	482,386
Overtime	7,083	1,905	8,000	8,000	8,000
Merit Pay Plan	-	3,900	-	-	-
On-Call Pay	1,726	2,131	4,000	4,000	4,000
Benefits	246,057	227,810	245,950	245,950	257,785
Subtotal Personnel Costs	\$ 688,391	\$ 648,185	\$ 712,166	\$ 712,166	\$ 752,171
Contractual Services	266,227	270,241	388,504	388,504	455,065
Materials and Supplies	240,788	159,235	315,538	315,538	285,988
Subtotal Operating Costs	\$ 507,015	\$ 429,476	\$ 704,042	\$ 704,042	\$ 741,053
Total Operating	\$ 1,195,406	\$ 1,077,660	\$ 1,416,208	\$ 1,416,208	\$ 1,493,224
Total Capital	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,195,406	\$ 1,077,660	\$ 1,416,208	\$ 1,416,208	\$ 1,515,224

Percent change from FY23 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 \$450,265

Materials and Supplies - Vehicle maintenance \$32,917, Vehicle replacement \$61,571, Diesel \$25,000, Materials & parts for vehicle repairs \$75,000

Capital - *Unless Noted, All Items Approved CIP* - Fuelmaster upgrade \$22,000

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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of City Vehicles	208	202	202	197	210	207
# of Pieces of Equipment	361	417	425	425	445	513
Book Value Vehicles/Equipment	\$7.1M	\$6.2M	\$6.9M	\$6.9M	\$7.0M	\$7.1M

VEHICLE MAINT. FUND

Vehicle Replacement 604-50-37-419	Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
Light Equipment Under \$5k	7,907	19,720	20,000	20,000	20,000
Rep. Mach & Equip > \$5k	39,876	17,272	284,589	344,189	272,217
Rep. Veh. > \$10k	803,225	936,765	958,303	1,774,563	854,000
Gain/Loss on Disposal	(36,797)	(33,386)	(50,000)	(50,000)	(50,000)
GRAND TOTAL	\$ 814,212	\$ 940,371	\$ 1,212,892	\$ 2,088,752	\$ 1,096,217

Percent change from FY23 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 - Gator UT 6X4 \$16,202, Toro Front Mower \$80,000, Front Mower \$28,458, Brush Mower \$20,000, Rotary Mower \$23,000, Loader Skidsteer \$34,557, Plow 2 @ \$35,000, Pickup 3/4T 4 @ \$60,000, Dump/Plow Truck \$300,000, Pickup 3/4T \$50,000, Edge SE AWD \$40,000, Ford F250 Supercab \$52,000, Pickup 1T Ext UTB \$60,000, Pickup 1T Crew \$62,000, Upfit for Unit 31 \$50,000

**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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Federal Grants	17,376	-	-	-	-
Miscellaneous	1,384	-	-	-	-
Transfer from City Depts	204,809	190,114	208,609	208,609	239,043
Application of Unassigned Cash	-	-	-	-	-
GRAND TOTAL	\$ 223,568	\$ 190,114	\$ 208,609	\$ 208,609	\$ 239,043

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 2023/2024:

- 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:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Inventory Value	\$4,034,061	\$4,015,303	\$4,160,597	\$4,473,577	\$5,424,777	\$5,500,000
# of Pick Tickets	4,053	4,066	4,245	4,180	4,200	4,300
# of Inventory Requisitions Entered	573	563	692	752	800	825

STAFFING:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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	2020-21	2021-22	Budget	Budget	Budget	2023-24
			2022-23	2022-23		
Salaries	61,343	72,543	79,855	79,855		81,399
Overtime	-	-	-	-		-
Merit Pay Plan	-	900	-	-		-
On-Call Pay	-	-	-	-		-
Benefits	54,699	64,848	71,050	71,050		72,337
Subtotal Personnel Costs	\$ 116,042	\$ 138,291	\$ 150,905	\$ 150,905		\$ 153,736
Contractual Services	4,558	4,775	6,500	6,500		6,500
Materials and Supplies	60,415	36,565	51,204	51,204		78,807
Subtotal Operating Costs	\$ 64,973	\$ 41,341	\$ 57,704	\$ 57,704		\$ 85,307
Total Operating	\$ 181,015	\$ 179,632	\$ 208,609	\$ 208,609		\$ 239,043
Total Capital	\$ 40,656	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ 137,781	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 359,452	\$ 179,632	\$ 208,609	\$ 208,609		\$ 239,043

