

FY24 ADOPTED BUDGET

Adopted June 19, 2023



Beautiful and Protected Environment



Excellent Governance and Services



Safe and Livable Community



Sustainable and Resilient Infrastructure



Thoughtful and Vibrant Development



Western Cultural Values

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MESSAGE FROM THE CITY ADMINISTRATOR

To the Honorable Mayor, City Council Members, and Citizens of the City of Sheridan,

Once again, the budget season is upon us, and I'd like to recognize the Mayor for helping us to better shape this year's budget. Mayor Bridger attended every budget meeting and provided valuable insights into our process. I appreciate his participation.

Introduction

Sheridan benefited greatly from COVID, as our tourism increased, and more people shopped locally. A leading indicator of our financial success is our sales and use tax numbers. Normal years render around a five percent increase over previous years. In FY21, Sheridan's sales and use numbers came in at 11.7 percent over FY20. In FY22, our numbers jumped even higher to 16.5 percent over the previous year. This year (FY23), we are ending the year at 6.5% above the previous year, which is still very good, but shows us that the economic boom that we saw during COVID has slowed down.

Over the past three years, we have taken a conservative approach to our revenue projections and appropriations. Staff is committed to good stewardship of the resources entrusted to us; so, I am once again pleased to submit to you a balanced budget for Fiscal Year 2024 prepared in accordance with all applicable local, state, and federal legal requirements. City Staff has worked diligently and carefully to ensure the excellent delivery of services under the Governing Body's policy direction.

Guiding our overall budget process has been our vision and mission statements along with our Strategic framework. We are committed to the following outcome areas approved by Council:

- Beautiful and Protected Environment,
- Excellent Governance and Services,
- Safe and Livable Community,
- Sustainable and Resilient Infrastructure,
- Thoughtful and Vibrant Development, and
- Western Cultural Values

As we complete the implementation of the City's strategic plan, it will serve to guide our budgeting process in the future. The following provides greater detail of our proposed budget:

Projected revenue

The City of Sheridan's fiscal condition is favorable with sufficient fund balances in the General Fund and all Enterprise Funds. Last year, we were able to bring our General Fund Reserves up to \$6 million. City Council Resolution 17-14 mandates that we maintain a cash reserve amounting to 50 percent of our general fund appropriations. We will continue to invest in these reserves until we complete the task which will make us more invulnerable to fiscal adversity.

MESSAGE FROM THE CITY ADMINISTRATOR

Our conservative approach to estimating revenues has served us well, ensuring that we do not exceed any of our over 30 different revenue sources including such things as

cigarette and gas tax from which the City gets a portion from the State and County. Any excess revenue then has come in the form of a budget surplus allowing the Governing Body to fund additional projects as needed. Our two greatest revenue sources are sales and use and property taxes.

This year has marked a return to normalcy following the two years of Covid-related economic upturn. In response, we have maintained our conservative, five percent estimate for our sales and use revenue.

The County is projecting property taxes (which constitute 15.6% of our General Fund revenue) to increase by an estimated 18% over last year. This has been our traditional relief valve in case other revenues don't perform as well, so we have continued to take a conservative approach, projecting an increase of only 12%.

The City's Water, Sewer, and Solid Waste Enterprise Funds are all fiscally sound with strong operating cash and healthy reserves. A financial review of these funds confirmed no adjustments are necessary to the approved 5-year rate plans for the Water and Solid Waste Funds. These rate plans consist of 0% increases to water rates and 1.5% increases to solid waste rates, effective July 1 of each year, from 2024 through 2027. An adjustment to the approved 5-yr rate plan for the Sewer Fund is recommended. The 2.75% rates previously approved were recommended to be adjusted to 2.95%, beginning July 1, 2023, through June 30, 2027. This increase results in a \$.04/ month increase to the current bill. These approved rate increases are supported by rate studies and fiscal financial plans performed for all three Utilities Enterprise Funds.

Additionally, this year's revenues are different from previous years, making the budget appear abnormally larger than before. We didn't suddenly get a windfall of money. This is a change from past years practices where the initial budget did not account for roll-over money from the previous year; grants that have been applied for, but which haven't yet been awarded; and unallocated Capital Facilities Tax and Franchise Fees. Additionally, it allows for a \$5M placeholder for future grants that may become available during the fiscal year. The intent of this action is to reduce the need for multiple budget revisions that occur otherwise. It doesn't change any process to ensure proper oversight of finances, but accounts for budget revisions that historically take place every year, presenting a more transparent and accurate budget.

MESSAGE FROM THE CITY ADMINISTRATOR

Budgeted Appropriations

General Purpose Excise Tax (GPET) Fund. Major programs and services funded with GPET funds in excess of \$50,000 are as follows:

- \$1,850,000 for facilities and infrastructure
- \$818,570 for public safety
- \$77,000 for parks, pathways, and open spaces

- \$490,500 for community non-profit organizations
- \$353,200 for contracted City services
- \$86,275 for Fire Plan-A contributions

Capital Projects Fund. The FY24 budget includes \$53,322,632 for capital improvements. Funding includes \$8,424,572 of Cap Tax, GPET, and Public Benefit; \$18,913,060 in grants and loans; and \$860,000 from Enterprise Funds. This budget also includes \$25,000,000 in anticipated FY23 carry-over funds. Major Projects include:

- \$2,714,000 for parks and pathways
- \$5,090,000 for street and highway improvements
- \$2,073,060 for water, sewer, and landfill improvements
- \$100,000 for other projects

In FY23 we changed the way in which we execute pavement maintenance contracting. We held off on many of the summer 2022 street chipseal, slurry, and micro-surfacing projects in order to reset the contracting timeframe to earlier in the season. This allowed for better pricing when more contractors were available for late spring and early summertime work. This is now a best practice for the City.

Personnel

In early 2023, we discovered a statewide pay disparity between governmental workers and those from the private sector. In February 2023, Council approved a raise ranging from 10 percent at the low end and 3.4 percent at the high end for City employees which helped to close the gap. This budget includes an additional four percent compensation increase for City employees to reduce the disparity further.

We have reviewed staffing levels to identify areas of greatest risk in meeting our operational requirements. This winter demonstrated a weakness in our Streets operations and this budget implements an increase in our Streets Division by five people to address that issue. Additionally, Utilities has identified a need to better integrate CityWorks (which is a GIS oriented program) into operations across the City. To address this, they have added a GIS operator into the budget.

MESSAGE FROM THE CITY ADMINISTRATOR

Summary Table of FY24 Revenues and Appropriations

<u>Fund</u>	<u>Revenues</u>	<u>Appropriations</u>
General	\$16,148,900	\$16,148,900
GPET	\$5,390,944	\$5,390,944
Direct Distribution	\$2,657,287	\$2,657,287
Special Revenue	\$2,418,600	\$2,418,600
Debt Service	\$164,796	\$164,796
Capital Projects	\$53,322,632	\$53,322,632
Water	\$5,736,291	\$5,736,291
Sewer	\$3,367,634	\$3,367,634
Solid Waste	\$6,478,871	\$7,199,396
Weed and Pest	\$279,600	\$279,600
Golf	<u>\$539,599</u>	<u>\$539,599</u>
Totals	\$96,505,154	\$97,225,679

In conclusion, I want to thank in general, my Department Heads and their staffs who did the majority of the work developing this budget and specifically my Treasury Department who took the new Munis system and collated numerous departmental budgets to produce this document. Additionally, we could not have done this without the support and assistance of the Mayor and Council members in identifying proper vision, goals, and priorities for the City of Sheridan. Thank you.

Sincerely,



Stuart J. McRae
City Administrator

SHERIDAN AT A GLANCE

FORM OF GOVERNMENT

The City operates under the Mayor-Council form of government. The Mayor and six Council members are elected at large and on a non-partisan basis for four-year terms. The Mayor and Council hire a professional City Administrator to oversee the day-to-day operations of the City and fulfill other specific duties.

LOCATION & SIZE

Sheridan is located on the eastern slope of the Big Horn mountains, 25 miles from the Montana border on Interstate 90 in northcentral Wyoming. It has an area of 10.93 square miles with an elevation of 3,743 feet.

HISTORY

In 1882, the City of Sheridan was plotted as a town by John D. Loucks on the back of a sheet of wrapping paper. Sheridan was named after one of John Loucks' civil war officers, General Phillip Sheridan. The town was approved and incorporated in 1884.

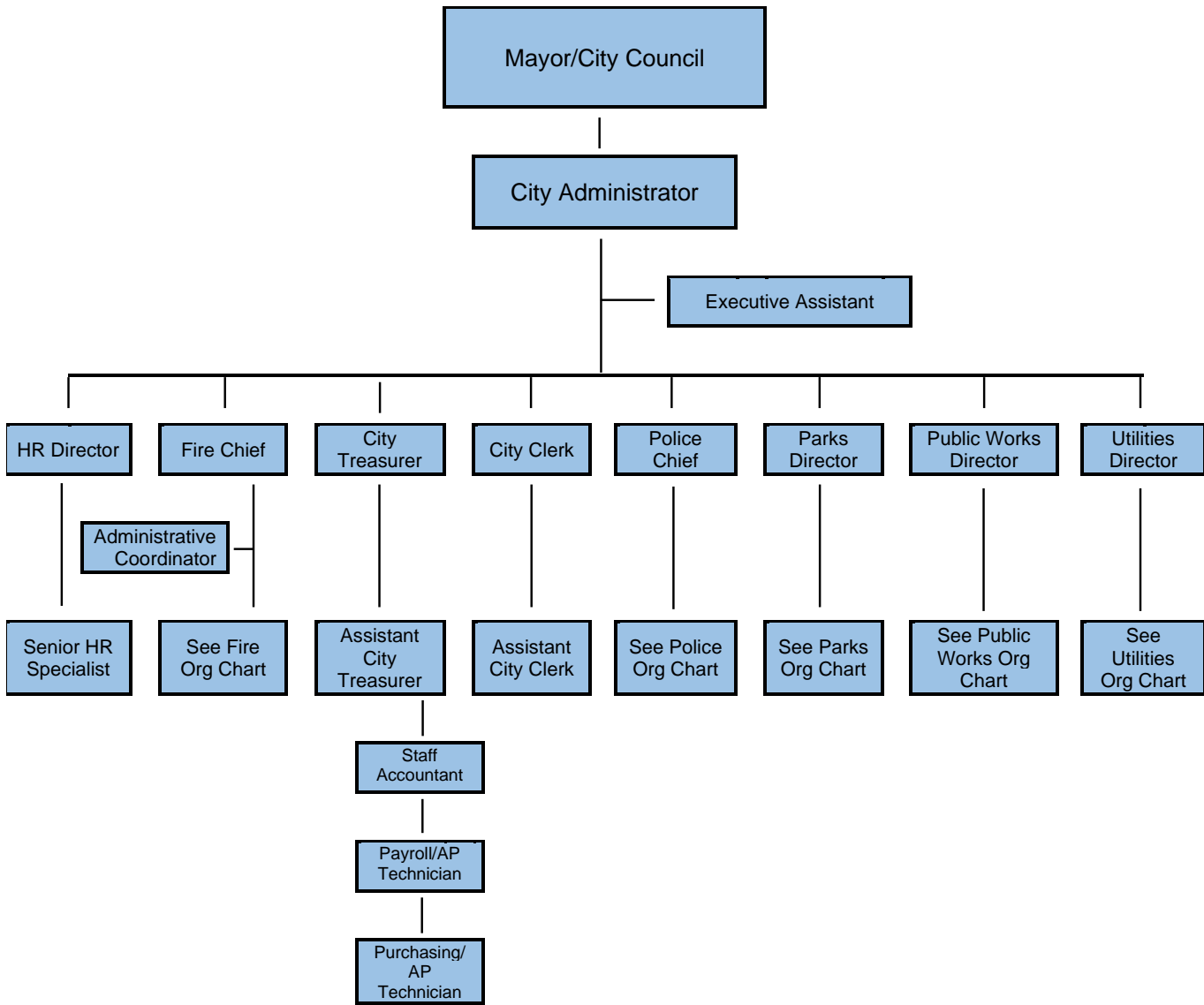
SERVICES

The City of Sheridan provides a full range of services including police and fire protection, construction and maintenance of streets and other infrastructure, parks and pathways, water and sewer services, and sanitation services.

KEY DEMOGRAPHICS

- Population: 19,235 people (2022 estimate)
- Income: Median household income (2021) - \$52,104; Per capita income (2021) - \$34,684
- Home Values: Median house value (2021) - \$250,400
- Rent vs. Own: Housing units occupied by their owner (2021) – 60.6%
- Education: High school or higher - 96.4%; Bachelor's degree or higher - 31.9%
- Top Ten Employers (as of April 2021):
 - Sheridan Memorial Hospital
 - Sheridan County School District #2
 - Sheridan VA Health Care System
 - Walmart
 - Sheridan College
 - Ramada Plaza
 - Westview Health Care Center
 - Vacutech
 - Bighorn Rehabilitation and Care Center
 - Home Depot

ORGANIZATIONAL CHART



MISSION, VISION, VALUES

City Mission

The City of Sheridan is dedicated to improving the quality of life, with emphasis on public safety, exceptional service, livability, and infrastructure, while being accountable and professional.

City Vision

We embrace “Our City” and its historical Western lifestyle and values while being focused on socio-economic diversity with open eyes, minds, and hearts in keeping Sheridan the community of choice for all.

City Values

- **Make a Difference** – The primary purpose behind every City Staff action and activity is to make a positive difference in the lives of our Citizens.
- **Take Initiative** – In the absence of guidance, we seize opportunities to advance the Mission of the City of Sheridan.
- **Build Trust** – We must ensure that we daily earn the trust of the people of Sheridan, even when no one is watching us.
- **Show Optimism** – A positive attitude is a force multiplier and is contagious. We look for opportunities in every situation.
- **Promote Teamwork** – Together everyone achieves more and that only occurs through collaboration with others.

STRATEGIC FRAMEWORK



Thoughtful and Vibrant Development

Sheridan encourages thoughtful, vibrant, and diversified development through collaboration with invested partners by:

- Inspiring technological advancements
- Preserving the downtown atmosphere
- Advancing a variety of economic development initiatives
- Supporting healthy amenities
- Remaining open to innovative development that complements our community



Beautiful and Protected Environment

Sheridan promotes beautiful and protected environments by upholding the principles of environmental responsibility, health, integrity, and overall aesthetics, leading to:

- Well groomed, diversified trees and a healthy green canopy
- A clean riverwalk and waterways
- Open spaces, expanded trails, and wildlife corridors
- Responsible planning and zoning requirements
- Community assistance for residents who want to improve their environments



Sustainable and Resilient Infrastructure

Sheridan will deliver sustainable and resilient infrastructure by:

- Maintaining current planning documents (e.g., land use plan, transportation plan, water and sewer system master plans, parks and recreation master plan, capital improvements plan)
- Ensuring sufficient resources to ensure new and existing infrastructure are available and well-maintained to meet community needs
- Maximizing sustainability through proactive, innovative infrastructure service delivery while being mindful of lifecycle costs

STRATEGIC FRAMEWORK



Safe and Livable Community

Sheridan will continue to improve upon its safe and livable community by:

- Responding to community concerns
- Providing appropriate staffing, equipment, positioning, and training to meet or exceed industry and community standards
- Minimizing the crime rate through high visibility efforts, approachability, and accountability
- Encouraging and incentivizing diversified housing development
- Supporting community-based risk reduction



Western Cultural Values

Sheridan embraces and protects its western cultural values by:

- Preserving and celebrating our heritage and historical landmarks
- Assisting with and promoting community events
- Respecting and valuing each individual
- Welcoming others
- Supporting non-profit entities that help community members within legal limitations



Excellent Governance and Services

Sheridan provides responsive governance and excellent city services by:

- Exercising responsible stewardship of City assets, including employees, facilities/infrastructure, and finances
- Engaging the community in developing strategic and master plans to guide decision-making
- Encapsulating transparency and accountability in our decisions and actions
- Ensuring effective lines of communication internally and externally to support employee and community engagement
- Producing clearly defined policies that are accessible to the staff and public

CITY COUNCIL



Richard Bridger
Mayor



Greg Luhman
Council Member



Andrew Patceg
Council Member



Terry Weitzel
Council Member



Kristen Jennings
Council Member



Steve Brantz
Council Member



Shawn Day
Council Member

CITY ADMINISTRATION

City Administrator – Stuart McRae

City Clerk – Cecilia Good

City Treasurer – Karen Burtis

HR Director – Heather Doke

Public Works Director – Hanns Mercer

Parks Director – Steve Gage

Utilities Director – Dan Roberts

Fire Chief – Gary Harnish

Police Chief – Travis Koltiska

BUDGET PROCESS

The City of Sheridan's Annual Budget is adopted on a basis consistent with Generally Accepted Accounting Principles for all governmental funds. All unrestricted annual appropriations lapse at fiscal year-end.

The annual budget serves as the foundation for the City's financial planning and control. All departments of the City of Sheridan are required to submit requests for appropriation to the City Treasurer on or before March 30 of each year.

The Treasurer and City Administrator meet with department heads to review departmental budgets. The review includes staffing changes, ongoing expenses, and one-time purchases related to professional services, equipment, or projects.

In accordance with Wyoming Statute §16-4-104 and Charter Ordinance 2202, the City Administrator must prepare the tentative budget and file it with the Governing Body no later than May 15 of each year. The proposed budget shall be reviewed and considered by the Governing Body in a regular or special meeting called for this purpose. A public hearing shall be held no later than the third Tuesday in June. This year's public hearing was held on June 19, 2023. Within twenty-four (24) hours of the conclusion of the public hearing, the Governing Body shall, by resolution or ordinance, make the necessary appropriations and adopt the budget, which, subject to future amendment, shall be in effect for the next fiscal year.

Upon approval of the Governing Body, after publication of notice, any unencumbered or unexpended appropriation balance or part thereof may be transferred from one fund, department, or account to another.

No officer or employee of the City shall make any expenditure or encumbrance in excess of the total appropriation for any department. Management may amend an appropriation within the department without the approval of the Governing Body.

FUND OVERVIEW

The City's governmental functions and accounting system are organized, controlled, and operated on a fund basis. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Each fund has its own set of self-balancing accounts which are comprised of its assets, liabilities, fund equity, revenues, and expenditures.

The City of Sheridan FY24 budget contains 11 separate funds which account for the City's services including general government administration, public safety, public works, parks and recreation, enterprise funds and capital projects.

GENERAL FUND

The General Fund is the City's primary operating fund. It is used to account for all revenue sources and expenditures which are not required to be accounted for in other funds. Revenues accounted for in the General Fund are derived primarily from taxes, federal and state distributions and charges for goods and services. Expenditures from this fund include all major functions of the City and are unrestricted in their use.

GENERAL PURPOSE EXCISE TAX (GPET) FUND

The GPET Fund is also an unrestricted operating fund. Revenues accounted for in the GPET Fund are derived specifically from the Optional One Cent tax, otherwise known as the 5th penny of sales and use tax. Expenditures from this fund include public works, public safety, and parks and recreation functions of the City in addition to allocations to support outside agencies.

DIRECT DISTRIBUTION FUND

The Direct Distribution Fund is also an unrestricted operating fund. Revenues accounted for in the Direct Distribution Fund are derived specifically from state distributions. Expenditures from this fund include all major functions of the City. The State discourages the use of these funds for personnel costs such as salaries/wages and benefits.

SPECIAL REVENUE FUND

The Special Revenue Fund is used to account for the proceeds of specific revenue sources such as governmental grants and/or contracts with other organizations whose revenue is legally restricted and designated to finance specific functions or activities of the City.

DEBT SERVICE FUND

The Debt Service Fund is used to account for the City's general debt, not related to the Enterprise Funds. Revenues accounted for in the Debt Service Fund are derived specifically from the transfer of funds from the General Fund and from Special Assessment fees. Expenditures from this fund include the annual payments for principal and interest on these loans and leases.

FUND OVERVIEW

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for the acquisition, construction, or renovation of capital facilities or other equipment that ultimately become City capital assets. Revenues accounted for in the Capital Projects Fund are derived from the Capital Facilities Tax (the 6th penny of sales and use tax), GPET Tax (the 5th penny of sales and use tax), and from Franchise Fees charged to public utility companies.

ENTERPRISE FUNDS

The Enterprise Funds are used to account for the City's business-type activities. These funds impose fees or charges for services. The City of Sheridan has five Enterprise Funds. They are the Water, Sewer, Solid Waste, Weed & Pest, and Golf Course Funds.

The Water Fund is used to account for the revenues and expenditures associated with providing potable water to the residents of Sheridan.

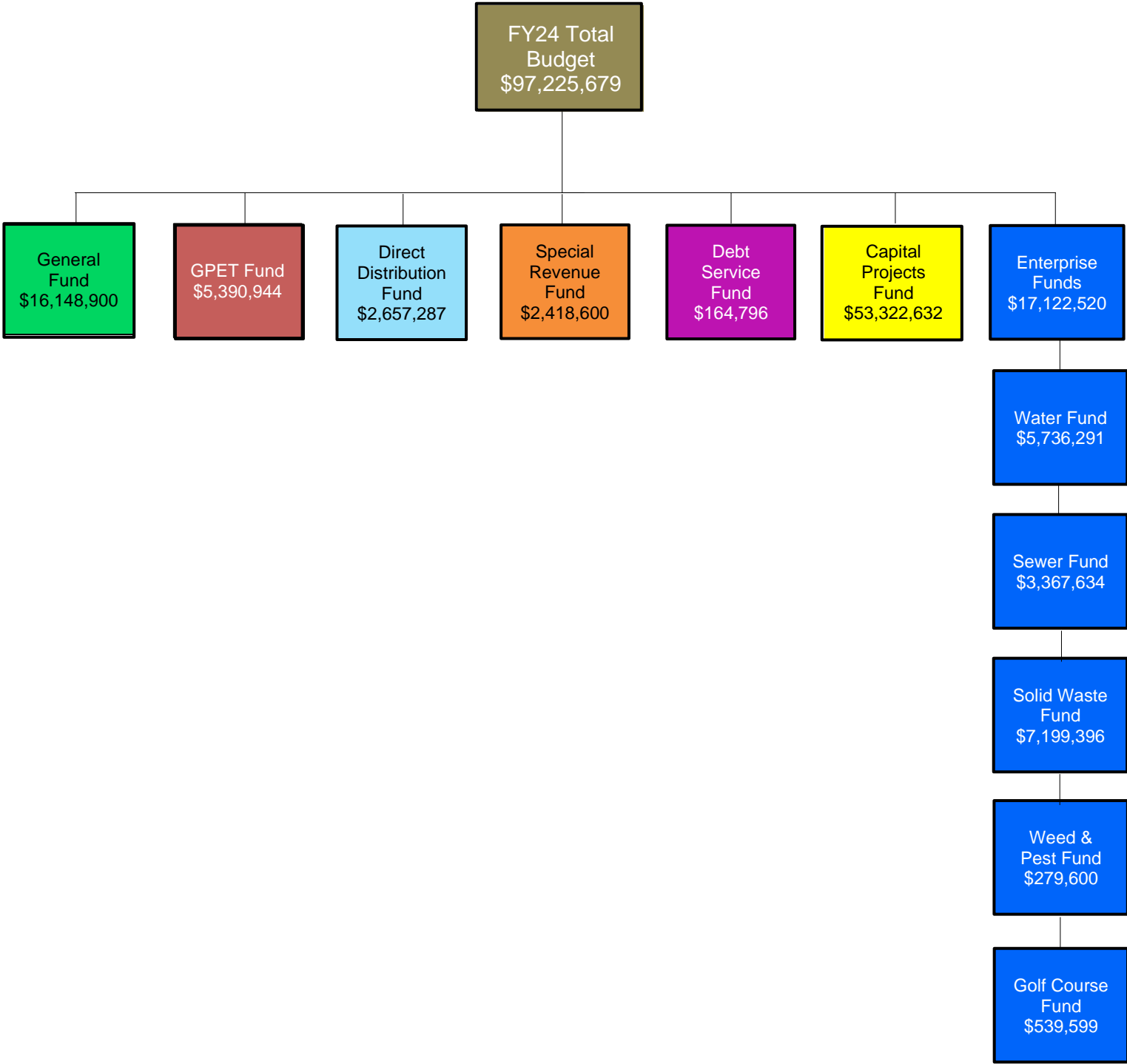
The Sewer Fund is used to account for the revenues and expenditures associated with the collection and treatment of sewage.

The Solid Waste Fund is used to account for the revenues and expenditures associated with the collection, recycling, and burying of garbage and recyclable items, including green waste.

The Weed and Pest Fund is used to account for the revenues and expenditures associated with summertime spraying for mosquito control.

The Golf Course Fund is used to account for the revenues and expenditures associated with the running of Kendrick Golf Course.

FUND OVERVIEW



BUDGET ASSUMPTIONS

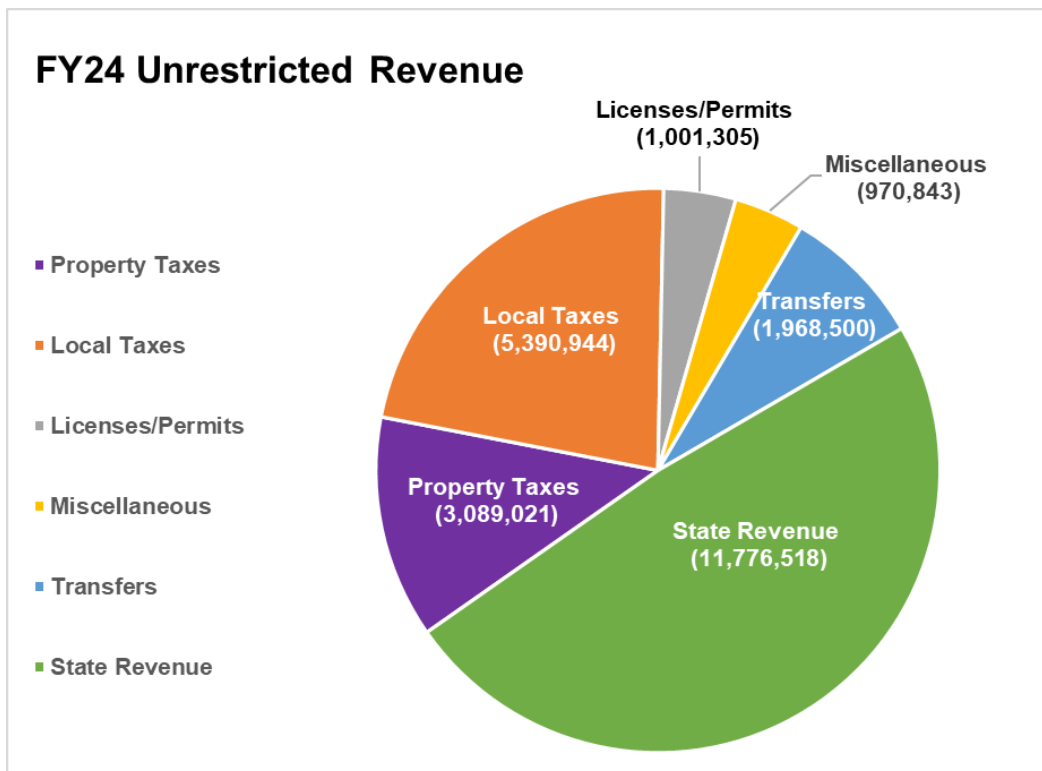
Revenue Assumptions

The City's practice is to budget revenues realistically, based on a combination of factors including analysis of historical revenue receipts and anticipated changes in the local and state economy.

The Wyoming Association of Municipalities released its FY24 Budget Preparation Handbook on April 14, 2023, which includes estimates of various unrestricted revenue sources for each municipality in the State of Wyoming. This handbook was used to assist in projecting FY24 revenues.

Unrestricted revenues come from many different sources. The pie chart below shows the different sources and the anticipated amounts of each for FY24. Property taxes include motor vehicle registrations. Local taxes are the GPET Tax. State sources include State Sales and Use tax, cigarette tax, fuel taxes, mineral royalties, severance tax, lottery and pari-mutuel tax, and direct distribution. Miscellaneous includes court fines, interest, cemetery and accounting fees, and the County's contribution towards the E911 system. Transfers are "charges" assessed to the Enterprise Funds for the administrative costs of general government.

For the past two fiscal years, the City had increased sales tax revenues, however, in FY23, we have seen those revenues revert back to their pre-Covid amounts. Therefore, the FY24 sales and use taxes (State, GPET, and Cap Tax) have been budgeted at only a 5% increase of the FY23 projected revenues.



BUDGET ASSUMPTIONS

Expenditure Assumptions

Health insurance rates are increasing 17.5%. The approximate cost for the City across All funds is \$357,100. Dental insurance rates are increasing 5%. The approximate cost for the City across all funds is \$8,800.

Worker's Compensation rates are decreasing from 2.50% to 1.84%. The approximate cost for the City across all funds is \$47,700.

WRS contribution rates will not increase for any of the plans for FY24.

REVENUE & EXPENDITURE BY FUND

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
10				
General Fund				
Revenues				
Revenue	(13,097,878)	(12,905,860)	(12,773,504)	(14,180,400)
Transfers In	(2,022,300)	(1,968,500)	(1,968,500)	(1,968,500)
Revenues Total	(15,120,178)	(14,874,360)	(14,742,004)	(16,148,900)
Appropriations				
Personnel	9,555,822	9,656,679	10,864,978	12,524,181
Operating	3,004,758	3,051,655	3,529,249	3,360,875
Capital	-	(12,485)	432,767	-
Transfers Out	285,699	738,735	738,973	263,844
Appropriations Total	12,846,279	13,434,584	15,565,967	16,148,900
General Fund Total	(2,273,899)	(1,439,776)	823,963	-
11				
GPET Fund				
Revenues				
Revenue	(4,818,700)	(5,210,602)	(5,148,000)	(5,390,944)
Revenues Total	(4,818,700)	(5,210,602)	(5,148,000)	(5,390,944)
Appropriations				
Personnel	12,426	18,609	102,575	106,675
Operating	1,273,934	1,362,640	2,764,775	2,195,177
Capital	381,988	756,050	953,192	1,115,212
Transfers Out	2,602,118	2,322,118	2,337,118	1,973,880
Appropriations Total	4,270,466	4,459,417	6,157,660	5,390,944
GPET Fund Total	(548,235)	(751,185)	1,009,660	-
12				
Direct Distribution Fund				
Revenues				
Revenue	(1,739,247)	(1,981,482)	(1,947,501)	(2,657,287)
Revenues Total	(1,739,247)	(1,981,482)	(1,947,501)	(2,657,287)
Appropriations				
Operating	1,173,204	1,353,602	2,238,255	1,847,587
Capital	220,038	198,958	437,788	809,700
Transfers Out	50,000	13,500	13,500	-
Appropriations Total	1,443,242	1,566,060	2,689,543	2,657,287
Direct Distribution Fund Total	(296,005)	(415,422)	742,042	-

REVENUE & EXPENDITURE BY FUND

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
20				
Special Revenue Fund				
Revenues				
Revenue	(1,728,891)	(365,214)	(696,787)	(2,411,838)
Transfers In	-	(2,844)	(3,082)	(6,762)
Revenues Total	(1,728,891)	(368,058)	(699,869)	(2,418,600)
Appropriations				
Personnel	57,779	214,870	349,711	72,000
Operating	21,083	107,502	550,625	2,204,600
Capital	286,166	1,170,552	2,714,610	142,000
Transfers Out	-	100,000	100,000	-
Appropriations Total	365,028	1,592,924	3,714,946	2,418,600
Special Revenue Fund Total	(1,363,863)	1,224,865	3,015,076	-
21				
Cap Tax Fund				
Revenues				
Revenue	(4,603,149)	(11,129)	-	-
Revenues Total	(4,603,149)	(11,129)	-	-
Appropriations				
Transfers Out	4,529,285	-	-	-
Appropriations Total	4,529,285	-	-	-
Cap Tax Fund Total	(73,864)	(11,129)	-	-
Public Benefit Fund				
Revenues				
Revenue	(1,049,969)	-	-	-
Revenues Total	(1,049,969)	-	-	-
Appropriations				
Transfers Out	1,149,632	-	-	-
Appropriations Total	1,149,632	-	-	-
Public Benefit Fund Total	99,663	-	-	-

REVENUE & EXPENDITURE BY FUND

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
30				
Debt Service Fund				
Revenues				
Revenue	(84,326)	(50,032)	(60,000)	(60,633)
Transfers In	(3,241,273)	(96,072)	(101,072)	(104,163)
Revenues Total	(3,325,599)	(146,104)	(161,072)	(164,796)
Appropriations				
Operating	1,000	1,000	1,000	1,000
Debt	3,735,911	144,932	160,072	163,796
Appropriations Total	3,736,911	145,932	161,072	164,796
Debt Service Fund Total	411,312	(171)	-	-
40				
Capital Projects Fund				
Revenues				
Revenue	(4,570,179)	(7,343,306)	(41,426,232)	(50,537,632)
Transfers In	(8,321,550)	(3,666,753)	(3,666,753)	(2,785,000)
Revenues Total	(12,891,729)	(11,010,059)	(45,092,986)	(53,322,632)
Appropriations				
Operating	1,026,356	1,096,430	2,498,704	43,785,572
Debt	205,989	-	-	-
Capital	10,346,399	8,911,503	56,432,133	9,537,060
Transfers Out	2,642,836	-	-	-
Appropriations Total	14,221,581	10,007,933	58,930,838	53,322,632
Capital Projects Fund Total	1,329,852	(1,002,126)	13,837,852	-

REVENUE & EXPENDITURE BY FUND

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
50				
Water Fund				
Revenues				
Revenue	(5,305,241)	(4,968,907)	(5,474,380)	(5,697,633)
Transfers In	(159,407)	(60,458)	(105,458)	(38,658)
Revenues Total	(5,464,648)	(5,029,365)	(5,579,838)	(5,736,291)
Appropriations				
Personnel	1,570,506	1,498,544	1,692,919	1,869,334
Operating	1,025,659	1,096,444	1,178,519	1,834,590
Debt	921,124	875,657	875,667	875,667
Capital	112,526	78,853	577,495	175,000
Transfers Out	1,208,700	1,257,644	1,257,644	981,700
Appropriations Total	4,838,515	4,807,143	5,582,244	5,736,291
Water Fund Total	(626,133)	(222,222)	2,406	-
51				
Sewer Fund				
Revenues				
Revenue	(3,312,961)	(3,030,875)	(3,105,290)	(3,367,634)
Transfers In	(387,000)	-	-	-
Revenues Total	(3,699,961)	(3,030,875)	(3,105,290)	(3,367,634)
Appropriations				
Personnel	1,047,887	1,015,157	1,119,544	1,242,748
Operating	598,751	633,743	649,350	969,520
Debt	435,419	451,205	451,208	473,208
Capital	593,773	45,935	83,335	156,000
Transfers Out	869,357	707,958	707,958	526,158
Appropriations Total	3,545,186	2,853,997	3,011,395	3,367,634
Sewer Fund Total	(154,775)	(176,878)	(93,895)	-

REVENUE & EXPENDITURE BY FUND

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
52				
Solid Waste Fund				
Revenues				
Revenue	(6,083,451)	(5,678,064)	(6,033,280)	(6,228,871)
Transfers In	(101,800)	-	-	(250,000)
Revenues Total	(6,185,251)	(5,678,064)	(6,033,280)	(6,478,871)
Appropriations				
Personnel	2,077,576	2,050,673	2,244,787	2,470,033
Operating	1,535,426	1,809,095	1,845,947	1,748,646
Debt	200,846	239,903	239,905	769,427
Capital	661,718	758,968	944,808	927,990
Transfers Out	783,300	1,619,300	1,619,300	1,283,300
Appropriations Total	5,258,865	6,477,938	6,894,747	7,199,396
Solid Waste Fund Total	(926,386)	799,874	861,467	720,525
53				
Weed & Pest Fund				
Revenues				
Revenue	(217,620)	(198,970)	(205,500)	(279,600)
Revenues Total	(217,620)	(198,970)	(205,500)	(279,600)
Appropriations				
Personnel	106,247	97,637	119,994	123,101
Operating	46,199	39,914	39,850	50,999
Capital	116	134,848	134,848	29,500
Transfers Out	26,000	161,000	161,000	76,000
Appropriations Total	178,562	433,400	455,692	279,600
Weed & Pest Fund Total	(39,058)	234,429	250,192	-

REVENUE & EXPENDITURE BY FUND

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
54				
Golf Fund				
Revenues				
Revenue	(313,358)	(249,756)	(361,450)	(337,800)
Transfers In	(226,746)	(575,628)	(673,228)	(201,799)
Revenues Total	(540,104)	(825,384)	(1,034,678)	(539,599)
Appropriations				
Personnel	169,889	191,629	210,093	243,759
Operating	331,126	238,409	288,550	243,340
Debt	28,161	28,161	125,728	-
Capital	10,749	422,889	413,500	52,500
Appropriations Total	539,925	881,088	1,037,871	539,599
Golf Fund Total	(180)	55,703	3,193	-
Grand Total	(4,461,571)	(1,704,037)	20,451,956	720,525

GENERAL FUND REVENUE DETAIL

Row Labels	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
10				
General Fund				
Accounting Services	(40,000)	(20,000)	(40,000)	(40,000)
Appreciation	138	54	-	-
Build Permits/Inspections	(1,094,864)	(835,906)	(650,000)	(859,805)
Cemetery Lots/Openings	(76,400)	(78,917)	(55,000)	(70,000)
Cigarette Taxes	(104,017)	(88,230)	(106,000)	(95,000)
Contributions	(169,012)	(163,390)	(160,000)	(186,943)
Court Costs	(14,615)	(13,331)	(15,000)	(15,000)
Court Fines/Forfeitures	(273,582)	(254,884)	(250,000)	(275,000)
Department of Agriculture	(2,196)	(859)	-	-
Gasoline Tax	(745,051)	(674,371)	(732,000)	(750,000)
Interest	(25,414)	(164,916)	(24,000)	(150,000)
Liquor Licenses	(74,340)	(73,294)	(68,000)	(70,000)
Mineral Royalties	(813,233)	(840,823)	(806,000)	(800,000)
Miscellaneous	(57,224)	(55,155)	(41,000)	(39,900)
Motor Vehicle Tax	(560,052)	(507,297)	(555,000)	(564,000)
Occupation Licenses	(70,975)	(61,775)	(65,000)	(70,000)
Other Licenses/Permits	(1,980)	(1,650)	(1,500)	(1,500)
Other Local Government	(120,000)	(120,000)	(120,000)	(120,000)
Pari-Mutuel	(406,624)	(251,187)	(300,000)	(300,000)
Passport Execution Fee	(24,428)	(37,516)	(18,000)	(30,000)
Planning Fees	(51,470)	(25,415)	(41,000)	(20,000)
Property Tax	(1,832,477)	(1,665,636)	(1,841,000)	(2,525,021)
Rental Revenue	-	(1,900)	-	-
Sale of Capital Assets	(53,800)	-	-	-
Severance	(674,464)	(687,232)	(660,000)	(674,000)
Skill Based Amusement Games	(50,201)	(52,743)	(12,000)	(25,000)
State Lottery	(77,833)	(122,518)	(92,000)	(92,000)
State Sales Tax	(5,292,597)	(5,595,758)	(5,694,004)	(5,891,276)
State Use Tax	(427,968)	(497,213)	(427,000)	(515,955)
Transfer from Sewer Fund	(427,500)	(427,500)	(427,500)	(427,500)
Transfer from Solid Waste Fund	(783,300)	(783,300)	(783,300)	(783,300)
Transfer from Water Fund	(731,700)	(731,700)	(731,700)	(731,700)
Transfer from Weed/Pest Fund	(26,000)	(26,000)	(26,000)	(26,000)
WY Department of Health	(14,000)	(14,000)	-	-
General Fund Total	(15,117,178)	(14,874,360)	(14,742,004)	(16,148,900)

GENERAL FUND REVENUE SOURCES

General Fund Revenue Categories

The City of Sheridan receives revenues from various sources which must be used prudently to provide services to residents and businesses. The General Fund revenues are divided into eight basic categories. Below is a breakdown of the sources of revenue included in the FY24 budget.

