



FY22 ADOPTED BUDGET

Adopted June 14, 2021

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MESSAGE FROM THE CITY ADMINISTRATOR

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

When I started working here a year ago, much was unknown about how COVID-19 would affect our City operations. Last year's budget implemented many prudent safeguards to ensure that we remained fiscally responsible.

I am very pleased to report that, despite statewide restrictions affecting businesses, the absence of the WYO rodeo, and other impacts of this coronavirus, the City thrived financially, consistently topping last year's monthly sales and use numbers resulting in a year-to-date increase of over 8%. Because of this, the City was able to afford to restore the 25% cuts made to all FY21 GPET (One-Cent) external recipients and anticipate sufficient revenue from all FY21 unrestricted funds to set aside \$600,000 towards a new Fire Department ladder/bucket truck.

I am submitting a balanced budget prepared in accordance with all applicable local, state, and federal legal requirements and have provided an overview below:

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, the City budgeted \$652,000 of General Fund Reserves due to the unknown impacts of COVID on revenues, but thus far those funds have not been required and it is likely that they will remain intact. As a result, the General Fund Reserves are expected to remain at \$2,550,724 or approximately 3 months of the General Fund budget.

Staff took a very conservative approach to revenue. Because FY21's General Fund budget reflected a 25% decrease to projected sales and use tax and an overall decrease of approximately 9% from the previous year, FY20 actual revenues provided a more realistic starting point to project FY22 budget revenues. With this in mind, the FY22 General Fund revenues increased by only \$89,925 over the FY20 adopted budget. This conservative approach was applied across all funds.

The Administrative Cost Recovery Schedule for City Enterprise Funds will provide an additional \$1,968,500 in revenue to the General Fund. The City's Water, Sewer, and Solid Waste Enterprise Funds are all fiscally sound with strong operating cash and healthy reserves. A water rate increase of 2.5% and a sewer rate increase of 2.75% was approved by the Governing Body and will take effect January 1, 2022. An increase of 2.95% was also approved for solid waste collection and landfill fees and will take effect July 1, 2021. These approved rate increases are supported by rate studies and fiscal financial plans performed for all three Utilities Enterprise Funds.

Budgeted Appropriations

GPET Fund. Some of the major programs and services funded with GPET funds are as follows:

MESSAGE FROM THE CITY ADMINISTRATOR

- \$1,450,000 for facilities, infrastructure, and equipment
- \$752,200 for public safety
- \$502,000 for parks, pathways, and open space
- \$394,200 for community non-profit organizations
- \$400,000 for air service support
- \$306,600 for contracted City services
- \$38,000 for the Sheridan Public Arts Committee (SPAC)
- \$100,000 for future Fire Plan-A contributions

Capital Projects Fund. The FY22 budget includes \$12,610,101 for capital improvements, equipment, and loan payments. Funding includes \$4,400,000 of Cap Tax, GPET, Public Benefit, and Direct Distribution; \$5,680,000 in grants and loans; \$385,000 from Enterprise Funds; and \$2,145,101 of cash reserves. Major projects include:

- \$1,160,000 for parks and pathways
- 3,450,000 for street and highway improvements
- \$4,880,000 for water, sewer, and landfill improvements
- \$1,550,000 to repay the loans for the North Sheridan Interchange and the Emergency Hillside Stabilization Projects
- \$1,570,101 for other projects

Personnel

The FY22 budget includes compensation increases for all City employees. Projected FY22 revenue will enable the City to increase the pay scale 1% giving every employee a 1% pay increase. All employees hired before November 1, 2020 who received at least a "meets expectations" average rating on their 2020 performance appraisal will receive a 2 step increase as well.

This budget allows for some modest but necessary personnel growth within City operations. Two staff positions are newly established in this budget and an additional two positions are transferred from a contracted position to regular City employee positions for recruitment and retention purposes. The Fire Department establishes a new Division Chief of Operations position to better manage day-to-day operations within the department. An IT Technician position has been established to account for the additional workload within the IT Department. The Golf Course Superintendent has transitioned from a contract position and, as a result of lessons learned from the last Golf Superintendent, an Assistant Superintendent has also been established. Additionally, two positions that were frozen during FY21 have been funded for hiring in this year's budget. In FY21 four travel and tourism positions were removed from the City rolls, so this growth results in the same number of FTEs (185) as was the case in FY20.

MESSAGE FROM THE CITY ADMINISTRATOR

Summary Table of FY22 Revenues and Appropriations

<u>Fund</u>	<u>Revenues</u>	<u>Appropriations</u>
General	\$13,007,100	\$13,004,416
GPET (One Cent)	\$3,943,000	\$3,943,000
Direct Distribution	\$1,800,000	\$1,800,000
Special Revenue	\$238,700	\$238,700
Cap Tax	\$3,500,000	\$3,500,000
Public Benefit	\$900,000	\$900,000
Capital Projects	\$12,610,101	\$12,610,101
Water	\$5,136,958	\$5,033,694
Sewer	\$3,543,819	\$3,543,819
Solid Waste	\$5,853,250	\$5,528,972
Golf	\$591,761	\$591,761
Weed and Pest	\$313,600	\$313,600
<u>Debt Service</u>	<u>\$3,898,473</u>	<u>\$3,898,473</u>
Totals	\$55,336,762	\$54,906,536

In conclusion, I want to thank in general, my Department Heads and their staffs who did most of the work developing this budget and specifically my Treasury Department who 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.