Percent change from FY23 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 - 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 City's Health Benefit Plan based upon an assessment from the Medical Fund Task Force. The Medical Fund Task Force evaluates all the historical costs and future projections to determine the necessary premiums to be assessed to maintain the adequate funding of the City's Health Benefit Plan. The City's Health Benefit Plan is funded monthly 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	2020-21	2021-22	2022-23	2022-23	2023-24
Interest Earnings	-	-	-	-	-
Interest on Investments	5,542	12,288	8,000	8,000	45,000
Unrealized Gain/Loss	(2,499)	(40,296)	-	-	-
Health Plan Premiums & Cont.	4,933,466	5,042,760	5,820,000	5,820,000	5,220,000
Health Plan Retiree Premiums	357,114	323,347	350,000	350,000	350,000
Miscellaneous	712,840	305,446	300,000	300,000	300,000
Interfund Operating Transfer In	734,049	846,651	-	-	-
Application of Unassigned Cash	-	-	685,362	685,362	1,254,478
GRAND TOTAL	\$ 6,740,513	\$ 6,490,196	\$ 7,163,362	\$ 7,163,362	\$ 7,169,478

HEALTH BENEFIT EXPENSE

FUND: HEALTH BENEFIT
UNIT: HEALTH BENEFIT

DEPT: HUMAN RESOURCES
CODE: 701

ACTIVITY DESCRIPTION:

The City’s Health Benefit Plan Fund is utilized for processing all costs associated with the administration of a Health Benefit Plan. These costs include the administrative fees and health care related claims costs, which include medical claims, prescription medications, wellness screenings, dental claims, short term disability. All costs are paid through the City’s Health Benefit Plan Fund for the City employees who have elected coverage.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
# of Preferred Provider Plan Contracts	215	210	213	167	181	181
# of High Deductible Plan Contracts	44	50	52	94	94	94
Audited Fund Balance	\$2,510,431	\$2,543,513	\$3,280,605	\$4,045,668	\$3,000,000	\$3,000,000
Stop Loss Deductible	\$135,000	\$140,000	\$150,000	\$160,000	\$175,000	\$175,000
# of Claims Exceeding Stop Loss	3	4	3	3	3	3
\$ Claims Exceeding Stop Loss Deductible	\$203,069	\$1,206,677	\$2,200,463	\$164,677	\$250,000	\$250,000
Plan Year Total Gross Medical Claims	\$4,278,447	\$5,808,779	\$6,355,984	\$4,509,090	\$5,000,000	\$5,200,000

INSURANCE FUND**Health Benefit Plan**

701-20-22-419

	Actual	Actual	Original	Adjusted	Requested
	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Administrative Fees	234,675	215,467	241,700	241,700	241,700
Medical Claims	4,706,470	4,499,932	5,670,000	5,670,000	5,670,000
Prescription Claims	739,121	641,529	900,000	900,000	900,000
Dental Claims	311,829	285,299	277,000	277,000	277,000
ST Disability Claims	11,325	29,325	15,000	15,000	15,000
Interfund Transfers	-	53,580	59,662	59,662	65,778
GRAND TOTAL	\$ 6,003,420	\$ 5,725,133	\$ 7,163,362	\$ 7,163,362	\$ 7,169,478

Percent change from FY23 Original Budget

0%

**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	2020-21	2021-22	Budget	Budget	Budget
			2022-23	2022-23	2023-24
Interest on Investments	55	754	240	240	2,800
Unrealized Gain/Loss	(1,452)	(2,850)	-	-	-
Incident Reimbursement Revenue	432,774	546,435	175,000	175,000	175,000
Miscellaneous	2,868	-	-	-	-
Interfund Operating Transfer In	-	-	-	-	-
Transfer from City Depts	695,014	602,194	921,124	921,124	1,016,648
Application of Unassigned Cash	-	-	4,560	4,560	125,500
GRAND TOTAL	\$ 1,129,258	\$ 1,146,534	\$ 1,100,924	\$ 1,100,924	\$ 1,319,948

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 FY24 is for \$218,129,674 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 with a \$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 2023/2024

- 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.
- To assist with implementation of Risk Management software to help maintain an accurate accounting of incidents and claims.