- **Local Revenue** - property tax, vehicle tax, and lodging tax
- **Licenses/Permits** - building/planning permits and liquor/occupation licenses
- **Other Local** - revenue from Sheridan County for shared 911 services
- **State Revenue**- sales taxes, mineral royalties, severance taxes, and other revenue from the State of Wyoming
- **Charges** - passport fees and cemetery fees
- **Fines/Forfeitures** - municipal code violations
- **Miscellaneous** - Interest, contributions, sale of fixed assets, and other miscellaneous revenues
- **Transfers** - charges assessed to the Enterprise Funds for the administrative costs of general government.

Top 10 General Fund Revenue Sources for the City of Sheridan

1. Sales Tax - 39.7%
2. Property Tax - 15.6%
3. Building Permits – 5.3%
4. Mineral Royalties – 5.0%
5. Transfer from Solid Waste Fund – 4.9%
6. Fuel Tax – 4.6%
7. Transfer from Water Fund – 4.5%
8. Severance Tax – 4.2%
9. Motor Vehicle Tax - 3.5%
10. Transfer from Sewer Fund - 2.7%

LOCAL REVENUE

Property Tax

Property taxes are based on property value assessments set by the Sheridan County Assessor. The assessed value for 2023 (which will be collected from taxpayers during the fiscal year ended June 30, 2024) has not been set as of the preparation of this budget. While the Sheridan County Assessor is estimating property assessments to increase by 18%, the City is budgeting a 12% increase.

Vehicle Tax

Vehicle taxes are collected by the Sheridan County Treasurer and are remitted to the City. The FY234projected revenue reflects a slight increase.

Lodging Tax

In November of 2018, the residents of Sheridan County voted for a countywide lodging tax. State statutes allow for up to 10% of the collected lodging taxes to be given to each government within the County to be used as a General Fund revenue source. The remaining 90% of collected lodging taxes must be used by the Sheridan County Travel and Tourism Joint Powers Board for expenses to promote tourism of Sheridan County. The Joint Powers Board has decided to suspend remitting the 10% to the local governments.

LICENSES/PERMITS

Permits

Permit revenue is generated through issuing building permits. Permit fees account for 5.3% of General Fund revenue. Other permits issued are for zoning plan review and street/curb cuts by contractors.

Licenses

The two most common types of licenses are liquor and occupation. There are various types of liquor licenses, and some have fees set by state statute while others are set by the City. Occupation licenses are required of contractors, journeymen, master-of-record, and tree trimmers. The purpose of these licenses is to ensure bonding and insurance requirements are satisfied.

OTHER LOCAL REVENUE

Other Local Revenue

The City and Sheridan County share a 911 emergency system, which is operated by the City. The E911 Fund contributes approximately \$120,000 per year towards this service.

STATE REVENUE

Sales and Use Tax

Sales and Use tax is the largest revenue contributor (39.7%) to General Fund. Wyoming Statute §39-15-111 governs the distribution process for the 4% state sales tax. Of the amount collected, 69% of the tax is credited to the State's General Fund. From the remaining 31%, the State deducts 1% as an administrative fee. The remaining balance is distributed, based on population, to Sheridan County and its municipalities. The City receives 60% of the sales and use tax distributed to Sheridan County.

Gasoline and Special Fuel Tax

Fuel tax on gas and diesel (special fuels) sales are described in Wyoming Statute §39-17-111 and §39-17-211. The Wyoming fuel tax is \$0.24 per gallon on gas and diesel. Fifteen percent of the gas tax (after deduction for a contribution to the University Technology Transfer Program) is distributed to cities and towns in Wyoming based on a combination of location of the dealers and a ratio of the population between cities and towns. For diesel fuel, 5% is distributed to cities and towns based on a ratio of total population of the municipality to the total population of all municipalities within the state.

Cigarette Tax

The Cigarette tax is governed by Wyoming Statute §39-18-111. Of the taxes collected (\$.006 per cigarette), and after deductions for fees, approximately 75% is distributed to local governments (including counties) in proportion to the taxes collected in each jurisdiction.

Mineral Royalties

Mineral royalties are set by Wyoming Statute §9-4-601 which states that 9.375% of up to \$198 million of Federal Mineral Royalties, not including coal bonus funds received by the State of Wyoming, will be distributed to cities and towns. After a base amount, the total is distributed to municipalities based on the Average Daily Membership of students in each municipality. The City of Sheridan's share of royalties is projected to be \$800,000 in FY24.

Mineral Severance Tax

Mineral severance taxes are set by Wyoming Statute §39-14-801. The total amount "under the cap" that is distributed to cities and towns is 9.25% of a maximum cap of \$155 million for the State. This amount (\$14,300,000) is distributed to cities and towns based on pro rata population. The City of Sheridan's share of mineral severance taxes is projected to be \$674,000 in FY24.

Historic Horse Racing Payout

The Historic Horse Racing is off-track horse racing wagering that is played in approved, permitted locations. The activity is regulated by the Wyoming Pari-Mutuel Commission. In accordance with Wyoming Statute §11-25-105, the commission may issue pari-mutuel permits for a specified period not to exceed three (3) years from the

STATE REVENUE

date of issuance to any Wyoming county, city, incorporated town, county fair board or any corporation that provides a bond acceptable to the commission. The commission pays an amount equal to one percent (1%) of the total amount wagered attributable to historic pari-mutuel events to the city or town in which the permittee is located.

Lottery Proceeds

Wyoming Statute §19-17-111(b) authorized the WYOLotto which features Powerball, Cowboy Draw and Lucky for Life games sold through approved retailers. Net profits in each fiscal year shall be paid to counties, cities and towns per a percentage related to sales tax collections. The first payment from the WYOLotto was received by the City of Sheridan in April of 2016.

CHARGES

Charges

The City processes passport applications on behalf of the State Department, for which a \$35 fee is charged. The City also charges fees for cemetery lots and burial costs.

FINES/FORFEITURES

Fines/ Bond Forfeitures

Fines/bond forfeitures are ordered to be paid by the municipal court for crimes convicted. Fines vary depending on the number of convictions. Forfeitures happen when a defendant fails to appear before the court.

MISCELLANEOUS REVENUE

Miscellaneous Revenue

The City has a variety of miscellaneous revenue sources. They include interest on investments, charges for street repairs, selling City property, the Safe Rides program, public records requests, first aid/CPR classes, police report requests, and fees for providing fire services to the VA.

TRANSFERS

Transfers

Transfers are transactions where revenue from one fund is moved to another for expenditure within that fund.

The Enterprise Funds are used to account for the City's business-type activities. These funds impose fees or charges for services. The City of Sheridan has five Enterprise Funds; Water, Sewer, Solid Waste, Weed & Pest, and Golf Course Funds.

The Water Fund, Sewer Fund, Solid Waste Fund, and Weed & Pest Fund use the administrative services of City Hall. Therefore, fees are charged for that use. Historically, the fee is 14% of the budgeted revenues of each fund. For FY24, the amount is the same as FY23. These amounts are transferred to the General Fund as a revenue source.

OTHER FUND REVENUE SUMMARY

Other Fund Revenue Categories

In addition to the General Fund, the City records revenues in other funds, such as the GPET Fund, the Direct Distribution Fund, and the Capital Projects Fund. These categories are listed below.

- **Licenses/Permits - Franchise Fees**
 - **Franchise Fees** - A municipal franchise fee is the “rent” that a utility company pays the City to use the rights-of-way (ROW) for its lines, pipes, poles, etc. Franchise fees are set by contract with various utility, cable television and telecommunication companies and are based on a percentage of sales. By ordinance, the franchise fees collected by the City are used for the purchase or improvement of public rights-of-way and spaces, utility easements, undergrounding of utilities, historic preservation, pedestrian thoroughfares, and similar purposes that benefit the public. Franchise fees are recorded in the Capital Projects Fund.

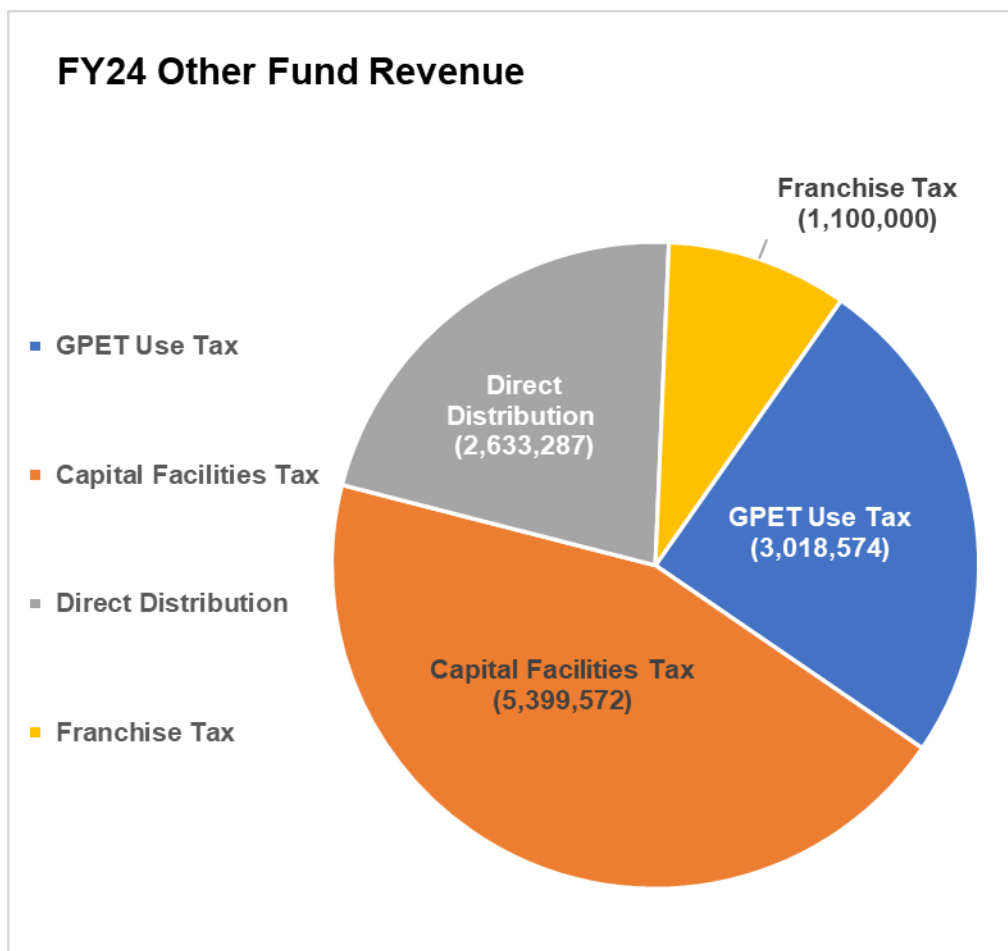
- **Other Local - GEPT Tax and Capital Facilities Tax (Cap Tax)**
 - **GPET** - The General-Purpose Excise Tax is put before the voters every four years. It was last voted on in November 2022 and will be up for re-election in November 2026. In addition to funding local organizations, this revenue is used for public safety, public works, and parks and recreation. The GPET Tax is recorded in the GPET Fund. Some GPET Tax is transferred to the Capital Projects Fund to be used for funding capital projects identified in the Capital Improvement Plan.
 - **Cap Tax** - The Capital Facilities Tax was last voted on in November 2020. The Cap Tax is used to fund public works projects such as water/sewer line replacement, street replacement, roto mill & overlay, and park and pathway improvements. Cap Tax revenue is recorded in the Capital Projects Fund.

- **State Revenue - Direct Distribution**
 - **Direct Distribution** - This source of this revenue is essentially “over-the-cap” mineral revenues that flow through the state general fund to this account prior to the Budget Session. The Governor may “recommend” a supplemental funding amount, and the Legislature may choose to appropriate the funding. In the current Biennium the Wyoming Legislature approved \$120M for direct distributions split into two payments per fiscal year. The first payment is received in August and the second in January.

OTHER FUND REVENUE SUMMARY

Top Other Fund Revenue Sources for the City of Sheridan

1. GPET Tax – 24.8%
2. Capital Facilities Tax – 44.4%
3. Direct Distribution - 21.7%
4. Franchise Fees - 9.1%



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GPET FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
GPET Fund						
Revenues						
0	Unallocated Division	GPET Sales Tax	(2,164,209)	(2,247,317)	(2,551,000)	(2,372,370)
		GPET Use Tax	(2,647,631)	(2,903,248)	(2,597,000)	(3,018,574)
		Interest	(6,860)	(60,037)	-	-
Revenues Total			(4,818,700)	(5,210,602)	(5,148,000)	(5,390,944)
Appropriations						
0	Unallocated Division	Contingency	-	-	-	159,615
122	City Administrator	Contractual-Professional	4,500	-	-	-
142	Treasurer	Contractual-Professional Serv	-	-	-	85,000
170	Information Technology	Software & Website Fees	-	-	-	259,572
		Technology Equipment	12,670	-	-	-
180	Gen Govt Bldg Const/Acquis	Transfer to Capital Proj Fund	270,000	20,000	20,000	-
		Transfer to Debt Service Fund	-	5,000	10,000	-
181	Gen Govt Bldg Maintenance	Transfer to Debt Service Fund	-	-	10,000	10,000
190	Other General Govt Costs	Contingency	-	-	567,382	-
210	Police Administration	Cap Outlay-Equip/MachVehicles	-	402,540	424,192	-
		Contractual-Other	-	-	-	5,000
		Contractual-Professional	29,058	20,610	41,000	18,000
		Repairs/Maint-EquipMachVehArt	-	-	-	12,000
		Software & Website Fees	40,565	-	-	-
		Technology Equipment	34,973	31,436	30,800	-
		Transfer to Debt Service Fund	7,118	32,118	32,118	32,118
214	Patrol	Employee Insurance	-	1,117	-	-
		Fica	-	18	-	-
		FT Salaries/Wages	-	1,573	-	-
		Miscellaneous	-	-	-	3,000
		Retirement	-	183	-	-
		Workers Comp	-	39	-	-
225	Special Detail Services	Employee Insurance	2,440	693	400	4,603
		Fica	119	186	200	199
		FT Salaries/Wages	8,751	12,238	13,600	13,657
		Overtime	-	731	100	100
		Retirement	1,017	1,507	1,600	1,589
		Workers Comp	99	324	400	252
230	Fire Administration	Cap Outlay-Equip/MachVehicles	-	56,386	119,000	51,000
		Cap Outlay-Land/Site Imprvmts	25,809	-	-	-
		Contractual-Other	-	22	-	-
		Contractual-Professional	175,765	180,557	243,000	41,740
		Department Functional Supplies	-	1,468	-	-
		Equip/Mach/Furniture-Non-cap	23,380	34,185	36,500	70,300
		Office Supplies	-	579	-	-
		Petroleum Products	-	88	-	-
		Rent/Lease-Equip/Mach/vehicles	-	981	-	-
		Repairs/Maint-Buildings	-	4,619	37,500	10,000
		Repairs/Maint-EquipMachVehArt	4,997	4,809	20,000	20,000
		Retirement	-	-	86,275	86,275
		Software & Website Fees	-	119	-	-
		Telecom Services	-	240	-	-
		Travel/Training	-	7,761	-	-
		Uniforms/Clothing	-	2,946	-	-

GPET FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
231	Fire Fighting	Transfer to Capital Proj Fund	225,000	-	-	-
		Transfer to Special Rev Fund	-	-	-	6,762
232	Fire Prevention	Contractual-Other	-	-	-	63,000
236	Medical Services	Contractual-Professional Serv	-	-	-	149,040
237	Fire Stations/Buildings	Transfer to Capital Proj Fund	-	125,000	125,000	-
240	Juvenile Probation/Parole	Contractual-Other	130,000	130,000	130,000	130,000
270	Shelter Administration	Contractual-Other	-	-	-	60,000
		Contractual-Professional	75,000	100,000	100,000	100,000
		Gas/Electric-Buildings	15,731	16,098	15,000	20,000
		Insurance-Property	1,088	1,280	1,200	1,210
		Other Expenses	25,000	72,500	80,000	-
		Repairs/Maint-Buildings	-	3,400	-	5,000
		Repairs/Maintenance	951	530	5,000	-
		Repairs/Maint-EquipMachVehArt	-	120	-	-
		Telecom Services	722	-	-	-
311	Highways/Streets/Roadways	Transfer to Capital Proj Fund	-	-	-	100,000
		Transfer to Debt Service Fund	175,000	-	-	-
312	Street Construction/Maint	Cap Outlay-Equip/MachVehicles	-	185,000	185,000	-
		Electric-Other	-	-	-	200,000
		Transfer to Capital Proj Fund	1,325,000	1,150,000	1,150,000	1,650,000
314	Snow/Ice Removal	Cap Outlay-Equip/MachVehicles	313,738	-	-	-
317	Storm Drainage	Transfer to Capital Proj Fund	50,000	50,000	50,000	50,000
320	Weed/Pest Administration	Transfer to Capital Proj Fund	-	-	-	50,000
330	Airport Administration	Contractual-Other	188,394	213,833	831,192	-
340	Parking Facilities	Transfer to Capital Proj Fund	-	-	-	50,000
410	Public Health Admin	Contractual-Other	14,900	-	-	5,000
420	Welfare Administration	Contractual-Other	35,900	39,375	52,500	69,000
510	Rec/Senior Cntr Admin	Contractual-Other	289,000	305,700	333,200	303,200
		Gas/Electric-Buildings	12,358	15,912	10,000	14,000
		Petroleum Products	-	-	-	100,000
511	Rec/Snr Fac Const/Acq/Main	Transfer to Capital Proj Fund	-	-	-	25,000
540	Parks Supervision	Cap Outlay-Land/Site Imprvmnts	-	-	-	77,000
541	Park Areas	Cap Outlay-Equip/MachVehicles	42,441	54,591	130,605	-
		Cap Outlay-Land/Site Imprvmnts	-	29,395	29,395	-
		Contractual-Professional	2,613	88	3,000	-
		Transfer to Capital Proj Fund	350,000	280,000	280,000	-
542	Parkways/Blvds/Pathways	Transfer to Capital Proj Fund	200,000	500,000	500,000	-
570	Museum Administration	Contractual-Other	25,700	28,775	31,500	33,500
571	Museum Collections	Advertising	3,105	3,506	4,000	10,000
		Contractual-Professional	27,398	13,029	30,000	30,000
		Department Functional Supplies	-	-	-	8,000
		Office Supplies	236	7,477	2,000	-
		Repairs/Maintenance	3,430	8,098	10,000	-
		Repairs/Maint-EquipMachVehArt	-	-	-	10,000
622	Comm Devel Block Grants	Contractual-Other	86,100	93,750	125,000	175,000
630	Economic Opportunity	Contractual-Other	10,400	18,750	25,000	25,000
731	Service Center	Cap Outlay-Equip/MachVehicles	-	19,427	20,000	987,212
		Cap Outlay-Land/Site Imprvmnts	-	8,712	45,000	-
		Transfer to Capital Proj Fund	-	160,000	160,000	-
Appropriations Total			4,270,466	4,459,417	6,157,660	5,390,944
GPET Fund Total			(548,235)	(751,185)	1,009,660	-

DIRECT DISTRIBUTION FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
12						
Direct Distribution Fund						
Revenues						
0 Unallocated Division		Accounting Services	-	-	-	(24,000)
		Direct Distribution	(1,735,588)	(1,947,501)	(1,947,501)	(2,633,287)
		Interest	(3,660)	(33,981)	-	-
Revenues Total			(1,739,247)	(1,981,482)	(1,947,501)	(2,657,287)
Appropriations						
0 Unallocated Division		Contingency	-	-	463,413	37,337
121 Mayor/Council		Contractual-Professional	9,500	10,000	30,000	10,000
		Department Functional Supplies	1,998	-	2,500	-
141 Clerk		Contractual-Professional	80,882	15,967	30,000	25,000
		Software & Website Fees	-	-	-	53,000
		Travel/Training	-	-	-	5,000
142 Treasurer		Technology Equipment	1,750	-	-	-
160 Human Resources		Contractual-Professional	41,054	17,068	18,000	18,000
170 Information Technology		Software & Website Fees	4,780	-	5,500	6,500
		Technology Equipment	7,962	19,493	19,600	21,100
181 Gen Govt Bldg Maintenance		Cap Outlay-Bldg Improvements	-	-	-	150,000
		Contractual-Other	-	-	-	55,000
		Office Supplies	-	-	2,500	-
182 Engineer		Advertising	-	436	-	-
		Contractual-Professional	78,244	165,296	216,500	215,000
		Department Functional Supplies	-	76	-	-
		Memberships	-	249	-	-
		Office Supplies	-	29	-	-
		Software & Website Fees	11,000	644	12,000	12,000
		Technology Equipment	-	4,660	-	-
		Travel/Training	-	2,964	-	-
210 Police Administration		Cap Outlay-Equip/MachVehicles	-	-	5,708	-
		Cap Outlay-Land/Site Imprvmnts	6,379	-	60,000	307,700
		Contractual-Other	-	-	-	28,120
		Contractual-Professional	34,173	30,639	44,800	3,680
		Department Functional Supplies	30,203	24,626	31,092	30,800
		Petroleum Products	42,178	9,900	-	-
		Rent/Lease-Equip/Mach/vehicles	5,635	5,299	6,000	7,000
		Repairs/Maint-Buildings	12,510	22,249	24,000	38,000
		Repairs/Maint-EquipMachVehArt	53,530	56,574	52,500	42,500
		Software & Website Fees	21,911	29,728	29,600	55,100
		Technology Equipment	5,025	-	-	-
230 Fire Administration		Department Functional Supplies	931	1,704	1,750	1,750
		Technology Equipment	4,700	-	3,100	-
250 Building Inspections		Contractual-Professional	20,951	-	-	-
312 Street Construction/Maint		Cap Outlay-Equip/MachVehicles	195,704	19,890	59,840	-
		Cap Outlay-Land/Site Imprvmnts	-	122,542	168,160	-
		Contractual-Professional Serv	-	1,698	-	-
		Copier Supplies	-	257	-	-
		Department Functional Supplies	68,478	84,681	70,000	40,000
		Petroleum Products	-	1,846	-	-
		Rent/Lease-Equip/Mach/vehicles	92,716	95,431	92,000	357,000
		Repairs/Maint-Land/Site/Grnds	-	2,150	-	50,000
		Travel/Training	-	1,349	-	-
		Uniforms/Clothing	-	342	-	-

DIRECT DISTRIBUTION FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
314	Snow/Ice Removal	Cap Outlay-Equip/MachVehicles	-	-	66,100	-
		Contractual-Other	-	-	-	135,000
		Contractual-Professional	35,439	179,215	302,000	-
		Department Functional Supplies	85,150	135,298	115,000	115,000
		Equip/Mach/Furniture-Non-cap	-	867	-	-
		Petroleum Products	-	9,418	-	-
		Repairs/Maint-EquipMachVehArt	974	58,292	30,000	5,000
350	Cemetery Administration	Advertising	366	-	2,500	1,000
		Cap Outlay-Equip/MachVehicles	10,291	-	-	-
		Cap Outlay-Land/Site Imprvmnts	-	17,980	17,980	25,000
		Contractual-Professional	19,989	1,248	9,000	-
540	Parks Supervision	Software & Website Fees	4,065	4,065	2,400	39,100
		Cap Outlay-Equip/MachVehicles	7,664	38,545	60,000	-
		Contractual-Professional	69,765	44,629	70,000	-
		Department Functional Supplies	81,241	75,644	81,000	-
		Repairs/Maint-Buildings	-	9,103	-	-
		Repairs/Maintenance	8,895	8,960	12,000	-
541	Park Areas	Repairs/Maint-EquipMachVehArt	19,403	20,510	25,000	-
		Transfer to Capital Proj Fund	50,000	-	-	-
621	Planning/Zoning	Contractual-Professional	13,875	25,273	230,000	230,000
		Transfer to Capital Proj Fund	-	13,500	13,500	-
		Travel/Training	-	4,153	-	-
622	Comm Devel Block Grants	Contractual-Other	186,000	154,500	186,000	190,000
731	Service Center	Cap Outlay-Equip/MachVehicles	-	-	-	327,000
		Contractual-Other	-	1,111	-	-
		Contractual-Professional Serv	-	1,109	-	-
		Department Functional Supplies	15,513	12,153	12,000	17,000
		Repairs/Maint-Buildings	-	450	-	-
		Software & Website Fees	300	750	5,000	-
		Travel/Training	-	747	-	-
		Uniforms/Clothing	2,120	753	1,500	3,600
Appropriations Total			1,443,242	1,566,060	2,689,543	2,657,287
Direct Distribution Fund Total			(296,005)	(415,422)	742,042	-

SPECIAL REVENUE FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
20						
Special Revenue Fund						
Revenues						
0 Unallocated Division		Department of Treasury	(1,359,563)	-	-	-
		Interest	(5,042)	(72,249)	-	-
		Miscellaneous	-	-	(212,915)	(2,200,000)
142 Treasurer		Miscellaneous	-	(14,059)	-	-
210 Police Administration		Other Local Government	-	-	(74,400)	-
		WY Dept of Transportation	-	(6,776)	(8,029)	-
211 Crime Control/Investigate		Department of Justice	(12,292)	(7,985)	(24,941)	(19,000)
214 Patrol		Department of Justice	(125,280)	(6,102)	(7,368)	(4,600)
219 Traffic Control		Department of Justice	(7,055)	(6,630)	(8,500)	(8,500)
		WY Dept of Transportation	(21,383)	(15,007)	(31,482)	(36,000)
225 Special Detail Services		Other Local Government	(20,357)	(27,287)	(48,900)	-
227 Police Other		Contributions	(7,875)	(1,790)	(4,500)	-
230 Fire Administration		Department of Energy	-	(12,099)	(13,000)	-
		Health and Human Services	-	(70,839)	(70,839)	-
		Transfer from General Fund	-	(1,344)	(1,582)	-
		WY Dept of Transportation	-	-	(35,820)	-
231 Fire Fighting		Contributions	(5,245)	(5,050)	(5,050)	-
		Department-Homeland Security	-	-	-	(135,238)
		Other Local Government	-	(11,466)	(33,167)	-
		Transfer from GPET Fund	-	-	-	(6,762)
430 Drug Education		Department of Justice	(4,420)	-	(8,500)	(8,500)
541 Park Areas		Miscellaneous	(2,320)	(2,460)	(2,460)	-
543 Forestry/Nursery		Contributions	(4,550)	(8,176)	(8,176)	-
		Department of Agriculture	-	-	(1,500)	-
		Transfer from General Fund	-	(1,500)	(1,500)	-
571 Museum Collections		Contributions	(153,509)	(97,240)	(97,240)	-
Revenues Total			(1,728,891)	(368,058)	(699,869)	(2,418,600)
Appropriations						
0 Unallocated Division		Contingency	-	-	209,016	2,185,937
190 Other General Govt Costs		Cap Outlay-Infrastructure	-	-	1,500,000	-
		Contingency	-	-	12,353	-
		Contractual-Temp Services	-	2,100	2,100	-
		FT Salaries/Wages	-	90,750	90,750	-
		Petroleum Products	-	71,162	100,000	-
		Transfer to Capital Proj Fund	-	100,000	100,000	-
210 Police Administration		Advertising	-	-	500	-
		Contractual-Other	-	-	730	-
		Employee Insurance	-	35	16,200	-
		Fica	-	52	885	-
		FT Salaries/Wages	-	-	49,600	-
		Overtime	-	3,514	6,583	-
		Retirement	-	408	6,484	-
		Workers Comp	-	88	1,447	-
211 Crime Control/Investigate		Contractual-Other	4,400	4,000	10,000	-
		Department Functional Supplies	-	-	8,883	-
		Employee Insurance	73	577	297	-
		Fica	97	44	245	-
		Overtime	6,850	3,188	12,786	19,000
		Retirement	796	370	1,448	-
		Workers Comp	77	75	164	-

SPECIAL REVENUE FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
			Actuals	Actuals	Revised Budget	Budget
214	Patrol	Cap Outlay-Equip/MachVehicles	123,033	-	-	-
		Miscellaneous	-	-	14,063	14,063
		Uniforms/Clothing	2,247	6,102	7,368	4,600
219	Traffic Control	Contractual-Other	-	-	500	-
		Employee Insurance	727	2,480	1,136	-
		Fica	317	205	655	-
		Miscellaneous	1,650	360	2,400	-
		Overtime	22,810	14,790	30,535	44,500
		Retirement	2,651	1,719	4,063	-
		Workers Comp	283	369	693	-
225	Special Detail Services	Employee Insurance	462	2,142	1,100	-
		Fica	243	288	600	-
		FT Salaries/Wages	16,453	19,750	40,600	-
		Overtime	335	7	700	-
		Retirement	1,951	2,190	4,800	-
		Workers Comp	185	494	1,100	-
227	Police Other	Other Expenses	5,146	6,857	8,901	-
230	Fire Administration	Equip/Mach/Furniture-Non-cap	-	-	35,958	-
		FT Salaries/Wages	-	70,839	70,839	-
		Repairs/Maint-Buildings	-	13,443	14,444	-
231	Fire Fighting	Cap Outlay-Equip/MachVehicles	-	-	-	142,000
		Department Functional Supplies	-	-	1,574	-
		Equip/Mach/Furniture-Non-cap	-	-	42,469	-
		Uniforms/Clothing	-	-	2,272	-
236	Medical Services	Cap Outlay-Equip/MachVehicles	-	319,151	319,151	-
430	Drug Education	Employee Insurance	192	1	400	-
		Fica	39	6	100	-
		Miscellaneous	950	210	2,500	-
		Overtime	2,873	437	5,000	8,500
		Retirement	333	51	400	-
		Workers Comp	32	1	100	-
540	Parks Supervision	Cap Outlay-Construct of Bldgs	-	779,551	779,551	-
		Cap Outlay-Equip/MachVehicles	-	11,400	11,400	-
541	Park Areas	Department Functional Supplies	883	1,425	3,260	-
		Equip/Mach/Furniture-Non-cap	537	38	100	-
543	Forestry/Nursery	Department Functional Supplies	4,845	1,620	10,881	-
571	Museum Collections	Cap Outlay-Art/Historic Treas	163,133	60,450	104,508	-
610	Urban Redevelopment	Contractual-Other	425	185	60,353	-
Appropriations Total			365,028	1,592,924	3,714,946	2,418,600
Special Revenue Fund Total			(1,363,863)	1,224,865	3,015,076	-

CAP TAX FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
			Actuals	Actuals	Revised Budget	Budget
21						
Cap Tax Fund						
Revenues						
0	Unallocated Division	Capital Facilities Tax	(4,599,287)	-	-	-
		Interest	(3,862)	(11,129)	-	-
Revenues Total			(4,603,149)	(11,129)	-	-
Appropriations						
180	Gen Govt Bldg Const/Acquis	Transfer to Capital Proj Fund	500,000	-	-	-
312	Street Construction/Maint	Transfer to Capital Proj Fund	800,000	-	-	-
		Transfer to Debt Service Fund	1,400,000	-	-	-
521	Pool Fac Const Acq/Maint	Transfer to Capital Proj Fund	829,285	-	-	-
812	Water Distribution	Transfer to Capital Proj Fund	1,000,000	-	-	-
Appropriations Total			4,529,285	-	-	-
Cap Tax Fund Total			(73,864)	(11,129)	-	-

PUBLIC BENEFIT FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23	
					Revised Budget	Sum of FY24 Budget
22						
Public Benefit Fund						
Revenues						
0 Unallocated Division		Franchise Tax	(1,049,969)	-	-	-
Revenues Total			(1,049,969)	-	-	-
Appropriations						
311 Highways/Streets/Roadways		Transfer to Debt Service Fund	300,000	-	-	-
312 Street Construction/Maint		Transfer to Capital Proj Fund	200,000	-	-	-
317 Storm Drainage		Transfer to Capital Proj Fund	100,000	-	-	-
541 Park Areas		Transfer to Capital Proj Fund	549,632	-	-	-
Appropriations Total			1,149,632	-	-	-
Public Benefit Fund Total			99,663	-	-	-

CAPITAL PROJECTS FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
40						
Capital Projects Fund						
Revenues						
0 Unallocated Division		Capital Facilities Tax	-	-	(242,000)	(720,572)
		Department of the Interior	-	-	(500,000)	-
		Franchise Tax	-	-	-	(25,000)
		Interest	(36,953)	(320,763)	-	-
		Miscellaneous	-	-	(162,000)	(42,600,000)
180 Gen Govt Bldg Const/Acquis		Transfer from Cap Tax Fund	(500,000)	-	-	-
		Transfer from GPET Fund	(270,000)	(20,000)	(20,000)	-
		Transfer from Water Fund	-	(15,944)	(15,944)	-
		WY Assoc of Municipalities	(100,000)	-	-	-
190 Other General Govt Costs		Transfer from GPET Fund	-	(160,000)	(160,000)	-
		Transfer from Sewer Fund	-	(45,000)	(45,000)	-
		Transfer from Water Fund	-	(110,000)	(110,000)	-
231 Fire Fighting		Transfer from GPET Fund	(225,000)	-	-	-
237 Fire Stations/Buildings		Department-Homeland Security	-	(19,631)	(26,183)	-
		Transfer from General Fund	-	(1,309)	(1,309)	-
		Transfer from GPET Fund	-	(125,000)	(125,000)	-
311 Highways/Streets/Roadways		Franchise Tax	-	-	-	(100,000)
		Transfer from GPET Fund	-	-	-	(100,000)
312 Street Construction/Maint		Capital Facilities Tax	-	(2,065,979)	(2,150,000)	(2,350,000)
		Department of the Interior	-	-	(5,700,000)	-
		Department of Treasury	-	-	(2,840,000)	-
		Franchise Tax	-	(169,017)	(200,000)	(240,000)
		Transfer from Cap Tax Fund	(800,000)	-	-	-
		Transfer from GPET Fund	(1,325,000)	(1,150,000)	(1,150,000)	(1,650,000)
		Transfer from Pub Benefit Fund	(200,000)	-	-	-
		Transfer from Sewer Fund	-	-	-	(50,000)
		Transfer from Special Rev Fund	-	(50,000)	(50,000)	-
		Transfer from Water Fund	(50,000)	(50,000)	(50,000)	(100,000)
		WY Dept of Transportation	-	-	(2,713,764)	-
313 Sidewalks/Crosswalks		Miscellaneous	(52,972)	-	-	-
		Transfers From/Other Sources	(14,192)	-	-	-
315 Bridge/Viaduct/Grade Align		Capital Facilities Tax	-	(1,560,535)	(1,624,000)	(500,000)
317 Storm Drainage		Capital Facilities Tax	-	(336,322)	(350,000)	-
		Franchise Tax	-	(169,017)	(200,000)	-
		Transfer from GPET Fund	(50,000)	(50,000)	(50,000)	(50,000)
		Transfer from Pub Benefit Fund	(100,000)	-	-	-
		Transfers From/Other Sources	(1,168,000)	-	-	-
320 Weed/Pest Administration		Transfer from GPET Fund	-	-	-	(50,000)
		Transfer from Weed/Pest Fund	-	(135,000)	(135,000)	(50,000)
340 Parking Facilities		Transfer from General Fund	-	(100,000)	(100,000)	-
		Transfer from GPET Fund	-	-	-	(50,000)
521 Pool Fac Const Acq/Maint		Capital Facilities Tax	-	(533,311)	(555,000)	(1,479,000)
		Department of the Interior	-	-	(500,000)	-
		Franchise Tax	-	-	-	(600,000)
		Transfer from Cap Tax Fund	(829,285)	-	-	-
541 Park Areas		Capital Facilities Tax	-	-	-	(250,000)
		Franchise Tax	-	(409,867)	(485,000)	(135,000)
		Transfer from Direct Dist Fund	(50,000)	-	-	-
		Transfer from GPET Fund	(350,000)	(280,000)	(280,000)	-
		Transfer from Pub Benefit Fund	(549,632)	-	-	-
		Transfers From/Other Sources	(442)	-	-	-