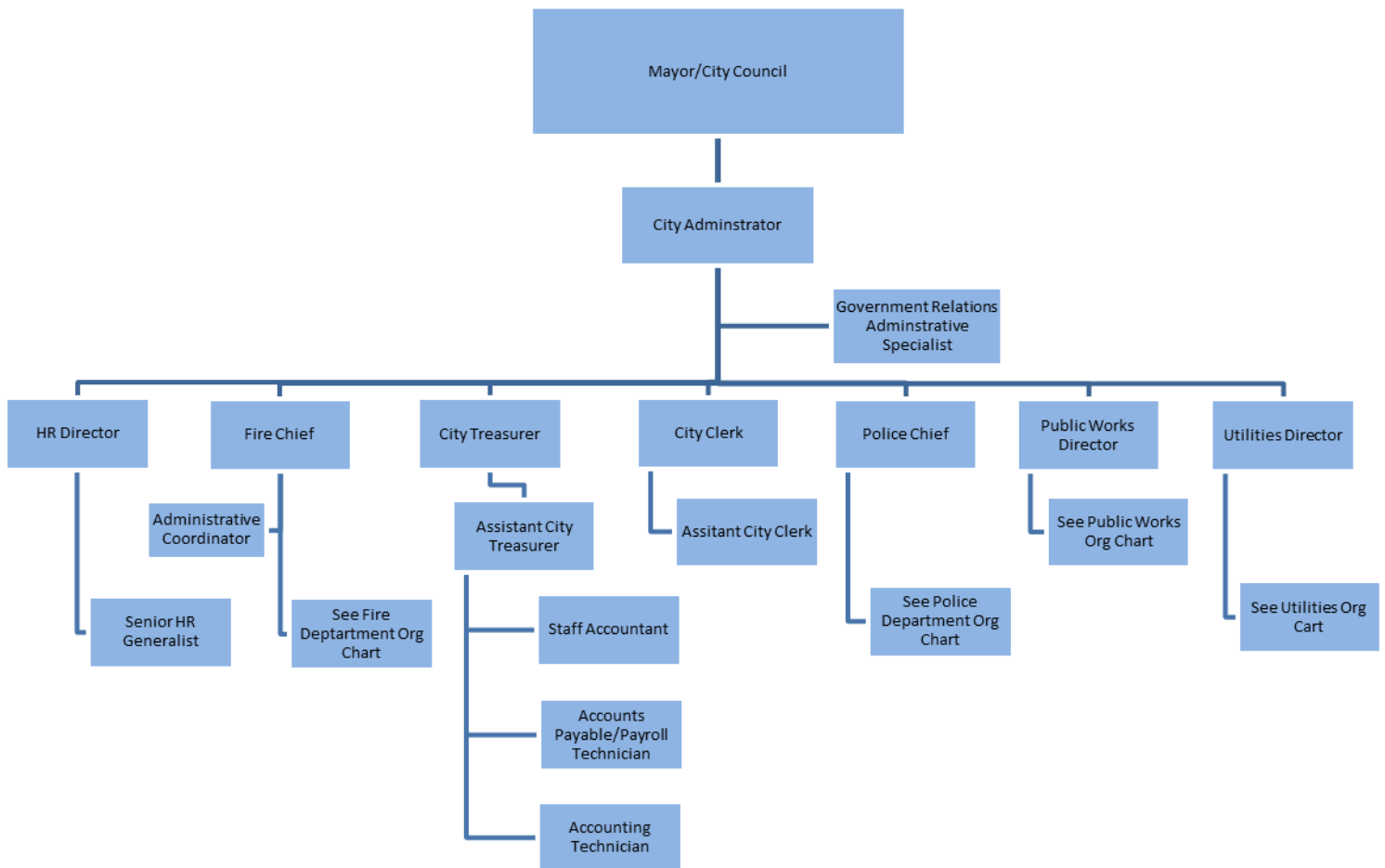
SERVICES

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: 17,940 people (2019 estimates)
- Median Age: 39.8 years
- Income: Median household income (2019) - \$54,278; Per capita income (2019) - \$32,358
- Home Values: Median house value (2019) - \$228,200
- Rent vs. Own: Housing units occupied by their owner (2019) - 59.7%
- Education: High school or higher - 95.6%; Bachelor's degree or higher - 30.3%
- Top Ten Employers (as of April 2021):
 - Sheridan Memorial Hospital
 - Sheridan VA Health Care System
 - Sheridan County School District #2
 - Sheridan College
 - Walmart
 - City of Sheridan
 - Sugarland Enterprises
 - Holiday Inn Sheridan
 - Westview Health Care Center
 - County of Sheridan

ORGANIZATIONAL CHART



MISSION, VISION, VALUES

City Mission

The City of Sheridan is dedicated to improving the quality of life of our citizens 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 GOALS

Attainable Housing

Enabling new housing projects to move forward, and encouraging reuse of existing housing and infill development. City Council has approved Ordinance 2200, which was an initiative to increase housing choice for all community residents. The continuation of this effort will be the exploration of Additional Dwelling Units. The events of this spring have slowed our efforts to see if the community is supportive of this type of development.

Enhancement of East 5th Street Corridor and Railroad District

Continue the development of the 5th Street Corridor and nearby Railroad Historic District as an attractive entrance into the community and gateway to the historic downtown. Staff has worked with the City Council and the public to prepare a plan and construction documents for this project. Staff was able to find additional funding through the Sheridan Urban Systems Advisory Committee to keep this project moving forward. It is anticipated that the project will be advertised and bid this fall.

Parks and Recreation Master Plan Implementation

Maintain clean and safe recreational facilities for the benefit of Sheridan residents and visitors (of all ages and abilities), increase access to water and pathway connectivity. One of the action items from this study is to review and update the contracts with our partners. City Council will be reviewing updated contracts with the Recreation District and the Sheridan Athletic Association.

Downtown Property Opportunities

The City was able to acquire 103 North Gould, the old Cook Ford property. The goals when this property was acquired were to provide public parking and redevelopment opportunities. The addition of public restrooms, visitor space, and a showcase of historic equipment were added to the list of projects for the upcoming Capital Facilities Tax.

CITY COUNCIL



Richard Bridger
Mayor



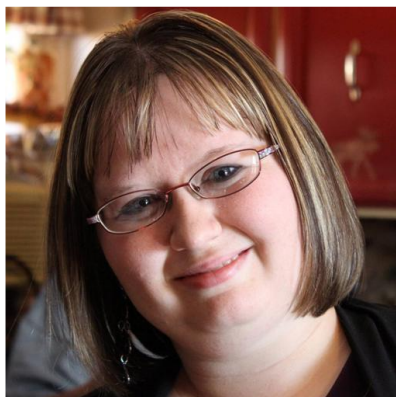
Clint Beaver
Councilman



Jacob Martin
Councilman



Aaron Linden
Councilman



Kristen Jennings
Councilwoman



Steve Brantz
Councilman



Shawn Day
Councilman

CITY ADMINISTRATION

City Administrator – Stuart McRae

City Clerk – Cecilia Good

City Treasurer – Karen Burtis

HR Director – Heather Doke

Public Works Director – Lane Thompson

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 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 14, 2021. 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 FY22 budget contains 13 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 (ONE CENT 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.

CAPITAL FACILITIES TAX (CAP TAX) FUND

The Cap Tax Fund is a restricted fund. Revenues accounted for in the Cap Tax Fund are derived specifically from the Capital Facilities Tax, otherwise known as the 6th penny of sales and use tax. These funds are transferred to the Capital Projects Fund where they are expended on specific capital projects, as approved by the voters.

FUND OVERVIEW

PUBLIC BENEFIT FUND

The Public Benefit Fund is a restricted fund. Revenues accounted for in the Public Benefit Fund are derived through Franchise Fees from utility companies, such as phone and electric/gas. These funds are transferred to the Capital Projects Fund where they are expended on various capital projects.

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 fixed assets. Revenues accounted for in the Capital Projects Fund are derived from the Capital Facilities Tax (the 6th penny of sales and use tax), Optional One Cent 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 sewerage.

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.