PERFORMANCE MEASURES:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Property Incidents	149	155	134	125	139	145
Liability Incidents	50	52	51	46	59	45
Property Claims	4	6	6	6	11	09
Liability Claims	13	13	17	15	14	12

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

Actual 2020-21	Actual 2021-22	Original Budget 2022-23	Adjusted Budget 2022-23	Requested Budget 2023-24
---------------------------	---------------------------	--	--	---

Prop & Liab Insurance	648,457	745,093	798,924	798,924	1,017,948
Bad Debts	4,074	3,433	2,000	2,000	2,000
Claims	755,396	627,799	300,000	300,000	300,000

GRAND TOTAL

\$ 1,407,927	\$ 1,376,324	\$ 1,100,924	\$ 1,100,924	\$ 1,319,948
---------------------	---------------------	---------------------	---------------------	---------------------

Percent change from FY23 Original Budget 20%

**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	2020-21	2021-22	2022-23	2022-23	2023-24
Principle Revenue	-	-	41,372	41,372	38,700
Interest Revenue	-	-	14,030	14,030	11,890
Application of Unassigned Cash	-	-	51,542	51,542	56,354
GRAND TOTAL	\$ -	\$ -	\$ 106,944	\$ 106,944	\$ 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 4/26/23, there are 21 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	Actual	Original	Adjusted	Requested
2020-21	2020-21	Budget	Budget	Budget
2020-21	2020-21	2022-23	2022-23	2023-24

Principle	-	-	79,927	79,927	81,898
Interest	-	-	27,017	27,017	25,046

GRAND TOTAL

\$ -	\$ -	\$ 106,944	\$ 106,944	\$ 106,944
-------------	-------------	-------------------	-------------------	-------------------

Percent change from FY23 Original Budget 0%

ADOPTED CAPITAL PROJECTS

CAPITAL TYPE - ALL FUNDS	FY24 ADOPTED BUDGET BY TYPE
GENERAL INFRASTRUCTURE	\$ 19,740,000
STREET ENHANCEMENTS	5,300,000
LIFT STATIONS/CONTROL FACILITY	4,500,000
IRRIGATION IMPROVEMENTS	3,135,000
FURN/FIXTURES/EQUIP	3,037,317
NEW DISTRIBUTION LINES	1,815,000
PAVEMENT MANAGEMENT SYSTEM	1,620,000
WYGEN III CAPITAL	1,305,866
VEHICLES	1,210,630
BUILDINGS	1,125,000
BRIDGES	1,052,000
PARK DEVELOPMENT	875,000
WATER MAINS	750,000
PARK IMPROVEMENTS	560,000
WELLS/PRODUCTION/COLLECTION	364,400
RAIL SPUR MODIFICATION	300,000
TRAFFIC SIGNALS	275,000
SCADA IMPROVEMENTS	251,250
CT II CAPITAL	238,100
NEW SUBSTATIONS	105,000
BEAUTIFICATION PROGRAMS	50,000
LAND	50,000
Grand Total	\$ 47,659,563

DIVISION	FY24 ADOPTED BUDGET BY DIVISION/FUND
SEWER	\$ 21,170,000
1% OPTIONAL SALES TAX	18,492,000
POWER	3,976,466
VEHICLE REPLACEMENT	1,126,217
PD ADMINISTRATION	758,000
WATER	740,080
SPECIAL PROJECTS	725,000
CITY WEST BUILDING MAINT	250,000
INFORMATION TECHNOLOGY	232,000
TRAFFIC SAFETY	84,000
FIBER	60,000
VEHICLE MAINTENANCE	22,000
UTILITIES ADMINISTRATION	12,000
PARKS	4,500
STREETS	4,300
MAINT OF CITY BUILDINGS	3,000
GRAND TOTAL	\$ 47,659,563



VEHICLES
\$1,210,630



GENERAL
INFRASTRUCTURE
\$19,740,000



TOTAL CAPITAL
\$47,659,563

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2024-2028									
Description	Account	Priority	Grant/Revenue FY 23-24	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Fiscal Year 27-28	Total

DEPT: ADMINISTRATION

DIV: Special Projects

Capital Requests (Items \$5000 or over)

Sports Complex Bleacher Shelter Project	47310		225,000	450,000					450,000
Sports Complex Outdoor Workout Facility Project	47310		137,500	275,000					275,000
Special Projects - Total			362,500	725,000	0	0	0	0	725,000

ADMINISTRATION TOTAL			362,500	725,000	0	0	0	0	725,000
-----------------------------	--	--	----------------	----------------	----------	----------	----------	----------	----------------

DEPT: FINANCE

DIV: Information Technology Services

Capital Requests (Items \$5000 or over)

Replacement Servers	47510	1		30,000	30,000		20,000		80,000
Replacement Firewalls & Routers	47510	2		60,000					60,000
GIS Drone	47510	3		65,000					65,000
Security Camera Upgrades	47510	4		88,000					88,000
Blade Center & Storage Upgrades	47510	5		500,000	300,000		300,000		1,100,000
Switch Replacements	47510	6			155,000	250,000	75,000	139,000	619,000
Backup Power Unit Replacements	47510	7		15,000	15,000		6,000	15,000	51,000
Information Technology Svcs. - Total			0	758,000	500,000	250,000	401,000	154,000	2,063,000