CAPITAL PROJECTS FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
542	Parkways/Blvds/Pathways	Capital Facilities Tax	-	-	-	(100,000)
		Franchise Tax	-	(126,763)	(150,000)	-
		Transfer from Direct Dist Fund	-	(13,500)	(13,500)	-
		Transfer from GPET Fund	(200,000)	(500,000)	(500,000)	-
		WY Dept of Transportation	(49,919)	(180,081)	(180,081)	-
551	Oth Rec Fac Const/Acq/Main	Project Contributions	-	-	-	(25,000)
		Transfer from GPET Fund	-	-	-	(25,000)
811	Source of Supply	Transfer from Water Fund	(50,000)	-	-	-
812	Water Distribution	Department of the Interior	(41,225)	(12,379)	(4,688,775)	(213,060)
		Transfer from Cap Tax Fund	(1,000,000)	-	-	-
		Transfer from Water Fund	(125,000)	(175,000)	(175,000)	(150,000)
814	BGWTP	Transfer from Water Fund	-	(175,000)	(175,000)	-
815	SAWS	Department of the Interior	-	-	(765,000)	-
		Transfer from Special Rev Fund	-	(50,000)	(50,000)	-
		WY Water Developmnt Commission	-	-	(3,102,100)	-
821	WW Collection	Transfer from Sewer Fund	-	(175,000)	(175,000)	(10,000)
822	WW Treatment	Department of the Interior	-	-	-	(1,200,000)
		Transfer from Sewer Fund	(305,000)	-	-	-
		Transfers From/Other Sources	(160,000)	-	-	-
841	Landfill	Department of the Interior	(3,725,420)	(1,257,671)	(9,674,796)	-
		Transfer from Solid Waste Fund	-	(286,000)	(286,000)	(500,000)
		WY Department of Env Quality	(563,689)	(181,971)	(4,617,534)	-
Revenues Total			(12,891,729)	(11,010,059)	(45,092,986)	(53,322,632)
Appropriations						
0	Unallocated Division	Contingency	-	-	404,000	43,345,572
142	Treasurer	Cap Outlay-Equip/MachVehicles	-	169,933	250,096	-
		Interest	205,989	-	-	-
180	Gen Govt Bldg Const/Acquis	Cap Outlay-Bldg Improvements	-	177,983	220,000	-
		Cap Outlay-Land/Site Imprvmnts	518,121	272,531	282,181	-
190	Other General Govt Costs	Cap Outlay-Land/Site Imprvmnts	-	3,000	315,000	-
231	Fire Fighting	Cap Outlay-Equip/MachVehicles	1,730,639	18,227	21,853	-
237	Fire Stations/Buildings	Cap Outlay-Equip/MachVehicles	-	35,494	290,067	-
311	Highways/Streets/Roadways	Cap Outlay-Infrastructure	-	-	-	200,000
		Cap Outlay-Land/Site Imprvmnts	425,723	-	70,429	-
		Equip/Mach/Furniture-Non-cap	24,975	-	-	-
		Transfer to Debt Service Fund	802,127	-	-	-
312	Street Construction/Maint	Cap Outlay-Infrastructure	-	156	350,000	150,000
		Cap Outlay-Land/Site Imprvmnts	1,747,616	3,091,957	18,535,171	3,800,000
		Contractual-Professional	84,555	75,642	235,938	240,000
		Repairs/Maint-Infrastructure	-	152,289	400,000	200,000
		Transfer to Capital Proj Fund	614,192	-	-	-
		Transfer to Debt Service Fund	498,075	-	-	-
313	Sidewalks/Crosswalks	Cap Outlay-Land/Site Imprvmnts	202,844	-	-	-
315	Bridge/Viaduct/Grade Align	Cap Outlay-Land/Site Imprvmnts	-	1,389	1,631,953	500,000
317	Storm Drainage	Cap Outlay-Land/Site Imprvmnts	34,811	7,753	147,492	50,000
		Contractual-Professional	870,807	246,825	303,285	-
		Contractual-Professional Serv	-	500,472	918,000	-
320	Weed/Pest Administration	Cap Outlay-Construct of Bldgs	-	-	135,000	100,000
340	Parking Facilities	Cap Outlay-Land/Site Imprvmnts	-	54,569	115,648	50,000
521	Pool Fac Const Acq/Maint	Cap Outlay-Land/Site Imprvmnts	2,224	15,560	1,882,061	2,079,000
541	Park Areas	Cap Outlay-Land/Site Imprvmnts	374,489	237,175	2,214,679	385,000
		Transfer to Capital Proj Fund	568,442	-	-	-

CAPITAL PROJECTS FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY23			
			Sum of FY22 Actuals	Sum of FY23 Actuals	Revised Budget	Sum of FY24 Budget
542	Parkways/Blvds/Pathways	Cap Outlay-Land/Site Imprmnts	482,750	1,513,115	1,613,496	100,000
		Contractual-Professional Serv	-	944	13,500	-
551	Oth Rec Fac Const/Acq/Main	Cap Outlay-Construct of Bldgs	-	-	-	50,000
811	Source of Supply	Cap Outlay-Land/Site Imprmnts	17,750	14,419	97,675	-
812	Water Distribution	Cap Outlay-Infrastructure	122,592	485,528	8,131,376	363,060
814	BGWTP	Cap Outlay-Land/Site Imprmnts	40,851	202,965	692,568	-
815	SAWS	Cap Outlay-Infrastructure	277,118	107,965	3,641,157	-
821	WW Collection	Cap Outlay-Infrastructure	44,335	366,667	559,187	10,000
822	WW Treatment	Cap Outlay-Equip/MachVehicles	28,039	111,020	55,842	-
		Cap Outlay-Infrastructure	-	-	-	1,200,000
		Contractual-Professional Serv	46,020	120,258	223,980	-
		Transfer to Capital Proj Fund	160,000	-	-	-
832	Recycling	Cap Outlay-Bldg Improvements	-	52,977	275,000	-
841	Landfill	Cap Outlay-Construct of Bldgs	-	162,012	194,920	-
		Cap Outlay-Land/Site Imprmnts	4,296,495	1,809,111	14,709,283	500,000
Appropriations Total			14,221,581	10,007,933	58,930,838	53,322,632
Capital Projects Fund Total			1,329,852	(1,002,126)	13,837,852	-

DEBT SERVICE FUND DETAIL

Row Labels	Department Name	Account Description	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
			Actuals	Actuals	Revised Budget	Budget
30						
Debt Service Fund						
Revenues						
0 Unallocated Division		Int/Penalties-Spec Assessments	(13,116)	(8,674)	-	(11,099)
		Special Assessments	(36,210)	(16,357)	(35,000)	(24,534)
		Transfer from General Fund	(58,953)	(58,954)	(58,954)	(62,045)
		Transfer from GPET Fund	(7,118)	(32,118)	(32,118)	-
180 Gen Govt Bldg Const/Acquis		Transfer from GPET Fund	-	(5,000)	(10,000)	(10,000)
210 Police Administration		Sheridan County	(35,000)	(25,000)	(25,000)	(25,000)
		Transfer from GPET Fund	-	-	-	(32,118)
311 Highways/Streets/Roadways		Transfer from Cap Project Fund	(802,127)	-	-	-
		Transfer from GPET Fund	(175,000)	-	-	-
		Transfer from Pub Benefit Fund	(300,000)	-	-	-
312 Street Construction/Maint		Transfer from Cap Project Fund	(498,075)	-	-	-
		Transfer from Cap Tax Fund	(1,400,000)	-	-	-
Revenues Total			<u>(3,325,599)</u>	<u>(146,104)</u>	<u>(161,072)</u>	<u>(164,796)</u>
Appropriations						
0 Unallocated Division		Interest	8,138	-	-	-
		Miscellaneous	1,000	-	-	-
		Principal	205,000	-	-	-
180 Gen Govt Bldg Const/Acquis		Principal	7,500	10,000	10,000	10,000
210 Police Administration		Interest	7,889	6,369	6,369	7,847
		Principal	49,229	50,749	50,749	49,271
311 Highways/Streets/Roadways		Interest	27,641	-	-	-
		Principal	1,249,486	-	-	-
312 Street Construction/Maint		Interest	244,268	22,263	22,332	24,442
		Miscellaneous	-	1,000	1,000	1,000
		Principal	<u>1,936,761</u>	<u>55,552</u>	<u>70,622</u>	<u>72,236</u>
Appropriations Total			<u>3,736,911</u>	<u>145,932</u>	<u>161,072</u>	<u>164,796</u>
Debt Service Fund Total			<u>411,312</u>	<u>(171)</u>	<u>-</u>	<u>-</u>

DEBT SUMMARY

Wyoming State Statute 15-7-109 states: “No debt in excess of the taxes for the current year may be created by any city or town, except local improvements as provided by law, unless the proposition to create the debt is approved by a vote of the people. No city or town may create any indebtedness exceeding four percent (4%) of the assessed valuation of the taxable property except an additional indebtedness not exceeding four percent (4%) of the assessed valuation of the property may be created to build and construct sewerage systems. This limitation does not apply to the construction, establishing, extending and maintaining of water works and supplying water for the use of the city or town and its inhabitants.”

Based on the 2023 assessed value of \$324,959,821, the City’s debt limit of 4% of the assessed valuation of the taxable property is \$12,998,393. The debt limit for the Sewer Fund is \$25,996,786. There is no limit for the Water Fund. The City’s capital leases do not count towards its legal debt limit.

The City takes advantage of low interest loans from the State Loan Investment Board to fund many of the capital projects it undertakes. Many of these loans have principal forgiveness of up to 50%. The payments on these loans are budgeted and paid for through their respective Funds, except for the General Fund debt which is budgeted in the Debt Service Fund. Below is a chart showing the balance as of June 30, 2022, and the next three year’s payments.

Fund	Balance June 30, 2022	Estimated FY23 Payment	Estimated FY24 Payment	Estimated FY25 Payment
Debt Service Fund	\$304,789	\$70,644	\$69,678	\$68,643
Water Fund	\$9,764,337	\$845,923	\$845,923	\$845,923
Sewer Fund	\$5,134,484	\$451,205	\$451,205	\$451,205
Solid Waste Fund	\$2,952,528	\$0	\$215,000	\$0

DEBT SUMMARY

The City incurs debt in the form of capital leases on equipment through the General Fund (Streets Department), Water Fund, Solid Waste Fund, and Golf Course Fund. The payments on capital lease obligations are budgeted and paid through their respective Funds, except for the General Fund debt which is budgeted in the Debt Service Fund. Below is a chart showing the balance as of June 30, 2022, and the next three year's lease payments.

Fund	Balance June 30, 2022	Estimated FY23 Payment	Estimated FY24 Payment	Estimated FY25 Payment
Debt Service Fund	\$427,496	\$58,953	\$58,953	\$150,713
Water Fund	\$105,783	\$19,734	\$19,734	\$19,734
Solid Waste Fund	\$806,255	\$200,846	\$320,608	\$115,376
Golf Course Fund	\$184,814	\$162,095	\$36,368	\$0

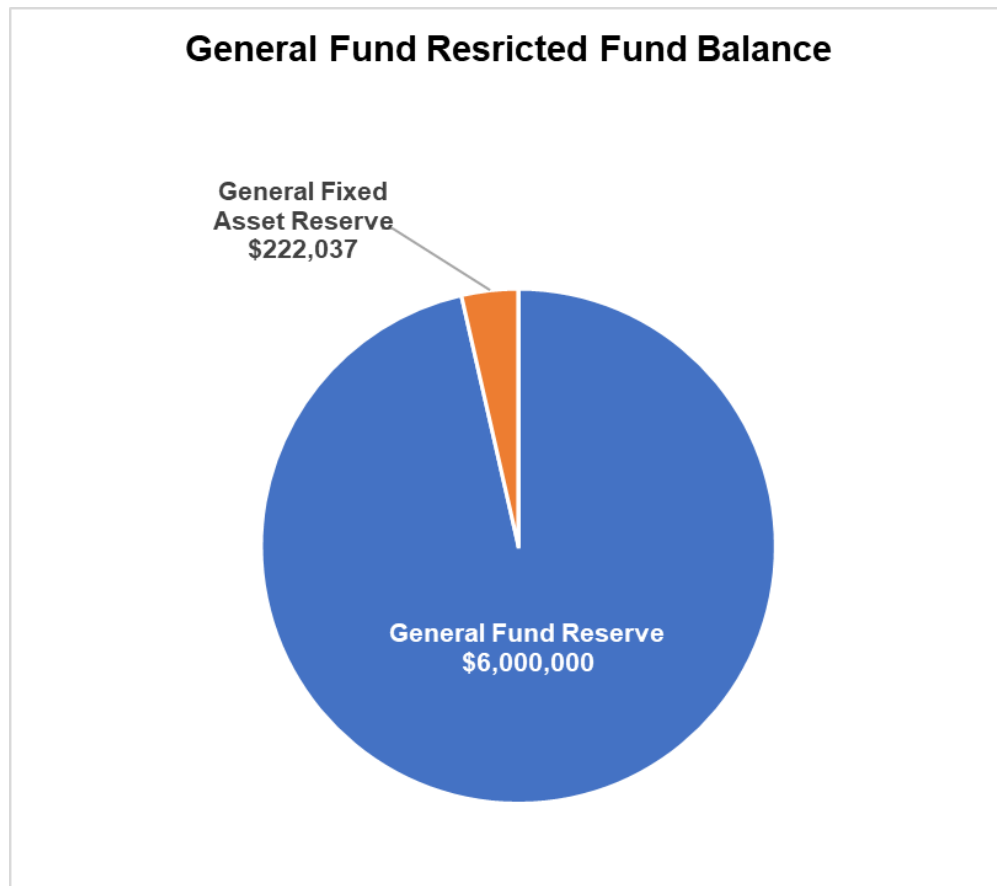
RESERVED FUND BALANCE

In April 2014, the Sheridan City Council passed Resolution #17-14, which called for the creation of a General Fund Reserve equal to six months of the annual General Fund Expenditure budget. The purpose of the General Fund Reserve is to “prepare for both boom and bust economic conditions.” The primary objectives are to increase reserves to plan for contingencies and to maintain adequate reserves to preserve a good credit rating. This General Fund Reserve is shown as a Restricted Fund Balance on the General Fund balance sheet.

The City is making a concerted effort to fulfill the requirements of Resolution 17-14. With that in mind, at the end of FY22, staff requested to add another \$1,399,276 to the General Fund Restricted Fund Balance from the Unreserved Fund Balance, bringing the total to \$6M.

As shown in the pie chart below, there are two different reserve funds in the General Fund. They are the General Fund Reserve (\$6,000,000) and the General Fixed Asset Replacement Reserve (\$222,037).

With the addition of the \$1.4M to the General Fund Reserve, that amount is now 37.15% of the FY24 General Fund Expenditure Budget of \$16,148,900. Both reserves together are 38.53% of the FY24 General Fund Expenditure Budget.



EXPENDITURE SUMMARY BY DEPARTMENT

Row Label	Department Name	General Fund	GPET Fund	Direct Distribution Fund	Grand Total
Appropriations					
0	Unallocated Division	385,898	159,615	37,337	582,850
110	Court	195,110			195,110
121	Mayor/Council	183,411		10,000	193,411
122	City Administrator	253,427	-		253,427
130	Elections	-			-
141	Clerk	289,644		83,000	372,644
142	Treasurer	610,048	85,000	-	695,048
143	Customer Service	655,668			655,668
150	Legal	180,000			180,000
180	Gen Govt Bldg Const/Acquis		-		-
181	Gen Govt Bldg Maintenance	158,140	10,000	205,000	373,140
182	Engineer	544,966		227,000	771,966
190	Other General Govt Costs	32,345	-		32,345
210	Police Administration	3,527,337	67,118	512,900	4,107,355
223	Communication Services/911	903,925			903,925
225	Special Detail Services		20,400		20,400
230	Fire Administration	2,492,103	279,315	1,750	2,773,168
231	Fire Fighting		6,762		6,762
232	Fire Prevention		63,000		63,000
237	Fire Stations/Buildings	-	-		-
240	Juvenile Probation/Parole		130,000		130,000
250	Building Inspections	789,418		-	789,418
270	Shelter Administration		186,210		186,210
311	Highways/Streets/Roadways		100,000		100,000
314	Snow/Ice Removal	432,498	-	255,000	687,498
317	Storm Drainage		50,000		50,000
319	Signs	322,509			322,509
330	Airport Administration		-		-
340	Parking Facilities	-	50,000		50,000
350	Cemetery Administration	185,932		65,100	251,032
410	Public Health Admin		5,000		5,000
420	Welfare Administration		69,000		69,000
511	Rec/Snr Fac Const/Acq/Main		25,000		25,000
530	Golf Course Admin/Super	201,799			201,799
542	Parkways/Blvds/Pathways		-		-
543	Forestry/Nursery	229,149			229,149
570	Museum Administration		33,500		33,500
571	Museum Collections	22,500	58,000		80,500
630	Economic Opportunity		25,000		25,000
731	Service Center	621,931	987,212	347,600	1,956,743
Appropriations Total		16,148,900	5,390,944	2,657,287	24,197,131

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DEPARTMENTAL BUDGETS

MUNICIPAL COURT

MISSION STATEMENT

The City of Sheridan Municipal Court aims to efficiently, fairly and accurately process and manage City Ordinance violations to sustain quality service that promotes public confidence in the court system. We are dedicated to providing courteous, knowledgeable and professional service with the highest standards of integrity in the administration of justice.

FY24 Municipal Court Staffing		
Position	Headcount	FTE
Clerk of the Court	1	1

WHAT WE DO

The primary function of the Court is to provide for the expeditious resolution of cases brought before it involving alleged violations of the Municipal Code of the City of Sheridan.

Municipal Court is responsible for the recording of alleged violations and the disposition of cases. These include such traffic laws as driving while suspended or revoked and failure to maintain liability insurance. Other municipal ordinance violations include peace disturbance, possession of drug paraphernalia and various animal violations.

The Clerk issues summons to defendants and witnesses, prepares the court for hearings, records final dispositions of cases, receipts fines and court costs, and distributes such funds to their proper designations.

Other specific functions of the Clerk of Court include:

- Creating warrants and monitoring bond payments
- Overseeing restitution and payment plans
- Managing the recording system
- Maintaining and disbursing Court records to various agencies
- Providing backup support for all Customer Service Division operations
- Assisting citizens with walk-in, phone and email inquiries

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses necessary to continue the level of service currently provided by Municipal Court which consists primarily of the professional and contractual services provided by the Judge and Prosecuting Attorney. Also included are licenses and customer support fees for the Municipal Court software.

LONG-TERM GOALS

The Court's primary goal in FY24 is to complete the integration and utilize the functions of its case management software with DigiTicket, the e-citations program purchased by the Police Department. This paperless and more efficient method of producing and tracking citations will greatly benefit both departments as well as citizens who would prefer to make immediate payments for citations involving minor violations.

MUNICIPAL COURT

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
110 Court				
10				
General Fund				
6001 FT Salaries/Wages	41,689.64	40,768.52	43,300.00	48,910.00
6002 PT Salaries/Wages	-	-	-	2,112.00
6003 Overtime	591.67	479.10	400.00	300.00
6010 Fica	3,234.55	3,197.54	3,400.00	3,904.00
6030 Retirement	4,913.08	4,792.99	5,100.00	5,684.00
6040 Workers Comp	462.89	1,031.16	1,100.00	939.00
6050 Employee Insurance	82.40	75.68	100.00	83.00
6101 Office Supplies	772.88	487.94	650.00	600.00
6103 Technology Equipment	-	562.00	850.00	-
6104 Software & Website Fees	10,339.62	3,641.96	10,660.00	6,732.00
6201 Travel/Training	1,446.50	462.26	875.00	880.00
6303 Insurance-Liability	766.00	430.00	850.00	511.00
6403 Telecom Services	460.76	367.03	450.00	450.00
6601 Contractual-Professional	85,318.93	97,160.95	107,000.00	117,800.00
6801 Printing	-	-	-	2,005.00
6802 Advertising	833.73	586.50	1,175.00	-
6809 Miscellaneous	(570.00)	-	-	-
General Fund Total	150,342.65	154,043.63	175,910.00	195,110.00
Court Total	150,342.65	154,043.63	175,910.00	195,110.00

MAYOR/CITY COUNCIL

MISSION STATEMENT

As stewards of the City of Sheridan, the Mayor and City Council will govern in a way that enhances public value and produces a sense of community, while seeking to earn each resident's trust.

FY24 Mayor/City Council Staffing		
Position	Headcount	FTE
Mayor	1	1
City Council Members	6	6

WHAT WE DO

The Mayor and the City Council are elected to serve as the City's legislative body. Together as the Governing Body, they are responsible for the long-range direction of the City, policy making, priority setting, and the local laws governing the community. The Governing Body consists of the Mayor, who serves as the Chairperson of the Council, and six Council members elected at-large. The Governing Body approves and amends the annual budget, enacts ordinances, resolutions, and other orders on behalf of the City. The Mayor and Council members represent the City on intergovernmental boards and committees and provide leadership throughout the community. The Governing Body appoints and evaluates the City Administrator, the City Attorney, the Municipal Judge, and approves the appointment of all members of various boards and commissions.

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses to continue operations and the level of service previously provided by the Governing Body.

LONG-TERM GOALS

The long-term goals of the Mayor and City Council are:

- Continue financial sustainability in balancing revenues with expenses while retaining and improving levels of service for the community
- Continue updating citizens with current information, government actions, and changes in our community so as to receive public input and educate the community
- Continue to promote economic growth through diversification and expansion of our local economy and support of existing businesses within our community
- Continue to thrive while we retain our heritage and quality of life

MAYOR/CITY COUNCIL

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
121 Mayor/Council				
10				
General Fund				
6001 FT Salaries/Wages	87,149.60	95,473.21	97,760.00	108,927.00
6010 Fica	6,572.50	7,220.70	7,500.00	8,333.00
6030 Retirement	3,154.72	2,843.17	3,300.00	3,594.00
6040 Workers Comp	558.19	1,331.56	1,400.00	1,191.00
6050 Employee Insurance	7,589.93	5,879.64	7,900.00	8,946.00
6101 Office Supplies	433.67	1,076.50	1,600.00	1,600.00
6103 Technology Equipment	-	787.50	850.00	-
6105 Uniforms/Clothing	-	-	-	1,000.00
6108 Equip/Mach/Furniture-Non-cap	8,282.99	1,340.84	500.00	1,000.00
6111 Department Functional Supplies	810.91	964.43	1,000.00	-
6201 Travel/Training	29,635.99	29,634.15	31,500.00	15,000.00
6202 Memberships	-	-	-	23,000.00
6302 Insurance-Vehicle	102.78	101.29	150.00	165.00
6303 Insurance-Liability	711.00	740.00	800.00	1,505.00
6305 Insurance-Claims	-	5,000.00	-	-
6403 Telecom Services	1,318.33	1,013.75	1,400.00	1,400.00
6601 Contractual-Professional	-	50.00	750.00	-
6602 Contractual-Other	-	-	-	5,000.00
6704 Repairs/Maint-EquipMachVehArt	171.35	-	450.00	-
6801 Printing	-	55.93	-	750.00
6802 Advertising	585.50	1,229.97	1,600.00	-
General Fund Total	147,077.46	154,889.52	158,460.00	183,411.00
12				
Direct Distribution Fund				
6111 Department Functional Supplies	1,997.96	-	2,500.00	-
6601 Contractual-Professional	9,500.00	10,000.00	30,000.00	10,000.00
Direct Distribution Fund Total	11,497.96	10,000.00	32,500.00	10,000.00
Mayor/Council Total	158,575.42	164,889.52	190,960.00	193,411.00

ADMINISTRATION

MISSION STATEMENT

The mission of Administration is to anticipate the future needs of Sheridan and synchronize the Governing Body's goals and policies with staff actions in order to provide high quality services and infrastructure to improve the quality of life of the people of Sheridan and support the economic prosperity of businesses.

FY23 Administration Staffing		
Position	Headcount	FTE
City Administrator	1	1
Executive Assistant	1	1

WHAT WE DO

The Administration Department provides professional operational support to the Staff, Mayor and Council in all aspects of City government, including finance, police, fire, human resources, city clerk, public works and transportation infrastructure, utilities (water, sewer, and sanitation), parks and recreation, cemetery, planning and building to deliver effective, financially sustainable services to the Sheridan Community.

FY23 BUDGET INITIATIVES

This budget provides salary, benefits, and training for a professional City Administrator to support and manage the administrative functions of all departments in the City. The Administrator oversees the preparation and administration of the City budget and finances, ensures compliance with policies and procedures, and provides quality unbiased information for decision making by the elected body. The Administrator is ultimately responsible for the operations of the City and the recruitment, training, performance, and morale of the City staff.

LONG-TERM GOALS

The long-term goals of Administration include: increase and maintain the General Fund Reserves at the level outlined in Resolution 17-14; develop the Annual City Budget into a planning document as well as a fiscal tool; include long-range planning, goals, accomplishments and performance measures in the budget, achieve a level of excellence in budgeting as per the Government Finance Officers of America standards; develop sustainable revenue and funding for the City's street preservation efforts (grind & overlay, crack sealing, chip sealing) to maintain City standards on the Overall Condition Index established by Public Works; maintain a well-trained, capable, and empowered, professional staff; instill high levels of innovation and integrity in city facilities and services and continuously search for new and more efficient ways to provide service.

ADMINISTRATION

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
122 City Administrator				
10				
General Fund				
6001 FT Salaries/Wages	152,053.56	150,479.40	158,760.00	175,846.00
6010 Fica	11,574.89	11,449.82	12,100.00	13,453.00
6030 Retirement	17,668.66	16,555.59	18,400.00	20,434.00
6040 Workers Comp	1,654.54	3,762.00	4,000.00	3,236.00
6050 Employee Insurance	8,280.65	6,758.44	8,000.00	9,953.00
6101 Office Supplies	319.48	665.05	800.00	1,600.00
6103 Technology Equipment	-	461.78	-	-
6104 Software & Website Fees	203.88	191.88	-	-
6105 Uniforms/Clothing	-	-	-	500.00
6108 Equip/Mach/Furniture-Non-cap	5,229.87	2,285.42	9,000.00	1,000.00
6111 Department Functional Supplies	286.88	572.16	500.00	-
6201 Travel/Training	3,632.25	7,192.51	7,500.00	12,500.00
6202 Memberships	-	941.00	-	1,000.00
6303 Insurance-Liability	1,273.00	1,205.00	1,400.00	1,505.00
6403 Telecom Services	1,874.43	1,638.99	2,000.00	1,400.00
6601 Contractual-Professional	2,676.67	5,128.57	2,500.00	10,000.00
6801 Printing	-	-	-	500.00
6802 Advertising	49.00	229.46	250.00	250.00
6803 Food	-	-	-	250.00
General Fund Total	206,777.76	209,517.07	225,210.00	253,427.00
11				
GPET Fund				
6601 Contractual-Professional	4,500.00	-	-	-
GPET Fund Total	4,500.00	-	-	-
City Administrator Total	211,277.76	209,517.07	225,210.00	253,427.00

ELECTIONS

MISSION STATEMENT

Conduct election processes according to statutory and regulatory requirements.

WHAT WE DO

The Clerk's Office conducts special municipal only elections and supports regular elections that are conducted by the County.

FY24 BUDGET INITIATIVES

The FY24 budget has no funding as there won't be any election in 2023.

LONG-TERM GOALS

The long-term goal for Elections is to minimize costs while still supporting the County in the management of regular municipal elections.

ELECTIONS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
130 Elections				
10				
General Fund				
6601 Contractual-Professional	-	52,715.17	60,000.00	-
General Fund Total	-	52,715.17	60,000.00	-
Elections Total	-	52,715.17	60,000.00	-

CLERK

MISSION STATEMENT

The mission of the City Clerk’s Office is to manage and preserve the official records of the City; to assist in the objective of government transparency; to support the needs and requirements of all City departments; and to provide these services in a manner that is efficient and courteous.

FY24 Clerk Staffing		
Position	Headcount	FTE
City Clerk	1	1
Assistant City Clerk	1	1

WHAT WE DO

The Clerk’s Office maintains public records, oversees Council Meetings and the records produced from meetings, manages legal information and codification, manages the liquor licensing process, maintains vehicle records and registrations, coordinates elections, processes cemetery documents, manages legal advertising, oversees website operations, maintains land records, and conducts bid openings.

FY24 BUDGET INITIATIVES

This budget will assist with the continuity of operations within the Clerk’s Office. This budget includes contractual payments to software providers and money for supplies/services to be used for the purpose of working towards the Clerk’s mission statement.

LONG-TERM GOALS

The long-term goals of the Clerk’s Office are as follows: increased ease of public records access for transparency, automation projects that increase the efficiency within the office, excellent internal and external customer service, and the creation of a records management plan for the City.

CLERK

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
141 Clerk				
10				
General Fund				
6001 FT Salaries/Wages	137,713.13	134,813.63	147,885.00	161,970.00
6002 PT Salaries/Wages	-	-	-	2,112.00
6003 Overtime	284.25	289.28	400.00	400.00
6010 Fica	9,704.10	9,527.50	11,100.00	12,553.00
6030 Retirement	16,035.41	15,698.93	16,900.00	18,821.00
6040 Workers Comp	1,508.80	3,377.56	3,700.00	3,019.00
6050 Employee Insurance	31,312.80	33,480.04	36,600.00	41,732.00
6101 Office Supplies	2,985.01	3,498.70	4,000.00	4,500.00
6103 Technology Equipment	1,638.97	58.85	1,500.00	-
6104 Software & Website Fees	17,378.56	24,232.62	37,000.00	-
6105 Uniforms/Clothing	-	224.00	-	200.00
6108 Equip/Mach/Furniture-Non-cap	3,871.00	5,098.88	3,500.00	-
6111 Department Functional Supplies	18.02	-	-	-
6201 Travel/Training	4,272.67	9,408.04	4,500.00	11,000.00
6202 Memberships	-	135.00	-	1,000.00
6303 Insurance-Liability	1,117.00	1,105.00	1,200.00	1,237.00
6403 Telecom Services	2,111.64	1,884.99	2,100.00	2,100.00
6601 Contractual-Professional	4,001.59	6,254.74	4,000.00	4,000.00
6704 Repairs/Maint-EquipMachVehArt	-	15.00	-	-
6802 Advertising	20,047.26	18,559.81	20,000.00	25,000.00
General Fund Total	254,000.21	267,662.57	294,385.00	289,644.00
12				
Direct Distribution Fund				
6104 Software & Website Fees	-	-	-	53,000.00
6201 Travel/Training	-	-	-	5,000.00
6601 Contractual-Professional	80,881.92	15,966.61	30,000.00	25,000.00
Direct Distribution Fund Total	80,881.92	15,966.61	30,000.00	83,000.00
Clerk Total	334,882.13	283,629.18	324,385.00	372,644.00

TREASURER

MISSION STATEMENT

The Treasurer's Office will provide outstanding customer service, record accurate financial transactions, and provide information to our stakeholders in a timely manner.

VALUES

Respect: Treat everyone with dignity. Embrace diversity of people, ideas, and experiences. Encourage and support one another.

Integrity: Be honest, fair, and trustworthy. Communicate responsibly and honor commitments.

Humor: No day is complete without laughter

FY24 Treasurer Staffing		
Position	Headcount	FTE
City Treasurer	1	1
Assistant City Treasurer	1	1
Staff Accountant	1	1
Accounts Payable/Payroll Technician	1	1
Purchasing/Accounts Payable Technician	1	1

WHAT WE DO

The Treasurer's Office is responsible for maintaining the integrity of the City's financial records and transactions. This is done by establishing and maintaining effective internal controls. Some of the specific functions of the Treasurer's Office include:

- Budget preparation and oversight
- Audit preparation
- Investment of City funds
- Accounts payable processing reporting
- Payroll processing and reporting
- Accounting transaction calculations
- Financial reporting

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses to continue the level of service previously provided by the Treasurer's Office.

LONG-TERM GOALS

The Treasurer's Office will continue the implementation of the new accounting/financial software which will provide more accurate and efficient processing of all accounting functions. With efficiencies realized from the software, a goal is to bring back to the Treasurer's Office certain duties and processes that have been relinquished to other departments over the years.

TREASURER

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
142 Treasurer				
10				
General Fund				
6001 FT Salaries/Wages	346,172.59	357,575.90	375,828.00	407,590.00
6002 PT Salaries/Wages	-	-	-	2,112.00
6003 Overtime	5,295.73	4,101.06	5,000.00	1,400.00
6010 Fica	25,523.60	26,022.51	28,289.00	31,181.00
6030 Retirement	38,911.91	38,786.99	45,080.00	47,362.00
6040 Workers Comp	3,694.19	9,105.20	9,050.00	7,500.00
6050 Employee Insurance	43,400.52	47,137.74	72,700.00	68,248.00
6101 Office Supplies	5,943.75	6,783.91	6,200.00	6,000.00
6103 Technology Equipment	76.98	1,544.47	1,000.00	-
6104 Software & Website Fees	38,073.97	8,036.47	63,200.00	14,215.00
6105 Uniforms/Clothing	-	11.44	-	500.00
6108 Equip/Mach/Furniture-Non-cap	-	26,034.78	20,416.00	-
6111 Department Functional Supplies	455.01	164.05	-	-
6201 Travel/Training	3,972.21	362.88	6,700.00	8,000.00
6202 Memberships	-	190.00	-	255.00
6303 Insurance-Liability	3,555.00	3,552.00	3,900.00	5,085.00
6403 Telecom Services	2,631.13	2,531.16	3,200.00	2,950.00
6601 Contractual-Professional	83,401.06	121,569.57	80,250.00	-
6602 Contractual-Other	-	349.44	-	500.00
6802 Advertising	615.17	212.75	950.00	650.00
6804 Bank/CC Fees	-	-	-	6,500.00
6809 Miscellaneous	60.00	729.44	-	-
General Fund Total	601,782.82	654,801.76	721,763.00	610,048.00
11				
GPET Fund				
6601 Contractual-Professional Serv	-	-	-	85,000.00
GPET Fund Total	-	-	-	85,000.00
12				
Direct Distribution Fund				
6103 Technology Equipment	1,749.63	-	-	-
Direct Distribution Fund Total	1,749.63	-	-	-
20				
Special Revenue Fund				
4860 Miscellaneous	-	(14,059.08)	-	-
Special Revenue Fund Total	-	(14,059.08)	-	-
40				
Capital Projects Fund				
6851 Interest	205,989.27	-	-	-
7600 Cap Outlay-Equip/MachVehicles	-	169,932.96	250,096.26	-
Capital Projects Fund Total	205,989.27	169,932.96	250,096.26	-
Treasurer Total	809,521.72	810,675.64	971,859.26	695,048.00

CUSTOMER SERVICE

MISSION STATEMENT

The Customer Service Division is committed to providing efficient, reliable, courteous, and timely transactions in support of all City departments. We uphold the highest standards of integrity in our actions and take personal accountability for delivering on our commitments to our internal and external customers.

FY24 Customer Service Staffing		
Position	Headcount	FTE
Customer Service Supervisor	1	1
Customer Service Specialist	3	3

WHAT WE DO

The Customer Service Division is responsible for meter reading, account maintenance, fee calculations, and accounts receivables for over 10,000 utility customers with nearly 120,000 bills prepared annually. The daily counting, reconciling, and reporting for all payments are managed within Customer Service. These services include landfill charge accounts, building permits, bulk water accounts, golf passes, various use and mobile vending permits, cemetery fees, and community garden plot rentals.

City Hall is the only location in Sheridan County that is a designated Passport Application Acceptance Facility. Customer Service staff are trained Acceptance Agents and are recertified annually through the U.S. Department of State. Approximately 650 applications are processed annually.

Other specific functions include:

- Managing the disconnect process for past due accounts
- Facilitating public records requests and various permits
- Producing social media and other public outreach information
- Assisting citizens with walk-in, phone, and email inquiries
- Producing and distributing work orders in response to service requests
- Providing backup support for all Municipal Court operations

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses necessary to continue the level of service currently provided by the Customer Service Division. These expenses primarily consist of professional services such as banking fees, bill printing expenses, and processing fees for various bill pay options. Software licenses and customer support for the utility billing program, cashiering software, and meter reading/data hosting for the AMI system are also included.

LONG-TERM GOALS

Division goals consist of implementing the utility billing and cash receipts software solution within the Tyler Technologies accounting and financial system. An additional objective is creating and implementing a formal public information program aimed at expanding the content and methods used to inform, educate and serve the community.

CUSTOMER SERVICE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
143 Customer Service				
10				
General Fund				
6001 FT Salaries/Wages	179,508.81	177,595.70	189,627.00	201,329.00
6003 Overtime	1,560.60	1,225.55	2,400.00	2,200.00
6010 Fica	13,341.66	13,205.29	14,200.00	15,402.00
6030 Retirement	21,040.23	18,975.14	21,600.00	23,395.00
6040 Workers Comp	1,980.75	4,470.53	4,700.00	3,705.00
6050 Employee Insurance	30,647.52	37,585.31	40,300.00	59,706.00
6101 Office Supplies	6,689.46	9,289.41	8,450.00	8,450.00
6103 Technology Equipment	-	1,904.45	2,550.00	-
6104 Software & Website Fees	54,916.42	64,508.30	65,800.00	67,115.00
6201 Travel/Training	91.00	1,464.00	2,800.00	2,800.00
6303 Insurance-Liability	1,458.00	1,412.00	1,600.00	1,720.00
6403 Telecom Services	1,079.15	1,047.24	1,050.00	1,050.00
6601 Contractual-Professional	251,846.42	235,260.25	256,700.00	137,296.00
6603 Contractual-Temp Services	-	4,698.63	-	-
6801 Printing	-	117.00	-	1,500.00
6802 Advertising	1,532.04	115.85	1,500.00	-
6804 Bank/CC Fees	-	-	-	130,000.00
6854 Bad Debt Expense	712.00	-	-	-
General Fund Total	566,404.06	572,874.65	613,277.00	655,668.00
Customer Service Total	566,404.06	572,874.65	613,277.00	655,668.00

LEGAL

MISSION STATEMENT

The City attorney strives to provide quality professional advice to the Mayor, Council and staff in a timely and efficient manner.

WHAT WE DO

The City Attorney is responsible for managing the various civil legal needs of the City. This is accomplished through collaboration with each department concerning ongoing matters. Some of the specific functions of the City Attorney include:

- Contract drafting and review
- Ordinance drafting
- Advice on current Federal, State and Local Law
- Collective Bargaining and Arbitration
- Review and analysis of Federal and State law changes
- Employment matters
- Public record request reviews

FY24 BUDGET INITIATIVES

The FY24 budget includes a decrease in legal fees.