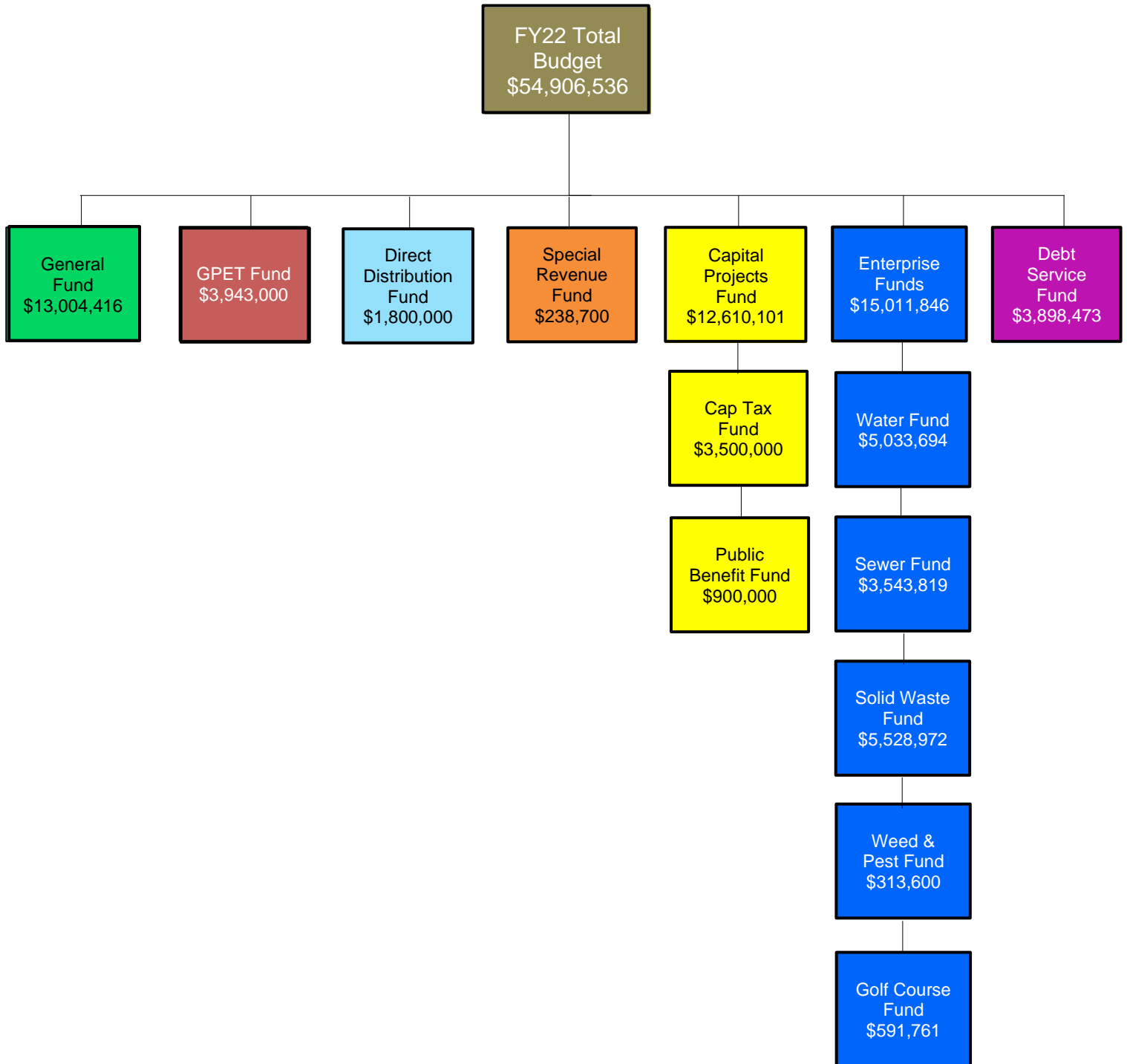
The Weed and Pest Fund is used to account for the revenues and expenditures associated with summertime spraying for mosquito control.

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

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



BUDGET ASSUMPTIONS

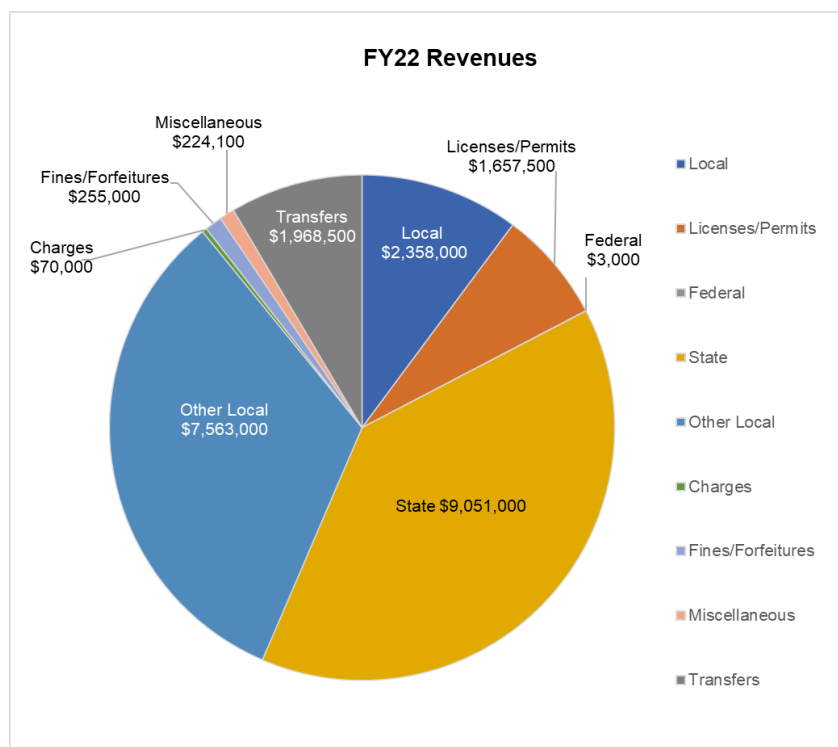
Revenue Assumptions

The City's practice is to budget revenues both conservatively and 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 FY22 Budget Preparation Handbook on April 20, 2021 which includes estimates of various revenue sources for each municipality in the State of Wyoming. This handbook was used to assist in projecting FY22 revenues.

Revenues come from many different sources. The pie chart below shows the different sources and the anticipated amounts of each for FY22. Local sources include property taxes and motor vehicle registrations. Other Local sources include GPET Tax, Capital Facilities Tax (Cap Tax), and the E911 Fund's contribution towards the 911 system. State sources include State Sales and Use tax, cigarette tax, fuel taxes, mineral royalties, severance tax, lottery and pari-mutuel tax, and direct distribution. Transfers are "charges" assessed to the Enterprise Funds for the administrative costs of general government.