FINANCE TOTAL			0	758,000	500,000	250,000	401,000	154,000	2,063,000
----------------------	--	--	----------	----------------	----------------	----------------	----------------	----------------	------------------

DEPT: PUBLIC WORKS

DIV: Maintenance of Building - CH

Capital Requests (Items \$5000 or over)

City Hall Main Elevator Upgrade	47210			0					0
City Hall Bottle Filler Units	47510			7,000					7,000
IT Equipment Air Conditioner	47510			225,000					225,000
Maint. of Bldg. CH - Total			0	232,000	0	0	0	0	232,000

DIV: Maintenance of Building - CW

Capital Requests (Items \$5000 or over)

Heated Storage Roof	47210			250,000					250,000
Maint. of Bldg. CW - Total			0	250,000	0	0	0	0	250,000

DIV: Vehicle Maint. / Fleet Rentals

Capital Requests (Items \$5000 or over)

Fuelmaster Upgrade	47510			22,000					22,000
Fleet Rental - Total			0	22,000	0	0	0	0	22,000

PUBLIC WORKS TOTAL			0	504,000	0	0	0	0	504,000
---------------------------	--	--	----------	----------------	----------	----------	----------	----------	----------------

DEPT: DEVELOPMENT SERVICES

DIV: Engineering

Capital Requests (Items \$5000 or over)

Engineering Cubicle Upgrades	47510			0					0
Engineering - Total			0	0	0	0	0	0	0

DIV: Traffic Safety

Capital Requests (Items \$5000 or over)

Traffic Safety Storage Shed	47210			75,000					75,000
Traffic Safety Hydraulic Post Puller	47510			9,000					9,000
Traffic Safety - Total			0	84,000	0	0	0	0	84,000

DEVELOPMENT SERVICES TOTAL			0	84,000	0	0	0	0	84,000
-----------------------------------	--	--	----------	---------------	----------	----------	----------	----------	---------------

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2024-2028									
Description	Account	Priority	Grant/Revenue FY 23-24	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Fiscal Year 27-28	Total

DEPT: PUBLIC AFFAIRS

DIV: Public Access

Capital Requests (Items \$5000 or over)

Control Rooms 1 & 2 Equipment Replacement	47510	1				175,000			175,000
NewTek TriCaster Replacement/Upgrade	47510	1						20,000	20,000
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	175,000	150,000	170,000	495,000

PUBLIC AFFAIRS TOTAL			0	0	0	175,000	150,000	170,000	495,000
-----------------------------	--	--	----------	----------	----------	----------------	----------------	----------------	----------------

GENERAL FUND TOTAL			362,500	2,071,000	500,000	425,000	551,000	324,000	3,871,000
---------------------------	--	--	----------------	------------------	----------------	----------------	----------------	----------------	------------------

DEPT: UTILITIES

DIV: Utilities Administration

Capital Requests (Items \$5000 or over)

Replacement Copier	47510	1		12,000					12,000
New GPS Unit for Water & Sewer As-Builts	47510	2		0					0
Utilities Administration - Total			0	12,000	0	0	0	0	12,000

DIV: Water Fund

Capital Requests (Items \$5000 or over)

Lead & Copper Rule Revision Unfunded Mandate	43210	1		106,322	106,322				212,644
AWIA Risk Assessment Remediation	47520	2		71,250	535,000				606,250
Well Rehabilitations (Down Hole Pump & Motor)	47412	3		364,400	487,620	487,620	487,620	487,620	2,314,880
Valve Exercising/Vacuum Excavation Combo Trailer	47610	4		110,000					110,000
Water System Control - VFDs	47510	5		62,800	181,440	181,440	181,440	181,440	788,560
Madison 30-inch Transmission Line Maintenance within City Limits	44345	6		87,000	87,000	87,000	87,000	87,000	435,000
New Water Pickups to Replace 172 and 173	47610	7		131,630					131,630
Madison Well Field Road Improvements	47412	8			220,000				220,000
Water Fund - Total			0	933,402	1,617,382	756,060	756,060	756,060	4,818,964

DIV: Power Fund

Capital Requests (Items \$5000 or over)

WYGen III Capital Projects	47810	1		1,305,866	972,500	972,500	2,726,125	972,500	6,949,491
CT II Capital Projects	47815	2		238,100	378,100	378,100	378,100	378,100	1,750,500
New Distribution Lines (Partial transfer from 1% Fund)	47430	3		1,755,000	2,325,000	2,325,000	2,325,000	2,325,000	11,055,000
Advanced Metering Infrastructure (AMI) Reading	47510	4		500,000					500,000
Donkey Creek Pump Station Transformer Exchange	47432	5		105,000					105,000
Land, Easements, ROWs	47110	6		50,000	100,000	100,000	100,000	100,000	450,000
Current Transformer Tester	47510	7		16,500					16,500
South Hwy 50/Force Road to Southern Annexation PREC Takeover	47110	8			800,000				800,000
Power Fund - Total			0	3,970,466	4,575,600	3,775,600	5,529,225	3,775,600	21,626,491