LONG-TERM GOALS

The long-term goal of the City Attorney is to implement quality standard contracts through the City, quality ordinances which are easy for the public and officials to understand and follow, and to provide a cost-efficient service.

LEGAL

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
150 Legal				
10				
General Fund				
6601 Contractual-Professional	126,711.93	152,831.35	194,500.00	180,000.00
General Fund Total	126,711.93	152,831.35	194,500.00	180,000.00
Legal Total	126,711.93	152,831.35	194,500.00	180,000.00

HUMAN RESOURCES

MISSION STATEMENT

As a strategic partner to internal departments and our community, the Human Resources Department is committed to retaining and developing a diverse workforce of dedicated public servants; and providing best in class human resources programs and services to effectively utilize and manage the City's most valuable asset - its people!

FY24 Human Resources Staffing		
Position	Headcount	FTE
Human Resources Director	1	1
Senior Human Resources Generalist	1	1

WHAT WE DO

The Human Resources Department is an integral part of city management, participating in strategic planning, budget, collective bargaining, and development of and adherence to policies and procedures regarding the City's personnel – such as the Employee Handbook.

HR is involved in all aspects of an employee life cycle, from recruitment to separation. Employee engagement is a large aspect of the department, supported through things like the Employee Newsletter, Employee Relations Committee, Safety BBQ, Annual Golf Tournament, Employee Recognition Party, and many other programs and services offered to show the City's appreciation for their staff.

This department coordinates compensation and benefits for the entire City staff. This involves the assistance in running payroll, initiating pay studies, and implementation of certification increases, as well as the administration of health, dental, and vision insurance, retirement packages, all types of leave, and initiatives that contribute to and protect employee well-being – such as the Wellness Program, Safety and Risk Management, and Workers Compensation.

To develop and maintain top-quality employees, HR is heavily involved in training and performance management through the creation of training opportunities, performance appraisals, promotion, and advancement. When an employee is struggling, HR is there to help facilitate services with the Employee Assistance Program and Performance Improvement Plans to assist in the retention of our staff. When necessary, HR also assists with disciplinary action and separation.

Finally, the Human Resources Department is responsible for all personnel-connected records management. This department also handles liability and property insurance policies and claims.

FY24 BUDGET INITIATIVES

This budget provides Human Resources with essential tools to retain a professional and effective staff, both in and out of the department, including a much-needed increase to the pay scale due to inflation and benefit cost increases among other factors. This pay scale increase will help the City to be competitive in a the current labor market.

LONG-TERM GOALS

This department will work toward strengthening the City's team through top-level recruitment, strengthening employee engagement and encouraging development for emerging leaders.

HUMAN RESOURCES

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
160 Human Resources				
10				
General Fund				
6001 FT Salaries/Wages	155,770.41	150,224.80	164,485.00	175,248.00
6002 PT Salaries/Wages	1,937.67	3,287.13	-	2,112.00
6010 Fica	11,661.67	11,385.46	12,400.00	13,407.00
6030 Retirement	18,100.48	17,456.15	18,800.00	20,364.00
6040 Workers Comp	1,715.37	3,837.80	4,100.00	3,225.00
6050 Employee Insurance	26,237.92	25,912.04	28,300.00	31,998.00
6101 Office Supplies	2,254.78	3,161.71	2,200.00	2,200.00
6103 Technology Equipment	-	787.50	850.00	-
6104 Software & Website Fees	590.00	-	600.00	-
6111 Department Functional Supplies	62,568.84	29,738.22	60,000.00	19,000.00
6201 Travel/Training	8,446.11	8,164.13	11,000.00	16,000.00
6303 Insurance-Liability	1,261.00	1,232.00	1,400.00	1,506.00
6403 Telecom Services	2,118.32	1,884.99	2,500.00	2,500.00
6601 Contractual-Professional	5,800.00	7,735.85	-	16,000.00
Contractual-Professional Serv	-	-	-	6,000.00
6602 Contractual-Other	-	101.17	-	-
6802 Advertising	89.00	4,728.06	-	19,000.00
General Fund Total	298,551.57	269,637.01	306,635.00	328,560.00
12				
Direct Distribution Fund				
6601 Contractual-Professional	41,053.90	17,067.93	18,000.00	18,000.00
Direct Distribution Fund Total	41,053.90	17,067.93	18,000.00	18,000.00
Human Resources Total	339,605.47	286,704.94	324,635.00	346,560.00

INFORMATION TECHNOLOGY

MISSION STATEMENT

The mission of the Information Technology (IT) Department is to build a quality and comprehensive technology infrastructure, establish and maintain an effective operational environment, and deliver quality, prompt, cost effective and reliable technology services to all employees within the City of Sheridan.

FY24 Information Technology Staffing		
Position	Headcount	FTE
Information Technology Manager	1	1
IT Specialist	1	1

WHAT WE DO

The City of Sheridan Information Technology (IT) Division oversees the technology infrastructure for City government. It is this infrastructure that enables City employees to deliver vital services to Sheridan's residents, businesses and visitors. The Department is responsible for providing the following:

- A secure network environment for City functions. This includes individual workstations, data servers, and networking infrastructure, such as fiber connections, switches, firewalls, WIFI, and internet access.
- Assisting City departments in evaluating software for delivery of services to the City's customers.
- Maintaining external network connections for City services, including the city website and service delivery software such as billing, payment portals, and GIS services.
- System maintenance and regular procurement of new technologies to provide optimal services to the City's citizens, businesses and visitors.

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses to continue the level of service previously provided by the Information Technology Division. This includes ongoing renewals of critical software and hardware systems, such as our firewall, endpoint defense (AV), remote management/support system, digital signage, server backup software, IT Training for employees, helpdesk services, and SIEMS logging and event management. The budget accounts for continued upgrades of servers, storage arrays, and network infrastructure (switches, firewalls, and routers) as needed on a regular replacement plan.

LONG-TERM GOALS

The long-term goals of the IT Department are multi-faceted. Our first goal is to continually use City funds in acquiring the most efficient, secure, and easily maintainable technology systems, while keeping costs to a minimum. A second goal is to increase responsiveness to City staff and customers by leveraging technology to track requests and inventory. Thirdly, the IT department coordinates with other departments in the acquisition of key software for specific departmental functions. This includes helping to assess, price, and create requests for bids (RFBs) for software acquisition. Lastly, the IT department is always keeping an eye to the future with emerging trends and separating what is the "bleeding edge" in technology from what is the functional leading edge of technology.

INFORMATION TECHNOLOGY

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
170 Information Technology				
10				
General Fund				
6001 FT Salaries/Wages	136,955.28	146,436.24	153,285.00	164,996.00
6003 Overtime	882.80	4,431.08	500.00	2,080.00
6010 Fica	10,312.27	11,352.47	11,600.00	12,623.00
6030 Retirement	16,069.05	17,530.70	17,500.00	19,173.00
6040 Workers Comp	1,472.09	3,771.71	3,800.00	3,036.00
6050 Employee Insurance	18,783.94	19,760.37	21,700.00	24,490.00
6101 Office Supplies	148.45	78.88	1,000.00	250.00
6103 Technology Equipment	4,633.42	2,649.99	1,700.00	56,670.00
6104 Software & Website Fees	73,717.96	114,200.52	108,700.00	200.00
6109 Petroleum Products	103.88	207.21	-	-
6111 Department Functional Supplies	3,616.80	1,144.33	2,500.00	3,500.00
6201 Travel/Training	361.50	2,790.00	5,000.00	5,500.00
6303 Insurance-Liability	1,145.00	1,147.00	1,300.00	1,274.00
6403 Telecom Services	2,584.37	1,870.11	2,900.00	3,364.00
6601 Contractual-Professional	27,351.75	6,195.00	19,000.00	20,500.00
6704 Repairs/Maint-EquipMachVehArt	135.95	-	-	-
6802 Advertising	95.69	123.67	-	-
General Fund Total	298,370.20	333,689.28	350,485.00	317,656.00
11				
GPET Fund				
6103 Technology Equipment	12,670.00	-	-	-
6104 Software & Website Fees	-	-	-	259,572.00
GPET Fund Total	12,670.00	-	-	259,572.00
12				
Direct Distribution Fund				
6103 Technology Equipment	7,962.11	19,492.50	19,600.00	21,100.00
6104 Software & Website Fees	4,780.00	-	5,500.00	6,500.00
Direct Distribution Fund Total	12,742.11	19,492.50	25,100.00	27,600.00
Information Technology Total	323,782.31	353,181.78	375,585.00	604,828.00

GENERAL GOVT BUILDINGS

MISSION STATEMENT

The mission of the General Government Buildings department is to provide a safe, healthy, and efficient place for the citizens to interact with City Government. We also provide a safe, healthy, and efficient place for employees to work.

WHAT WE DO

Maintain and update a 123-year-old building.

FY24 BUDGET INITIATIVES

The FY24 budget includes general maintenance, utilities, cleaning services, and costs associated with copying. Also included is a loan payment for the new City Hall windows and upgrades to the elevator.

LONG-TERM GOALS

The long-term goals of the General Government Buildings budget are to continue to maintain and update the facility.

GENERAL GOVT BUILDINGS

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
180	Gen Govt Bldg Const/Acquis					
	11					
	GPET Fund					
	8030	Transfer to Debt Service Fund	-	5,000.00	10,000.00	-
	8040	Transfer to Capital Proj Fund	270,000.00	20,000.00	20,000.00	-
	GPET Fund Total		270,000.00	25,000.00	30,000.00	-
	21					
	Cap Tax Fund					
	8040	Transfer to Capital Proj Fund	500,000.00	-	-	-
	Cap Tax Fund Total		500,000.00	-	-	-
	30					
	Debt Service Fund					
	5011	Transfer from GPET Fund	-	(5,000.00)	(10,000.00)	(10,000.00)
	6850	Principal	7,500.00	10,000.00	10,000.00	10,000.00
	Debt Service Fund Total		7,500.00	5,000.00	-	-
	40					
	Capital Projects Fund					
	4501	WY Assoc of Municipalities	(100,000.00)	-	-	-
	5011	Transfer from GPET Fund	(270,000.00)	(20,000.00)	(20,000.00)	-
	5021	Transfer from Cap Tax Fund	(500,000.00)	-	-	-
	5050	Transfer from Water Fund	-	(15,944.00)	(15,944.00)	-
	7130	Cap Outlay-Bldg Improvements	-	177,982.50	220,000.00	-
	7400	Cap Outlay-Land/Site Imprvmnts	518,121.29	272,530.69	282,181.42	-
	Capital Projects Fund Total		(351,878.71)	414,569.19	466,237.42	-
	Gen Govt Bldg Const/Acquis Total		425,621.29	444,569.19	496,237.42	-
181	Gen Govt Bldg Maintenance					
	10					
	General Fund					
	6101	Office Supplies	3,176.43	2,093.71	3,200.00	5,000.00
	6108	Equip/Mach/Furniture-Non-cap	-	445.90	3,551.00	5,000.00
	6111	Department Functional Supplies	3,467.26	5,161.86	4,802.00	16,700.00
	6301	Insurance-Property	8,028.41	9,765.15	9,766.00	7,400.00
	6302	Insurance-Vehicle	137.40	135.41	200.00	140.00
	6305	Insurance-Claims	2,110.97	-	-	7,000.00
	6401	Gas/Electric-Buildings	23,385.05	21,242.29	27,100.00	23,000.00
	6502	Rent/Lease-Equip/Mach/vehicles	14,850.79	11,631.77	15,500.00	15,500.00
	6601	Contractual-Professional	42,545.98	50,475.89	54,386.00	-
	6602	Contractual-Other	-	-	-	8,000.00
	6700	Repairs/Maintenance	13,449.18	16,907.26	15,000.00	-
	6701	Repairs/Maint-Buildings	-	-	-	70,000.00
	6704	Repairs/Maint-EquipMachVehArt	-	216.00	-	400.00
	General Fund Total		111,151.47	118,075.24	133,505.00	158,140.00

GENERAL GOVT BUILDINGS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
11				
GPET Fund				
8030 Transfer to Debt Service Fund	-	-	10,000.00	10,000.00
GPET Fund Total	-	-	10,000.00	10,000.00
12				
Direct Distribution Fund				
6101 Office Supplies	-	-	2,500.00	-
6602 Contractual-Other	-	-	-	55,000.00
7130 Cap Outlay-Bldg Improvements	-	-	-	150,000.00
Direct Distribution Fund Total	-	-	2,500.00	205,000.00
Gen Govt Bldg Maintenance Total	111,151.47	118,075.24	146,005.00	373,140.00

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ENGINEER

MISSION STATEMENT

The Engineering Department works to enhance the health, safety, and welfare within the City by providing economical, responsive, and effective professional engineering services, while ensuring sustainable and resilient infrastructure.

FY24 Engineering Staffing		
Position	Headcount	FTE
Public Works Director	1	1
Administrative Coordinator/Fleet Manager	1	1
City Engineer	1	1
Sr. Project Manager	1	1
Project Engineer	1	1

WHAT WE DO

The Engineering Department provides many essential functions for the City of Sheridan. These include the administration of the Capital Improvement Plan, review of engineering design documents, coordination of street maintenance, annual levee inspections, project oversight, project bidding, budget for ongoing projects, grant funding, traffic services, procurement of vehicles and equipment for the City fleet, community updates on projects both upcoming and ongoing, storm sewer planning and mapping, coordination with utility department for projects, review of engineering design of subdivisions, and general engineering support for all other divisions within the City. In addition, the Engineering Department is responsible for keeping GIS mapping and database up to date and accurate. This includes adding or revising information as new subdivisions, utilities, and roadways are incorporated into the City.

The Public Works Director oversees the following departments: Engineering, Planning/Zoning, Streets, Signs, Service Center/Fleet, GIS, General Govt Buildings, and Building.

FY24 BUDGET INITIATIVES

The FY24 budget includes continuing to update the Geographic Information System, including a new City aerial photo.

LONG-TERM GOALS

The long-term goals of this department are to continue to update the maps and planning for our storm sewer program, continue to seek alternative funding options for our projects, and keep the Capital Improvement Program up to date.

ENGINEER

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
182 Engineer				
10				
General Fund				
6001 FT Salaries/Wages	310,359.07	265,498.26	395,270.00	354,180.00
6002 PT Salaries/Wages	-	-	1,500.00	-
6003 Overtime	179.17	1,478.89	300.00	600.00
6010 Fica	22,819.23	19,837.60	33,400.00	26,876.00
6030 Retirement	32,399.04	31,022.73	45,300.00	41,156.00
6040 Workers Comp	3,493.92	6,674.45	9,800.00	6,517.00
6050 Employee Insurance	53,942.34	49,811.58	73,000.00	72,431.00
6101 Office Supplies	1,727.76	1,421.21	700.00	900.00
6103 Technology Equipment	8,430.80	1,571.59	3,250.00	-
6104 Software & Website Fees	4,332.43	4,304.22	3,500.00	5,000.00
6105 Uniforms/Clothing	-	-	-	1,500.00
6109 Petroleum Products	1,345.34	548.80	1,000.00	-
6111 Department Functional Supplies	684.62	406.65	500.00	500.00
6201 Travel/Training	2,076.72	5,956.10	5,000.00	9,000.00
6302 Insurance-Vehicle	213.19	210.12	250.00	242.00
6303 Insurance-Liability	2,612.00	2,970.00	2,900.00	3,064.00
6403 Telecom Services	4,328.65	3,560.66	5,000.00	5,000.00
6601 Contractual-Professional	33,270.16	60,362.20	71,594.96	15,000.00
6700 Repairs/Maintenance	-	-	400.00	-
6704 Repairs/Maint-EquipMachVehArt	37.60	301.71	1,000.00	1,000.00
6802 Advertising	464.89	1,038.75	2,000.00	2,000.00
General Fund Total	482,716.93	456,975.52	655,664.96	544,966.00
12				
Direct Distribution Fund				
6101 Office Supplies	-	28.95	-	-
6103 Technology Equipment	-	4,660.00	-	-
6104 Software & Website Fees	11,000.00	643.99	12,000.00	12,000.00
6111 Department Functional Supplies	-	76.45	-	-
6201 Travel/Training	-	2,963.90	-	-
6202 Memberships	-	248.99	-	-
6601 Contractual-Professional	78,244.33	165,296.07	216,500.00	215,000.00
6802 Advertising	-	435.71	-	-
Direct Distribution Fund Total	89,244.33	174,354.06	228,500.00	227,000.00
Engineer Total	571,961.26	631,329.58	884,164.96	771,966.00

OTHER GENERAL GOVT COSTS

MISSION STATEMENT

The Other General Govt Costs department provides funding for costs that are not related specifically to the running of the City.

WHAT WE DO

The Other General Govt Costs Department is where expenses are recorded that are not department specific, such as insurance of leased buildings.

FY24 BUDGET INITIATIVES

The FY24 budget includes property and liability insurance funding for city properties that are leased to non-profits.

OTHER GENERAL GOVT COSTS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
190 Other General Govt Costs				
10				
General Fund				
6301 Insurance-Property	16,009.60	20,706.94	17,600.00	18,370.00
6303 Insurance-Liability	18,180.00	29,254.00	20,000.00	13,975.00
General Fund Total	34,189.60	49,960.94	37,600.00	32,345.00
11				
GPET Fund				
6899 Contingency	-	-	567,382.34	-
GPET Fund Total	-	-	567,382.34	-
20				
Special Revenue Fund				
6001 FT Salaries/Wages	-	90,750.00	90,750.00	-
6109 Petroleum Products	-	71,161.90	100,000.00	-
6603 Contractual-Temp Services	-	2,100.00	2,100.00	-
6899 Contingency	-	-	12,352.89	-
7500 Cap Outlay-Infrastructure	-	-	1,500,000.00	-
8040 Transfer to Capital Proj Fund	-	100,000.00	100,000.00	-
Special Revenue Fund Total	-	264,011.90	1,805,202.89	-
40				
Capital Projects Fund				
5011 Transfer from GPET Fund	-	(160,000.00)	(160,000.00)	-
5050 Transfer from Water Fund	-	(110,000.00)	(110,000.00)	-
5051 Transfer from Sewer Fund	-	(45,000.00)	(45,000.00)	-
7400 Cap Outlay-Land/Site Imprvmnts	-	3,000.00	315,000.00	-
Capital Projects Fund Total	-	(312,000.00)	-	-
Other General Govt Costs Total	34,189.60	1,972.84	2,410,185.23	32,345.00

POLICE

MISSION STATEMENT

The mission of the Police Department is to continuously evolve while serving all people in our jurisdiction by preventing crime, protecting life, and improving the quality of life. We will work towards our goals through challenging and relevant training, quality hiring, and working with community partners.

FY24 Police Staffing		
Position	Headcount	FTE
Police Chief	1	1
Police Captain	1	1
Administrative Coordinator	1	1
Police Lieutenant	2	2
Police Sergeant	4	4
Police Corporal	5	5
Police Officer	18	18
Community Service Officer	2	2
Evidence Technician	1	1
Records Technician	2	2

WHAT WE DO

The Police Department is responsible for the suppression and prevention of crime and disorder through the enforcement of local, state and Federal laws, as well as through educational and informative crime suppression efforts, within the jurisdictional boundaries of the City of Sheridan. Some of the specific functions of the Police Department include:

- Proactive police patrols
- Investigations of reported criminal activity
- Traffic law enforcement
- Reduction of alcohol/drug impaired crimes
- Response to emergency calls for assistance
- Education and Training to the public - TIPS, Citizen's Academy, etc.
- Provide safety and security during large scale events

FY24 BUDGET INITIATIVES

The FY24 budget has a personnel increase with city-wide increases, as well as a recently developed advancement plan, bringing the police department in line with other departments across the city. Multiple inflationary increases in supplies and equipment have been requested, as well as increases to training and uniforms due to staffing shortages and the need to provide equipment and training to new hires. The department has requested two (2) patrol vehicles, one (1) CSO vehicle and one (1) unmarked vehicle to maintain a strong and healthy fleet. The boiler is at its end of life and funds are being allocated for replacement, along with the exploration of grant opportunities.

LONG-TERM GOALS

The long-term goals of the Police Department include strategies to address seven (7) strategic priorities. Traffic Safety; Crime Prevention; Criminal Investigations; Community Policing; Mental Health; Growth, Resources and Community Needs; and Staff, Leadership and Personal/Professional Development are the strategic priorities identified through a Community Needs Assessment and Internal Review.

POLICE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Account Description	Actuals	Actuals	Revised Budget	Budget
210 Police Administration				
10				
General Fund				
6001 FT Salaries/Wages	2,063,150.76	1,966,543.80	2,246,219.00	2,373,247.00
6003 Overtime	33,657.45	25,189.37	25,000.00	35,000.00
6010 Fica	49,351.94	45,677.64	53,023.00	54,682.00
6030 Retirement	235,803.70	230,323.65	245,230.00	274,418.00
6040 Workers Comp	22,996.85	48,774.75	53,288.00	43,422.00
6050 Employee Insurance	398,023.32	381,830.36	463,812.00	520,983.00
6101 Office Supplies	7,535.97	7,154.48	9,000.00	8,000.00
6105 Uniforms/Clothing	14,064.94	20,242.25	20,000.00	28,000.00
6108 Equip/Mach/Furniture-Non-cap	-	4,018.77	4,020.00	-
6109 Petroleum Products	21,691.76	53,841.02	53,000.00	-
6111 Department Functional Supplies	51,852.27	53,645.71	53,000.00	50,000.00
6201 Travel/Training	21,100.96	20,934.44	26,000.00	35,000.00
6301 Insurance-Property	5,933.73	6,775.05	6,500.00	7,150.00
6302 Insurance-Vehicle	3,163.93	3,107.03	3,500.00	3,850.00
6303 Insurance-Liability	21,599.00	21,259.00	23,800.00	25,585.00
6305 Insurance-Claims	4,501.12	-	-	-
6401 Gas/Electric-Buildings	31,155.57	35,050.56	25,000.00	31,500.00
6403 Telecom Services	31,877.70	27,463.59	30,000.00	30,000.00
6502 Rent/Lease-Equip/Mach/vehicles	-	445.02	-	-
6700 Repairs/Maintenance	-	147.14	1,000.00	-
6704 Repairs/Maint-EquipMachVehArt	459.79	-	-	1,500.00
6801 Printing	-	-	-	3,000.00
6802 Advertising	5,117.71	2,019.12	5,000.00	2,000.00
7600 Cap Outlay-Equip/MachVehicles	-	(12,485.27)	13,223.00	-
General Fund Total	3,023,038.47	2,941,957.48	3,359,615.00	3,527,337.00
11				
GPET Fund				
6103 Technology Equipment	34,973.00	31,436.01	30,800.00	-
6104 Software & Website Fees	40,565.41	-	-	-
6601 Contractual-Professional	29,057.84	20,609.61	41,000.00	18,000.00
6602 Contractual-Other	-	-	-	5,000.00
6704 Repairs/Maint-EquipMachVehArt	-	-	-	12,000.00
7600 Cap Outlay-Equip/MachVehicles	-	402,539.60	424,192.23	-
8030 Transfer to Debt Service Fund	7,117.77	32,118.00	32,118.00	32,118.00
GPET Fund Total	111,714.02	486,703.22	528,110.23	67,118.00

POLICE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
12				
Direct Distribution Fund				
6103 Technology Equipment	5,025.00	-	-	-
6104 Software & Website Fees	21,910.81	29,728.31	29,600.00	55,100.00
6109 Petroleum Products	42,177.50	9,899.72	-	-
6111 Department Functional Supplies	30,202.71	24,625.70	31,092.00	30,800.00
6502 Rent/Lease-Equip/Mach/vehicles	5,634.74	5,299.28	6,000.00	7,000.00
6601 Contractual-Professional	34,172.68	30,638.71	44,800.00	3,680.00
6602 Contractual-Other	-	-	-	28,120.00
6701 Repairs/Maint-Buildings	12,509.83	22,248.94	24,000.00	38,000.00
6704 Repairs/Maint-EquipMachVehArt	53,530.09	56,574.03	52,500.00	42,500.00
7400 Cap Outlay-Land/Site Imprvmnts	6,379.00	-	60,000.00	307,700.00
7600 Cap Outlay-Equip/MachVehicles	-	-	5,708.00	-
Direct Distribution Fund Total	211,542.36	179,014.69	253,700.00	512,900.00
20				
Special Revenue Fund				
4334 WY Dept of Transportation	-	(6,775.74)	(8,028.96)	-
4490 Other Local Government	-	-	(74,400.00)	-
6001 FT Salaries/Wages	-	-	49,600.00	-
6003 Overtime	-	3,514.39	6,583.04	-
6010 Fica	-	52.09	885.31	-
6030 Retirement	-	408.34	6,483.62	-
6040 Workers Comp	-	87.85	1,447.08	-
6050 Employee Insurance	-	34.85	16,200.00	-
6602 Contractual-Other	-	-	729.91	-
6802 Advertising	-	-	500.00	-
Special Revenue Fund Total	-	(2,678.22)	(0.00)	-
30				
Debt Service Fund				
4410 Sheridan County	(35,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
5011 Transfer from GPET Fund	-	-	-	(32,118.00)
6850 Principal	49,229.24	50,749.10	50,749.00	49,271.00
6851 Interest	7,888.53	6,368.67	6,369.00	7,847.00
Debt Service Fund Total	22,117.77	32,117.77	32,118.00	-
Police Administration Total	3,368,412.62	3,637,114.94	4,173,543.23	4,107,355.00

POLICE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
211 Crime Control/Investigate				
20				
Special Revenue Fund				
4270 Department of Justice	(12,292.17)	(7,984.66)	(24,940.59)	(19,000.00)
6003 Overtime	6,849.87	3,188.09	12,786.20	19,000.00
6010 Fica	96.89	43.92	245.40	-
6030 Retirement	795.83	370.46	1,447.70	-
6040 Workers Comp	76.52	74.94	164.29	-
6050 Employee Insurance	73.06	577.43	297.00	-
6111 Department Functional Supplies	-	-	8,883.30	-
6602 Contractual-Other	4,400.00	4,000.00	10,000.00	-
Special Revenue Fund Total	0.00	270.18	8,883.30	-
Crime Control/Investigate Total	0.00	270.18	8,883.30	-
214 Patrol				
11				
GPET Fund				
6001 FT Salaries/Wages	-	1,572.60	-	-
6010 Fica	-	17.94	-	-
6030 Retirement	-	182.73	-	-
6040 Workers Comp	-	39.32	-	-
6050 Employee Insurance	-	1,116.62	-	-
6809 Miscellaneous	-	-	-	3,000.00
GPET Fund Total	-	2,929.21	-	3,000.00
20				
Special Revenue Fund				
4270 Department of Justice	(125,279.53)	(6,102.00)	(7,368.30)	(4,600.00)
6105 Uniforms/Clothing	2,246.53	6,102.00	7,368.30	4,600.00
6809 Miscellaneous	-	-	14,063.07	14,063.00
7600 Cap Outlay-Equip/MachVehicles	123,033.00	-	-	-
Special Revenue Fund Total	-	-	14,063.07	14,063.00
Patrol Total	-	2,929.21	14,063.07	17,063.00

POLICE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
219 Traffic Control				
20				
Special Revenue Fund				
4270 Department of Justice	(7,055.00)	(6,630.00)	(8,500.00)	(8,500.00)
4334 WY Dept of Transportation	(21,383.40)	(15,006.96)	(31,482.12)	(36,000.00)
6003 Overtime	22,809.89	14,789.67	30,535.26	44,500.00
6010 Fica	316.67	205.00	655.35	-
6030 Retirement	2,651.29	1,718.57	4,062.72	-
6040 Workers Comp	283.45	369.07	693.18	-
6050 Employee Insurance	727.10	2,479.79	1,135.61	-
6602 Contractual-Other	-	-	500.00	-
6809 Miscellaneous	1,650.00	360.00	2,400.00	-
Special Revenue Fund Total	(0.00)	(1,714.86)	0.00	-
Traffic Control Total	(0.00)	(1,714.86)	0.00	-
225 Special Detail Services				
11				
GPET Fund				
6001 FT Salaries/Wages	8,750.56	12,237.79	13,600.00	13,657.00
6003 Overtime	-	731.31	100.00	100.00
6010 Fica	119.42	186.35	200.00	199.00
6030 Retirement	1,016.83	1,507.02	1,600.00	1,589.00
6040 Workers Comp	98.93	324.23	400.00	252.00
6050 Employee Insurance	2,439.87	692.66	400.00	4,603.00
GPET Fund Total	12,425.61	15,679.36	16,300.00	20,400.00
20				
Special Revenue Fund				
4490 Other Local Government	(20,356.56)	(27,286.61)	(48,900.00)	-
6001 FT Salaries/Wages	16,453.25	19,750.47	40,600.00	-
6003 Overtime	334.65	6.63	700.00	-
6010 Fica	243.42	287.88	600.00	-
6030 Retirement	1,950.77	2,189.71	4,800.00	-
6040 Workers Comp	184.67	493.95	1,100.00	-
6050 Employee Insurance	461.52	2,141.63	1,100.00	-
Special Revenue Fund Total	(728.28)	(2,416.34)	-	-
Special Detail Services Total	11,697.33	13,263.02	16,300.00	20,400.00
227 Police Other				
20				
Special Revenue Fund				
4820 Contributions	(7,875.00)	(1,790.00)	(4,500.00)	-
6800 Other Expenses	5,145.55	6,856.65	8,901.39	-
Special Revenue Fund Total	(2,729.45)	5,066.65	4,401.39	-
Police Other Total	(2,729.45)	5,066.65	4,401.39	-

POLICE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
240 Juvenile Probation/Parole				
11				
GPET Fund				
6602 Contractual-Other	130,000.00	130,000.00	130,000.00	130,000.00
GPET Fund Total	130,000.00	130,000.00	130,000.00	130,000.00
Juvenile Probation/Parole Total	130,000.00	130,000.00	130,000.00	130,000.00

POLICE COMMUNICATIONS

MISSION STATEMENT

Police Communications have the same mission statement as that of the Police Department - to continuously evolve while serving all people in our jurisdiction by preventing crime, protecting life, and improving the quality of life. We will work towards our goals through challenging and relevant training, quality hiring, and working with community partners.

FY24 Police Communications Staffing		
Position	Headcount	FTE
Communications Officer	12	10

WHAT WE DO

Sheridan Police Department Communications center provides service to all public safety agencies in Sheridan County. Operating on the same rotating, 12-hour shifts as the patrol division, communications officers have vast responsibilities to both our public and social service partners. Some of the duties of the communications center include:

- Answer and triage 911 and non-emergency requests for services
- Direct dispatch of eleven (11) law enforcement, medical, and fire resources to said requests
- Access National Crime Information Computer database for records checks
- Monitor multiple camera systems, flood gauges and NOAA channel
- Monitor ten (10) other support agencies such as WHP, Game and Fish, Forest Service, and State of Montana agencies in case assistance is needed
- Provide emergency medical instructions to callers if needed
- Monitor and answer walk-in requests for service after business hours
- Issue and broadcast emergency alerts to the community

FY24 BUDGET INITIATIVES

The FY24 budget reflects personnel increases requested citywide, as well as our previously implemented certification-based increases, now called advancement plans. Additionally, a records technician position was taken from the police budget and broken into two (2) part-time communications technician positions to alleviate staffing issues in the communications center. There is a small decrease in the uniform budget while the other line items remained the same as the FY23 budget.

LONG-TERM GOALS

The long-term goal of the communications division is to continue to provide emergency call response and resource allocation to the residents and visitors of the City of Sheridan and Sheridan County. No large-scale projects or expenditures are required at this time due to the recent remodel of the communications center, and upgrade of both radio and phone systems. The potential for growth within the communications center could facilitate futuristic ideals of regional dispatch services to multiple agencies in northeast Wyoming. The communications center has a high historical turnover rate. Recruitment and retention remain a priority for the department to maintain a high level of service our community expects.

POLICE COMMUNICATIONS

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24	
Row Labels	Name	Account Description	Actuals	Actuals	Revised Budget	Budget
223	Communication Services/911					
	10					
	General Fund					
	6001	FT Salaries/Wages	434,425.85	427,957.65	493,409.00	540,417.00
	6002	PT Salaries/Wages	458.42	-	-	33,155.00
	6003	Overtime	32,254.32	34,313.00	35,000.00	35,000.00
	6010	Fica	34,306.30	33,740.63	36,700.00	43,879.00
	6030	Retirement	52,179.00	53,165.72	55,800.00	62,851.00
	6040	Workers Comp	465.08	1,074.74	1,200.00	1,090.00
	6050	Employee Insurance	83,475.93	110,974.55	103,700.00	174,433.00
	6105	Uniforms/Clothing	-	858.40	2,800.00	2,000.00
	6111	Department Functional Supplies	869.57	1,176.36	2,500.00	2,500.00
	6201	Travel/Training	4,436.20	6,399.82	8,100.00	8,100.00
	6403	Telecom Services	1.95	1.50	500.00	500.00
	General Fund Total		642,872.62	669,662.37	739,709.00	903,925.00
	Communication Services/911 Total		642,872.62	669,662.37	739,709.00	903,925.00

FIRE

MISSION STATEMENT

Sheridan Fire-Rescue will protect the people and property of Sheridan utilizing integrated whole Community Risk Reduction strategies (Education, Engineering, Enforcement, Economic Incentive, and Emergency Response).

FY24 Fire Staffing		
Position	Headcount	FTE
Fire Chief	1	1
Administrative Coordinator	1	1
Division Chief of Operations	1	1
Fire Captain	6	6
Firefighter I - EMT B	3	3
Firefighter I - EMT I	3	3
Firefighter II - EMT B	1	1
Firefighter II - EMT I	4	4
Firefighter II - EMT P	1	1

WHAT WE DO

Sheridan Fire-Rescue exists as an all-hazards response department (Insurance Service Office Public Protection Class 3). We offer a professional emergency response to:

- Structure and Wildland fires
- Emergency medical incidents
- Hazardous materials incidents (we share Wyoming Region 1 Hazmat with Campbell County Fire Department)
- Swift water and Ice Rescue
- High and low angle rope rescue, Confined Space Rescue
- We provide automatic aid countywide for structure fires and mutual aid as requested on all other responses
- Origin and Cause investigation of all fires as required by state statute
- Extensive training in all listed disciplines and pre-incident planning of target hazards
- A community Risk Reduction effort that encompasses a variety of public education, public assistance programs, and Fire Code Maintenance Inspections

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses to continue the level of service previously provided by the Fire Department. The FY24 budget will see an additional 3 FTE firefighters approved in December of 2022 with one hire in February of 2023 and the remaining two scheduled to start July 3 of 2023.

LONG-TERM GOALS

Our Vision Statement: Plan for Change, Sheridan Fire-Rescue will plan to keep pace with the needs of the public, a growing city, and an ever-changing Fire Service. We will plan to replace 2 Fire Engines, evaluate and plan for an additional station, evaluate staffing models compared to standards, laws, and community needs. Seek innovative methods to increase our effectiveness and improve or maintain the Insurance Services Organization Public Protection Class rating for the City.