For FY22, the total sales and use taxes (State, GPET, and Cap Tax) have been budgeted at a flat or minimal increase of the FY22 projected revenues. This is a result of the ongoing Covid-19 pandemic and the resulting uncertainty surrounding it. While the City has seen increased revenues in FY22, not only above what was budgeted but also above the FY20 amounts, a conservative approach has been adopted with the understanding that the budget can always be amended should revenues increase.



BUDGET ASSUMPTIONS

Expenditure Assumptions

Health insurance rates are increasing 2%. The approximate cost for the City across all funds is \$34,792.

Worker's Compensation rates are decreasing from 1.14% to 1.1%.

The Wyoming State Retirement System (WRS) contribution rates have increased .5% for all full-time employees except fire and law enforcement. Legislation was passed in 2018 to gradually increase contributions. The FY22 budget reflects the City paying the employee's share of the increase at a cost of \$31,350 across all funds.

WRS contribution rates have also increased for the Paid Firefighter B Plan. The increase is 1% for the employer and employee shares. Per State Statute, the City must pay the 1% employer increase. The increase will cost the City \$9,457 from the General Fund for FY22.

The Law Enforcement Pension rates did not increase.

The FY22 budget includes a 1% increase to the pay scale which will apply to all city employees. It also includes a 2 step increase for employees who received at least a "meets expectations" average rating on their 2020 performance appraisal. These increases, including associated payroll tax/benefit costs, amounts to approximately \$397,470 across all funds.

REVENUE & EXPENDITURE BY FUND

Fund	Fund Name	Type	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
10	General Fund	Revenue	11,431,672	8,275,078	9,502,303	11,038,600
		Transfers In	2,127,375	1,416,375	1,888,500	1,968,500
		Transfer In from Direct Distribution	-	-	538,600	-
		Cash Reserves	-	-	1,242,000	-
		Total Revenues & Other Sources	13,559,047	9,691,453	13,171,403	13,007,100
		Personnel	8,790,863	6,682,327	9,188,245	9,961,400
		Operating	3,038,972	2,150,704	2,982,456	2,756,400
		Capital	347,778	-	3,455	-
		Debt	-	-	-	-
		Transfers Out	508,938	674,927	937,322	286,616
		Total Expenditures & Trfr Out	12,686,551	9,507,959	13,111,478	13,004,416
		Revenues over Expenditures	872,496	183,494	59,924	2,684
11	GPET	Revenue	3,757,941	3,139,046	2,700,000	3,943,000
		Transfers In	-	-	-	-
		Total Revenues & Other Sources	3,757,941	3,139,046	2,700,000	3,943,000
		Personnel	33,826	21,382	52,050	122,000
		Operating	2,042,301	537,851	1,613,992	1,442,882
		Capital	142,094	27,777	230,223	521,000
		Transfers Out	2,305,230	839,526	1,119,368	1,857,118
		Total Expenditures & Trfr Out	4,523,451	1,426,536	3,015,632	3,943,000
		Revenues over Expenditures	(765,510)	1,712,510	(315,632)	-
12	Dir Distribution	Revenue	1,769,549	1,806,043	1,803,887	1,800,000
		Transfers In	-	821,317	821,317	-
		Total Revenues & Other Sources	1,769,549	2,627,359	2,625,203	1,800,000
		Personnel	-	-	-	100,000
		Operating	870,650	565,552	1,294,003	1,347,300
		Capital	449,298	385,946	492,600	302,700
		Transfers Out	161,000	225,000	300,000	50,000
		Transfer Out to General Fund	-	-	538,600	-
		Total Expenditures & Trfr Out	1,480,948	1,176,498	2,625,203	1,800,000
		Revenues over Expenditures	288,601	1,450,861	-	-
20	Special Rev	Revenue	7,743,930	172,718	458,537	238,700
		Transfers In	8,013,754	1,454	1,938	-
		Cash Reserves	-	-	-	-
		Total Revenues & Other Sources	15,757,683	174,172	460,475	238,700
		Personnel	162,602	102,521	183,450	125,800
		Operating	191,599	566,132	733,526	27,900
		Capital	9,495,289	77,761	209,767	85,000
		Transfers Out	67,445	9,042,619	9,042,619	-
		Total Expenditures & Trfr Out	9,916,934	9,789,033	10,169,361	238,700
		Revenues over Expenditures	5,840,749	(9,614,862)	(9,708,886)	-
21	Cap Tax	Revenue	3,581,698	2,999,497	2,475,000	3,500,000
		Operating	-	-	-	-
		Capital	-	-	-	-
		Transfers Out	3,527,459	2,067,524	2,756,698	3,500,000
		Total Expenditures & Trfr Out	3,527,459	2,067,524	2,756,698	3,500,000
		Revenues over Expenditures	54,239	931,973	(281,698)	-

REVENUE & EXPENDITURE BY FUND

Fund	Fund Name	Type	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
22	Public Benefit	Revenue	904,413	552,360	900,000	900,000
		Operating	-	-	-	-
		Transfers Out	928,237	637,500	850,000	900,000
		Total Expenditures & Trfr Out	928,237	637,500	850,000	900,000
		Revenues over Expenditures	(23,825)	(85,140)	50,000	-
40	Capital Projects	Revenue	-	3,628,662	9,249,665	5,680,000
		Transfers In	-	12,977,191	14,562,490	4,785,000
		Cash Reserves	-	-	-	2,145,101
		Total Revenues & Other Sources	-	16,605,854	23,812,155	12,610,101
		Operating	-	82,139	575,775	-
		Capital	-	7,169,469	23,096,281	11,060,101
		Transfers Out	-	219,247	292,332	1,550,000
		Total Expenditures & Trfr Out	-	7,470,854	23,964,387	12,610,101
		Revenues over Expenditures	-	9,135,000	(152,232)	(0)
50	Sewer	Revenue	2,802,544	2,450,203	3,234,365	3,025,200
		Transfers In	-	-	240,000	240,000
		Cash Reserves	-	-	-	278,619
		Total Revenues & Other Sources	2,802,544	2,450,203	3,474,365	3,543,819
		Personnel	988,259	759,522	1,005,850	1,036,650
		Operating	569,600	418,037	608,292	612,310
		Capital	47,149	52,703	620,000	746,000
		Debt	374,054	392,124	444,126	511,501
		Transfers Out	976,858	340,883	442,558	637,358
		Total Expenditures & Trfr Out	2,955,920	1,963,269	3,120,826	3,543,819
		Revenues over Expenditures	(153,377)	486,934	353,539	-
51	Water	Revenue	5,074,492	3,983,396	5,054,876	5,087,100
		Transfers In	35,858	35,858	35,858	49,858
		Total Revenues & Other Sources	5,110,349	4,019,254	5,090,734	5,136,958
		Personnel	1,502,991	1,133,824	1,490,600	1,546,400
		Operating	932,648	627,593	891,629	942,615
		Capital	160,349	24,149	75,845	369,000
		Debt	822,964	826,144	878,153	978,979
		Transfers Out	1,128,000	978,375	1,544,500	1,196,700
		Total Expenditures & Trfr Out	4,546,952	3,590,085	4,880,727	5,033,694
		Revenues over Expenditures	563,397	429,169	210,008	103,264
52	Solid Waste	Revenue	5,413,804	4,048,365	5,382,373	5,853,250
		Personnel	1,872,772	1,485,318	1,947,900	2,072,500
		Operating	1,225,410	888,684	1,171,115	1,206,957
		Capital	1,056,932	25,855	763,500	1,075,000
		Debt	412,302	200,846	412,303	391,215
		Transfers Out	1,018,000	600,975	801,300	783,300
		Total Expenditures & Trfr Out	5,585,417	3,201,677	5,096,118	5,528,972
		Revenues over Expenditures	(171,613)	846,687	286,255	324,278