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2024-2028

Description	Account	Priority	Grant/Revenue FY 23-24	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Fiscal Year 27-28	Total
-------------	---------	----------	---------------------------	----------------------	----------------------	----------------------	----------------------	----------------------	-------

DIV: Sewer Fund

Capital Requests (Items \$5000 or over)

WWTF Phase II Improvements	47490	1	19,740,000	19,740,000					19,740,000
Equipment Replacement	47510	2		200,000	200,000	200,000	200,000	200,000	1,000,000
Administration Building HVAC Replacement	47510	3		400,000					400,000
Sleepy Hollow Pump and Valve Replacement	47510	4		0					0
Doors & Locks for Plant Security Upgrade	47510	5		75,000					75,000
Hydro Excavation Trailer	47610	6		100,000					100,000
Roof Replacements & HVAC Improvements	47510	7		475,000	975,000				1,450,000
SCADA Improvements - Wastewater	47520	8		180,000	230,000	230,000	230,000	230,000	1,100,000
TSS Probes and Piping for Process Control	47510	9			300,000				300,000
Automating Valves and Valve Replacement	47510	10			250,000				250,000
Bobcat Utility Vehicle	47610	11				70,000			70,000
Lab Upgrade	47510	12				175,000			175,000
Office Area Remodel	47510	13				150,000			150,000
Chipper/Shredder Purchase	47610	14				750,000			750,000
Primary Clarifier Sandblasting & Coating	47510	15				1,322,000			1,322,000
Integrating HVAC with SCADA	47510	16					180,000		180,000
Specialized Large Sewer Main Cleaning	44361	17					200,000		200,000
CUES Camera System Replacement with Truck	47610	18					400,000		400,000
Misc. Capital Needs	47510	19					600,000	600,000	1,200,000
Vactor Sewer Cleaning Truck	47610	20						650,000	650,000
Sewer Fund - Total			19,740,000	21,170,000	1,955,000	2,897,000	1,810,000	1,680,000	29,512,000

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 Fund - Total			0	60,000	60,000	60,000	60,000	60,000	300,000

UTILITIES TOTAL			19,740,000	26,145,868	8,207,982	7,488,660	8,155,285	6,271,660	56,269,455
------------------------	--	--	-------------------	-------------------	------------------	------------------	------------------	------------------	-------------------

UTILITIES TOTAL LESS MADISON			19,740,000	26,145,868	8,207,982	7,488,660	8,155,285	6,271,660	56,269,455
-------------------------------------	--	--	-------------------	-------------------	------------------	------------------	------------------	------------------	-------------------

Capital Requests Total w/ Madison			20,102,500	28,216,868	8,707,982	7,913,660	8,706,285	6,595,660	60,140,455
Capital Requests Total w/o Madison			20,102,500	28,216,868	8,707,982	7,913,660	8,706,285	6,595,660	60,140,455

CITY OF GILLETTE CAPITAL IMPROVEMENT PROJECTS CONTINUED

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2024-2028									
Description	Account	Priority	Grant/Revenue FY 23-24	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Fiscal Year 27-28	Total