FIRE

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
230	Fire Administration				
10					
	General Fund				
6001	FT Salaries/Wages	1,193,303.35	1,206,467.74	1,367,133.00	1,610,993.00
6003	Overtime	98,971.51	87,359.34	105,000.00	128,600.00
6010	Fica	21,181.46	22,181.27	22,777.00	27,197.00
6030	Retirement	190,044.17	203,757.93	210,070.00	255,048.00
6040	Workers Comp	14,471.26	32,345.72	33,212.00	29,643.00
6050	Employee Insurance	203,499.19	202,293.18	240,888.00	289,486.00
6101	Office Supplies	2,783.89	687.84	3,000.00	3,000.00
6103	Technology Equipment	-	2,212.50	-	-
6104	Software & Website Fees	4,314.31	4,151.18	7,000.00	7,628.00
6105	Uniforms/Clothing	9,513.51	12,868.29	16,000.00	25,800.00
6108	Equip/Mach/Furniture-Non-cap	-	-	-	1,500.00
6109	Petroleum Products	14,110.89	13,934.50	12,000.00	-
6111	Department Functional Supplies	7,508.11	6,409.38	9,000.00	8,800.00
6201	Travel/Training	15,040.89	8,778.66	15,000.00	29,000.00
6202	Memberships	-	70.00	-	2,770.00
6203	Licenses/Certs-Employees	302.50	232.20	1,000.00	500.00
6301	Insurance-Property	4,617.98	5,224.64	5,100.00	4,400.00
6302	Insurance-Vehicle	4,239.57	8,521.51	4,700.00	4,180.00
6303	Insurance-Liability	10,191.00	10,772.00	11,200.00	10,783.00
6401	Gas/Electric-Buildings	14,545.07	15,833.81	16,000.00	17,000.00
6403	Telecom Services	11,991.55	9,450.67	12,500.00	1,000.00
6502	Rent/Lease-Equip/Mach/vehicles	3,331.26	3,200.16	4,000.00	4,000.00
6601	Contractual-Professional	-	7,901.71	-	-
6602	Contractual-Other	1,514.32	2,446.58	3,000.00	-
6701	Repairs/Maint-Buildings	9,763.38	10,668.78	10,000.00	11,000.00
6704	Repairs/Maint-EquipMachVehArt	32,132.88	25,095.29	10,000.00	19,275.00
6802	Advertising	192.00	-	-	-
6803	Food	-	-	-	500.00
8020	Transfer to Special Rev Fund	-	1,344.30	1,581.97	-
General Fund Total		1,867,564.05	1,904,209.18	2,120,161.97	2,492,103.00

FIRE

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
11					
GPET Fund					
6030	Retirement	-	-	86,275.00	86,275.00
6101	Office Supplies	-	578.57	-	-
6104	Software & Website Fees	-	119.40	-	-
6105	Uniforms/Clothing	-	2,945.83	-	-
6108	Equip/Mach/Furniture-Non-cap	23,380.23	34,184.61	36,500.00	70,300.00
6109	Petroleum Products	-	87.92	-	-
6111	Department Functional Supplies	-	1,467.91	-	-
6201	Travel/Training	-	7,761.36	-	-
6403	Telecom Services	-	240.24	-	-
6502	Rent/Lease-Equip/Mach/vehicles	-	981.24	-	-
6601	Contractual-Professional	175,765.18	180,557.40	243,000.00	41,740.00
6602	Contractual-Other	-	21.78	-	-
6701	Repairs/Maint-Buildings	-	4,619.15	37,500.00	10,000.00
6704	Repairs/Maint-EquipMachVehArt	4,996.86	4,808.79	20,000.00	20,000.00
7400	Cap Outlay-Land/Site Imprvmnts	25,809.33	-	-	-
7600	Cap Outlay-Equip/MachVehicles	-	56,386.49	119,000.00	51,000.00
GPET Fund Total		229,951.60	294,760.69	542,275.00	279,315.00
12					
Direct Distribution Fund					
6103	Technology Equipment	4,700.00	-	3,100.00	-
6111	Department Functional Supplies	930.86	1,703.96	1,750.00	1,750.00
Direct Distribution Fund Total		5,630.86	1,703.96	4,850.00	1,750.00
20					
Special Revenue Fund					
4210	Health and Human Services	-	(70,839.00)	(70,839.00)	-
4260	Department of Energy	-	(12,098.70)	(13,000.00)	-
4334	WY Dept of Transportation	-	-	(35,820.00)	-
5010	Transfer from General Fund	-	(1,344.30)	(1,581.97)	-
6001	FT Salaries/Wages	-	70,839.00	70,839.00	-
6108	Equip/Mach/Furniture-Non-cap	-	-	35,957.52	-
6701	Repairs/Maint-Buildings	-	13,443.00	14,444.45	-
Special Revenue Fund Total		-	-	(0.00)	-
Fire Administration Total		2,103,146.51	2,200,673.83	2,667,286.97	2,773,168.00
231	Fire Fighting				
11					
GPET Fund					
8020	Transfer to Special Rev Fund	-	-	-	6,762.00
8040	Transfer to Capital Proj Fund	225,000.00	-	-	-
GPET Fund Total		225,000.00	-	-	6,762.00

FIRE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
20				
Special Revenue Fund				
4280 Department-Homeland Security	-	-	-	(135,238.00)
4490 Other Local Government	-	(11,465.85)	(33,167.31)	-
4820 Contributions	(5,245.00)	(5,050.00)	(5,050.00)	-
5011 Transfer from GPET Fund	-	-	-	(6,762.00)
6105 Uniforms/Clothing	-	-	2,272.00	-
6108 Equip/Mach/Furniture-Non-cap	-	-	42,468.65	-
6111 Department Functional Supplies	-	-	1,574.04	-
7600 Cap Outlay-Equip/MachVehicles	-	-	-	142,000.00
Special Revenue Fund Total	(5,245.00)	(16,515.85)	8,097.38	-
40				
Capital Projects Fund				
5011 Transfer from GPET Fund	(225,000.00)	-	-	-
7600 Cap Outlay-Equip/MachVehicles	1,730,638.70	18,227.41	21,853.08	-
Capital Projects Fund Total	1,505,638.70	18,227.41	21,853.08	-
Fire Fighting Total	1,725,393.70	1,711.56	29,950.46	6,762.00
232 Fire Prevention				
11				
GPET Fund				
6602 Contractual-Other	-	-	-	63,000.00
GPET Fund Total	-	-	-	63,000.00
Fire Prevention Total	-	-	-	63,000.00
236 Medical Services				
10				
General Fund				
6111 Department Functional Supplies	7,045.32	6,790.97	7,500.00	8,000.00
General Fund Total	7,045.32	6,790.97	7,500.00	8,000.00
11				
GPET Fund				
6601 Contractual-Professional Serv	-	-	-	149,040.00
GPET Fund Total	-	-	-	149,040.00
20				
Special Revenue Fund				
7600 Cap Outlay-Equip/MachVehicles	-	319,150.87	319,151.00	-
Special Revenue Fund Total	-	319,150.87	319,151.00	-
Medical Services Total	7,045.32	325,941.84	326,651.00	157,040.00

FIRE

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
237	Fire Stations/Buildings				
10					
	General Fund				
8040	Transfer to Capital Proj Fund	-	1,309.15	1,309.15	-
	General Fund Total	-	1,309.15	1,309.15	-
11					
	GPET Fund				
8040	Transfer to Capital Proj Fund	-	125,000.00	125,000.00	-
	GPET Fund Total	-	125,000.00	125,000.00	-
40					
	Capital Projects Fund				
4280	Department-Homeland Security	-	(19,630.85)	(26,182.85)	-
5010	Transfer from General Fund	-	(1,309.15)	(1,309.15)	-
5011	Transfer from GPET Fund	-	(125,000.00)	(125,000.00)	-
7600	Cap Outlay-Equip/MachVehicles	-	35,493.77	290,067.34	-
	Capital Projects Fund Total	-	(110,446.23)	137,575.34	-
	Fire Stations/Buildings Total	-	15,862.92	263,884.49	-

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BUILDING INSPECTIONS

MISSION STATEMENT

The Building Inspection Department's mission is to ensure commercial buildings and residential structures are constructed, altered, and maintained in the City of Sheridan to meet recognized standards, utilizing International Building Codes to ensure a safe and livable community.

FY24 Building Inspections Staffing		
Position	Headcount	FTE
Building Supervisor	1	1
Permit Technician II	1	1
Mechanical Inspector	1	1
Building Inspector	1	1
Electrical & Plumbing Inspector	1	1
Building Official/Plans Examiner	1	1
Code Compliance Officer	1	1

WHAT WE DO

The Building Inspection Department receives and reviews all applications for building permits for structures within the City of Sheridan. We review the plans and issue the permits. We also perform inspections to buildings and structures during construction to ensure that they meet the standards required by code. Our Code Compliance Officer ensures compliance with the International Property Maintenance Code, existing Building Maintenance Code, and Sheridan City Code.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue training and certifications in this evolving and growing department.

LONG-TERM GOALS

The long-term goals of the Building Inspection Department are to continue to cross train our inspectors.

BUILDING INSPECTIONS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
250 Building Inspections				
10				
General Fund				
6001 FT Salaries/Wages	239,107.68	271,931.35	283,645.00	453,317.00
6003 Overtime	660.18	600.44	2,100.00	2,100.00
6010 Fica	17,340.06	19,352.34	21,000.00	34,985.00
6030 Retirement	26,678.80	31,667.98	31,900.00	53,141.00
6040 Workers Comp	2,567.76	6,813.28	6,900.00	8,415.00
6050 Employee Insurance	77,177.51	93,510.14	97,300.00	144,960.00
6080 Employee Allowance	5,000.00	-	-	-
6101 Office Supplies	744.80	2,042.33	400.00	400.00
6103 Technology Equipment	29.74	10,263.53	12,000.00	-
6104 Software & Website Fees	34,988.90	29,148.00	31,900.00	31,900.00
6105 Uniforms/Clothing	1,459.43	924.45	1,000.00	1,800.00
6108 Equip/Mach/Furniture-Non-cap	-	5,486.00	-	15,000.00
6109 Petroleum Products	3,373.26	3,900.81	2,500.00	-
6111 Department Functional Supplies	2,444.06	4,602.96	3,000.00	3,000.00
6201 Travel/Training	2,316.50	17,442.27	4,000.00	15,000.00
6203 Licenses/Certs-Employees	1,533.70	5,508.84	8,000.00	8,000.00
6302 Insurance-Vehicle	207.10	204.12	300.00	297.00
6303 Insurance-Liability	2,398.00	2,092.00	2,600.00	5,903.00
6403 Telecom Services	4,079.64	5,321.83	7,000.00	5,000.00
6601 Contractual-Professional	182,624.50	97,152.39	130,000.00	5,000.00
6700 Repairs/Maintenance	256.60	188.06	200.00	-
6704 Repairs/Maint-EquipMachVehArt	611.15	4,566.89	1,000.00	1,200.00
General Fund Total	605,599.37	612,720.01	646,745.00	789,418.00
12				
Direct Distribution Fund				
6601 Contractual-Professional	20,950.51	-	-	-
Direct Distribution Fund Total	20,950.51	-	-	-
Building Inspections Total	626,549.88	612,720.01	646,745.00	789,418.00

ANIMAL SHELTERS

MISSION STATEMENT

Our mission is to provide a shelter where unwanted and abandoned dogs and cats can be humanely housed until adopted to qualified homes.

WHAT WE DO

Year to date, the Shelter's daily housing has an average of 175 animals per day. Additionally, the shelter reported the following:

Pets safely returned to their owners:

- 237 Dogs
- 35 Cats
- 3 various small animals

Adoptions:

- 167 Dogs
- 169 Cats
- 63 various small animals

Pets Surrendered:

- 172 animals were surrendered to the Shelter.

Strays:

- 668 animals were brought to the shelter as strays or surrenders

Services:

- Issued 211 low cost spay neuter certificates
- 2,086 volunteer hours and provided thousands of hours of community service opportunities

FY24 BUDGET INITIATIVES

The FY24 budget reflects the operational payment of \$100,000, along with building/facility maintenance and utilities. The city is projecting some maintenance items to be necessary for continued operations as the facility is approximately 20 years old.

LONG-TERM GOALS

The long-term goals of the Shelter are many. First and foremost, is the care and upkeep of the building that was built with donations and given to the City to maintain and for the safe housing and shelter for many abandoned displaced pets. The Animal Shelter provides a vital service to the City of Sheridan at a cost vastly lower what would be needed for a City owned and staffed shelter.

ANIMAL SHELTERS

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
270	Shelter Administration				
11					
	GPET Fund				
6301	Insurance-Property	1,088.28	1,280.02	1,200.00	1,210.00
6401	Gas/Electric-Buildings	15,730.80	16,098.14	15,000.00	20,000.00
6403	Telecom Services	721.65	-	-	-
6601	Contractual-Professional	75,000.00	100,000.00	100,000.00	100,000.00
6602	Contractual-Other	-	-	-	60,000.00
6700	Repairs/Maintenance	951.05	530.00	5,000.00	-
6701	Repairs/Maint-Buildings	-	3,400.00	-	5,000.00
6704	Repairs/Maint-EquipMachVehArt	-	120.00	-	-
6800	Other Expenses	25,000.00	72,500.00	80,000.00	-
	GPET Fund Total	118,491.78	193,928.16	201,200.00	186,210.00
	Shelter Administration Total	118,491.78	193,928.16	201,200.00	186,210.00

STREETS

MISSION STATEMENT

The Streets Department is committed to providing safe and reliable travel on its streets and roadways for the benefit of City residents and visitors through a quality maintenance program utilizing best technology and environmental practices.

FY24 Streets Staffing		
Position	Headcount	FTE
Street Maintenance Superintendent	1	.75
City Service Center Coordinator	1	.5
Street Maintenance Supervisor	1	.75
Equipment Operator	12	9
Senior Street Equipment Operator	3	2

WHAT WE DO

The Streets Department is responsible for the repair, maintenance, and snow and ice control on 270 lane miles of City streets. We maintain and repair 28 miles of alleys, 237,600 feet (45 miles) of storm sewer pipelines, 21 storm ceptors (these prevent oil and other contaminates from entering the creeks), 2,300 storm sewer inlets, 740 storm sewer manholes, and 206 storm sewer outfalls. The Streets Department is also responsible for the inspection, repair, and maintenance of all flood control levees within the City of Sheridan.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to replace trucks, upgrade existing equipment, and lease heavy equipment.

LONG-TERM GOALS

The long-term goals of the Streets Department are to implement and carry out progressive, evolving maintenance plans for streets, alleys, signs, and storm sewers through staffing, equipment upgrades, and making use of more effective and efficient methods and materials.

STREETS

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
311	Highways/Streets/Roadways				
11					
	GPET Fund				
	8030 Transfer to Debt Service Fund	175,000.00	-	-	-
	8040 Transfer to Capital Proj Fund	-	-	-	100,000.00
	GPET Fund Total	175,000.00	-	-	100,000.00
22					
	Public Benefit Fund				
	8030 Transfer to Debt Service Fund	300,000.00	-	-	-
	Public Benefit Fund Total	300,000.00	-	-	-
30					
	Debt Service Fund				
	5011 Transfer from GPET Fund	(175,000.00)	-	-	-
	5022 Transfer from Pub Benefit Fund	(300,000.00)	-	-	-
	5040 Transfer from Cap Project Fund	(802,127.17)	-	-	-
	6850 Principal	1,249,486.33	-	-	-
	6851 Interest	27,640.84	-	-	-
	Debt Service Fund Total	0.00	-	-	-
40					
	Capital Projects Fund				
	4110 Franchise Tax	-	-	-	(100,000.00)
	5011 Transfer from GPET Fund	-	-	-	(100,000.00)
	6108 Equip/Mach/Furniture-Non-cap	24,975.00	-	-	-
	7400 Cap Outlay-Land/Site Imprvmnts	425,723.29	-	70,429.05	-
	7500 Cap Outlay-Infrastructure	-	-	-	200,000.00
	8030 Transfer to Debt Service Fund	802,127.17	-	-	-
	Capital Projects Fund Total	1,252,825.46	-	70,429.05	-
	Highways/Streets/Roadways Total	1,727,825.46	-	70,429.05	100,000.00

STREETS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Account Description	Actuals	Actuals	Revised Budget	Budget
312 Street Construction/Maint				
10				
General Fund				
6001 FT Salaries/Wages	489,248.28	434,473.99	472,009.00	655,908.00
6002 PT Salaries/Wages	129.80	48.00	-	-
6003 Overtime	7,802.98	15,075.48	6,500.00	5,000.00
6010 Fica	35,824.74	32,511.98	43,900.00	50,024.00
6030 Retirement	57,407.79	51,557.48	66,700.00	75,985.00
6040 Workers Comp	5,433.69	11,240.01	14,400.00	12,032.00
6050 Employee Insurance	131,568.19	113,252.34	159,200.00	187,928.00
6101 Office Supplies	1,066.76	1,529.12	2,000.00	2,000.00
6102 Copier Supplies	-	309.62	-	2,200.00
6103 Technology Equipment	3,186.75	1,600.82	2,550.00	-
6104 Software & Website Fees	1,641.58	6,254.46	6,500.00	6,500.00
6105 Uniforms/Clothing	4,338.44	4,303.47	2,500.00	6,000.00
6108 Equip/Mach/Furniture-Non-cap	5,215.40	3,138.73	3,000.00	3,000.00
6109 Petroleum Products	42,360.07	57,895.08	52,000.00	-
6111 Department Functional Supplies	329,838.75	274,266.38	257,000.00	175,000.00
6201 Travel/Training	18,556.23	11,609.16	9,500.00	9,500.00
6202 Memberships	-	270.00	-	500.00
6301 Insurance-Property	2,032.84	2,283.22	2,200.00	2,200.00
6302 Insurance-Vehicle	6,761.77	8,694.50	7,400.00	8,250.00
6303 Insurance-Liability	5,789.00	5,589.00	6,400.00	6,450.00
6305 Insurance-Claims	1,000.00	4,365.70	-	-
6401 Gas/Electric-Buildings	23,734.43	29,256.80	24,000.00	24,000.00
6402 Electric-Other	181,414.00	153,764.48	200,000.00	-
6403 Telecom Services	11,612.32	(1,552.40)	7,000.00	7,000.00
6502 Rent/Lease-Equip/Mach/vehicles	32,687.19	10,454.78	15,200.00	20,000.00
6601 Contractual-Professional	28,080.48	126,461.50	57,000.00	2,000.00
6602 Contractual-Other	-	-	-	50,000.00
6700 Repairs/Maintenance	57,503.70	27,945.36	80,000.00	-
6701 Repairs/Maint-Buildings	31,528.78	4,078.72	5,000.00	5,000.00
6704 Repairs/Maint-EquipMachVehArt	155,101.07	51,056.73	90,000.00	10,000.00
6801 Printing	-	-	-	500.00
6802 Advertising	950.00	289.88	500.00	500.00
8030 Transfer to Debt Service Fund	58,953.20	58,954.00	58,954.00	62,045.00
General Fund Total	1,730,768.23	1,500,978.39	1,651,413.00	1,389,522.00
11				
GPET Fund				
6402 Electric-Other	-	-	-	200,000.00
7600 Cap Outlay-Equip/MachVehicles	-	184,999.85	185,000.00	-
8040 Transfer to Capital Proj Fund	1,325,000.00	1,150,000.00	1,150,000.00	1,650,000.00
GPET Fund Total	1,325,000.00	1,334,999.85	1,335,000.00	1,850,000.00

STREETS

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
12					
12	Direct Distribution Fund				
6102	Copier Supplies	-	257.00	-	-
6105	Uniforms/Clothing	-	341.90	-	-
6109	Petroleum Products	-	1,846.43	-	-
6111	Department Functional Supplies	68,478.04	84,681.06	70,000.00	40,000.00
6201	Travel/Training	-	1,348.70	-	-
6502	Rent/Lease-Equip/Mach/vehicles	92,716.26	95,430.81	92,000.00	357,000.00
6601	Contractual-Professional Serv	-	1,697.78	-	-
6702	Repairs/Maint-Land/Site/Grnds	-	2,150.00	-	50,000.00
7400	Cap Outlay-Land/Site Imprvmnts	-	122,542.18	168,160.00	-
7600	Cap Outlay-Equip/MachVehicles	195,704.00	19,890.33	59,840.00	-
	Direct Distribution Fund Total	356,898.30	330,186.19	390,000.00	447,000.00
21					
21	Cap Tax Fund				
8030	Transfer to Debt Service Fund	1,400,000.00	-	-	-
8040	Transfer to Capital Proj Fund	800,000.00	-	-	-
	Cap Tax Fund Total	2,200,000.00	-	-	-
22					
22	Public Benefit Fund				
8040	Transfer to Capital Proj Fund	200,000.00	-	-	-
	Public Benefit Fund Total	200,000.00	-	-	-
30					
30	Debt Service Fund				
5021	Transfer from Cap Tax Fund	(1,400,000.00)	-	-	-
5040	Transfer from Cap Project Fund	(498,075.28)	-	-	-
6809	Miscellaneous	-	1,000.00	1,000.00	1,000.00
6850	Principal	1,936,760.53	55,551.64	70,622.00	72,236.00
6851	Interest	244,267.95	22,262.81	22,332.00	24,442.00
	Debt Service Fund Total	282,953.20	78,814.45	93,954.00	97,678.00

STREETS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
40				
Capital Projects Fund				
4030 Capital Facilities Tax	-	(2,065,978.71)	(2,150,000.00)	(2,350,000.00)
4110 Franchise Tax	-	(169,017.32)	(200,000.00)	(240,000.00)
4220 Department of the Interior	-	-	(5,700,000.00)	-
4240 Department of Treasury	-	-	(2,840,000.00)	-
4334 WY Dept of Transportation	-	-	(2,713,764.00)	-
5011 Transfer from GPET Fund	(1,325,000.00)	(1,150,000.00)	(1,150,000.00)	(1,650,000.00)
5020 Transfer from Special Rev Fund	-	(50,000.00)	(50,000.00)	-
5021 Transfer from Cap Tax Fund	(800,000.00)	-	-	-
5022 Transfer from Pub Benefit Fund	(200,000.00)	-	-	-
5050 Transfer from Water Fund	(50,000.00)	(50,000.00)	(50,000.00)	(100,000.00)
5051 Transfer from Sewer Fund	-	-	-	(50,000.00)
6601 Contractual-Professional	84,554.57	75,642.37	235,938.47	240,000.00
6703 Repairs/Maint-Infrastructure	-	152,289.49	400,000.00	200,000.00
7400 Cap Outlay-Land/Site Imprvmnts	1,747,615.69	3,091,956.62	18,535,170.85	3,800,000.00
7500 Cap Outlay-Infrastructure	-	155.71	350,000.00	150,000.00
8030 Transfer to Debt Service Fund	498,075.28	-	-	-
8040 Transfer to Capital Proj Fund	614,191.91	-	-	-
Capital Projects Fund Total	569,437.45	(164,951.84)	4,667,345.32	-
Street Construction/Maint Total	6,665,057.18	3,080,027.04	8,137,712.32	3,784,200.00
313 Sidewalks/Crosswalks				
40				
Capital Projects Fund				
4860 Miscellaneous	(52,971.63)	-	-	-
5000 Transfers From/Other Sources	(14,191.91)	-	-	-
7400 Cap Outlay-Land/Site Imprvmnts	202,844.00	-	-	-
Capital Projects Fund Total	135,680.46	-	-	-
Sidewalks/Crosswalks Total	135,680.46	-	-	-
315 Bridge/Viaduct/Grade Align				
40				
Capital Projects Fund				
4030 Capital Facilities Tax	-	(1,560,534.61)	(1,624,000.00)	(500,000.00)
7400 Cap Outlay-Land/Site Imprvmnts	-	1,389.21	1,631,953.03	500,000.00
Capital Projects Fund Total	-	(1,559,145.40)	7,953.03	-
Bridge/Viaduct/Grade Align Total	-	(1,559,145.40)	7,953.03	-

STREETS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
317 Storm Drainage				
11				
GPET Fund				
8040 Transfer to Capital Proj Fund	50,000.00	50,000.00	50,000.00	50,000.00
GPET Fund Total	50,000.00	50,000.00	50,000.00	50,000.00
22				
Public Benefit Fund				
8040 Transfer to Capital Proj Fund	100,000.00	-	-	-
Public Benefit Fund Total	100,000.00	-	-	-
40				
Capital Projects Fund				
4030 Capital Facilities Tax	-	(336,322.10)	(350,000.00)	-
4110 Franchise Tax	-	(169,017.31)	(200,000.00)	-
5000 Transfers From/Other Sources	(1,168,000.00)	-	-	-
5011 Transfer from GPET Fund	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)
5022 Transfer from Pub Benefit Fund	(100,000.00)	-	-	-
6601 Contractual-Professional	870,807.30	246,824.56	303,285.42	-
Contractual-Professional Serv	-	500,471.75	918,000.00	-
7400 Cap Outlay-Land/Site Imprvmnts	34,811.42	7,752.58	147,491.71	50,000.00
Capital Projects Fund Total	(412,381.28)	199,709.48	768,777.13	-
Storm Drainage Total	(262,381.28)	249,709.48	818,777.13	50,000.00
340 Parking Facilities				
10				
General Fund				
8040 Transfer to Capital Proj Fund	-	100,000.00	100,000.00	-
General Fund Total	-	100,000.00	100,000.00	-
11				
GPET Fund				
8040 Transfer to Capital Proj Fund	-	-	-	50,000.00
GPET Fund Total	-	-	-	50,000.00
40				
Capital Projects Fund				
5010 Transfer from General Fund	-	(100,000.00)	(100,000.00)	-
5011 Transfer from GPET Fund	-	-	-	(50,000.00)
7400 Cap Outlay-Land/Site Imprvmnts	-	54,568.82	115,648.26	50,000.00
Capital Projects Fund Total	-	(45,431.18)	15,648.26	-
Parking Facilities Total	-	54,568.82	115,648.26	50,000.00

SNOW/ICE REMOVAL

MISSION STATEMENT

The provide efficient and effective snow and ice control through safe and practical means.

FY24 Snow/Ice Removal Staffing		
Position	Headcount	FTE
Street Maintenance Superintendent	1	.25
City Service Center Coordinator	1	.2
Street Maintenance Supervisor	1	.25
Traffic & Sign Supervisor	1	.05
Equipment Operator	12	3
Senior Street Equipment Operator	3	1
Sign Technician I	2	.1

WHAT WE DO

The Snow/Ice Removal Department is responsible for the plowing, chemical treatment (deicing), and removal of snow and ice from the City's roadways.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue the level of service previously provided.

LONG-TERM GOALS

The long-term goal of the Snow Removal Department is to increase the level of service to the community through refined methods and updated technology.

SNOW/ICE REMOVAL

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
314 Snow/Ice Removal				
10				
General Fund				
6001 FT Salaries/Wages	207,930.60	240,241.45	260,948.00	270,632.00
6003 Overtime	19,549.02	46,595.16	30,000.00	30,000.00
6010 Fica	16,501.62	21,471.89	11,800.00	20,474.00
6030 Retirement	26,433.18	33,238.60	17,900.00	31,099.00
6040 Workers Comp	2,501.17	7,170.86	3,900.00	4,925.00
6050 Employee Insurance	56,326.31	56,380.92	42,300.00	72,698.00
6104 Software & Website Fees	-	-	3,500.00	2,400.00
6109 Petroleum Products	30,488.16	29,008.42	28,000.00	-
6111 Department Functional Supplies	-	11,889.20	-	-
6302 Insurance-Vehicle	279.74	364.51	300.00	220.00
6403 Telecom Services	10.42	30.36	50.00	50.00
6601 Contractual-Professional	-	14,706.25	-	-
6802 Advertising	-	540.00	-	-
7600 Cap Outlay-Equip/MachVehicles	-	-	419,544.00	-
General Fund Total	360,020.22	461,637.62	818,242.00	432,498.00
11				
GPET Fund				
7600 Cap Outlay-Equip/MachVehicles	313,737.90	-	-	-
GPET Fund Total	313,737.90	-	-	-
12				
Direct Distribution Fund				
6108 Equip/Mach/Furniture-Non-cap	-	866.65	-	-
6109 Petroleum Products	-	9,418.33	-	-
6111 Department Functional Supplies	85,150.19	135,298.15	115,000.00	115,000.00
6601 Contractual-Professional	35,439.25	179,214.67	302,000.00	-
6602 Contractual-Other	-	-	-	135,000.00
6704 Repairs/Maint-EquipMachVehArt	974.35	58,292.13	30,000.00	5,000.00
7600 Cap Outlay-Equip/MachVehicles	-	-	66,100.00	-
Direct Distribution Fund Total	121,563.79	383,089.93	513,100.00	255,000.00
Snow/Ice Removal Total	795,321.91	844,727.55	1,331,342.00	687,498.00

SIGNS

MISSION STATEMENT

To maintain and provide our community and visitors with a safe and efficient commute through our City.

FY23 Streets Staffing		
Position	Headcount	FTE
Traffic & Sign Supervisor	1	.95
Sign Technician I	2	1.9

WHAT WE DO

The Signs/Traffic Department is responsible for the installation, repair, and maintenance of the 5,100 signs, 975 decorative and roadway lights, 5 traffic control signals, 9 sets of school zone signals, 2 sets of school crossing signals, 15 sets of pedestrian crossing signals, pathway lighting, as well as painting and striping of streets, curbs, and crosswalks. The Signs/Traffic Department provides assistance with traffic control devices and barricades for public events, event banners, Christmas decorations, Avenue of American Flags-Patriotic holidays and snow removal and sanding operation assistance in the winter to help keep our roadways safe. The staff is also responsible for the placement and relocation of sculptures in conjunction with SPAC.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding for the maintenance and repairs to our signs, signals, and pavement markings. The funding will upgrade three of our pedestrian crossing signals.

LONG-TERM GOALS

The long-term goals of the Signs/Traffic Department are to keep up with the improvements and requirements that are needed to make our roadways safe and more efficient for the traveling community.

SIGNS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
319 Signs				
10				
General Fund				
6001 FT Salaries/Wages	-	-	-	115,789.00
6003 Overtime	-	-	-	1,500.00
6010 Fica	-	-	-	8,858.00
6030 Retirement	-	-	-	13,455.00
6040 Workers Comp	-	-	-	2,131.00
6050 Employee Insurance	-	-	-	35,726.00
6105 Uniforms/Clothing	-	-	-	1,500.00
6107 Tools	-	-	-	500.00
6108 Equip/Mach/Furniture-Non-cap	-	-	-	500.00
6111 Department Functional Supplies	-	-	-	117,000.00
6201 Travel/Training	-	-	-	5,000.00
6202 Memberships	-	-	-	300.00
6203 Licenses/Certs-Employees	-	-	-	300.00
6502 Rent/Lease-Equip/Mach/vehicles	-	-	-	200.00
6602 Contractual-Other	-	-	-	5,000.00
6701 Repairs/Maint-Buildings	-	-	-	500.00
6704 Repairs/Maint-EquipMachVehArt	-	-	-	14,250.00
General Fund Total	-	-	-	322,509.00
Signs Total	-	-	-	322,509.00

WEED & PEST

MISSION STATEMENT

The Weed and Pest Division provides a public service by controlling noxious weeds and pests within the City of Sheridan.

FY24 Weed and Pest Staffing		
Position	Headcount	FTE
Parks Director	1	.1
Parks Superintendent	1	.1
Natural Resources Coordinator	1	.2
Weed & Pest Technician	1	1

WHAT WE DO

The Weed and Pest Division sprays noxious weeds on public property within the City of Sheridan. The Division also controls the mosquito population by spraying and applying chemicals.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding for new and upgraded equipment in order to maintain a high level of service.

LONG-TERM GOALS

The long-term goals of the Weed and Pest Division are to continue providing great service and staying up to date on best management practices and public education.

WEED & PEST

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
53				
Weed & Pest Fund				
4810 Interest	(835.66)	(4,743.21)	(500.00)	-
4980 Weed/Pest Control Tax Revenue	(196,637.05)	(175,453.85)	(185,000.00)	(259,600.00)
4981 Mosquito Control Fee	(20,147.00)	(18,773.15)	(20,000.00)	(20,000.00)
Weed & Pest Fund Total	(217,619.71)	(198,970.21)	(205,500.00)	(279,600.00)
320 Weed/Pest Administration				
11				
GPET Fund				
8040 Transfer to Capital Proj Fund	-	-	-	50,000.00
GPET Fund Total	-	-	-	50,000.00
40				
Capital Projects Fund				
5011 Transfer from GPET Fund	-	-	-	(50,000.00)
5053 Transfer from Weed/Pest Fund	-	(135,000.00)	(135,000.00)	(50,000.00)
7120 Cap Outlay-Construct of Bldgs	-	-	135,000.00	100,000.00
Capital Projects Fund Total	-	(135,000.00)	-	-
53				
Weed & Pest Fund				
6001 FT Salaries/Wages	61,782.35	58,997.11	68,294.00	74,937.00
6002 PT Salaries/Wages	11,453.02	8,505.83	12,100.00	14,400.00
6003 Overtime	1,295.90	592.64	1,200.00	1,200.00
6010 Fica	5,335.72	5,031.56	6,200.00	6,835.00
6030 Retirement	7,213.36	6,843.81	7,900.00	8,708.00
6040 Workers Comp	776.24	1,702.52	2,000.00	1,644.00
6050 Employee Insurance	18,390.46	15,963.73	22,300.00	15,377.00
6101 Office Supplies	126.93	1,615.47	300.00	300.00
6104 Software & Website Fees	1,500.00	750.00	750.00	1,500.00
6105 Uniforms/Clothing	918.72	374.99	300.00	900.00
6106 Chemicals	16,051.29	16,563.80	20,000.00	25,000.00
6108 Equip/Mach/Furniture-Non-cap	1,947.33	1,242.98	2,000.00	2,000.00
6109 Petroleum Products	4,342.07	3,599.18	3,000.00	4,590.00
6111 Department Functional Supplies	3,082.22	3,242.74	2,000.00	3,000.00
6201 Travel/Training	1,004.50	978.03	2,000.00	1,500.00
6301 Insurance-Property	68.73	103.45	100.00	550.00
6302 Insurance-Vehicle	229.03	248.49	300.00	275.00
6303 Insurance-Liability	439.00	517.00	500.00	484.00
6401 Gas/Electric-Buildings	2,035.83	2,052.88	1,600.00	1,800.00
6403 Telecom Services	2,743.25	2,110.70	2,500.00	2,500.00

WEED & PEST

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24	
Row L	Name	Account Description	Actuals	Actuals	Revised Budget	Budget
	6601	Contractual-Professional	1,182.50	2,669.80	-	-
	6602	Contractual-Other	-	-	-	600.00
	6701	Repairs/Maint-Buildings	3,760.21	967.08	1,000.00	1,500.00
	6704	Repairs/Maint-EquipMachVehArt	5,723.36	2,765.87	2,500.00	3,000.00
	6802	Advertising	1,063.49	112.00	1,000.00	1,500.00
	6854	Bad Debt Expense	(19.19)	-	-	-
	7600	Cap Outlay-Equip/MachVehicles	115.66	134,848.00	134,848.00	29,500.00
	8010	Transfer to General Fund	26,000.00	26,000.00	26,000.00	26,000.00
	8040	Transfer to Capital Proj Fund	-	135,000.00	135,000.00	50,000.00
	Weed & Pest Fund Total		178,561.98	433,399.66	455,692.00	279,600.00
	Weed/Pest Administration Total		178,561.98	298,399.66	455,692.00	329,600.00

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AIRPORT ADMINISTRATION

MISSION STATEMENT

The Airport Administration Division supports the initiatives of CAST and Sheridan County in bringing reliable and affordable air service to Sheridan County.

FY24 BUDGET INITIATIVES

The City and Sheridan County have entered into an agreement for the City to provide up to \$400,000 per year to the County to offset their contractual payments to WYDOT for air service provided by Sky West Airlines as part of the Wyoming Commercial Air Service Improvement Act. Because of Federal Funding received during COVID, the City has not had to pay the full amount and has instead accumulated those unspent funds. As a result, the FY24 budget does not include any new funding.

LONG-TERM GOALS

The long-term goal of the Airport Administration Division is to continue providing funding for reliable and affordable air service to Sheridan County.

AIRPORT ADMINISTRATION

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
330 Airport Administration				
11				
GPET Fund				
6602 Contractual-Other	188,394.09	213,832.58	831,192.25	-
GPET Fund Total	188,394.09	213,832.58	831,192.25	-
Airport Administration Total	188,394.09	213,832.58	831,192.25	-

CEMETERY

MISSION STATEMENT

The mission of the Cemetery Department is to honor the memory of those who have chosen our hallowed grounds as their final resting place. We strive to create a dignified and respectful environment for those who visit our Cemetery to pay respect to a friend or loved one.

FY24 Cemetery Staffing		
Position	Headcount	FTE
Parks Director	1	.1
Parks Superintendent	1	.2
Cemetery Foreman	1	1

WHAT WE DO

The Cemetery staff works with the public assisting in the proper selection of burial and providing information during a very tough time. The staff maintain the buildings and grounds, including mowing, trimming, and irrigation. They also open and close graves for burials and coordinate with the local funeral homes. In the winter months, staff maintain the roadways to keep them clear of snow.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding for a new excavator needed for interments and cemetery maintenance.

LONG-TERM GOALS

The long-term goals of the Cemetery Department are to provide extraordinary customer service, continue to plat grave sites, and update the Juniper Heights area. In addition, staff will look to add wayfinding signage, additional parking, and landscaping.

CEMETERY

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
350	Cemetery Administration					
10	General Fund					
	6001	FT Salaries/Wages	31,315.87	60,489.81	65,314.00	73,858.00
	6002	PT Salaries/Wages	19,707.41	17,066.46	33,100.00	34,365.00
	6003	Overtime	523.53	248.78	1,500.00	1,500.00
	6010	Fica	3,901.01	5,955.66	7,400.00	8,280.00
	6030	Retirement	3,699.86	7,057.87	7,400.00	8,583.00
	6040	Workers Comp	513.30	1,945.16	2,500.00	1,992.00
	6050	Employee Insurance	3,810.37	3,989.65	18,800.00	4,765.00
	6101	Office Supplies	29.78	92.58	200.00	700.00
	6105	Uniforms/Clothing	-	300.00	300.00	400.00
	6108	Equip/Mach/Furniture-Non-cap	1,934.49	769.99	2,500.00	2,500.00
	6109	Petroleum Products	7,345.55	7,745.53	6,500.00	-
	6111	Department Functional Supplies	10,091.22	9,943.66	5,000.00	11,000.00
	6201	Travel/Training	-	37.50	1,000.00	1,000.00
	6301	Insurance-Property	646.66	694.10	700.00	599.00
	6302	Insurance-Vehicle	399.02	460.24	450.00	220.00
	6303	Insurance-Liability	212.00	484.00	300.00	570.00
	6401	Gas/Electric-Buildings	12,711.88	13,497.73	14,000.00	14,000.00
	6403	Telecom Services	1,048.14	1,039.23	2,000.00	1,500.00
	6502	Rent/Lease-Equip/Mach/vehicles	579.00	835.20	800.00	1,000.00
	6601	Contractual-Professional Serv	237.50	-	-	2,000.00
	6602	Contractual-Other	-	-	-	600.00
	6603	Contractual-Temp Services	11,441.88	830.28	5,000.00	-
	6700	Repairs/Maintenance	39,558.50	5,187.49	10,000.00	-
	6701	Repairs/Maint-Buildings	3,100.34	1,743.54	1,500.00	1,500.00
	6702	Repairs/Maint-Land/Site/Grnds	-	-	-	10,000.00
	6704	Repairs/Maint-EquipMachVehArt	3,760.53	3,357.61	3,500.00	3,500.00
	6801	Printing	-	-	-	1,500.00
	General Fund Total		156,567.84	143,772.07	189,764.00	185,932.00
12	Direct Distribution Fund					
	6104	Software & Website Fees	4,065.00	4,065.00	2,400.00	39,100.00
	6601	Contractual-Professional	19,988.58	1,247.50	9,000.00	-
	6802	Advertising	366.00	-	2,500.00	1,000.00
	7400	Cap Outlay-Land/Site Imprvmnts	-	17,980.00	17,980.00	25,000.00
	7600	Cap Outlay-Equip/MachVehicles	10,291.00	-	-	-
	Direct Distribution Fund Total		34,710.58	23,292.50	31,880.00	65,100.00
	Cemetery Administration Total		191,278.42	167,064.57	221,644.00	251,032.00

PUBLIC HEALTH & WELFARE

MISSION STATEMENT

The Public Health and Welfare Division supports the initiatives of non-profit organizations within Sheridan County and grant funded services provided by the Sheridan Police Department.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding for NAMI, Advocacy & Resource Center, Child Development Center, Compass Center for Families, and Uprising, in addition to a Tobacco Inspection Grant from the Wyoming Association of Sheriffs and Chiefs of Police.

LONG-TERM GOALS

The long-term goal of the Public Health and Welfare Division is to continue to provide funding to local non-profit agencies working to improve the health and welfare of the citizens of Sheridan County.