REVENUE & EXPENDITURE BY FUND

			Actual	FY21	Budget	Budget
Fund	Fund Name	Type	FY20	March YTD	FY21	FY22
53	Golf Course	Revenue	315,116	276,808	281,500	364,100
		Transfers In	306,485	214,823	286,430	227,661
		Total Revenues & Other Sources	621,601	491,631	567,930	591,761
		Personnel	-	2,611	-	166,800
		Operating	581,521	343,343	539,760	361,800
		Capital	11,867	15,000	-	35,000
		Debt	28,161	28,161	28,170	28,161
		Transfers Out	-	-	-	-
		Total Expenditures & Trfr Out	621,549	389,115	567,930	591,761
		Revenues over Expenditures	53	102,516	-	-
54	Weed & Pest	Revenue	202,141	155,763	186,250	199,800
		Cash Reserves	-	-	-	113,800
		Total Revenues & Other Sources	202,141	155,763	186,250	313,600
		Personnel	69,027	53,009	88,100	101,700
		Operating	38,052	11,201	47,970	45,900
		Capital	91,359	-	-	140,000
		Transfers Out	25,375	19,500	26,000	26,000
		Total Expenditures & Trfr Out	223,814	83,710	162,070	313,600
		Revenues over Expenditures	(21,672)	72,053	24,180	-
60	Debt Service	Revenue	130,852	83,814	106,100	71,000
		Transfers In	163,071	179,058	276,164	3,516,073
		Cash Reserves	-	-	-	311,400
		Total Revenues & Other Sources	293,923	262,872	382,264	3,898,473
		Operating	1,700	1,700	1,700	1,700
		Debt	218,643	214,847	517,564	3,896,773
		Total Expenditures & Trfr Out	220,343	216,547	519,264	3,898,473
		Revenues over Expenditures	73,579	46,325	(137,000)	-

GENERAL FUND REVENUE DETAIL

Line #	Account Description		Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Property Taxes	Local	1,667,628	1,265,251	1,676,000	1,768,000
2	Sales Tax	State	4,079,930	3,438,613	2,929,000	4,354,000
3	Use Tax	State	314,458	274,928	269,000	300,000
4	Lodging Tax	Local	55,731	-	-	-
5	Lodging Tax - Admin	Local	20,000	20,000	40,000	40,000
6	Motor Vehicle	Local	755,743	384,657	530,000	550,000
8	Cigarette Taxes	State	113,886	87,283	112,000	112,000
9	Gasoline Taxes	State	740,213	538,937	745,000	730,000
10	Mineral Royalties	State	788,597	406,801	688,000	778,000
11	Severance	State	647,357	322,926	583,000	647,000
12	State Lottery	State	76,095	50,483	80,000	80,000
13	Wyoming Pari-Mutuel Commission - HHR	State	278,255	162,892	200,000	250,000
14	WY Urban & Community Forestry Grant	Federal	4,000	3,000	3,000	3,000
15	WY Urban & Community Forestry Grant	Federal	-	3,455	3,455	-
18	CARES Act Relief - Off of State Land & Invest	Federal	-	141,848	141,848	-
19	WY Urban & Comm Forestry Scholarship	State	800	-	-	-
22	Fire/VA/Public Education	Miscellaneous	156,625	118,495	160,000	160,200
23	Other County - E911	Other Local	120,000	90,000	120,000	120,000
24	PD Contributions - Safe Ride	Miscellaneous	22,750	12,190	15,000	15,000
25	Cemetery Lots & Openings	Charges	50,629	50,707	62,000	55,000
26	Court Costs	Fines/Forfeitures	14,439	11,034	15,000	15,000
27	Planning	Licenses/Permits	30,850	18,025	15,000	18,000
28	Passport Fee	Charges	20,540	11,804	22,500	15,000
29	Building Permits and Inspections	Licenses/Permits	611,515	418,640	650,000	600,000
31	Liquor License	Licenses/Permits	69,479	67,450	68,000	68,000
32	Occupation License	Licenses/Permits	77,125	45,425	70,000	70,000
33	Street & Curb & Other Licenses & Permits	Licenses/Permits	1,936	1,348	1,500	1,500
34	Fines and Forfeitures	Fines/Forfeitures	239,862	200,662	240,000	240,000
38	Fire Dept Contributions	Miscellaneous	5,000	-	-	-
39	Interest	Miscellaneous	65,506	14,006	40,000	24,000
40	Appreciation/Depreciation	Miscellaneous	(13)	(86)	-	-
41	Other Miscellaneous	Miscellaneous	21,653	13,621	15,000	16,900
43	Other Miscellaneous - Street Repairs	Miscellaneous	6,667	5,321	8,000	8,000
44	Other Financing Sources	Miscellaneous	366,082	-	-	-
45	Sale of Fixed Assets	Miscellaneous	8,333	95,533	-	-
47	Transfer from 1 Cent	Transfers	200,000	-	-	-
48	Transfer from Public Benefit	Transfers	100,000	-	-	-
49	Transfer from Direct Distribution	Transfers	-	-	538,600	-
50	Transfer from Water	Transfers	693,000	528,375	704,500	731,700
51	Transfer from Solid Waste	Transfers	718,000	563,475	751,300	783,300
52	Transfer from Sewer	Transfers	391,000	305,025	406,700	427,500
54	Transfer from Weed & Pest	Transfers	25,375	19,500	26,000	26,000
55	Cash Reserves	Cash Reserves	-	-	1,242,000	-
	Total General Fund Revenue		13,559,047	9,691,624	13,171,403	13,007,100

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 FY22 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 - 35.8%
2. Property Tax - 13.6%
3. Mineral Royalties – 6.0%
4. Transfer from Solid Waste Fund - 6.0%
5. Fuel Tax – 5.6%
6. Transfer from Water Fund – 5.6%
7. Severance Tax – 5.0%
8. Building Permits – 4.6%
9. Motor Vehicle Tax - 4.2%
10. Transfer from Sewer Fund - 3.3%

LOCAL REVENUE

Property Tax

Property taxes are based on property value assessments set by the Sheridan County Assessor. The assessed value for 2021 (which will be collected from taxpayers during the fiscal year ended June 30, 2022) has not been set as of the preparation of this budget. While the Sheridan County Assessor is estimating property assessments to increase by 8%, the City is budgeting a 5.5% increase.