1% Projects

Pavement Management System									
Ironhorse Subdivision Improvements	44331				200,000		200,000		400,000
L&H Alley Reconstruction	44331			100,000					100,000
Alley Reconstruction Projects	44331				275,000	275,000	275,000	275,000	1,100,000
Pavement Rehabilitation - Large Patches	44331			150,000	200,000	200,000	200,000	200,000	950,000
Pavement Rehabilitation - Small Patches	44331			100,000	100,000	100,000	100,000	100,000	500,000
Pavement Rehabilitation - Crack Seal	44331			150,000	250,000	250,000	250,000	250,000	1,150,000
Pavement Rehabilitation - Chip Seal	44331			400,000	500,000	500,000	500,000	500,000	2,400,000
PAVER - Inspections/Update PCIs	44331			70,000	70,000	70,000	70,000	70,000	350,000
Allen Street Reconstruction Project	44331			150,000	2,000,000				2,150,000
RC Ranch Pavement Rehabilitation Project	44331				1,000,000				1,000,000
Shoshone Ave Street Improvements Project	44331			500,000					500,000
Force Road Pavement Rehabilitation Project	44331				850,000				850,000
Winland Drive Surfacing Improvements Project	44331				400,000	400,000			800,000
Sutherland Subdivision R&O Project	44331				100,000	2,250,000			2,350,000
Christinck and Brorby Pavement Rehabilitation Project	44331						1,000,000		1,000,000
Gillette, 7th and 10th Streets Pavement Rehabilitation Project	44331						850,000		850,000
Westover and Huntington Streets Pavement Rehabilitation Project	44331						1,000,000		1,000,000
Vivian and Almon Streets Pavement Rehabilitation Project	44331							1,000,000	1,000,000
Burma Avenue Pavement Rehabilitation Project	44331						1,000,000		1,000,000
Antelope Valley Pavement Rehabilitation Project	44331						1,500,000		1,500,000
Overdale and Oregon Pavement Rehabilitation Project	44331				50,000	1,000,000			1,050,000
Spruce and Kløver Pavement Rehabilitation Project	44331					500,000			500,000
Pavement Management System - Total	44331		0	1,620,000	5,995,000	5,545,000	5,945,000	3,395,000	22,500,000
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									
PD Vehicle Storage Building	47210			800,000					800,000
Buildings - Total	47210		0	800,000	0	0	0	0	800,000
Beautification Programs									
Adopt A Planter Flowers	47301			50,000	50,000	50,000	50,000	50,000	250,000
Community Wide Drive and Drop	47301			0	150,000	150,000	150,000	150,000	600,000
Beautification Programs - Total	47301		0	50,000	200,000	200,000	200,000	200,000	850,000
Park Development									
Dalbey Park Master Plan Update	47310			150,000					150,000
Park Development - Total	47310		0	150,000	0	0	0	0	150,000
Park Improvements									
Hidden Valley Park Playground Renovations	47311		250,000	500,000					500,000
Park Improvements	47311			60,000	60,000	60,000	60,000	60,000	300,000
Parks Improvements - Total	47311		250,000	560,000	60,000	60,000	60,000	60,000	800,000
Irrigation Improvements									
Irrigation Central Control Investment (tfr from Gen Fund)	47312		2,010,000	3,135,000		0		0	3,135,000
Irrigation Improvements - Total	47312		2,010,000	3,135,000	0	0	0	0	3,135,000
Street Enhancements									
Westover Road Retaining Wall Project	47401			50,000	500,000				550,000
McCann Heights Reconstruction Project	47401			2,750,000					2,750,000
Foothills Boulevard Curves/Drainage	47401			2,500,000					2,500,000
Street Enhancements - Total	47401		0	5,300,000	500,000	0	0	0	5,800,000
Streets & Major Road Extensions									
Sinclair Avenue Extension Project	47402				25,000	1,650,000			1,675,000
Streets & Major Road Extensions - Total	47402		0	0	25,000	1,650,000	0	0	1,675,000
Traffic Signals									
Traffic Signal Improvements	47403			175,000	250,000	200,000	200,000	200,000	1,025,000
Westover Road/4-J Road Intersection Improvements	47403			100,000	750,000				850,000
Traffic Signals - Total	47403		0	275,000	1,000,000	200,000	200,000	200,000	1,875,000
Bridges									
Gurley Overpass Maint/Replacement Designation	47404			1,052,000	2,052,000	2,052,000	2,052,000	2,052,000	9,260,000
Bridges - Total	47404		0	1,052,000	2,052,000	2,052,000	2,052,000	2,052,000	9,260,000
Drainage Projects									
Cottonwood Park Drainage Improvements	47405				125,000				125,000
Stonepile Creek Drainage Improvements	47405					500,000			500,000
Fishing Lake Dredging Project	47405					125,000	3,500,000		3,625,000
Drainage Projects - Total	47405		0	0	125,000	625,000	3,500,000	0	4,250,000