PUBLIC HEALTH & WELFARE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Account Description	Actuals	Actuals	Revised Budget	Budget
410 Public Health Admin				
11				
GPET Fund				
6602 Contractual-Other	14,900.00	-	-	5,000.00
GPET Fund Total	14,900.00	-	-	5,000.00
Public Health Admin Total	14,900.00	-	-	5,000.00
420 Welfare Administration				
11				
GPET Fund				
6602 Contractual-Other	35,900.00	39,375.00	52,500.00	69,000.00
GPET Fund Total	35,900.00	39,375.00	52,500.00	69,000.00
Welfare Administration Total	35,900.00	39,375.00	52,500.00	69,000.00
430 Drug Education				
20				
Special Revenue Fund				
4270 Department of Justice	(4,420.00)	-	(8,500.00)	(8,500.00)
6003 Overtime	2,873.04	437.25	5,000.00	8,500.00
6010 Fica	38.95	6.34	100.00	-
6030 Retirement	333.49	50.80	400.00	-
6040 Workers Comp	32.09	0.78	100.00	-
6050 Employee Insurance	192.43	0.92	400.00	-
6809 Miscellaneous	950.00	210.00	2,500.00	-
Special Revenue Fund Total	-	706.09	-	-
Drug Education Total	-	706.09	-	-

REC/SENIOR CENTERS

MISSION STATEMENT

The mission of the Rec/Senior Center Department is to enhance the quality of life in our community by providing innovative and safe recreation opportunities while embracing and protecting Sheridan's western cultural values.

WHAT WE DO

The City of Sheridan provides funding to support the Sheridan Recreation District. These funds are used to maintain the athletic fields, including Thorne-Rider Park, Madia Field, Oatts Field, the Sheridan Community Softball Complex, Kendrick Outdoor Pool, and the Kendrick Park Ice Cream Stand. The City also provides funding to the Hub on Smith and their transit system, Goose Creek Transit.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding for the Sheridan Recreation District, Hub on Smith, and Goose Creek Transit, in addition to funding for the new Kendrick Park Pool and bathrooms at Thorne-Rider Park.

LONG-TERM GOALS

City staff and representatives from the Recreation District are working together to maintain facilities and create exceptional recreational experiences for the community.

REC/SENIOR CENTERS

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
510	Rec/Senior Cntr Admin					
	10					
	General Fund					
	6301	Insurance-Property	1,829.11	2,176.52	2,000.00	2,090.00
	6403	Telecom Services	190.55	-	-	-
	General Fund Total		2,019.66	2,176.52	2,000.00	2,090.00
	11					
	GPET Fund					
	6109	Petroleum Products	-	-	-	100,000.00
	6401	Gas/Electric-Buildings	12,358.46	15,911.97	10,000.00	14,000.00
	6602	Contractual-Other	289,000.00	305,700.00	333,200.00	303,200.00
	GPET Fund Total		301,358.46	321,611.97	343,200.00	417,200.00
	Rec/Senior Cntr Admin Total		303,378.12	323,788.49	345,200.00	419,290.00
511	Rec/Snr Fac Const/Acq/Main					
	11					
	GPET Fund					
	8040	Transfer to Capital Proj Fund	-	-	-	25,000.00
	GPET Fund Total		-	-	-	25,000.00
	Rec/Snr Fac Const/Acq/Main Total		-	-	-	25,000.00
521	Pool Fac Const Acq/Maint					
	21					
	Cap Tax Fund					
	8040	Transfer to Capital Proj Fund	829,284.72	-	-	-
	Cap Tax Fund Total		829,284.72	-	-	-
	40					
	Capital Projects Fund					
	4030	Capital Facilities Tax	-	(533,310.78)	(555,000.00)	(1,479,000.00)
	4110	Franchise Tax	-	-	-	(600,000.00)
	4220	Department of the Interior	-	-	(500,000.00)	-
	5021	Transfer from Cap Tax Fund	(829,284.72)	-	-	-
	7400	Cap Outlay-Land/Site Imprvmnts	2,224.00	15,560.00	1,882,060.72	2,079,000.00
	Capital Projects Fund Total		(827,060.72)	(517,750.78)	827,060.72	-
	Pool Fac Const Acq/Maint Total		2,224.00	(517,750.78)	827,060.72	-

REC/SENIOR CENTERS

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
551	Oth Rec Fac Const/Acq/Main					
	40					
		Capital Projects Fund				
		4821 Project Contributions	-	-	-	(25,000.00)
		5011 Transfer from GPET Fund	-	-	-	(25,000.00)
		7120 Cap Outlay-Construct of Bldgs	-	-	-	50,000.00
		Capital Projects Fund Total	-	-	-	-
		Oth Rec Fac Const/Acq/Main Total	-	-	-	-

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GOLF COURSE

MISSION STATEMENT

The Kendrick Golf Course provides all members, family, and guests a premier golf, dining, and social experience in a friendly, inclusive, and fun environment.

FY24 Golf Course Staffing		
Position	Headcount	FTE
Parks Director	1	.15
Parks Superintendent	1	.1
Golf Course Superintendent	1	1
Assistant Golf Course Superintendent	1	1

WHAT WE DO

Parks Department staff collaborates with the contracted management team to maintain and enhance the overall condition and playing experience of Kendrick Golf Course.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to increase tournaments and playtime through proper management.

LONG-TERM GOALS

The long-term goal for Kendrick Golf Course is to continue improving maintenance practices to further beautify the course and grow the game of golf within the community. The contracted Management Company will continue to develop creative new programs to increase membership and revenues while reducing the yearly subsidy.

GOLF COURSE

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
54				
Golf Fund				
4650 Golf Course Greens Fee	(220,525.77)	(210,773.75)	(224,250.00)	(250,000.00)
4651 Driving Range Fee	(303.35)	(416.88)	(300.00)	(400.00)
4652 Food Service Revenue	(1,325.83)	(823.25)	(1,100.00)	(1,300.00)
4653 Merchandise Revenue	(1,126.49)	(1,072.28)	(800.00)	(1,100.00)
4654 Golf Cart Rent	(90,801.17)	(34,835.03)	(135,000.00)	(85,000.00)
4655 Golf Cart Barn Rent	724.50	(1,835.00)	-	-
5010 Transfer from General Fund	(226,746.00)	(575,628.00)	(575,628.00)	(201,799.00)
5060 Sale of Capital Assets	-	-	(97,600.00)	-
Golf Fund Total	(540,104.11)	(825,384.19)	(1,034,678.00)	(539,599.00)
530 Golf Course Admin/Super				
10				
General Fund				
8054 Transfer to Golf Fund	226,746.00	575,628.00	575,628.00	201,799.00
General Fund Total	226,746.00	575,628.00	575,628.00	201,799.00
54				
Golf Fund				
6001 FT Salaries/Wages	82,249.74	109,263.28	123,593.00	136,314.00
6002 PT Salaries/Wages	52,944.07	35,098.60	40,900.00	51,520.00
6003 Overtime	2,719.17	1,880.86	2,000.00	2,000.00
6010 Fica	10,136.03	11,045.00	12,400.00	14,370.00
6030 Retirement	9,440.99	12,914.98	8,800.00	8,708.00
6040 Workers Comp	1,431.85	3,656.07	4,100.00	3,457.00
6050 Employee Insurance	10,967.04	17,769.73	18,300.00	27,390.00
6104 Software & Website Fees	6,445.00	6,670.00	2,500.00	4,400.00
6105 Uniforms/Clothing	384.53	1,059.04	800.00	800.00
6108 Equip/Mach/Furniture-Non-cap	276.95	677.92	1,500.00	1,000.00
6109 Petroleum Products	21,452.17	19,493.20	22,000.00	25,000.00
6111 Department Functional Supplies	47,932.21	34,296.70	38,500.00	38,500.00
6201 Travel/Training	2,233.74	861.00	1,000.00	2,800.00
6301 Insurance-Property	1,048.86	1,214.50	1,200.00	1,100.00
6302 Insurance-Vehicle	523.50	610.92	600.00	440.00
6303 Insurance-Liability	600.00	918.00	700.00	-

GOLF COURSE

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
6401	Gas/Electric-Buildings	18,956.38	14,869.18	15,000.00	20,000.00
6403	Telecom Services	2,190.06	2,784.03	2,500.00	2,500.00
6502	Rent/Lease-Equip/Mach/vehicles	46,795.40	50,937.37	55,250.00	40,000.00
6601	Contractual-Professional	4,310.72	2,834.50	3,000.00	2,800.00
6602	Contractual-Other	146,703.80	75,000.00	120,000.00	75,000.00
6700	Repairs/Maintenance	-	4,050.21	3,500.00	-
6701	Repairs/Maint-Buildings	16,410.54	14,582.60	10,000.00	15,000.00
6702	Repairs/Maint-Land/Site/Grnds	-	-	-	3,500.00
6704	Repairs/Maint-EquipMachVehArt	10,055.41	7,100.24	10,000.00	10,000.00
6802	Advertising	4,806.95	450.00	500.00	500.00
6850	Principal	23,414.76	24,184.40	120,966.00	-
6851	Interest	4,745.74	3,976.10	4,762.00	-
7400	Cap Outlay-Land/Site Imprvmnts	10,748.96	21,254.19	30,000.00	15,000.00
7600	Cap Outlay-Equip/MachVehicles	-	401,635.00	383,500.00	37,500.00
Golf Fund Total		539,924.57	881,087.62	1,037,871.00	539,599.00
Golf Course Admin/Super Total		766,670.57	1,456,715.62	1,613,499.00	741,398.00

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PARKS

MISSION STATEMENT

The Parks Department cares for and enhances our parks, pathways, open spaces and cemetery, and improves our quality of life by providing exceptional public service, maintenance and development.

FY24 Parks Staffing		
Position	Headcount	FTE
Parks Director	1	.55
Parks Superintendent	1	.5
Natural Resources Coordinator	1	.1
Grounds Maintenance Coordinator	1	1
Grounds Maintenance Worker II	2	2

WHAT WE DO

The Parks Department cares for the city parks, playgrounds, natural open spaces, dog parks, and the pathway system. The Parks Department also cares for the elk and buffalo in Kendrick Park. The responsibilities of the department grow annually as new areas are added. These include the North Sheridan Interchange, the upcoming East 5th Street Project, and Black Tooth Park. The Parks Department coordinates with various entities within the City of Sheridan for the many community events that occur each year.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to assist with deferred maintenance in the Parks system, including aging playgrounds, pathways, and irrigation systems. Also, to continue the level of service previously provided by the Parks Department, including some additions to allow for the care of the added areas.

LONG-TERM GOALS

The long-term goals of the Parks Department are to continue to provide exceptional maintenance of the parks and open spaces, implementation of the *Parks and Recreation Facilities Master Plan*, and continue to allocate funds for the completion of the Black Tooth Community Park.

PARKS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
540 Parks Supervision				
10				
General Fund				
6001 FT Salaries/Wages	253,433.31	208,399.01	219,585.00	240,381.00
6002 PT Salaries/Wages	42,560.07	34,161.61	26,800.00	38,776.00
6003 Overtime	8,474.73	2,380.64	2,000.00	1,500.00
6010 Fica	22,550.51	18,312.22	18,300.00	21,356.00
6030 Retirement	30,433.63	23,323.73	24,700.00	27,933.00
6040 Workers Comp	4,374.55	8,325.41	6,000.00	5,137.00
6050 Employee Insurance	58,934.91	45,005.09	43,100.00	55,767.00
6101 Office Supplies	850.86	1,506.59	1,200.00	1,200.00
6103 Technology Equipment	1,580.00	2,960.40	3,000.00	-
6105 Uniforms/Clothing	2,047.11	1,854.14	1,600.00	2,000.00
6108 Equip/Mach/Furniture-Non-cap	5,115.45	3,018.55	3,000.00	5,000.00
6109 Petroleum Products	15,632.54	14,958.25	14,000.00	-
6111 Department Functional Supplies	1,931.77	4,036.60	-	69,000.00
6201 Travel/Training	2,735.34	650.50	3,500.00	4,500.00
6301 Insurance-Property	1,574.96	1,849.42	1,700.00	2,200.00
6302 Insurance-Vehicle	403.34	579.71	400.00	440.00
6303 Insurance-Liability	2,054.00	1,618.00	2,300.00	2,097.00
6401 Gas/Electric-Buildings	20,740.98	24,134.51	20,000.00	25,000.00
6403 Telecom Services	4,718.80	3,688.26	4,500.00	4,500.00
6502 Rent/Lease-Equip/Mach/vehicles	2,083.70	1,094.32	-	1,100.00
6601 Contractual-Professional	-	126.50	-	-
6602 Contractual-Other	-	-	-	80,000.00
6700 Repairs/Maintenance	144.16	-	-	-
6701 Repairs/Maint-Buildings	-	-	-	17,000.00
6702 Repairs/Maint-Land/Site/Grnds	-	-	-	12,000.00
6704 Repairs/Maint-EquipMachVehArt	1,986.36	3,512.86	-	25,000.00
6801 Printing	-	-	-	11,000.00
6802 Advertising	864.90	389.48	10,000.00	500.00
General Fund Total	485,225.98	405,885.80	405,685.00	653,387.00
11				
GPET Fund				
7400 Cap Outlay-Land/Site Imprvmnts	-	-	-	77,000.00
GPET Fund Total	-	-	-	77,000.00
12				
Direct Distribution Fund				
6111 Department Functional Supplies	81,240.94	75,644.27	81,000.00	-
6601 Contractual-Professional	69,764.96	44,629.16	70,000.00	-
6700 Repairs/Maintenance	8,894.81	8,960.15	12,000.00	-
6701 Repairs/Maint-Buildings	-	9,102.95	-	-
6704 Repairs/Maint-EquipMachVehArt	19,403.31	20,510.47	25,000.00	-
7600 Cap Outlay-Equip/MachVehicles	7,664.36	38,545.00	60,000.00	-
Direct Distribution Fund Total	186,968.38	197,392.00	248,000.00	-

PARKS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
20				
Special Revenue Fund				
7120 Cap Outlay-Construct of Bldgs	-	779,550.92	779,550.92	-
7600 Cap Outlay-Equip/MachVehicles	-	11,400.00	11,400.00	-
Special Revenue Fund Total	-	790,950.92	790,950.92	-
Parks Supervision Total	672,194.36	1,394,228.72	1,444,635.92	730,387.00
541 Park Areas				
11				
GPET Fund				
6601 Contractual-Professional	2,612.50	87.50	3,000.00	-
7400 Cap Outlay-Land/Site Imprvmnts	-	29,395.00	29,395.00	-
7600 Cap Outlay-Equip/MachVehicles	42,440.99	54,590.75	130,605.00	-
8040 Transfer to Capital Proj Fund	350,000.00	280,000.00	280,000.00	-
GPET Fund Total	395,053.49	364,073.25	443,000.00	-
12				
Direct Distribution Fund				
8040 Transfer to Capital Proj Fund	50,000.00	-	-	-
Direct Distribution Fund Total	50,000.00	-	-	-
20				
Special Revenue Fund				
4860 Miscellaneous	(2,320.00)	(2,460.00)	(2,460.00)	-
6108 Equip/Mach/Furniture-Non-cap	537.14	38.34	100.00	-
6111 Department Functional Supplies	883.23	1,425.14	3,259.63	-
Special Revenue Fund Total	(899.63)	(996.52)	899.63	-
22				
Public Benefit Fund				
8040 Transfer to Capital Proj Fund	549,631.52	-	-	-
Public Benefit Fund Total	549,631.52	-	-	-
40				
Capital Projects Fund				
4030 Capital Facilities Tax	-	-	-	(250,000.00)
4110 Franchise Tax	-	(409,866.65)	(485,000.00)	(135,000.00)
5000 Transfers From/Other Sources	(441.95)	-	-	-
5011 Transfer from GPET Fund	(350,000.00)	(280,000.00)	(280,000.00)	-
5012 Transfer from Direct Dist Fund	(50,000.00)	-	-	-
5022 Transfer from Pub Benefit Fund	(549,631.52)	-	-	-
7400 Cap Outlay-Land/Site Imprvmnts	374,489.38	237,174.58	2,214,678.78	385,000.00
8040 Transfer to Capital Proj Fund	568,441.95	-	-	-
Capital Projects Fund Total	(7,142.14)	(452,692.07)	1,449,678.78	-
Park Areas Total	986,643.24	(89,615.34)	1,893,578.41	-

PARKS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
542 Parkways/Blvds/Pathways				
11				
GPET Fund				
8040 Transfer to Capital Proj Fund	200,000.00	500,000.00	500,000.00	-
GPET Fund Total	200,000.00	500,000.00	500,000.00	-
40				
Capital Projects Fund				
4030 Capital Facilities Tax	-	-	-	(100,000.00)
4110 Franchise Tax	-	(126,763.01)	(150,000.00)	-
4334 WY Dept of Transportation	(49,919.43)	(180,080.57)	(180,080.57)	-
5011 Transfer from GPET Fund	(200,000.00)	(500,000.00)	(500,000.00)	-
5012 Transfer from Direct Dist Fund	-	(13,500.00)	(13,500.00)	-
6601 Contractual-Professional Serv	-	943.50	13,500.00	-
7400 Cap Outlay-Land/Site Imprvmnts	482,750.34	1,513,115.27	1,613,495.90	100,000.00
Capital Projects Fund Total	232,830.91	693,715.19	783,415.33	-
Parkways/Blvds/Pathways Total	432,830.91	1,193,715.19	1,283,415.33	-

COMMUNITY FORESTRY

MISSION STATEMENT

The Community Forestry Division ensures the safety and vitality of Sheridan's community forest, both today and into the future.

FY24 Community Forestry Staffing		
Position	Headcount	FTE
Parks Director	1	.1
Parks Superintendent	1	.1
Natural Resources Coordinator	1	.7
Landscape Technician	1	1

WHAT WE DO

The Community Forestry Program is tasked with maintaining and promoting the health of nearly 4,900 trees in public spaces such as parks, boulevards, and natural areas. It also acts as a useful resource for private tree owners by promoting education focused on local tree species and proper tree maintenance. The program continues the process of beautification of all City parks and greenspaces through proper landscaping.

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses to fund the purchase of a woodchipper to create better efficiency within the division. It also includes funds to plan, plant and care for all city landscape areas.

LONG-TERM GOALS

The long-term goals for the Community Forestry Program are to continue updating the tree inventory and keep improving the health and safety of our community trees. The program will identify, prioritize, and prune hazardous and high-risk trees and replace them with the diverse options that may flourish within our hardiness growing zone.

COMMUNITY FORESTRY

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
543 Forestry/Nursery				
10				
General Fund				
4290 Department of Agriculture	(3,000.00)	-	-	-
6001 FT Salaries/Wages	-	85,828.24	97,903.00	110,725.00
6002 PT Salaries/Wages	-	7,337.33	25,600.00	20,055.00
6003 Overtime	-	1,409.10	1,200.00	1,500.00
6010 Fica	-	7,033.78	9,400.00	10,005.00
6030 Retirement	-	10,136.77	11,300.00	12,867.00
6040 Workers Comp	-	2,364.19	3,100.00	2,407.00
6050 Employee Insurance	-	27,163.32	30,700.00	34,940.00
6104 Software & Website Fees	-	1,499.98	750.00	750.00
6105 Uniforms/Clothing	-	329.90	400.00	800.00
6108 Equip/Mach/Furniture-Non-cap	-	923.31	2,000.00	2,000.00
6109 Petroleum Products	-	599.85	1,200.00	-
6111 Department Functional Supplies	-	9,945.11	6,000.00	9,500.00
6201 Travel/Training	-	1,755.28	1,500.00	2,000.00
6303 Insurance-Liability	-	737.00	-	-
6403 Telecom Services	-	633.66	-	-
6502 Rent/Lease-Equip/Mach/vehicles	-	1,600.00	1,000.00	1,600.00
6601 Contractual-Professional Serv	-	12,966.42	20,000.00	20,000.00
8020 Transfer to Special Rev Fund	-	1,500.00	1,500.00	-
General Fund Total	(3,000.00)	173,763.24	213,553.00	229,149.00
20				
Special Revenue Fund				
4290 Department of Agriculture	-	-	(1,500.00)	-
4820 Contributions	(4,550.00)	(8,176.00)	(8,176.00)	-
5010 Transfer from General Fund	-	(1,500.00)	(1,500.00)	-
6111 Department Functional Supplies	4,845.33	1,619.95	10,880.67	-
Special Revenue Fund Total	295.33	(8,056.05)	(295.33)	-
Forestry/Nursery Total	(2,704.67)	165,707.19	213,257.67	229,149.00

PUBLIC ARTS/MUSEUMS

MISSION STATEMENT

Research has shown that cities and towns with active and dynamic cultural scenes are more attractive to tourists, businesses, and individuals. Our mission is to enhance the cultural and economic vitality of the Sheridan Community, primarily the downtown area. The Sheridan Public Arts program is the most visible part of the cultural scene in Sheridan. Our goal is to continue to be the cornerstone of the cultural scene in Sheridan and be a top attraction for tourists coming to Sheridan.

WHAT WE DO

SPAC does several things:

- We have an annual fundraising campaign that enables us to add permanent sculptures to the City's collection.
- We have an annual On Loan program that brings new sculptures to Sheridan for a year. This helps us keep our program fresh by continuing to introduce new sculptures each year.
- We clean and maintain the sculptures. On an annual basis, we have professionals come to Sheridan to clean and maintain Sheridan's permanent collection.
- We market the program to bring more people to downtown Sheridan. Currently, we have been working with Certified Display to circulate our brochures on an annual basis in Northeastern Wyoming and plan to add Northwestern Wyoming this summer, if there will be tourist traffic.

FY24 BUDGET INITIATIVES

Starting with just the Bozeman Scout less than twenty years ago, we have been able to build a permanent collection of 120 sculptures for the City of Sheridan. What we have been able to accomplish was best summarized by sculptor Chris Navarro. Chris pointed out that several other communities—Gillette, Casper, Cheyenne, Green River, and Cody—have attempted to create programs similar to ours, but not one of them has even come close to achieving what we have.

LONG-TERM GOALS

The long-term goal of SPAC is to build on what we have started by continuing to add larger and higher quality pieces to the collection. The additions of Alan Houser's Interconnection and Fabricated Buffalo, Tony Hochstetler's Stacked Frogs and Large Bean Pods, and Chris Navarro's Autumn's Challenge are examples of this goal.

PUBLIC ARTS/MUSEUMS

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
570	Museum Administration					
	11					
	GPET Fund					
	6602	Contractual-Other	25,700.00	28,775.00	31,500.00	33,500.00
	GPET Fund Total		25,700.00	28,775.00	31,500.00	33,500.00
	Museum Administration Total		25,700.00	28,775.00	31,500.00	33,500.00
571	Museum Collections					
	10					
	General Fund					
	6111	Department Functional Supplies	-	1,720.88	1,379.00	10,000.00
	6301	Insurance-Property	2,654.47	2,557.19	2,900.00	2,500.00
	6602	Contractual-Other	-	-	-	10,000.00
	General Fund Total		2,654.47	4,278.07	4,279.00	22,500.00
	11					
	GPET Fund					
	6101	Office Supplies	236.00	7,477.14	2,000.00	-
	6111	Department Functional Supplies	-	-	-	8,000.00
	6601	Contractual-Professional	27,398.21	13,028.78	30,000.00	30,000.00
	6700	Repairs/Maintenance	3,429.62	8,097.99	10,000.00	-
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	10,000.00
	6802	Advertising	3,104.88	3,505.85	4,000.00	10,000.00
	GPET Fund Total		34,168.71	32,109.76	46,000.00	58,000.00
	20					
	Special Revenue Fund					
	4820	Contributions	(153,509.00)	(97,240.00)	(97,240.00)	-
	7700	Cap Outlay-Art/Historic Treas	163,133.00	60,450.00	104,508.25	-
	Special Revenue Fund Total		9,624.00	(36,790.00)	7,268.25	-
	Museum Collections Total		46,447.18	(402.17)	57,547.25	80,500.00

ECONOMIC DEVELOPMENT

MISSION STATEMENT

The Economic Development Division supports the initiatives of non-profit organizations within Sheridan County that promote economic opportunity for citizens and businesses.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding for Sheridan County Chamber of Commerce, Downtown Sheridan Association, Sheridan Community Land Trust, Sheridan County Conservation District, Sheridan WYO Rodeo Board, Habitat for Humanity, Impact 307, and Sheridan Economic and Educational Development Authority.

LONG-TERM GOALS

The long-term goal of the Economic Development Division is to continue to provide funding to local non-profit agencies working to improve the economic outlook of the citizens and businesses of Sheridan County.

ECONOMIC DEVELOPMENT

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
610 Urban Redevelopment				
20				
Special Revenue Fund				
6602 Contractual-Other	425.00	185.00	60,353.09	-
Special Revenue Fund Total	425.00	185.00	60,353.09	-
Urban Redevelopment Total	425.00	185.00	60,353.09	-
622 Comm Devel Block Grants				
10				
General Fund				
6602 Contractual-Other	-	-	-	2,400.00
General Fund Total	-	-	-	2,400.00
11				
GPET Fund				
6602 Contractual-Other	86,100.00	93,750.00	125,000.00	175,000.00
GPET Fund Total	86,100.00	93,750.00	125,000.00	175,000.00
12				
Direct Distribution Fund				
6602 Contractual-Other	186,000.00	154,500.00	186,000.00	190,000.00
Direct Distribution Fund Total	186,000.00	154,500.00	186,000.00	190,000.00
Comm Devel Block Grants Total	272,100.00	248,250.00	311,000.00	367,400.00
630 Economic Opportunity				
11				
GPET Fund				
6602 Contractual-Other	10,400.00	18,750.00	25,000.00	25,000.00
GPET Fund Total	10,400.00	18,750.00	25,000.00	25,000.00
Economic Opportunity Total	10,400.00	18,750.00	25,000.00	25,000.00

PLANNING/ZONING

MISSION STATEMENT

The Planning/Zoning Department strives to encourage and promote the orderly and responsible growth of the City of Sheridan. We accomplish this with good zoning, planning, and best management practices, while focusing on thoughtful and vibrant development.

FY24 Planning/Zoning Staffing		
Position	Headcount	FTE
Community Development Director	1	1
Planning Technician	1	1

WHAT WE DO

The Planning/Zoning Department is responsible for all zoning, subdivision, building, and permitting activity within the City. We strive to be responsive and solution oriented in our approach to guiding applications through the planning and development processes.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to update the Industrial Zoning Code and facilitate the Downtown Development District Zoning Project.

LONG-TERM GOALS

The long-term goals of the Planning/Zoning Department are to update the South Coffeen and Downtown zoning while keeping them aligned with the community goals and character.

PLANNING/ZONING

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
621 Planning/Zoning				
10				
General Fund				
6001 FT Salaries/Wages	133,588.33	127,539.98	141,085.00	144,859.00
6003 Overtime	229.85	249.83	300.00	300.00
6010 Fica	9,692.48	9,372.35	10,600.00	11,082.00
6030 Retirement	15,549.63	14,186.71	16,100.00	16,833.00
6040 Workers Comp	1,464.06	3,194.74	3,500.00	2,666.00
6050 Employee Insurance	33,764.88	30,012.40	36,600.00	36,318.00
6101 Office Supplies	1,617.71	757.02	1,500.00	1,500.00
6103 Technology Equipment	-	3,362.50	-	-
6108 Equip/Mach/Furniture-Non-cap	-	-	-	5,000.00
6109 Petroleum Products	158.85	117.60	500.00	-
6111 Department Functional Supplies	74.43	16.99	1,400.00	500.00
6201 Travel/Training	3,562.29	3,317.22	4,000.00	4,000.00
6202 Memberships	-	110.00	-	200.00
6302 Insurance-Vehicle	64.91	63.98	100.00	-
6303 Insurance-Liability	1,087.00	1,053.00	1,200.00	1,269.00
6403 Telecom Services	1,271.64	1,044.99	1,500.00	1,500.00
6704 Repairs/Maint-EquipMachVehArt	-	3,009.97	1,500.00	1,500.00
6802 Advertising	3,085.63	2,399.52	2,000.00	2,000.00
General Fund Total	205,211.69	199,808.80	221,885.00	229,527.00
12				
Direct Distribution Fund				
6201 Travel/Training	-	4,153.24	-	-
6601 Contractual-Professional	13,875.00	25,273.25	230,000.00	230,000.00
8040 Transfer to Capital Proj Fund	-	13,500.00	13,500.00	-
Direct Distribution Fund Total	13,875.00	42,926.49	243,500.00	230,000.00
Planning/Zoning Total	219,086.69	242,735.29	465,385.00	459,527.00

SERVICE CENTER

MISSION STATEMENT

The Service Center Department provides professional, timely, and cost-effective fleet maintenance and management to all departments of the City of Sheridan.

FY24 Service Center Staffing		
Position	Headcount	FTE
Shop Supervisor	1	1
City Service Center Coordinator	1	.3
Mechanic II	2	2

WHAT WE DO

The Service Center tracks the entire fleet of the City of Sheridan, including maintenance and repairs. The Service Center also tracks the age and hours of the fleet and makes recommendations on fleet type and replacement of equipment. They also maintain the Department of Environmental Quality permits for the fuel and oil storage and delivery systems.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to increase the training opportunities for the mechanics to gain further certifications. It also includes funds to purchase a lift for the City shop and more storage for tool organization.

LONG-TERM GOALS

The long-term goal of the Service Center is to increase the quality and variety of shop tools that will allow for more in-house repairs and to ensure the fleet remains sustainable and in top working condition.

SERVICE CENTER

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
731 Service Center				
10				
General Fund				
6001 FT Salaries/Wages	151,984.04	155,328.04	174,109.00	190,485.00
6003 Overtime	2,026.47	1,501.83	3,300.00	3,300.00
6010 Fica	11,457.86	11,818.35	12,800.00	14,343.00
6030 Retirement	17,671.10	18,201.71	19,400.00	21,786.00
6040 Workers Comp	1,680.60	3,920.75	4,200.00	3,450.00
6050 Employee Insurance	27,310.33	27,532.30	30,500.00	35,347.00
6101 Office Supplies	319.30	211.26	400.00	400.00
6103 Technology Equipment	2,380.00	161.51	4,400.00	-
6104 Software & Website Fees	2,749.00	12,959.65	10,000.00	14,500.00
6107 Tools	-	288.94	-	10,000.00
6108 Equip/Mach/Furniture-Non-cap	7,614.29	5,511.20	8,000.00	40,000.00
6109 Petroleum Products	-	-	-	195,750.00
6111 Department Functional Supplies	-	4,927.07	30,000.00	48,000.00
6201 Travel/Training	2,067.25	195.00	4,000.00	1,000.00
6204 Licenses/Fees/Permits- Other	-	-	-	1,000.00
6301 Insurance-Property	489.17	613.51	500.00	550.00
6303 Insurance-Liability	1,285.00	1,291.00	1,400.00	1,720.00
6401 Gas/Electric-Buildings	20,292.46	27,219.11	17,000.00	24,000.00
6403 Telecom Services	353.63	490.16	500.00	500.00
6502 Rent/Lease-Equip/Mach/vehicles	-	121.15	-	-
6601 Contractual-Professional	3,406.92	4,150.49	6,000.00	-
6602 Contractual-Other	-	1,356.00	-	5,500.00
6700 Repairs/Maintenance	(218.90)	-	-	-
6701 Repairs/Maint-Buildings	-	4,533.68	8,000.00	5,000.00
6704 Repairs/Maint-EquipMachVehArt	-	-	-	4,500.00
6802 Advertising	-	-	200.00	800.00
General Fund Total	252,868.52	282,332.71	334,709.00	621,931.00
11				
GPET Fund				
7400 Cap Outlay-Land/Site Imprvmnts	-	8,712.20	45,000.00	-
7600 Cap Outlay-Equip/MachVehicles	-	19,426.53	20,000.00	987,212.00
8040 Transfer to Capital Proj Fund	-	160,000.00	160,000.00	-
GPET Fund Total	-	188,138.73	225,000.00	987,212.00

SERVICE CENTER

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
ow L	Name	Actuals	Actuals	Revised Budget	Budget
12					
	Direct Distribution Fund				
	6104 Software & Website Fees	300.00	750.00	5,000.00	-
	6105 Uniforms/Clothing	2,119.98	753.11	1,500.00	3,600.00
	6111 Department Functional Supplies	15,512.50	12,153.44	12,000.00	17,000.00
	6201 Travel/Training	-	747.00	-	-
	6601 Contractual-Professional Serv	-	1,108.50	-	-
	6602 Contractual-Other	-	1,111.00	-	-
	6701 Repairs/Maint-Buildings	-	450.00	-	-
	7600 Cap Outlay-Equip/MachVehicles	-	-	-	327,000.00
	Direct Distribution Fund Total	17,932.48	17,073.05	18,500.00	347,600.00
	Service Center Total	270,801.00	487,544.49	578,209.00	1,956,743.00

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PROJECTS

MISSION STATEMENT

To maintain and improve the quality of life for the citizens of Sheridan by providing responsible and needed public projects guided by excellent governance and services.

WHAT WE DO

The Engineering Department provides oversight, funding, planning, bidding, and public involvement for our capital projects.

FY24 BUDGET INITIATIVES

The FY24 budget shows a responsible use of public funds for a mixture of projects that range from boulevard and landscaping enhancements to reconstruction of necessary infrastructure.

LONG-TERM GOALS

The long-term goals for Capital Projects is to continue finding additional funding opportunities for the needed infrastructure projects and to keep working through the Capital Improvement Program.

PROJECTS

Line No.	Project Number	Construction Budget FY-2024	Estimated Project Cost	Previously Budgeted Funds	GPET	CAP Tax	Franchise Fees	SRF/Grants	Other Funding	Weed & Pest Fund	Solid Waste Fund	Water Fund	Sewer Fund	Total FY24 Funding	Total Funding Through FY24	Proj. % Comp.	Balance of Funding needed	
1	0152P	Pavement Rehabilitation (R&O)	1,200,000	161,354	900,000	100,000	200,000					50,000		1,250,000	1,411,354	0%	(211,354)	
2	0154P	Landfill 1678	6,500,000	5,975,635							100,000			100,000	6,075,635	90%	424,365	
3	0155P	S. Downtown Neighborhood	8,325,000	500,000	150,000	1,900,000						50,000	50,000	2,150,000	2,650,000	0%	5,675,000	
4	0157P	Landfill Remediation Corrective Measures *	16,500,000	9,002,723							50,000			50,000	9,052,723	0%	7,447,277	
5	0158P	East Downtown Improvements	5,057,000	-		150,000								150,000	150,000	0%	4,907,000	
6	0162P	Sewer Main Slip Lining Project	400,000	366,740									10,000	10,000	376,740	95%	33,260	
7	0163P	E. 5th Street Corridor	8,000,000	3,702,315	400,000									400,000	4,102,315	50%	3,897,685	
8	0166P	Bridge Repairs	1,700,000	1,631,953		500,000								500,000	2,131,953	0%	(431,953)	
9	0169P	103 N Gould / Restrooms	895,000	115,648	50,000									50,000	165,648	10%	669,352	
10	0171P	Main St Reconstruction - WYDOT	13,000,000	12,440,000		200,000	40,000							240,000	12,680,000	15%	320,000	
11	0175P	Blacktooth Park	2,600,000	1,859,719		250,000	135,000							385,000	2,244,719	10%	355,281	
12	0179P	Sheridan Pathway Connectivity	1,700,000	125,979		100,000								100,000	225,979	0%	1,474,021	
13	0180P	Kendrick Pool D&E Assessment	5,400,000	1,882,061		1,479,000	600,000							2,079,000	3,961,061	5%	1,438,939	
14	0182P	Community Drainage	125,000	77,038	50,000									50,000	127,038	0%	(2,038)	
15	0209P	Pavement Preservation	200,000	273,057	200,000									200,000	473,057	0%	(273,057)	
16	0213P	Landfill Cell 10 *	4,100,000	4,235,000							350,000			350,000	4,585,000	10%	(485,000)	
17	0223P	Weed & Pest Building Addition	235,000	135,000	50,000					50,000				100,000	235,000	0%	-	
18	0224P	Northeast Transmission Main (Design)	318,000	-				213,060				150,000		363,060	363,060	0%	(45,060)	
19	0225P	WWTP South Clarifier	1,100,000	-				1,200,000						1,200,000	1,200,000	0%	(100,000)	
20	0228P	Beltway Project	1,900,000	-	100,000		100,000							200,000	200,000	11%	1,700,000	
21	0229P	Thorne Rider Bathrooms	500,000	-	25,000				25,000					50,000	50,000	10%	450,000	
		Total =	79,695,000	42,484,222	1,925,000	4,679,000	1,075,000	1,413,060	25,000	50,000	500,000	250,000	60,000	9,977,060	52,461,282		27,233,718	
1	Pavement Rehabilitation (R&O) - 2024 Project 100% funded, Future 2025 Project																	
2	Landfill 1678 - 1.5M CWSRF, 4.3M CWSRF																	
4	Landfill Remediation Corrective Measures - 3.696M CWSRF, WYDEQ 3.8M																	
6	Sewer Main Slip Lining Project - Additional 10k to line manholes																	
7	E. 5th Street Corridor - 2.06M SUSAC - Completing Phase 1, Future funding phase 2 and 3																	
8	Bridge Repairs - W. 5th Street Bridge Design/Construction in progress																	
10	Main St Reconstruction - 4MDWSRF, 1.7M CWSRF, 2.84M ARPA																	
11	Blacktooth Park - Phase 3 Bathrooms, Phase 4 Playground & Site Improvements for Irrigation																	
13	Kendrick Pool D&E Assessment - 500k LWCF																	
15	Pavement Preservation - 2023 Microsurface Project in progress & Future 2024 Project																	
16	Landfill Cell 10 - 1.2M WYDEQ, 4.115M CWSRF, Additional funding needed to cover funds not reimbursed by SRF/WDEQ																	
17	Weed & Pest Building Addition - 100k from Weed & Pest																	
18	Northeast Transmission Main - 213,060 WWDC																	
19	WWTP South Clarifier - 1.2M CWSRF																	
21	Thorne Rider Bathrooms - 25k from the Sheridan Rec District																	

* WYDEQ grant is 5M - grant is split between projects

WATER FUND

MISSION STATEMENT

The mission of the Utilities Department Water Enterprise Fund is to effectively provide services that meet the present and future environmental, health, and safety needs within the community of Sheridan. We are committed to providing quality, reliability and sustainability of our water system that exceed customer expectations through continuous improvement of our operations and infrastructure.