Vehicle Tax

Vehicle taxes are collected by the Sheridan County Treasurer and are remitted to the City. The FY22 projected 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 10% of the collected lodging taxes to be used by the City 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 temporarily suspend remitting the 10%.

LICENSES/PERMITS

Permits

Permit revenue is generated through issuing building permits. Permit fees account for 4.8% 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 (35.8%) 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 the 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 \$778,000 in FY22.

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 \$647,000 in FY22.

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/Forfeitures

Fines/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 FY22, the amount is the same as FY22 with an increase to provide for an additional IT Specialist position. These amounts are transferred to the General Fund as a revenue source.

OTHER FUND REVENUE SUMMARY

Other Fund Revenue Categories

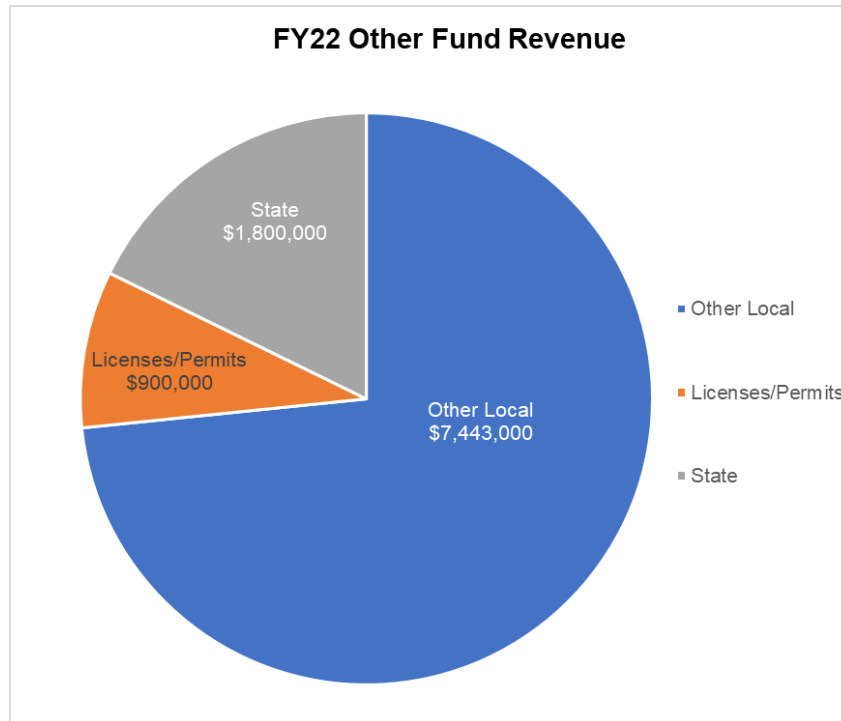
In addition to the General Fund, the City records revenues in other funds, such as the GPET Fund, the Direct Distribution Fund, the Capital Facilities Tax Fund, and the Public Benefit Fund. These categories are listed below.

- **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 Public Benefit 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 2018. 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 Cap Tax Fund and then transferred to the Capital Projects Fund where it is used for funding capital projects identified in the Capital Improvement Plan.
- **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 \$105M 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 - 38.9%
2. Capital Facilities Tax - 34.5%
3. Direct Distribution - 17.7%
4. Franchise Fees - 8.9%



GPET FUND DETAIL

Line #	Account Description	Department Name	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Sales Tax 1%	Revenue	1,741,664	1,416,198	1,387,500	1,765,000
2	Use Tax 1%	Revenue	275,760	239,782	225,000	284,000
3	Sales Tax 1% - Out of State	Revenue	1,716,359	1,479,015	1,087,500	1,894,000
6	Interest	Revenue	24,158	4,051	-	-
9	Total GPET Fund Revenue		3,757,941	3,139,046	2,700,000	3,943,000
10						
19	Professional Services	Information Technology	-	27,881	27,881	-
25	Housing/Comm Dev. - Abatement	Other General	775	60	18,694	-
26	Sheridan County Juvenile Justice JPB	Other General	110,000	55,000	96,250	130,000
27	Sheridan Arts Council	Other General	1,500	1,313	1,313	1,300
28	Advocacy & Resource Center	Other General	10,000	5,000	8,750	14,300
29	Habitat for Humanity of the Eastern Bighorns	Other General	10,000	5,000	8,750	10,400
30	SAGE Community Arts	Other General	8,000	4,000	7,000	5,900
32	Sheridan County Chamber of Commerce	Other General	25,000	12,500	21,875	15,400
33	Forward Sheridan	Other General	7,500	-	-	-
34	Downtown Sheridan Association	Other General	25,000	12,501	21,875	31,800
35	Sheridan County Historical Society	Other General	15,000	7,500	13,125	18,500
37	Sheridan Community Land Trust	Other General	19,880	7,500	13,125	21,700
38	North Main Association	Other General	25,000	12,500	21,875	9,700
39	Sheridan County Conservation District	Other General	10,000	5,000	8,750	7,500
40	Sheridan County (Airport Service)	Other General	194,326	67,738	400,000	400,000
41	Sheridan County (Impact 307)	Other General	80,000	40,000	70,000	-
42	NE WY Growth Alliance	Other General	40,000	-	-	-
43	Northern Wyoming Community College District	Other General	100,000	50,000	87,500	-
44	YMCA Aquatic Center	Other General	1,000,000	-	-	-
47	Child Development Center	Other General	7,500	3,750	6,563	3,800
50	The Hub on Smith	Other General	105,000	40,000	72,500	65,800
51	Compass Center for Families (CASA)	Other General	10,000	2,500	10,000	14,300
55	Contingency	Other General	-	-	385,373	400
57	Sheridan Health Center	Other General	20,000	10,000	17,500	14,900
58	Uprising	Other General	-	-	-	3,500
59	Second Chance Sheridan Cat Rescue	Other General	-	-	-	25,000
62	Trfr to Cap Proj - Locomotive	Other General	-	-	-	100,000
67	Trfr to Spec Rev - WYO Hallmark Renovation	Other General	83,112	-	-	-
68	Trfr to Spec Rev - Train Abatement	Other General	85,000	-	-	-
70	Salaries and Wages - SRO SCSD2	Police	14,795	8,841	20,902	14,800
71	Salaries and Wages - COPS	Police	11,336	6,941	21,347	-
72	Overtime - SRO SCSD2	Police	22	44	100	100
73	Overtime - COPS	Police	52	89	200	-
74	Payroll Taxes - SRO SCSD2	Police	203	118	300	300
75	Payroll Taxes - COPS	Police	162	99	200	-
76	Retirement - SRO SCSD2	Police	1,722	1,032	1,900	1,800
77	Retirement - COPS	Police	1,323	817	1,500	-
78	Unemployment & Worker's comp - SRO SCSD2	Police	194	(43)	200	200
79	Unemployment and Worker's comp - COPS	Police	153	-	200	-
80	Employee Insurance - SRO SCSD2	Police	2,642	2,338	3,500	4,800
81	Employee Insurance - COPS	Police	1,221	1,106	1,700	-
85	Repairs & Maint. - Other	Police	8,495	10,553	22,055	-