City of Gillette -- Proposed Capital Improvement Plan and 1% Plan 2024-2028

Description	Account	Priority	Grant/Revenue FY 23-24	Fiscal Year 23-24	Fiscal Year 24-25	Fiscal Year 25-26	Fiscal Year 26-27	Fiscal Year 27-28	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								
4-J Subdivision Water Fitting Replacement Project	47410			750,000					750,000
4th Avenue Reconstruction Project	47410				2,500,000				2,500,000
Sunburst Subdivision Water Fitting Replacement Project	47410				850,000				850,000
Echeta Reconstruction Project	47410				250,000	3,250,000			3,500,000
Warlow Waterline Replacement Project	47410				200,000	1,500,000			1,700,000
Gurley Waterline Replacement Project	47410						250,000	2,250,000	2,500,000
Osborne Waterline Replacement Project	47410						200,000	3,250,000	3,450,000
Stocktrail Waterline Replacement Project	47410						150,000	1,500,000	1,650,000
Collins Heights Subdivision Water Fitting Replacement Project	47410						750,000		750,000
Water Mains - Total	47410		0	750,000	3,800,000	4,750,000	1,350,000	7,000,000	17,650,000
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								
Madison Water Tank Rehab	47413						1,750,000		1,750,000
Water Storage/Reservoirs - Total	47413		0	0	0	0	1,750,000	0	1,750,000
Sanitary Sewer Mains	47420								
Mountain View Drive Sanitary Sewer Replacement Project	47420						150,000	1,500,000	1,650,000
Hidden Valley Sanitary Sewer Replacement Project	47420				175,000	1,500,000			1,675,000
Foothills Theater Sanitary Sewer Replacement Project	47420				975,000				975,000
Butler Spaeth/6th Street Sanitary Sewer Replacement Project	47420					750,000			750,000
Heritage Lift Station	47421			4,500,000					4,500,000
Sanitary Sewer Mains - Total	47420		0	4,500,000	1,150,000	2,250,000	150,000	1,500,000	9,550,000
LID Improvements	47440								
None Requested	47440								0
LID Improvements - Total	47440		0	0	0	0	0	0	0
Rail Spur Modifications									
Energy Park Rail Spur Improvement	47450			300,000					300,000
Rail Spur Modification - Total	47450		0	300,000	0	0	0	0	300,000
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			1,042,352	850,000	850,000	850,000	850,000	4,442,352
College Operational Funding	49004								0
CC 4th of July	49004								0
Outside Agency Funding	49004								0
Donkey Creek Festival Funding	49010								0
1% Tax Education	49010			0	7,500	7,500	30,000	7,500	52,500
Community Contributions - Total	49004		0	1,042,352	857,500	857,500	880,000	857,500	4,494,852
Additional Community Contributions	49002								
Fire Department - Operational Funding (49%)	49002			4,640,127	2,400,000	2,400,000	2,400,000	2,400,000	14,240,127
Fire Department - Operating Capital Request (49.5%)	49002			0	50,000	50,000	50,000	50,000	200,000
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 Account	49002			148,500	123,750	123,750	123,750	123,750	643,500
Annual Contribution to Fire Facility Maintenance Acct (49.5%)	49002			24,750	24,750	24,750	24,750	24,750	123,750
Additional Community Contributions - Total	49002		0	5,063,377	2,848,500	2,848,500	2,848,500	2,848,500	16,457,377
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			250,000	250,000	250,000	250,000	250,000	1,250,000
Transfer Out - Total	49110		0	750,000	750,000	750,000	750,000	750,000	3,750,000
1% Projects - Total			2,260,000	25,347,729	19,363,000	21,788,000	19,685,500	18,863,000	105,047,229

1% Budgeted Revenue
 Residual Sales Tax - Cash-On-Hand 6/30/23 **24,173,399**
 Transfer from General Fund/Grant & Loan Revenue **2,260,000**
Total 1% Budgeted Revenue 26,433,399
Surplus/(Deficit) 1,085,670

**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 increase approximately 3% beginning January 1, 2024. The City's share of the monthly premium (85%) for the PPO Plan will be:

Single - \$828.83

Employee + 1 - \$1,667.90

Employee + 2 or more - \$2,133.61

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

Single - \$925.77

Employee + 1 - \$1,899.06

Employee + 2 or more - \$2,358.06

▪ Dental Insurance

The City's premiums will increase approximately 3% beginning January 1, 2024. The City's share of the monthly premium (85%) for the PPO Dental Plan will be:

Single - \$42.49

Employee + 1 - \$85.25

Employee + 2 or more - \$124.94

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

Single - \$49.99

Employee + 1 - \$100.30

Employee + 2 or more - \$146.99

▪ Life Insurance

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

▪ Long Term Disability

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

▪ Unemployment

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

▪ Worker's Compensation

Worker's Compensation approximate rates for 2023-24 are 0.21% for non-hazardous (clerical) and 2.08% for hazardous (all other). Rates are established by multiplying the City's claim history by the statewide base rate, and are adjusted for the 2023-24 Fiscal Year on 07/01/23.

▪ Wyoming Retirement

The City pays 100% of the employee (9.25%) and the employer (9.37%) share for all permanent personnel for FY23-24. For sworn police officers and dispatch staff the City pays 100% of the employee (8.60%) and the employer (8.60%) share.