WHAT WE DO

The Utilities Department Water Enterprise Fund represents the administrative and operational divisions that oversee and conduct the daily operations, maintenance and repair of the City's water system. The Water Fund is made of the following divisions and the systems they manage:

- **Utilities Administration** - conducts capital planning, rate making, engineering, budgeting and overall administration of the Water Enterprise Fund.
- **Utility Services** - provides regulatory and technical services on behalf of the water utility. Staff reviews and issues permits for water infrastructure and service lines. They inspect installations and perform all the utility locates for the City. Staff administers/manages our asset management system (Cityworks) for the City.
- **Utility Maintenance (Water Distribution)** - conducts operations, maintenance, and repair activities on the City's 130 miles of water transmission mains and water distribution pipes and for its two (2) water pump stations. Under contract with the City, they maintain the Sheridan Area Water Supply (SAWS) and Downer Neighborhood Improvement & Service District's (DNISD) water distribution system and pump station.
- **Water Treatment (Source of Supply, Sheridan and Big Goose Water Treatment Plants)** - conducts operations and maintenance of our Water Treatment Plants and intake facility to ensure compliance with the Safe Drinking Water Act under the regulation of the Environmental Protection Agency (EPA).

FY24 BUDGET INITIATIVES

The FY24 budget of the Water Enterprise Fund will generate the necessary revenues to fund the annual operating expenses, fund FY24 capital expenditures and build capital for anticipated, future capital expenditures for all Water Fund operating divisions. We will be able to make all annual debt service payments owed by the Water Fund, maintain minimum debt service coverage ratios, and ensure reserve balance target minimums are exceeded.

LONG-TERM GOALS

The long-term goals of Utilities Administration and the Water Enterprise are to keep water rates as low as possible for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support a long-term Capital Improvement Plan that aligns with financial goals, facility objectives, and key performance indicators established by the Mayor, Council, the community, and city staff.

WATER FUND

FY24 Water Fund Summary

Row Label	Department Name	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
50					
Water Fund					
0	Unallocated Division	(5,414,648)	(5,029,365)	(5,579,838)	(5,736,291)
810	Water Utility Admin	2,289,632	1,974,443	1,982,976	2,730,604
811	Source of Supply	286,097	176,105	315,341	285,902
812	Water Distribution	861,994	988,767	1,191,922	941,823
813	SWTP	642,496	705,275	953,900	860,848
814	BGWTP	499,211	785,891	892,828	653,542
815	SAWS	209,086	176,662	245,277	263,572
Water Fund Total		(626,133)	(222,222)	2,406	-

FY24 Water Fund Detailed Revenue

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
50						
Water Fund						
4810	Interest		(24,377.33)	(209,254.60)	(16,700.00)	(197,913.00)
4860	Miscellaneous		(314.75)	(534.79)	-	-
4870	Appreciation		1,461.80	514.15	-	-
4911	Water Fees		(3,815,828.79)	(3,639,495.39)	(3,859,800.00)	(3,909,977.00)
4912	SAWS Fees		(651,158.66)	(486,199.21)	(935,280.00)	(1,005,334.00)
4913	Water PIFF Fees		(537,180.00)	(433,380.50)	(354,000.00)	(330,000.00)
4914	Water Card/Hydrant Fees		(144,561.89)	(134,014.19)	(187,700.00)	(151,034.00)
4915	Water Connection Fees		(84,548.15)	(54,661.00)	(67,700.00)	(67,375.00)
4916	Hydropower Revenue		(48,733.43)	(11,881.84)	(53,200.00)	(36,000.00)
5051	Transfer from Sewer Fund		(136,857.10)	(60,457.57)	(105,458.00)	(38,658.00)
5060	Sale of Capital Assets		(22,550.00)	-	-	-
8040	Transfer to Capital Proj Fund		50,000.00	-	-	-
Water Fund Total			(5,414,648.30)	(5,029,364.94)	(5,579,838.00)	(5,736,291.00)

WATER ADMINISTRATION

MISSION STATEMENT

The City of Sheridan Utilities (Water) Administration Division is committed to providing operational support, maintaining a productive, collaborative, and professional environment while providing efficient, and effective service to all divisions within the department.

FY24 Water Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.4
Assistant Utilities Director	1	.6
Administrative Coordinator	1	.4
Project Engineer	1	.6
Utility Services Technician	1	.36
GIS Specialist	1	.6

WHAT WE DO

Utilities Administration provides executive, administrative, technical, and regulatory support to all the divisions within the Utilities Department. Specific functions include:

- Provide overall administration of Water Enterprise Fund and its associated divisions
- Prepare and present Water Enterprise business items to City Council for approval
- Development the fiscal budget for the Water Enterprise Fund and manage the use of its funds for expenditures approved by the Mayor and City Council
- Oversee the billing and collection of revenues from water usage fees and plant investment fees for new water service connections
- Perform the capital planning, financial planning and rate making for the Water Enterprise Fund to ensure its sustainability and long-term fiscal health
- Perform the regulatory review and permitting of all water distribution system improvements within the entire water service area (City and SAWS)

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to support the mission of the Administrative Division and the level of service it provides to the Water Enterprise. The expenses from the Water Administration budget consist of personnel, software licenses, professional services, capital project funding, transfers to General Fund for the cost of its administrative support to the Water Fund, and debt service payments for the Water Enterprise Fund project loans. With the addition of the new GIS Specialist position for the Utilities Department, this budget will catapult the advancement of the Department's Cityworks utilization and Asset Management Program; and keep utility GIS mapping up to date to the benefit of the public and our GIS Centric software programs that staff rely upon daily to do their work.

LONG-TERM GOALS

The long-term goals of Utilities Administration and the Water Enterprise are to keep water rates as low as possible for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support a long-term Capital Improvement Plan that aligns with financial goals, facility objectives, and key performance indicators established by the Mayor, Council, the community, and city staff.

WATER ADMINISTRATION

Row Label	Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
	Name	Account Description	Actuals	Actuals	Revised Budget	Budget
810	Water Utility Admin					
	50					
	Water Fund					
	6001	FT Salaries/Wages	191,133.87	201,932.30	193,814.00	237,730.00
	6002	PT Salaries/Wages	-	-	1,600.00	1,267.00
	6003	Overtime	777.70	368.23	700.00	400.00
	6010	Fica	13,565.39	15,111.39	14,800.00	18,284.00
	6030	Retirement	21,476.82	21,345.27	22,200.00	27,628.00
	6040	Workers Comp	2,006.40	5,057.52	4,900.00	4,398.00
	6050	Employee Insurance	27,248.42	34,424.11	32,300.00	51,235.00
	6101	Office Supplies	444.07	552.64	800.00	800.00
	6103	Technology Equipment	199.99	4,821.56	6,840.00	-
	6104	Software & Website Fees	37,809.49	40,197.73	46,500.00	49,818.00
	6105	Uniforms/Clothing	226.80	78.59	375.00	360.00
	6108	Equip/Mach/Furniture-Non-cap	-	-	-	18,000.00
	6109	Petroleum Products	2,035.30	1,990.80	1,750.00	1,800.00
	6111	Department Functional Supplies	789.52	605.10	1,000.00	1,100.00
	6201	Travel/Training	3,635.52	6,169.68	8,770.00	9,534.00
	6202	Memberships	-	636.00	-	3,100.00
	6204	Licenses/Fees/Permits- Other	-	-	-	200.00
	6302	Insurance-Vehicle	94.59	93.22	100.00	110.00
	6303	Insurance-Liability	1,363.00	1,454.00	1,500.00	1,613.00
	6403	Telecom Services	2,951.27	3,356.77	2,850.00	3,500.00
	6601	Contractual-Professional	79,665.09	27,788.80	34,000.00	51,000.00
	6704	Repairs/Maint-EquipMachVehArt	970.64	951.78	660.00	1,400.00
	6802	Advertising	137.75	149.70	150.00	150.00
	6850	Principal	644,919.32	668,311.70	658,319.00	645,062.00
	6851	Interest	276,204.51	207,345.69	207,348.00	220,605.00
	6853	Issuance Costs	-	-	10,000.00	10,000.00
	6854	Bad Debt Expense	(1,723.63)	-	-	-
	6899	Contingency	-	-	-	589,810.00
	8010	Transfer to General Fund	731,700.00	731,700.00	731,700.00	731,700.00
	8040	Transfer to Capital Proj Fund	-	-	-	50,000.00
	8051	Transfer to Waste Water Fund	252,000.00	-	-	-
	Water Fund Total		2,289,631.83	1,974,442.58	1,982,976.00	2,730,604.00
	Water Utility Admin Total		2,289,631.83	1,974,442.58	1,982,976.00	2,730,604.00

SOURCE OF SUPPLY

MISSION STATEMENT

Protecting public health and preserving our resources through sound management practices - protecting public health and the environment for our community by providing high-quality water in an effective, efficient, and responsible manner. We endeavor to exceed our citizen's expectations and regulatory standards for quality drinking water and to ensure an excess quantity for fire, domestic and commercial use.

FY24 Source of Supply Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.4
Administrative Assistant	1	.24
Source Water/Intake Operator	1	1

WHAT WE DO

The Source of Supply Division is responsible for providing an abundance of water to our treatment plants. Our constant goal is to provide our customers with a safe, dependable, and pleasant supply of source water. This is done by implementing and maintaining an effective watershed control program to protect our valuable natural resources. This involves periodic mountain stream quality monitoring as well as stream bed evaluations. We continuously seek to acquire more stored water and stream flow rights to meet the needs of our community for generations to come.

The water supply and treatment division consists of 1 site specific state licensed operator that is responsible for the operation, maintenance and repair of this facility as well as our two treatment plants and mountain reservoirs/dam facility. The source water operator provides oversight of construction projects and establishes partnerships with engineers, contractors, vendors, USFS personnel, WG&F, area landowners, Sheridan County, and regulatory agencies such as DEQ and EPA. Staff perform operations and maintenance of all aspects of the infrastructure related to delivering water. Our intake facility has a capacity of 22 million gallons per day. We conduct routine Dam safety inspections to protect property and lives by preventing catastrophic failure. We administer the City of Sheridan and SAWS stream flow rights as well as manage Twin Lakes Reservoir.

FY24 BUDGET INITIATIVES

The FY24 budget includes operational expenses to continue the level of service currently provided by the Source of Supply Division with special emphasis on watershed control. We are looking to upgrade our equipment for improved communications and eliminate current T1 line and equipment leases. With this budget, we intend to complete the retrofit of the sedimentation basin drain and discharge system, which will improve operations and prevent Big Goose Creek discharge permit violations from DEQ.

LONG-TERM GOALS

The Source of Supply Division's plan is to further develop our Cityworks asset management program, tailoring it to meet division needs. The division will continue to help advance the quality of our watershed through management and best management practices while developing energy efficient strategies and environmentally aware practices into its operations.

SOURCE OF SUPPLY

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
811 Source of Supply				
40				
Capital Projects Fund				
5050 Transfer from Water Fund	(50,000.00)	-	-	-
7400 Cap Outlay-Land/Site Imprvmnts	17,750.16	14,419.15	97,674.60	-
Capital Projects Fund Total	(32,249.84)	14,419.15	97,674.60	-
50				
Water Fund				
6001 FT Salaries/Wages	81,223.27	77,129.79	91,196.00	87,603.00
6002 PT Salaries/Wages	8,316.37	8,243.97	9,400.00	11,491.00
6003 Overtime	1,381.32	664.28	1,700.00	1,600.00
6010 Fica	6,722.44	6,313.72	7,400.00	7,469.00
6030 Retirement	10,277.81	8,831.71	10,900.00	10,010.00
6040 Workers Comp	1,014.55	2,150.97	2,500.00	1,797.00
6050 Employee Insurance	17,942.71	16,732.95	19,800.00	28,114.00
6101 Office Supplies	271.90	14.67	450.00	100.00
6103 Technology Equipment	-	3,803.30	2,850.00	-
6104 Software & Website Fees	935.75	528.09	-	480.00
6105 Uniforms/Clothing	468.29	183.02	700.00	700.00
6108 Equip/Mach/Furniture-Non-cap	3,626.44	1,676.46	2,000.00	3,000.00
6109 Petroleum Products	2,142.50	5,583.68	2,205.00	7,500.00
6111 Department Functional Supplies	1,403.06	2,036.64	2,000.00	5,000.00
6201 Travel/Training	2,389.97	966.01	2,440.00	2,600.00
6202 Memberships	-	263.00	-	300.00
6301 Insurance-Property	2,815.83	3,341.59	3,100.00	3,751.00
6302 Insurance-Vehicle	73.57	72.51	100.00	165.00
6303 Insurance-Liability	760.00	748.00	850.00	1,022.00
6401 Gas/Electric-Buildings	14,095.57	9,955.57	9,650.00	11,000.00
6403 Telecom Services	2,403.97	2,106.63	3,600.00	3,900.00
6502 Rent/Lease-Equip/Mach/vehicles	538.25	330.00	400.00	-
6601 Contractual-Professional	23,647.29	9,347.12	24,000.00	-
6602 Contractual-Other	-	423.75	-	13,100.00
6701 Repairs/Maint-Buildings	777.57	88.86	5,000.00	15,800.00
6703 Repairs/Maint-Infrastructure	11,339.27	8,984.50	3,300.00	50,000.00
6704 Repairs/Maint-EquipMachVehArt	3,921.57	1,563.08	6,000.00	11,900.00
7400 Cap Outlay-Land/Site Imprvmnts	-	183.58	-	-
7500 Cap Outlay-Infrastructure	15,204.36	-	57,000.00	-
7600 Cap Outlay-Equip/MachVehicles	22,403.00	3,838.00	46,800.00	7,500.00
8040 Transfer to Capital Proj Fund	50,000.00	-	-	-
Water Fund Total	286,096.63	176,105.45	315,341.00	285,902.00
Source of Supply Total	253,846.79	190,524.60	413,015.60	285,902.00

WATER DISTRIBUTION

MISSION STATEMENT

The City of Sheridan Utility Maintenance Division is committed to providing clean drinking water, fire protection and outstanding customer service in a consistent, professional, safe and cost-effective manner.

FY24 Water Distribution Staffing		
Position	Headcount	FTE
Utility Maintenance Superintendent	1	.65
Administrative Assistant	1	.53
Utility Maintenance Supervisor	1	.45
Utility Maintenance Operator I	4	.45
Utility Maintenance Operator III	4	3.15

WHAT WE DO

The Utility Maintenance Division consists of 10 state-licensed operators, each responsible for the operation, maintenance, and repair of 130 miles of water transmission mains and water distribution pipes throughout the City of Sheridan and the Downer Neighborhood Improvement and Service District (DNSID). Utility Maintenance provides oversight on construction projects and establishes partnerships with developers and contractors to meet standards established by the City of Sheridan and DEQ. Staff performs operations and maintenance functions on the following:

- 8,000 Water meters
- 2 Water pumping stations
- 20 Pressure reducing valve stations
- 1,200 Fire hydrants
- 7 Water storage reservoirs
- 1 Hydro power station

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue the level of service currently provided by Utility Maintenance. This budget will provide for the replacement of five (5) fire hydrants and the replacement of the golf course and VA raw water meters. We will be purchasing a new aluminum trench box for any excavations. We have hired a summer intern to gather information for the inventory in all of the water service lines in our system to meet the requirements of EPA's new Lead and Copper Rule. The Utility shop will have a security gate installed at the entrance with a cost share (60%) with the Wastewater Collection Division.

LONG-TERM GOALS

The long-term goal is to focus efforts on fully implementing data collection and management for all city-owned assets as they relate to Utilities Maintenance operations. Further objectives include investigating water pipe assessments for future replacements and installing permanent leak correlation devices in locations where leaks frequently occur. To meet the new EPA lead and copper rule, we will be moving forward with water service line inventory to identify where older lead service lines are still in service.

WATER DISTRIBUTION

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Account Description	Actuals	Actuals	Revised Budget	Budget
812 Water Distribution				
21				
Cap Tax Fund				
8040 Transfer to Capital Proj Fund	1,000,000.00	-	-	-
Cap Tax Fund Total	1,000,000.00	-	-	-
40				
Capital Projects Fund				
4220 Department of the Interior	(41,224.95)	(12,379.25)	(4,688,775.05)	(213,060.00)
5021 Transfer from Cap Tax Fund	(1,000,000.00)	-	-	-
5050 Transfer from Water Fund	(125,000.00)	(175,000.00)	(175,000.00)	(150,000.00)
7500 Cap Outlay-Infrastructure	122,592.09	485,528.24	8,131,375.79	363,060.00
Capital Projects Fund Total	(1,043,632.86)	298,148.99	3,267,600.74	-
50				
Water Fund				
6001 FT Salaries/Wages	252,908.10	211,226.03	258,873.00	265,360.00
6002 PT Salaries/Wages	20,111.45	18,805.96	23,600.00	34,073.00
6003 Overtime	13,208.12	19,399.28	19,700.00	19,000.00
6010 Fica	21,507.37	18,075.24	20,700.00	21,836.00
6030 Retirement	30,227.34	26,996.28	28,900.00	30,405.00
6040 Workers Comp	9,027.10	6,715.45	6,800.00	5,252.00
6050 Employee Insurance	74,889.22	69,913.41	84,400.00	91,119.00
6101 Office Supplies	-	294.32	700.00	700.00
6102 Copier Supplies	-	-	-	500.00
6103 Technology Equipment	-	1,725.00	2,700.00	300.00
6104 Software & Website Fees	7,697.88	9,817.93	9,000.00	9,700.00
6105 Uniforms/Clothing	3,617.71	5,747.08	3,500.00	3,800.00
6106 Chemicals	-	705.80	-	-
6107 Tools	-	-	-	2,000.00
6108 Equip/Mach/Furniture-Non-cap	2,008.85	3,489.53	5,000.00	5,500.00
6109 Petroleum Products	20,385.00	21,123.67	23,400.00	23,400.00
6111 Department Functional Supplies	73,875.76	110,586.31	98,600.00	91,200.00
6201 Travel/Training	8,519.20	10,502.75	10,200.00	10,600.00
6202 Memberships	-	120.00	-	263.00
6203 Licenses/Certs-Employees	-	189.00	50.00	100.00
6301 Insurance-Property	1,532.13	1,641.83	1,700.00	2,090.00
6302 Insurance-Vehicle	1,506.05	2,017.87	1,700.00	2,090.00
6303 Insurance-Liability	2,226.00	2,104.00	2,400.00	2,795.00
6305 Insurance-Claims	-	2,580.00	5,000.00	5,000.00
6401 Gas/Electric-Buildings	26,881.86	19,289.15	31,100.00	31,100.00
6403 Telecom Services	8,022.95	7,416.14	9,700.00	11,640.00
6501 Rent/Lease-Buildings/Land	626.68	1,034.01	1,110.00	1,250.00
6502 Rent/Lease-Equip/Mach/vehicles	511.84	520.90	500.00	-

WATER DISTRIBUTION

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
6601	Contractual-Professional	10,424.80	16,669.89	12,000.00	-
6602	Contractual-Other	-	746.00	-	4,100.00
6701	Repairs/Maint-Buildings	1,782.92	9,304.70	3,000.00	2,500.00
6703	Repairs/Maint-Infrastructure	81,712.53	113,176.04	121,789.00	16,750.00
6704	Repairs/Maint-EquipMachVehArt	7,089.20	6,832.98	6,000.00	12,400.00
6801	Printing	-	-	-	250.00
6802	Advertising	-	-	800.00	250.00
6803	Food	-	-	-	500.00
7400	Cap Outlay-Land/Site Imprvmnts	-	-	-	27,000.00
7600	Cap Outlay-Equip/MachVehicles	56,693.75	-	129,000.00	7,000.00
8040	Transfer to Capital Proj Fund	125,000.00	270,000.00	270,000.00	200,000.00
Water Fund Total		861,993.81	988,766.55	1,191,922.00	941,823.00
Water Distribution Total		818,360.95	1,286,915.54	4,459,522.74	941,823.00

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SHERIDAN WATER TREATMENT PLANT

MISSION STATEMENT

Protecting public health and preserving our resources and the environment for our community through sound management practices by providing high-quality water in an effective, efficient and responsible manner. We endeavor to exceed our citizen's expectations and regulatory standards for quality drinking water and to ensure an excess quantity for fire, domestic and commercial use.

FY24 Sheridan Water Treatment Plant Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.3
Administrative Assistant	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator IV	1	1
Water Treatment Plant Operator II	1	1
Water Treatment Plant Operator in Training (OIT)	1	1

WHAT WE DO

The Sheridan Water Treatment Plant is responsible for producing high quality drinking water for City and SAWS customers with a capacity of 14 million gallons per day. Our constant goal is to provide our customers with a safe and dependable supply of drinking water which meets or exceeds the requirements of the Federal Safe Drinking Water Act (SDWA). This is done by continuous monitoring and testing for such contaminants as bacteria, turbidity, organic, and inorganic compounds.

The Water Supply and Treatment Division consists of 9 state-licensed operators, each responsible for the operation, maintenance and repair of four facilities, which include two treatment plants, Intake diversion facility and mountain reservoirs/dam facility. The Water Treatment Division provides oversight of construction projects and establishes partnerships with engineers and contractors to meet standards established by the City of Sheridan and American Water Works Association. Staff performs operations and maintenance of all aspects of the infrastructure related to delivering water from the mountain through our treatment process to our clear wells.

FY24 BUDGET INITIATIVES

The FY24 budget includes operational expenses to continue the level of service currently provided by the water supply and treatment division. We want to install a security gate at the plant entrance. We are purchasing a multi-purpose trailer to haul sludge and debris. We can use this trailer to transport our snow cat as well as utilizing it on the mountain.

LONG-TERM GOALS

The Water Treatment Division's plan is to further develop our Cityworks asset management program, tailoring it to meet water treatment needs. Additionally, we would like to explore plate settlers to improve basin efficiency and allow us to handle extreme turbidity events in the future.

SHERIDAN WATER TREATMENT PLANT

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24	
Row L	Actuals	Actuals	Revised Budget	Budget	
Name	Account Description				
813	SWTP				
50					
Water Fund					
6001	FT Salaries/Wages	214,757.58	203,725.94	219,548.00	240,349.00
6002	PT Salaries/Wages	9,741.17	11,724.68	9,400.00	16,491.00
6003	Overtime	7,803.09	7,302.57	5,200.00	6,400.00
6010	Fica	16,646.47	16,105.48	16,800.00	19,258.00
6030	Retirement	26,409.76	24,519.13	25,100.00	27,335.00
6040	Workers Comp	2,534.16	5,568.84	5,500.00	4,632.00
6050	Employee Insurance	62,066.95	59,980.56	64,500.00	78,255.00
6101	Office Supplies	1,101.23	650.52	1,200.00	1,200.00
6102	Copier Supplies	-	-	-	400.00
6103	Technology Equipment	-	5,524.54	21,550.00	-
6104	Software & Website Fees	5,364.93	6,002.06	4,000.00	6,000.00
6105	Uniforms/Clothing	1,570.55	740.80	1,750.00	1,750.00
6106	Chemicals	91,774.82	114,358.78	129,100.00	130,000.00
6107	Tools	-	199.99	-	1,000.00
6108	Equip/Mach/Furniture-Non-cap	5,061.25	658.80	5,000.00	4,000.00
6109	Petroleum Products	8,164.99	8,088.76	9,700.00	10,000.00
6111	Department Functional Supplies	9,553.09	19,055.57	8,000.00	41,800.00
6201	Travel/Training	4,464.19	4,737.50	6,100.00	6,450.00
6202	Memberships	-	295.00	-	800.00
6301	Insurance-Property	8,403.29	9,933.81	9,200.00	11,134.00
6302	Insurance-Vehicle	440.47	548.63	500.00	605.00
6303	Insurance-Liability	1,684.00	1,712.00	1,900.00	2,247.00
6305	Insurance-Claims	-	507.18	508.00	-
6401	Gas/Electric-Buildings	63,845.91	69,592.25	60,000.00	66,000.00
6403	Telecom Services	14,082.69	19,773.42	14,500.00	15,000.00
6502	Rent/Lease-Equip/Mach/vehicles	125.16	102.00	400.00	-
6601	Contractual-Professional	35,865.54	31,761.12	35,500.00	-
6602	Contractual-Other	-	92.45	-	29,600.00
6701	Repairs/Maint-Buildings	11,424.11	3,396.32	9,000.00	20,000.00
6702	Repairs/Maint-Land/Site/Grnds	-	-	-	8,000.00
6703	Repairs/Maint-Infrastructure	14,164.30	18,083.16	15,000.00	5,000.00
6704	Repairs/Maint-EquipMachVehArt	3,159.40	4,078.85	4,500.00	22,142.00
6801	Printing	-	-	-	3,000.00
6802	Advertising	4,062.17	4,323.17	3,000.00	-
7120	Cap Outlay-Construct of Bldgs	18,225.07	237.86	153,000.00	-
7400	Cap Outlay-Land/Site Imprvmnts	-	-	-	39,000.00
7500	Cap Outlay-Infrastructure	-	-	66,000.00	43,000.00
7600	Cap Outlay-Equip/MachVehicles	-	3,449.50	-	-
8040	Transfer to Capital Proj Fund	-	48,444.00	48,444.00	-
Water Fund Total	642,496.34	705,275.24	953,900.00	860,848.00	
SWTP Total	642,496.34	705,275.24	953,900.00	860,848.00	

BIG GOOSE WATER TREATMENT PLANT

MISSION STATEMENT

Protecting public health and preserving our resources and the environment for our community through sound management practices by providing high-quality water in an effective, efficient and responsible manner. We endeavor to exceed our citizen's expectations and regulatory standards for quality drinking water and to ensure an excess quantity for fire, domestic and commercial use.

FY24 Big Goose Water Treatment Plant Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.3
Administrative Assistant	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator IV	2	2
Water Treatment Plant Operator	VACANT	1

WHAT WE DO

Operated by three (3) licensed operators and part time by a Plant Supervisor and Water Supply & Treatment Superintendent, the Big Goose Water Treatment Plant functions very much the same as the Sheridan Water Treatment Plant.

The Big Goose Water Treatment Plant is responsible for producing high quality drinking water for City and SAWS customers with a capacity of 4 million gallons per day. Our constant goal is to provide our customers with a safe and dependable supply of drinking water which meets or exceeds the requirements of the Federal Safe Drinking Water Act (SDWA). This is done by continuous monitoring and testing for such contaminants as bacteria, turbidity, organic, and inorganic compounds.

FY24 BUDGET INITIATIVES

The FY24 budget includes operational expenses to continue the level of service currently provided by the Water Supply and Treatment Division. We will complete the utilidor project to mitigate a single point of failure in the plant water supply piping. We intend to install an electric security gate to bolster our security and alleviate safety hazards associated with manual operation.

LONG-TERM GOALS

The Water Treatment Division's plan is to further develop our Cityworks asset management program, tailoring it to meet water treatment needs. The division also plans to implement a strategic plan to optimize the treatment process, and to create a plan to effectively turn the plant into a batch plant for more efficient operations and cost reduction. Additionally, we would like to further explore plate settlers to improve basin efficiency and allow us to handle extreme turbidity events in the future..

BIG GOOSE WATER TREATMENT PLANT

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
814 BGWTP				
40				
Capital Projects Fund				
5050 Transfer from Water Fund	-	(175,000.00)	(175,000.00)	-
7400 Cap Outlay-Land/Site Imprvmnts	40,851.49	202,964.96	692,567.50	-
Capital Projects Fund Total	40,851.49	27,964.96	517,567.50	-
50				
Water Fund				
6001 FT Salaries/Wages	198,888.58	189,747.43	214,691.00	228,643.00
6002 PT Salaries/Wages	8,755.46	8,132.18	9,400.00	16,491.00
6003 Overtime	6,919.07	5,997.60	5,000.00	5,600.00
6010 Fica	15,577.46	14,978.82	16,300.00	18,362.00
6030 Retirement	24,383.27	22,686.73	24,400.00	25,975.00
6040 Workers Comp	2,319.60	5,096.89	5,400.00	4,417.00
6050 Employee Insurance	43,570.52	42,322.00	50,200.00	54,867.00
6101 Office Supplies	491.57	113.39	1,000.00	1,000.00
6103 Technology Equipment	-	2,380.80	1,350.00	-
6104 Software & Website Fees	4,709.98	5,245.33	3,400.00	5,300.00
6105 Uniforms/Clothing	1,470.16	488.21	2,000.00	2,000.00
6106 Chemicals	57,655.38	85,088.98	83,500.00	85,000.00
6108 Equip/Mach/Furniture-Non-cap	2,178.79	7,451.80	6,000.00	7,500.00
6109 Petroleum Products	3,646.72	6,725.41	7,200.00	8,500.00
6111 Department Functional Supplies	8,975.90	3,953.71	8,900.00	17,000.00
6201 Travel/Training	5,243.37	2,966.88	4,650.00	6,000.00
6202 Memberships	-	90.00	-	240.00
6301 Insurance-Property	7,332.06	7,878.05	8,100.00	9,801.00
6302 Insurance-Vehicle	194.40	214.53	200.00	275.00
6303 Insurance-Liability	1,675.00	1,664.00	1,800.00	2,129.00
6305 Insurance-Claims	-	9,141.82	9,142.00	-
6401 Gas/Electric-Buildings	31,643.94	26,755.98	27,700.00	32,500.00
6403 Telecom Services	11,322.03	10,676.48	12,200.00	12,200.00
6502 Rent/Lease-Equip/Mach/vehicles	288.75	-	-	-
6601 Contractual-Professional	32,785.53	21,337.15	28,100.00	-
Contractual-Professional Serv	-	1,353.83	-	-
6602 Contractual-Other	-	246.25	-	32,100.00
6701 Repairs/Maint-Buildings	22,087.12	1,357.11	3,500.00	3,500.00
6703 Repairs/Maint-Infrastructure	6,511.56	21,597.81	22,000.00	-
6704 Repairs/Maint-EquipMachVehArt	584.64	1,557.50	3,500.00	22,642.00
7120 Cap Outlay-Construct of Bldgs	-	-	25,000.00	-
7400 Cap Outlay-Land/Site Imprvmnts	-	-	-	39,000.00
7500 Cap Outlay-Infrastructure	-	-	-	5,000.00
7600 Cap Outlay-Equip/MachVehicles	-	71,144.50	100,695.00	7,500.00
8040 Transfer to Capital Proj Fund	-	207,500.00	207,500.00	-
Water Fund Total	499,210.86	785,891.17	892,828.00	653,542.00
BGWTP Total	540,062.35	813,856.13	1,410,395.50	653,542.00

SAWS

MISSION STATEMENT

The City of Sheridan Utility Maintenance Division is committed to providing clean drinking water, fire protection and outstanding customer service in a consistent, professional, safe and cost-effective manner.

FY24 SAWS Staffing		
Position	Headcount	FTE
Utility Maintenance Supervisor	1	.2
Utility Services Technician	1	.24
Utility Maintenance Operator I	1	.2
Utility Maintenance Operator III	4	1.4

WHAT WE DO

The Utility Maintenance Division consists of 10 State-licensed operators, each responsible for the operation, maintenance and repair of 120 miles of Sheridan Area Water Supply (SAWS) water transmission mains and water distribution pipes throughout the SAWSJPB District of Sheridan County. Utility Maintenance provides oversight on construction projects and establishes partnerships with developers and contractors to meet standards established by the City of Sheridan and DEQ. Staff performs operations and maintenance functions on:

- 2,000 water meters
- 18 water pumping stations
- 30 pressure reducing valve stations
- 300 fire hydrants
- 3 water storage reservoirs

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue the level of service currently provided by Utility Maintenance including water main flushing, monthly chlorine residual testing, and pump station and system maintenance. The utility crew will be repairing a handful of significant deficiencies discovered in the sanitary survey completed by the EPA.

LONG-TERM GOALS

The long-term goals of the Utility Maintenance Division are:

- Tracking all SAWSJPB assets with our Cityworks asset management software
- Improved security for water pump stations and reservoir facilities with new security fencing

SAWS

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Actuals	Actuals	Revised Budget	Budget
815 SAWS				
40				
Capital Projects Fund				
4220 Department of the Interior	-	-	(765,000.00)	-
4332 WY Water Developmnt Commissio	-	-	(3,102,100.00)	-
5020 Transfer from Special Rev Fund	-	(50,000.00)	(50,000.00)	-
7500 Cap Outlay-Infrastructure	277,118.49	107,964.50	3,641,156.51	-
Capital Projects Fund Total	277,118.49	57,964.50	(275,943.49)	-
50				
Water Fund				
6001 FT Salaries/Wages	78,037.39	71,725.24	104,397.00	107,396.00
6003 Overtime	3,453.76	4,374.33	5,200.00	5,000.00
6010 Fica	6,164.51	5,583.18	7,900.00	8,216.00
6030 Retirement	9,966.22	8,838.84	11,900.00	12,480.00
6040 Workers Comp	3,481.94	2,115.73	2,600.00	1,977.00
6050 Employee Insurance	24,063.62	18,579.74	33,300.00	31,119.00
6104 Software & Website Fees	3.33	26.72	-	-
6106 Chemicals	664.20	-	1,150.00	1,100.00
6111 Department Functional Supplies	19,147.20	24,240.47	19,800.00	46,200.00
6301 Insurance-Property	2,842.59	3,035.10	3,100.00	2,410.00
6303 Insurance-Liability	827.00	778.00	900.00	1,075.00
6401 Gas/Electric-Buildings	27,461.99	27,303.35	28,080.00	30,000.00
6403 Telecom Services	567.13	598.03	950.00	900.00
6601 Contractual-Professional	3,187.18	4,786.31	6,500.00	-
6602 Contractual-Other	-	-	-	200.00
6701 Repairs/Maint-Buildings	-	-	3,000.00	3,000.00
6703 Repairs/Maint-Infrastructure	29,217.94	4,676.77	16,500.00	6,000.00
6704 Repairs/Maint-EquipMachVehArt	-	-	-	5,999.00
6803 Food	-	-	-	500.00
Water Fund Total	209,086.00	176,661.81	245,277.00	263,572.00
SAWS Total	486,204.49	234,626.31	(30,666.49)	263,572.00

SEWER FUND

MISSION STATEMENT

The mission of the Utilities Department Sewer Enterprise Fund is to effectively provide services that meet the present and future environmental, health, and safety needs within the community of Sheridan. We are committed to providing quality, reliability and sustainability of our sewer system that exceeds customer expectations through continuous improvement of our operations and infrastructure.

WHAT WE DO

The Utilities Department Sewer Enterprise Fund represents the administrative and operational divisions that oversee and conduct the daily operations, maintenance, and repair of the City's sanitary sewer system. The Sewer Fund is made of the following divisions and the systems they manage:

- **Utilities Administration** - conducts capital planning, rate making, engineering, budgeting, and overall administration of the Sewer Enterprise Fund.
- **Utility Services** - provides regulatory and technical services on behalf of the sewer utility. Staff reviews and issues permits for sewer infrastructure and service lines. They inspect installations and perform all the utility locates for the City. Staff administers/manages our asset management system (Cityworks) for the City.
- **Utility Maintenance (Sewer Collection)** - conducts operations, maintenance, and repair activities on the City's 120-mile sanitary sewer collection system and for its four sewer lift stations. Under contract with the City, they maintain the Downer Neighborhood Improvement & Service District's (DNISD) sewer collection system and lift station.
- **Wastewater Treatment Plant** - conducts operations and maintenance of our Wastewater Treatment Plant to ensure compliance with our WDEQ permit to discharge into the Goose Creek.

FY24 BUDGET INITIATIVES

The FY24 budget for the Sewer Enterprise Fund will generate the necessary revenues to fund the annual operating expenses, fund present year capital expenditures and build capital for anticipated, future capital expenditures for all Sewer Fund operating divisions. We will be able to make all annual debt service payments owed by the Sewer Fund, maintain minimum debt service coverage ratios, and ensure reserve balance target minimums are exceeded.

LONG-TERM GOALS

The long-term goals of Utilities Administration and the Sewer Enterprise are to keep sewer rates as low as possible for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support the production of a long-term Capital Improvement Plan that aligns with financial goals, facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SEWER FUND

FY24 Sewer Fund Summary

Row Label	Department Name	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
51					
Sewer Fund					
0	Unallocated Division	(3,699,961)	(3,030,875)	(3,105,290)	(3,367,634)
820	Wastewater Administration	1,165,901	1,108,684	1,158,720	1,578,072
821	WW Collection	911,598	673,051	761,093	551,146
822	WW Treatment	1,467,687	1,072,262	1,091,582	1,238,416
Sewer Fund Total		(154,775)	(176,878)	(93,895)	-

FY24 Sewer Fund Detailed Revenue

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
51						
Sewer Fund						
4330	WY Department of Health		(18,600.00)	-	-	(45,000.00)
4810	Interest		(9,101.89)	(86,564.49)	(6,600.00)	(82,893.00)
4860	Miscellaneous		-	(454.02)	-	-
4930	Sewer Fees		(2,689,814.63)	(2,532,819.29)	(2,728,690.00)	(2,891,741.00)
4931	Sewer PIFF Fees		(522,717.14)	(347,953.67)	(295,000.00)	(275,000.00)
4932	Grease/Septage Fees		(61,727.32)	(56,633.55)	(67,000.00)	(65,000.00)
4949	Other Sewer Fees		(11,000.00)	(6,450.00)	(8,000.00)	(8,000.00)
5050	Transfer from Water Fund		(252,000.00)	-	-	-
5060	Sale of Capital Assets		(135,000.00)	-	-	-
Sewer Fund Total			(3,699,960.98)	(3,030,875.02)	(3,105,290.00)	(3,367,634.00)

SEWER ADMINISTRATION

MISSION STATEMENT

The City of Sheridan Utilities (Sewer) Administration Division is committed to providing operational support, maintaining a productive, collaborative, and professional environment while providing efficient, and effective service to all divisions within the department.