GPET FUND DETAIL

Line #	Account Description	Department Name	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
86	Computer Hardware	Police	-	-	-	35,500
87	Software Expense	Police	-	-	-	35,000
91	Professional Services	Police	-	7,234	20,000	40,582
93	Capital Outlay - Improvements	Police	18,240	19,077	42,260	-
94	Capital Outlay - Machinery and Equip.	Police	41,246	-	117,328	172,000
96	Trfr to Debt Service - E911 Phone Loan	Police	32,118	24,089	32,118	32,118
100	Utilities	Animal Shelter	11,341	8,549	12,000	-
101	Insurance Property	Animal Shelter	915	1,015	1,275	1,100
102	Telephone & Internet	Animal Shelter	1,460	975	1,850	-
104	Repairs & Maint. Vehicles/Equip.	Animal Shelter	70	-	-	-
105	Repairs & Maint. - Other	Animal Shelter	1,119	736	6,808	4,300
107	Dog and Cat Shelter Support	Animal Shelter	50,000	25,000	42,125	70,000
109	Retirement - Fire Plan A	Fire	-	-	-	100,000
110	Repairs & Maint. - Buildings/grounds	Fire	22,121	4,576	22,450	5,000
111	Repairs & Maint. Vehicles/Equip.	Fire	14,788	17,831	37,700	5,000
112	Repairs & Maint. - Other	Fire	8,183	-	-	-
113	Equipment Non-capitalized	Fire	26,380	44,386	53,288	21,800
114	Capital Outlay - Machinery and Equip.	Fire	74,015	8,700	21,000	-
119	Professional Services	Fire	-	2,154	550	158,200
120	Trfr to Cap Proj - Aerial Ladder Fire Truck	Fire	-	-	-	225,000
146	Trfr to Gen Fund - C&C Tire Reimbursement	Streets	200,000	-	-	-
147	Trfr to Debt Service - N Sheridan Interchange	Streets	72,000	54,000	72,000	-
148	Trfr to Debt Service - Hillside Stabilization	Streets	-	-	-	175,000
149	Trfr to Cap Proj - Street Overlay Program	Streets	-	451,624	602,165	750,000
150	Trfr to Cap Proj - N Sheridan Interchange	Streets	-	37,500	50,000	-
151	Trfr to Cap Proj - E Downtown Impr	Streets	-	3,745	4,994	-
152	Trfr to Cap Proj - Bridge Repair	Streets	-	18,750	25,000	-
153	Trfr to Cap Proj - Hillside Stabilization	Streets	-	37,500	50,000	-
154	Trfr to Cap Proj - Main St Lane Configuration	Streets	-	131,250	175,000	75,000
155	Trfr to Cap Proj - Community Drainage	Streets	-	43,568	58,091	50,000
156	Trfr to Spec Rev - Street Overlay Program	Streets	450,000	-	-	-
161	Trfr to Spec Rev - N Sheridan Interchange	Streets	143,000	-	-	-
166	Trfr to Spec Rev - E 5th St Corridor	Streets	225,000	-	-	-
171	Trfr to Spec Rev - Main St Lane Configuration	Streets	75,000	-	-	-
173	Trfr to Spec Rev - Community Drainage	Streets	45,000	-	-	-
174	Capital Outlay - Machinery and Equip	Snow Removal	-	-	-	300,000
181	Professional Services - Park Improvements	Parks	1,414	1,225	3,000	3,000
185	Capital Outlay - Impr - Park Improvements	Parks	8,592	-	-	-
187	Capital Outlay - Machinery and Equip.	Parks	-	-	49,635	49,000
189	Trfr to Cap Proj - Pathways	Parks	-	-	-	200,000
190	Trfr to Cap Proj - Blacktooth Park	Parks	-	37,500	50,000	250,000
194	Trfr to Spec Rev - Pathways	Parks	70,000	-	-	-
195	Trfr to Spec Rev - Army Corps of Engineers	Parks	200,000	-	-	-
198	Trfr to Spec Rev - Blacktooth Park	Parks	335,000	-	-	-
199	Trfr to Spec Rev - Kendrick Park Improvements	Parks	100,000	-	-	-
200	Trfr to Spec Rev - Park Improvements	Parks	37,916	-	-	-
201	Trfr to Spec Rev - Malcolm Wallop Park Habitat	Parks	100,000	-	-	-
203	Trfr to Spec Rev - Kendrick Park Pool Design	Parks	40,000	-	-	-
204	Trfr to Spec Rev - Thorne-Rider Park Impr	Parks	12,084	-	-	-
207	Repairs & Maint. - Other	SPAC	12,472	3,988	11,000	10,000
208	Supplies	SPAC	791	110	2,000	2,000
209	Professional Services	SPAC	21,150	8,924	20,179	22,000
210	Publications Advertising and Printing	SPAC	4,968	1,128	4,800	4,000
211	Contractual Services	Recreation District	25,000	25,000	25,000	223,200
212	Utilities - Tennis Bubble	Recreation District	7,154	4,726	9,213	8,000
217	Total GPET Fund Expenditures		4,523,451	1,426,536	3,015,632	3,943,000
218	Revenues over Expenditures		(765,510)	1,712,510	(315,632)	-