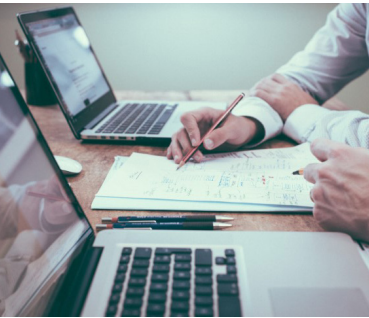
CAPITAL

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



CONTRACT LABOR

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



CONTRACTUAL SERVICES

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

Professional and Consulting Fees
 Property Maintenance
 Technical Consultants
 Vehicle Allowance



MATERIALS & SUPPLIES

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

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

BUDGET CALENDARS

SCHEDULE: **FY24 BUDGET** with Council,
City Administrator, Finance Director, Department Heads & Staff

Month	Date	Day		Time	Location	
May	8	Monday	BUDGET MESSAGE - Administrator Hyun Kim		5:30 PM	2nd Floor Community Room
			HUMAN RESOURCES - Déca Wasson			
			1. Human Resources (p. 40)	2. Safety (p.42)		
			3. Health Benefit Plan (p. 180)			
			FINANCE - Michelle Henderson			
			1. Finance (p. 46)	2. Customer Service (p. 48)		
			3. Purchasing (p. 50)	4. Information Technology (p. 52)		
			5. Warehouse Fund (p. 174)	6. Property/Liability Insurance (p. 186)		
			POLICE - Chuck Deaton			
			1. Police (p. 56)	2. Dispatch (p. 58)		
			3. Victims Services (p. 60)	4. Animal Control (p. 63)		
			5. Animal Shelter (p. 65)			
			PUBLIC AFFAIRS - Jennifer Toscana			
			1. Public Affairs (p. 94)	2. Public Access (p. 96)		
			3. City Clerk (p. 98)	4. Judicial (p. 100)		
			CITY ATTORNEY - Sean Brown (p. 36)			
			ADMINISTRATION - Hyun Kim			
			1. General Fund Revenue (p. 19)	2. Mayor & Council (p. 28)		
			3. Administration (p. 30)	4. Special Projects (p. 32)		
			5. Local Improvement Districts (p. 192)			
May	9	Tuesday	1% FUND (p. 104)		5:30 PM	2nd Floor Community Room
			PUBLIC WORKS - Sawley Wilde			
			1. P.W. Administration (p. 68)	2. Facilities Maintenance - City Hall (p. 70)		
			3. Parks & Landscaping (p. 72)	4. Forestry (p. 74)		
			5. Streets (p. 76)	6. Solid Waste (p. 154)		
			7. City West (p. 160)	8. Vehicle Maintenance (p. 166)		
			9. Vehicle Replacement (p. 170)			
			DEVELOPMENT SERVICES - Ry Muzzarelli			
			1. Engineering (p. 82)	2. Building Inspection (p. 84)		
			3. Traffic Safety (p. 86)	4. Planning (p. 88)		
			5. Code Compliance (p. 90)			
			UTILITIES - Mike Cole			
			1. Madison Water Line (p. 112)	2. U.T. Administration (p. 118)		
			3. Electrical Engineering (p. 122)	4. SCADA (p. 124)		
			5. Water (p. 128)	6. Swimming Pool (p. 132)		
			7. Power (p. 136)	8. Sewer (p. 142)		
			9. Fiber (p. 148)			
			BUDGET WRAP-UP			

FY23-24 MEETING SCHEDULE

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

Month	Date	Day		Time	Location
April	19	Wednesday	UTILITIES	1:00 p.m.	City West Break Room
			1. Utilities Administration		
			2. Electrical Engineering		
			3. SCADA		
			4. Madison Water Project		
			5. Water		
			6. Power		
			7. Sewer		
			ADMINISTRATION	4:00 p.m.	
			1. Mayor & Council		
2. Administration					
3. Special Projects					
April	20	Thursday	POLICE	9:00 a.m.	City West Break Room
			1. Police		
			2. Dispatch		
			3. Victims Services		
			4. Animal Control		
			5. Animal Shelter		
			Development Services	10:30 a.m.	
			1. Engineering		
			2. Building Inspection		
			3. Traffic Safety		
			4. Planning		
			5. Code Compliance		
			HUMAN RESOURCES	1:00 p.m.	
			1. Human Resources		
			2. Safety		
			3. Health Fund/Wellness		
			FINANCE	2:00 p.m.	
			1. Finance		
			2. Customer Service		
			3. Purchasing		
4. Warehouse					
5. IT/GIS					
6. Property & Liability Insurance					
PUBLIC AFFAIRS	3:30 p.m.				
1. Public Affairs					
2. GPA					
3. City Clerk					
4. Judicial					
April	21	Friday	ATTORNEY	9:00 a.m.	City West Break Room
			PUBLIC WORKS	9:30 a.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					
1% BUDGET DISCUSSION	11:30 a.m.				
BUDGET WRAP-UP					