FY24 Sewer Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.2
Assistant Utilities Director	1	.4
Administrative Coordinator	1	.2
Project Engineer	1	.4
Utility Services Technician	1	.4
GIS Specialist	1	.4

WHAT WE DO

Utilities Administration provides executive, administrative, technical, and regulatory support to all divisions within the Utilities Department. Some of the specific functions of Utilities Administration within the Sewer Enterprise Fund include:

- Provide overall administration of Sewer Enterprise Fund and its associated divisions
- Prepare and present Sewer Enterprise business items to City Council for approval
- Development the fiscal budget for the Sewer Enterprise Fund and manage the use of its funds for expenditures approved by the Mayor and City Council
- Oversee the billing and collection of revenues from sewer usage fees and plant investment fees for new sewer service connections
- Perform the capital planning, financial planning and rate making for the Sewer Enterprise Fund to ensure its sustainability and long-term fiscal health
- Perform the regulatory review and permitting of all sewer collection system improvements within the City and surrounding Urban Services Area

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to support the mission of the Sewer Administrative Division and the level of service it provides to the Sewer Enterprise Fund. The expenses from the Sewer Administration budget consist of personnel, software licenses, professional services, capital project funding, transfers to General Fund for the cost of its administrative support to the Water Fund, and debt service payments for the Sewer Enterprise Fund project loans. With the addition of the new GIS Specialist position for the Utilities Department, this budget will catapult the advancement of the Department's Cityworks utilization and Asset Management Program; and keep utility GIS mapping up to date to the benefit of the public and our GIS Centric software programs that staff rely upon daily to do their work.

LONG-TERM GOALS

The long-term goals of Utilities Administration and the Sewer Enterprise are to keep sewer rates as low as possible for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support the production of a long-term Capital Improvement Plan that aligns with financial goals, facility objectives, and key performance indicators established by the Mayor, Council, the community, and city staff.

SEWER ADMINISTRATION

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
820 Wastewater Administration				
51				
Sewer Fund				
6001 FT Salaries/Wages	107,382.32	100,798.32	127,754.00	157,109.00
6002 PT Salaries/Wages	-	-	-	845.00
6003 Overtime	35.70	-	250.00	250.00
6010 Fica	7,541.84	7,518.60	9,700.00	12,084.00
6030 Retirement	12,010.07	11,638.44	14,700.00	18,256.00
6040 Workers Comp	1,119.73	2,519.96	3,200.00	2,907.00
6050 Employee Insurance	14,833.39	18,970.16	22,300.00	34,942.00
6101 Office Supplies	300.93	368.48	700.00	700.00
6103 Technology Equipment	-	3,211.87	4,560.00	-
6104 Software & Website Fees	23,417.35	22,127.84	27,300.00	30,260.00
6105 Uniforms/Clothing	151.20	8.40	250.00	240.00
6108 Equip/Mach/Furniture-Non-cap	-	-	-	13,000.00
6109 Petroleum Products	1,298.20	1,128.60	1,450.00	1,500.00
6111 Department Functional Supplies	362.95	315.62	500.00	800.00
6201 Travel/Training	1,315.34	2,616.45	4,850.00	6,356.00
6202 Memberships	-	384.00	-	470.00
6302 Insurance-Vehicle	63.06	62.15	100.00	110.00
6303 Insurance-Liability	898.00	958.00	1,000.00	1,075.00
6403 Telecom Services	1,779.20	1,972.90	2,000.00	2,050.00
6601 Contractual-Professional	13,935.99	18,830.85	23,000.00	26,000.00
6704 Repairs/Maint-EquipMachVehArt	545.43	586.13	440.00	900.00
6802 Advertising	195.32	104.37	100.00	100.00
6850 Principal	337,666.27	339,409.71	339,410.00	334,117.00
6851 Interest	97,752.32	111,795.45	111,798.00	132,091.00
6853 Issuance Costs	-	-	-	7,000.00
6854 Bad Debt Expense	(1,060.68)	-	-	-
6899 Contingency	-	-	-	281,552.00
8010 Transfer to General Fund	427,500.00	427,500.00	427,500.00	427,500.00
8040 Transfer to Capital Proj Fund	-	-	-	50,000.00
8050 Transfer to Water Fund	116,857.10	35,857.57	35,858.00	35,858.00
Sewer Fund Total	1,165,901.03	1,108,683.87	1,158,720.00	1,578,072.00
Wastewater Administration Total	1,165,901.03	1,108,683.87	1,158,720.00	1,578,072.00

WASTEWATER COLLECTION

MISSION STATEMENT

The City of Sheridan Utility Maintenance Division is committed to providing safe sanitary sewer collection and outstanding customer service in a consistent, professional, safe and cost-effective manner.

FY24 Wastewater Collection Staffing		
Position	Headcount	FTE
Utility Maintenance Superintendent	1	.35
Administrative Assistant	1	.29
Utility Maintenance Supervisor	1	.35
Utility Maintenance Operator I	4	.35
Utility Maintenance Operator III	4	2.45

WHAT WE DO

The Utility Maintenance Division consists of 10 State-licensed operators, each responsible for the operation, maintenance and repair of 120 miles of wastewater collection system pipes throughout the City of Sheridan and the Downer Neighborhood Improvement and Service District (DNSID). Utility Maintenance provides oversight on construction projects and establishes partnerships with developers and contractors to meet standards established by the City of Sheridan and DEQ. Staff performs operations and maintenance functions on the following:

- 5 large sewage lift stations
- High pressure cleaning and root cutting all sanitary sewer mains
- Performing sewer line assessments
- Sewer manhole maintenance and rehabilitation

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue the level of service currently provided by Utility Maintenance including the repair of four sanitary sewer mains, the rehabilitation of five (5) manholes and accomplishing a 40% cleaning of the entire collection system. The annual sewer chemical root control project will occur in autumn to help prevent root growth in the pipe system and minimize sewage back-ups. The Utility shop will have a security gate installed at the entrance with a cost share (40%) with the Distribution division.

LONG-TERM GOALS

This division will investigate technology platforms that will allow for metering of wastewater and have the ability to remotely monitor usage within the current SCADA software. We will continue to explore opportunities for trenchless technology systems with sewer pipe lining and means to rehabilitate the City's aging wastewater infrastructure.

WASTEWATER COLLECTION

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
821 WW Collection				
40				
Capital Projects Fund				
5051 Transfer from Sewer Fund	-	(175,000.00)	(175,000.00)	(10,000.00)
7500 Cap Outlay-Infrastructure	44,334.55	366,667.29	559,186.69	10,000.00
Capital Projects Fund Total	44,334.55	191,667.29	384,186.69	-
51				
Sewer Fund				
6001 FT Salaries/Wages	169,053.20	150,399.95	189,993.00	194,523.00
6002 PT Salaries/Wages	14,038.55	15,195.12	12,900.00	14,541.00
6003 Overtime	11,572.89	14,792.57	9,500.00	11,000.00
6010 Fica	14,598.81	13,108.14	14,800.00	15,753.00
6030 Retirement	22,205.17	19,472.75	21,300.00	22,290.00
6040 Workers Comp	6,714.39	4,882.78	4,900.00	3,746.00
6050 Employee Insurance	57,704.68	50,273.05	61,600.00	63,774.00
6101 Office Supplies	-	-	500.00	700.00
6103 Technology Equipment	-	1,149.50	1,800.00	300.00
6104 Software & Website Fees	5,720.50	1,584.64	7,400.00	5,300.00
6105 Uniforms/Clothing	3,569.19	3,242.65	3,300.00	3,800.00
6107 Tools	-	-	-	2,000.00
6108 Equip/Mach/Furniture-Non-cap	2,580.37	2,426.00	5,000.00	5,500.00
6109 Petroleum Products	4,050.19	6,498.53	7,350.00	7,350.00
6111 Department Functional Supplies	1,864.86	2,929.09	9,000.00	12,200.00
6201 Travel/Training	5,329.40	2,303.07	8,800.00	9,200.00
6202 Memberships	-	-	-	95.00
6203 Licenses/Certs-Employees	45.00	45.00	150.00	50.00
6301 Insurance-Property	1,021.42	1,094.55	1,100.00	1,271.00
6302 Insurance-Vehicle	1,004.03	1,345.26	1,100.00	1,271.00
6303 Insurance-Liability	1,604.00	1,512.00	1,800.00	2,032.00
6305 Insurance-Claims	10,036.32	14,743.03	5,000.00	10,000.00
6401 Gas/Electric-Buildings	14,916.10	13,923.39	10,250.00	12,250.00
6403 Telecom Services	3,023.56	2,981.91	3,300.00	5,000.00
6501 Rent/Lease-Buildings/Land	2,523.49	2,397.32	2,450.00	2,700.00
6502 Rent/Lease-Equip/Mach/vehicles	574.97	204.32	500.00	-
6601 Contractual-Professional	79,643.57	75,379.90	91,000.00	-
6602 Contractual-Other	-	-	-	4,100.00
6701 Repairs/Maint-Buildings	90.00	2,937.59	2,000.00	1,500.00
6703 Repairs/Maint-Infrastructure	32,255.87	14,008.10	29,700.00	96,300.00
6704 Repairs/Maint-EquipMachVehArt	25,193.72	9,621.03	10,000.00	11,300.00
6803 Food	-	-	-	500.00
7400 Cap Outlay-Land/Site Imprvmnts	-	-	-	18,000.00
7600 Cap Outlay-Equip/MachVehicles	400,664.00	-	-	-
8040 Transfer to Capital Proj Fund	-	220,000.00	220,000.00	10,000.00
8050 Transfer to Water Fund	20,000.00	24,600.00	24,600.00	2,800.00
Sewer Fund Total	911,598.25	673,051.24	761,093.00	551,146.00
WW Collection Total	955,932.80	864,718.53	1,145,279.69	551,146.00

WASTEWATER TREATMENT

MISSION STATEMENT

The City of Sheridan Wastewater Treatment Plant (WWTP) treats the City's wastewater based upon the high standards of the City and the rules set forth by the State of Wyoming and federal law. Our mission is to manage and operate safe, cost-efficient, and environmentally sound services for the benefit of the City of Sheridan. It is ultimately our goal to produce and discharge the highest quality effluent possible to maintain and protect our Wyoming waterways and its downstream users, such as Goose Creek. The purpose of the WWTP is to continue to exceed state and regional wastewater treatment standards and to continuously produce the highest quality of effluent wastewater.

FY24 Wastewater Treatment Staffing		
Position	Headcount	FTE
Wastewater Treatment Superintendent Operator IV	1	1
Wastewater Treatment Operator IV	2	2
WWTP Laboratory Coordinator, Operator IV	1	1
WWTP Maintenance Mechanic Coordinator	1	1
WWTP Maintenance Mechanic Technician	1	1
WWTP Maintenance Mechanic	1	1

WHAT WE DO

The WWTP consists of 4, certified plant operators along with 3 maintenance mechanics. The WWTP collects and treats the sewage produced by the citizens and businesses of Sheridan. The wastewater is treated utilizing conventional activated sludge treatment methods with Sodium Hypochlorite disinfection. The WWTP treats an average of 2.5 million gallons of wastewater per day, and the biosolids that are removed from the plant are then transported to the City Landfill for garbage compaction or composting, which is sold to the public as a Class A biosolids product.

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue the high level of maintenance and repairs required for a conventional activated sludge plant, which also includes expenses for wastewater treatment process requirements and for regulatory testing and reporting. This budget will provide a replacement of a ½ ton work truck, and funding to replace, using our own resources, two oxidation ditch aerator gear boxes, motors, and shafts. This is the first year of a plan to replace them all over the course of several years (total cost approximately \$600K). Through this effort, we are seeking to achieve 30-40% more efficiency on the motors and extend the effective life of the oxidation ditch another 20-30 years.

LONG-TERM GOALS

Develop all plant operators and maintenance mechanics/technicians to be skilled and competent to the highest level of their profession and implement the top 7 priority plant improvements recommended in the recently completed 2022 Wastewater System Master Plan to include obtaining the \$8.8M in estimated funding needed for those projects.

WASTEWATER TREATMENT

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
822 WW Treatment				
40				
Capital Projects Fund				
4220 Department of the Interior	-	-	-	(1,200,000.00)
5000 Transfers From/Other Sources	(160,000.00)	-	-	-
5051 Transfer from Sewer Fund	(305,000.00)	-	-	-
6601 Contractual-Professional Serv	46,019.52	120,258.00	223,980.48	-
7500 Cap Outlay-Infrastructure	-	-	-	1,200,000.00
7600 Cap Outlay-Equip/MachVehicles	28,038.81	111,019.61	55,842.44	-
8040 Transfer to Capital Proj Fund	160,000.00	-	-	-
Capital Projects Fund Total	(230,941.67)	231,277.61	279,822.92	-
51				
Sewer Fund				
6001 FT Salaries/Wages	411,473.93	403,490.93	410,497.00	441,386.00
6002 PT Salaries/Wages	-	3,074.41	-	10,800.00
6003 Overtime	606.01	889.69	650.00	1,000.00
6010 Fica	29,036.87	28,869.31	30,500.00	33,575.00
6030 Retirement	47,120.58	44,569.10	46,300.00	50,999.00
6040 Workers Comp	4,424.76	10,186.45	10,000.00	8,076.00
6050 Employee Insurance	116,414.49	114,507.22	128,700.00	144,892.00
6101 Office Supplies	1,326.59	918.75	1,200.00	1,350.00
6103 Technology Equipment	1,654.17	1,212.50	2,500.00	250.00
6104 Software & Website Fees	2,583.09	2,437.91	1,500.00	1,500.00
6105 Uniforms/Clothing	773.24	1,690.03	1,750.00	2,500.00
6106 Chemicals	65,720.44	72,262.67	79,800.00	80,000.00
6107 Tools	-	-	-	750.00
6108 Equip/Mach/Furniture-Non-cap	14,513.04	16,777.47	4,500.00	10,000.00
6109 Petroleum Products	12,721.40	19,488.60	11,500.00	20,000.00
6111 Department Functional Supplies	7,742.04	24,782.28	8,500.00	48,500.00
6201 Travel/Training	2,871.71	2,550.92	1,000.00	4,500.00
6202 Memberships	-	90.00	-	290.00
6301 Insurance-Property	10,603.80	11,290.43	11,700.00	13,041.00
6302 Insurance-Vehicle	710.20	1,156.11	800.00	968.00
6303 Insurance-Liability	3,222.00	3,053.00	3,500.00	4,139.00
6401 Gas/Electric-Buildings	161,921.75	158,065.64	145,800.00	165,000.00
6403 Telecom Services	7,885.96	7,236.89	6,900.00	7,000.00
6502 Rent/Lease-Equip/Mach/vehicles	385.00	341.50	350.00	400.00

WASTEWATER TREATMENT

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24	
Row L	Name	Account Description	Actuals	Actuals	Revised Budget	Budget
	6601	Contractual-Professional	25,182.62	64,790.77	55,000.00	-
	6602	Contractual-Other	-	525.00	-	28,000.00
	6701	Repairs/Maint-Buildings	1,623.26	2,590.21	3,000.00	3,000.00
	6702	Repairs/Maint-Land/Site/Grnds	-	653.30	-	-
	6703	Repairs/Maint-Infrastructure	35,468.46	24,482.47	40,000.00	3,500.00
	6704	Repairs/Maint-EquipMachVehArt	3,592.92	4,343.59	2,300.00	15,000.00
	7120	Cap Outlay-Construct of Bldgs	33,672.00	38,735.00	38,735.00	10,000.00
	7500	Cap Outlay-Infrastructure	-	-	-	80,000.00
	7600	Cap Outlay-Equip/MachVehicles	159,436.75	7,200.00	44,600.00	48,000.00
	8040	Transfer to Capital Proj Fund	305,000.00	-	-	-
	Sewer Fund Total		1,467,687.08	1,072,262.15	1,091,582.00	1,238,416.00
	WW Treatment Total		1,236,745.41	1,303,539.76	1,371,404.92	1,238,416.00

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SOLID WASTE FUND

MISSION STATEMENT

The mission of the Utilities Department Solid Waste Enterprise Fund is to effectively provide services that meet the present and future environmental, health, and safety needs within the community of Sheridan. The Solid Waste Division is committed to providing quality, reliability and sustainability that exceeds customer expectations through continuous improvement of our operations and infrastructure.

WHAT WE DO

The Utilities Department Solid Waste Enterprise Fund represents the administrative and operational divisions that oversee collection and disposal for residential and commercial customers. This includes collection for curbside recycling, recycling drop-site locations, recycle center operation, and operation of a landfill that serves all of Sheridan County. The Solid Waste Enterprise Fund is made of the following divisions:

- **Solid Waste Administration** - provides leadership and administrative support for daily operations within the Solid Waste Division, while ensuring regulatory compliance with WDEQ
- **Landfill** - conducts operations of disposing the City's commercial and residential waste within Sheridan County
- **Waste Collection** - collects refuse from residential and commercial customers within the City of Sheridan
- **Recycling** - regulates how recycling is collected, transported, stored, and disposed

FY24 BUDGET INITIATIVES

With approval of the proposed FY24 budget the Solid Waste Enterprise Fund will generate the necessary revenues to fund the annual operating expenses, fund present year capital expenditures and build capital for anticipated, future capital expenditures for all Solid Waste Fund operating divisions. We will be able to make all annual debt service payments, maintain minimum debt service coverage ratios, and ensure reserve balance target minimums are exceeded.

LONG-TERM GOALS

The long-term goals of the Solid Waste Enterprise are to keep solid waste rates as low as possible for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support the production of a long-term Capital Improvement Plan that aligns with financial goals, facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SOLID WASTE FUND

FY24 Solid Waste Fund Summary

Row Label	Department Name	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
52					
	Solid Waste Fund				
0	Unallocated Division	(5,985,251)	(5,678,064)	(6,033,280)	(6,478,871)
830	Solid Waste Administration	1,091,578	1,311,788	1,353,127	1,909,213
831	Sanitation	1,304,204	1,682,669	1,765,469	1,519,304
832	Recycling	1,311,242	1,429,638	1,657,452	1,751,173
841	Landfill	1,351,841	2,053,843	2,118,699	2,019,706
	Solid Waste Fund Total	(926,386)	799,874	861,467	720,525

FY24 Solid Waste Fund Detailed Revenue

Row Label	Department Name	Account Description	Sum of FY22 Actuals	Sum of FY23 Actuals	Sum of FY23 Revised Budget	Sum of FY24 Budget
52						
	Solid Waste Fund					
4810	Interest		(17,211.90)	(163,009.42)	(11,100.00)	(155,513.00)
4860	Miscellaneous		(8,631.79)	(8,021.81)	(1,000.00)	(1,950.00)
4870	Appreciation		395.10	136.25	-	-
4950	Sanitation Fees		(3,832,384.40)	(3,568,934.49)	(3,892,100.00)	(3,926,456.00)
4960	Curbside Recycling Fees		(266,904.96)	(248,815.37)	(272,200.00)	(273,885.00)
4961	Recycling Commodity Revenue		(254,027.00)	(105,629.11)	(202,900.00)	(182,869.00)
4962	Recycling Sorting Fees		(2,993.58)	(1,868.70)	(1,750.00)	(2,800.00)
4963	Recycling Container Rent Fee		(43,490.36)	(39,709.59)	(44,500.00)	(41,000.00)
4964	Compost Bagging Fee		-	-	-	(60,000.00)
4965	Other Recycling Fees		(96,540.43)	(151,107.49)	(96,000.00)	(150,000.00)
4970	Landfill		(1,361,661.58)	(1,391,104.38)	(1,511,730.00)	(1,434,398.00)
5060	Sale of Capital Assets		(101,800.00)	-	-	(250,000.00)
	Solid Waste Fund Total		(5,985,250.90)	(5,678,064.11)	(6,033,280.00)	(6,478,871.00)

SOLID WASTE ADMINISTRATION

MISSION STATEMENT

The mission of the Solid Waste Division is to serve each person within the City and County of Sheridan by working together and practicing economically sound solid waste and environmental management to make our community a place everyone would want to call home.

The Solid Waste Administration Division is committed to providing outstanding customer service, record keeping, accurate financial transactions, regulatory compliance and to provide information in a timely manner.

FY24 Solid Waste Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.4
Administrative Coordinator	1	.4
Solid Waste Superintendent	1	1
Solid Waste/Recycling Coordinator	1	1

WHAT WE DO

Solid Waste Administration is responsible for overseeing all solid waste operations while in compliance with federal, state, and local regulations. This includes, but is not limited to:

- Landfill operations serving Sheridan County
- Municipal Solid Waste (MSW) collection and disposal for residential and commercial within the City of Sheridan
- Recycling collection and disposal
- Green Waste collection and composting
- Household Hazardous Waste (HHW) collection and disposal

FY24 BUDGET INITIATIVES

The FY24 budget includes expenses to continue the level of service previously provided by the Solid Waste Division. Additionally, the Solid Waste Administration will begin production and marketing of compost in bags and developing a Landfill Mall/Reuse Center to better serve the community.

LONG-TERM GOALS

The long-term goals of Solid Waste Administration are to ensure that all operations are efficiently operated, safely administered, adequately funded, and remain in compliance with all regulations. This includes overseeing collection routes, staff training, safety, equipment purchases, regulatory controls, new landfill cell development, and landfill remediation.

SOLID WASTE ADMINISTRATION

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Row Labels	Name Account Description	Actuals	Actuals	Revised Budget	Budget
830	Solid Waste Administration				
	52				
	Solid Waste Fund				
	4240 Department of Treasury	(200,000.00)	-	-	-
	6001 FT Salaries/Wages	177,595.41	177,291.45	196,922.00	210,960.00
	6003 Overtime	1,800.08	1,798.95	2,100.00	2,226.00
	6010 Fica	13,066.98	12,974.66	14,800.00	16,139.00
	6030 Retirement	21,085.28	20,810.34	22,500.00	24,514.00
	6040 Workers Comp	1,975.57	4,477.25	4,900.00	3,882.00
	6050 Employee Insurance	40,839.37	41,551.53	45,800.00	52,210.00
	6101 Office Supplies	250.33	381.35	400.00	560.00
	6102 Copier Supplies	-	449.77	-	852.00
	6103 Technology Equipment	-	787.50	1,000.00	-
	6104 Software & Website Fees	1,631.74	2,489.84	1,100.00	6,797.00
	6201 Travel/Training	-	-	2,300.00	2,500.00
	6202 Memberships	-	-	-	946.00
	6303 Insurance-Liability	1,512.00	1,472.00	1,700.00	1,828.00
	6305 Insurance-Claims	-	1,550.00	1,000.00	1,000.00
	6403 Telecom Services	1,377.81	1,346.77	1,400.00	1,400.00
	6502 Rent/Lease-Equip/Mach/vehicles	1,891.09	1,375.70	2,000.00	1,104.00
	6601 Contractual-Professional	25,352.50	1,391.66	5,000.00	2,500.00
	6801 Printing	-	2,748.72	-	18,618.00
	6802 Advertising	19,054.53	15,687.15	27,000.00	8,450.00
	6850 Principal	168,434.53	174,020.94	174,039.00	473,782.00
	6851 Interest	32,411.05	26,824.64	26,808.00	295,645.00
	6853 Issuance Costs	-	39,057.50	39,058.00	-
	8010 Transfer to General Fund	783,300.00	783,300.00	783,300.00	783,300.00
	Solid Waste Fund Total	1,091,578.27	1,311,787.72	1,353,127.00	1,909,213.00
	Solid Waste Administration Total	1,091,578.27	1,311,787.72	1,353,127.00	1,909,213.00

SANITATION

MISSION STATEMENT

The mission of the Sanitation Division is to protect the environment, public health and welfare, and enhance the quality of life by providing effective programs to collect and remove solid waste materials in a convenient, economical and environmentally sensitive manner.

FY24 Sanitation Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator I	1	1
Sanitation/Recycling Equipment Operator II	1	1
Sanitation/Recycling Equipment Operator III	6	6
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

The Sanitation Division collects refuse from residential and commercial customers of the City. All residential and commercial customers receive collection service at least once per week from Monday through Friday. Commercial customers receive collection services as needed. All collected solid waste is disposed of at the Sheridan Landfill at 83 East Ridge Road.

- Collect MSW from over 6,947 residential and 765 commercial customers
- Transport the MSW to the landfill for disposal

FY24 BUDGET INITIATIVES

The FY24 budget includes funding to continue the level of service previously provided by the Sanitation Division and to ensure that current and futures services are met. In addition to regular, annual operating expenses, this budget will also provide funding to purchase 100, 300-gallon replacement trash cans, complete the administrative/restroom/ locker room facility, the purchase of a skid steer broom, the purchase of a sander box for a work truck, the purchase of a front-load collection truck, and the rebuild of two existing waste collection trucks.

LONG-TERM GOALS

The long-term goals of the Sanitation Division are to efficiently collect, transport, and dispose of MSW in an environmentally, safe, effective way. This includes researching new technology and better equipment replacement options to maintain a strong and productive fleet in the most economical fashion.

SANITATION

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
831 Sanitation				
52				
Solid Waste Fund				
6001 FT Salaries/Wages	398,457.51	392,113.84	420,900.00	451,702.00
6003 Overtime	23,133.83	16,832.28	26,500.00	26,000.00
6010 Fica	29,864.89	29,721.94	30,800.00	34,058.00
6030 Retirement	48,358.22	44,977.77	46,800.00	51,733.00
6040 Workers Comp	4,603.71	10,223.62	10,100.00	8,192.00
6050 Employee Insurance	112,677.16	100,336.22	130,700.00	136,798.00
6101 Office Supplies	62.72	1,265.52	550.00	650.00
6102 Copier Supplies	-	194.88	-	800.00
6103 Technology Equipment	19.99	43.10	1,600.00	-
6104 Software & Website Fees	4,090.00	9,987.17	7,290.00	5,900.00
6105 Uniforms/Clothing	5,430.29	4,634.06	5,000.00	3,000.00
6107 Tools	-	-	-	2,000.00
6108 Equip/Mach/Furniture-Non-cap	75,453.34	87,590.00	104,800.00	59,500.00
6109 Petroleum Products	109,058.26	110,275.51	129,400.00	109,000.00
6111 Department Functional Supplies	4,762.46	43,986.81	5,450.00	146,100.00
6201 Travel/Training	155.00	142.50	1,250.00	400.00
6202 Memberships	-	-	-	112.00
6302 Insurance-Vehicle	9,208.52	9,847.89	10,100.00	11,110.00
6303 Insurance-Liability	3,245.00	3,117.00	3,600.00	3,870.00
6305 Insurance-Claims	4,791.00	-	4,000.00	10,000.00
6401 Gas/Electric-Buildings	903.25	1,816.48	950.00	969.00
6403 Telecom Services	2,282.19	(531.95)	1,000.00	1,500.00
6502 Rent/Lease-Equip/Mach/vehicles	620.24	560.00	700.00	750.00
6601 Contractual-Professional	41,111.18	81,937.38	85,930.00	1,000.00
6602 Contractual-Other	-	-	-	45,950.00
6701 Repairs/Maint-Buildings	1,384.72	6,691.62	6,500.00	9,500.00
6704 Repairs/Maint-EquipMachVehArt	114,574.31	147,240.88	152,000.00	-
6803 Food	-	115.71	-	210.00
6804 Bank/CC Fees	-	-	-	34,000.00
6854 Bad Debt Expense	(1,008.04)	-	-	-
7400 Cap Outlay-Land/Site Imprvmnts	-	15,000.00	15,000.00	42,000.00
7600 Cap Outlay-Equip/MachVehicles	310,964.47	289,549.00	289,549.00	322,500.00
8040 Transfer to Capital Proj Fund	-	275,000.00	275,000.00	-
Solid Waste Fund Total	1,304,204.22	1,682,669.23	1,765,469.00	1,519,304.00
Sanitation Total	1,304,204.22	1,682,669.23	1,765,469.00	1,519,304.00

RECYCLING

MISSION STATEMENT

The mission of the Recycling Division is to provide and promote recycling services, protect the environment, and promote waste diversion from the landfill to ensure a safe and healthy community for current and future generations.

FY24 Recycling Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator II	2	2
Sanitation/Recycling Equipment Operator III	6	6
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

Sheridan's customers generate approximately 34,000 tons of solid waste each year. One of the SWD's highest priorities is to reduce the overall amount of material that is disposed of through the implementation of innovative waste reduction and recycling services. The SWD collects recyclable materials and green waste from several drop sites around the community and conducts special programs, such as Trees for Trash and seasonal Free Landfill Days to encourage responsible waste disposal. The Recycling Division provides the only municipality owned and operated Material Recovery Facility in the State of Wyoming; therefore, the City can provide a better quality of recyclable materials.

FY24 BUDGET INITIATIVES

The FY24 budget includes all funding needed to continue the level of excellent service provided by the Recycling Division. In addition to regular annual operations, this budget will provide funding to replace a front load truck, rebuild one of our recycling material balers, purchase a skid steer broom, purchase a sander box for work truck, and complete the breakroom/restroom/locker room facility for sanitation and recycling division staff.

LONG-TERM GOALS

The long-term goals of the Recycling Division are to efficiently collect, transport, and dispose of recyclable materials from citizens and businesses in a cost effective and safe manner and to extend the life of the landfill through waste diversion practices.

RECYCLING

Department	Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name Account Description	Actuals	Actuals	Revised Budget	Budget
832 Recycling				
40				
Capital Projects Fund				
7130 Cap Outlay-Bldg Improvements	-	52,977.12	275,000.00	-
Capital Projects Fund Total	-	52,977.12	275,000.00	-
52				
Solid Waste Fund				
6001 FT Salaries/Wages	402,379.63	387,353.19	431,041.00	468,573.00
6003 Overtime	26,773.54	17,937.91	20,000.00	21,200.00
6010 Fica	31,899.77	29,607.37	31,500.00	35,349.00
6030 Retirement	50,144.58	47,058.08	47,800.00	53,693.00
6040 Workers Comp	4,829.09	10,131.36	10,300.00	8,503.00
6050 Employee Insurance	103,629.62	105,854.16	117,700.00	141,589.00
6101 Office Supplies	29.27	1,684.13	300.00	650.00
6102 Copier Supplies	-	291.12	-	800.00
6103 Technology Equipment	-	23.49	1,200.00	-
6104 Software & Website Fees	3,788.50	5,599.08	4,930.00	4,996.00
6105 Uniforms/Clothing	4,237.31	4,998.23	4,950.00	3,000.00
6107 Tools	-	-	-	2,000.00
6108 Equip/Mach/Furniture-Non-cap	9,388.46	25,454.59	24,000.00	59,500.00
6109 Petroleum Products	68,001.08	76,905.60	94,600.00	68,500.00
6111 Department Functional Supplies	16,479.03	42,189.89	79,227.00	101,600.00
6201 Travel/Training	196.38	122.50	750.00	400.00
6202 Memberships	-	-	-	112.00
6204 Licenses/Fees/Permits- Other	-	40.00	-	50.00
6302 Insurance-Vehicle	2,102.27	2,903.87	2,300.00	3,300.00
6303 Insurance-Liability	3,387.00	3,183.00	3,700.00	3,978.00
6401 Gas/Electric-Buildings	11,332.38	10,183.88	11,500.00	11,500.00
6403 Telecom Services	1,991.59	306.90	1,400.00	1,500.00
6502 Rent/Lease-Equip/Mach/vehicles	1,170.26	560.00	2,900.00	750.00
6601 Contractual-Professional	8,066.42	48,204.72	50,680.00	1,000.00
6602 Contractual-Other	-	621.80	-	45,950.00
6603 Contractual-Temp Services	254,280.38	247,326.42	184,700.00	203,170.00
6701 Repairs/Maint-Buildings	1,103.58	7,018.62	6,500.00	9,500.00
6704 Repairs/Maint-EquipMachVehArt	44,927.64	57,398.36	44,880.00	38,000.00
6802 Advertising	-	-	300.00	300.00
6803 Food	-	100.49	-	210.00
6804 Bank/CC Fees	-	-	-	34,000.00
6854 Bad Debt Expense	(70.20)	-	-	-
7400 Cap Outlay-Land/Site Imprvmnts	-	21,579.00	25,000.00	42,000.00
7600 Cap Outlay-Equip/MachVehicles	261,174.00	-	180,294.00	385,500.00
8040 Transfer to Capital Proj Fund	-	275,000.00	275,000.00	-
Solid Waste Fund Total	1,311,241.58	1,429,637.76	1,657,452.00	1,751,173.00
Recycling Total	1,311,241.58	1,482,614.88	1,932,452.00	1,751,173.00

LANDFILL

MISSION STATEMENT

The mission of the Landfill is to provide long term, cost effective and environmentally sound solutions for the management of waste generated by citizens and businesses of Sheridan County.

FY24 Landfill Staffing		
Position	Headcount	FTE
Landfill Supervisor	1	1
Landfill Attendant	2	1.6
Landfill Technician	1	1
Landfill Equipment Operator III	1	1
Landfill Equipment Operator IV	4	4
Landfill Senior Equipment Operator	1	1

WHAT WE DO

The Landfill is responsible for disposing of all commercial and residential wastes generated (excluding collected recyclables) within Sheridan County. This includes, but is not limited to:

- Municipal Solid Waste (MSW)
- Commercial Waste
- Household Hazardous Waste (HHW)
- Construction and Demolition Waste (C&D)
- Green waste such as garden and grass clippings.
- Other solid wastes authorized for disposal by WDEQ

FY24 BUDGET INITIATIVES

The FY24 budget includes all funding needed to continue the level of excellent service provided by the Landfill. This budget will provide funding for landfill operations along with the purchase a new ATV utility vehicle, place asphalt paving for the compost storage area, construct a new battery/waste oil storage building, and construct the new, Cell 10 waste disposal area.

LONG-TERM GOALS

The long-term goals of the landfill include continued operation in compliance with state and federal regulations. This includes:

- Design, permitting, construction and operations of new landfill cells
- Remediation of older impacted landfill cells
- Improved compaction and added air space to the landfill
- Better diversion and recycling

LANDFILL

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24	
ow Li	Name	Account Description	Actuals	Actuals	Revised Budget	Budget
841	Landfill					
	40					
	Capital Projects Fund					
	4220	Department of the Interior	(3,725,420.40)	(1,257,671.13)	(9,674,795.82)	-
	4341	WY Department of Env Quality	(563,688.89)	(181,970.53)	(4,617,534.08)	-
	5052	Transfer from Solid Waste Fund	-	(286,000.00)	(286,000.00)	(500,000.00)
	7120	Cap Outlay-Construct of Bldgs	-	162,011.83	194,920.14	-
	7400	Cap Outlay-Land/Site Imprvmnts	4,296,494.88	1,809,110.58	14,709,283.27	500,000.00
	Capital Projects Fund Total		7,385.59	245,480.75	325,873.51	-
	52					
	Solid Waste Fund					
	6001	FT Salaries/Wages	350,604.25	365,387.31	353,124.00	424,783.00
	6002	PT Salaries/Wages	28,422.74	28,753.42	71,000.00	74,630.00
	6003	Overtime	19,136.23	14,678.08	15,000.00	13,200.00
	6010	Fica	29,651.10	29,739.42	31,400.00	32,496.00
	6030	Retirement	45,594.08	45,544.56	46,400.00	49,360.00
	6040	Workers Comp	2,982.62	10,220.53	10,300.00	7,817.00
	6050	Employee Insurance	108,070.52	105,297.34	106,400.00	120,426.00
	6101	Office Supplies	1,052.86	2,161.30	1,600.00	1,600.00
	6102	Copier Supplies	-	349.95	-	3,614.00
	6103	Technology Equipment	844.34	2,958.94	4,700.00	7,000.00
	6104	Software & Website Fees	6,993.29	3,165.16	6,980.00	4,302.00
	6105	Uniforms/Clothing	6,286.47	5,999.65	6,300.00	4,000.00
	6107	Tools	-	-	-	3,000.00
	6108	Equip/Mach/Furniture-Non-cap	5,315.45	7,398.09	11,000.00	3,000.00
	6109	Petroleum Products	154,358.93	154,279.13	164,000.00	155,000.00
	6111	Department Functional Supplies	30,800.82	83,794.39	69,000.00	148,807.00
	6201	Travel/Training	5,697.95	5,828.73	1,600.00	1,000.00
	6202	Memberships	-	725.00	-	491.00
	6204	Licenses/Fees/Permits- Other	-	40.00	-	50.00
	6301	Insurance-Property	1,601.90	1,792.36	1,800.00	2,020.00
	6302	Insurance-Vehicle	1,495.74	1,806.70	1,600.00	2,090.00
	6303	Insurance-Liability	3,699.29	3,587.29	4,100.00	3,870.00
	6304	DEQ Reclamation Premium	3,239.67	4,000.87	8,210.00	8,210.00
	6305	Insurance-Claims	(2,049.70)	-	-	5,000.00
	6401	Gas/Electric-Buildings	8,964.98	8,129.09	8,000.00	9,000.00
	6403	Telecom Services	4,572.97	4,096.52	5,800.00	5,800.00
	6502	Rent/Lease-Equip/Mach/vehicles	1,384.81	755.31	1,500.00	1,500.00
	6601	Contractual-Professional	221,854.19	242,372.74	257,020.00	144,900.00
	6602	Contractual-Other	-	1,386.50	-	112,300.00
	6603	Contractual-Temp Services	18,020.48	17,094.42	12,000.00	13,200.00
	6701	Repairs/Maint-Buildings	25,783.07	26,639.20	10,000.00	4,900.00

LANDFILL

Department		Sum of FY22	Sum of FY23	Sum of FY23	Sum of FY24
Name	Account Description	Actuals	Actuals	Revised Budget	Budget
	6702 Repairs/Maint-Land/Site/Grnds	-	4,503.43	-	-
	6704 Repairs/Maint-EquipMachVehArt	177,882.25	152,026.97	188,900.00	-
	6803 Food	-	491.19	-	900.00
	6804 Bank/CC Fees	-	-	-	15,450.00
	7120 Cap Outlay-Construct of Bldgs	21,891.00	-	-	37,000.00
	7400 Cap Outlay-Land/Site Imprvmnts	-	15,874.52	18,000.00	75,000.00
	7600 Cap Outlay-Equip/MachVehicles	67,688.24	416,965.00	416,965.00	23,990.00
	8040 Transfer to Capital Proj Fund	-	286,000.00	286,000.00	500,000.00
	Solid Waste Fund Total	1,351,840.54	2,053,843.11	2,118,699.00	2,019,706.00
	Landfill Total	1,359,226.13	2,299,323.86	2,444,572.51	2,019,706.00