DIRECT DISTRIBUTION FUND DETAIL

Line #	Account Description	Department Name	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	CARES Act Relief - Off of State Land & Investments	Revenue	-	900	900	-
2	Direct Distribution	Revenue	1,769,549	1,802,987	1,802,987	1,800,000
3	Interest	Revenue	-	2,156	-	-
4	Transfer from Special Revenue Fund	Revenue	-	821,317	821,317	-
6	Total Direct Distribution Revenue		1,769,549	2,627,359	2,625,203	1,800,000
7						
8	Contingency	No Dept	-	-	470,364	13,600
9	Supplies	Mayor/City Council	-	-	-	5,000
10	Professional Services	Mayor/City Council	-	-	-	20,000
12	Other Employee Exp - Safety	Human Resources	13,090	-	-	-
13	Professional Services	Human Resources	-	-	-	48,000
16	Office Supplies	Administration	-	4,113	5,000	-
18	Professional Services	Clerk	21,510	8,938	20,000	93,000
19	Computer Hardware	Treasurer	-	1,400	1,400	-
24	Computer Hardware	Information Technology	41,967	3,134	6,500	6,000
25	Software Expense	Information Technology	-	-	-	5,400
27	Capital Outlay - Machinery and Equip	Information Technology	2,110	-	-	-
29	Office Supplies	City Hall	-	2,824	2,508	2,500
30	Professional Services	City Hall	-	2,031	2,031	-
32	Trfr to Spec Rev - City Hall Boilers	City Hall	50,000	-	-	-
34	Professional Services	Other General	120,000	100,000	120,000	-
35	Publications Advertising and Printing	Other General	15,291	10,015	18,000	-
36	Sheridan County (Impact 307)	Other General	-	-	-	60,000
37	SEEDA	Other General	-	-	-	126,000
39	Transfer to General Fund	Other General	-	-	538,600	-
40	Trfr to Cap Proj - Locomotive	Other General	-	-	-	50,000
42	Contractual Services	Police	74,620	38,350	48,800	-
43	Repairs & Maint. - Buildings/grounds	Police	-	-	-	20,000
44	Repairs & Maint. Vehicles/Equip	Police	51,526	36,285	50,000	50,000
45	Copier Costs	Police	-	4,396	6,000	6,000
46	Computer Hardware	Police	27,937	5,891	11,600	-
47	Software Expense	Police	-	8,905	10,100	30,000
48	Gasoline Oil Diesel Supplies	Police	-	-	-	37,400
49	PD Range	Police	17,413	1,141	12,000	20,000
50	PD Lab	Police	6,374	2,810	6,000	6,000
51	Professional Services	Police	30,048	-	-	44,800
52	Capital Outlay - Improvements	Police	24,740	-	-	6,700
53	Capital Outlay - Machinery and Equip	Police	68,793	143,809	144,000	-
56	Retirement	Fire	-	-	-	100,000
59	Computer Hardware	Fire	2,180	3,250	2,800	3,300
61	Professional Services	Fire	30,697	16,560	31,000	-
62	Public Safety	Fire	2,403	1,480	3,000	3,000
64	Trfr to Cap Proj - Self-Contained Breathing Apparatus	Fire	-	225,000	300,000	-
65	Trfr to Spec Rev - Exhaust Sys	Fire	81,000	-	-	-
68	Equipment Non-capitalized	Cemetery	-	-	2,000	2,000
70	Software Expense	Cemetery	-	1,795	2,400	2,400
71	Supplies	Cemetery	2,531	-	-	-
73	Professional Services	Cemetery	10,558	7,763	5,600	19,000
74	Publications Advertising and Printing	Cemetery	-	2,577	4,400	4,400
75	Capital Outlay - Improvements	Cemetery	-	-	-	19,000
76	Capital Outlay - Machinery and Equip	Cemetery	-	63,904	94,100	12,000
78	Software Expense	Engineering	-	-	-	11,500
79	Professional Services	Engineering	36,453	-	-	78,500
84	Professional Services	Planning	3,528	1,530	6,000	2,000

DIRECT DISTRIBUTION FUND DETAIL

86	Transfer to Special Revenue Project	Planning	30,000	-	-	-
87	Software Expense	GIS	-	11,500	11,500	-
88	Professional Services	GIS	33,303	32,907	33,500	-
89	Professional Services	Building: Permits/Inspection	-	-	-	22,000
91	Concrete Repair	Streets	65,185	45,068	70,000	70,000
92	Equipment Rentals	Streets	57,846	51,924	60,000	75,000
95	Capital Outlay - Machinery and Equip	Streets	297,033	178,983	234,000	235,000
97	Repairs & Maint. Vehicles/Equip.	Snow Removal	-	-	-	30,000
99	Supplies	Snow Removal	66,126	70,827	70,000	115,000
100	Professional services	Snow Removal	54,203	43,306	75,000	135,000
103	Software Expense	City Service Shop	-	6,348	31,500	5,000
104	Supplies	City Service Shop	14,465	8,567	12,000	12,000
105	Uniform Supplies	City Service Shop	-	1,830	3,000	1,500
107	Repairs & Maint. - Buildings/grounds	Parks	-	-	-	32,000
108	Repairs & Maint. Vehicles/Equip.	Parks	-	-	-	20,000
109	Repairs & Maint. - Irrigation	Parks	-	-	-	10,000
110	Supplies	Parks	20,807	834	30,000	50,000
112	Professional Services	Parks	50,590	27,252	50,000	50,000
113	Capital Outlay - Improvements	Parks	-	-	-	-
114	Capital Outlay - Machinery and Equip	Parks	56,622	(750)	20,500	30,000
115	Transfer to Golf Course	Golf Course	-	-	-	-
116	Total Direct Distribution Expenditures		1,480,948	1,176,498	2,625,203	1,800,000
117	Revenues over Expenditures		288,601	1,450,861	-	-

SPECIAL REVENUE FUND DETAIL

Line #	Account Description	DEPTNAME	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Revenue		7,743,930	172,718	458,537	238,700
2	Cash Reserves			600,000		
3	Transfer from General Fund		143,500	1,454	1,938	-
4	Transfer from One Cent Fund		2,001,112	-	-	-
5	Transfer from Cap Tax Fund		3,527,459	-	-	-
6	Transfer from Public Benefit Fund		828,237	-	-	-
7	Transfer from Other Projects		67,445	-	-	-
8	Transfer from Direct Distribution		161,000	-	-	-
9	Transfer from Water Fund		435,000	-	-	-
10	Transfer from Solid Waste Fund		300,000	-	-	-
11	Transfer from Sewer Fund		550,000	-	-	-
12	Total Special Revenue Fund Revenue		15,757,683	774,172	460,475	238,700
13						
14	Capital Outlay - M&E - Phone System	Information Technology	-	45,386	45,386	-
15	Capital Outlay - Impr - City Hall Boilers	City Hall	37,852	-	-	-
16	Transfer to Direct Distribution	Other General	-	821,317	821,317	-
17	Part-time/Seasonal Wages	Trolley Car	5,822	-	9,900	-
18	Payroll Taxes	Trolley Car	445	-	700	-
19	Unemployment and Worker's Comp	Trolley Car	(47)	-	350	-
20	Other Employee Expenses	Trolley Car	-	-	100	-
21	Repairs & Maint. Vehicles/Equip	Trolley Car	-	-	4,100	-
22	Gasoline Oil Diesel Supplies	Trolley Car	1,078	39	2,300	-
23	Insurance Vehicle	Trolley Car	82	90	90	-
31	Contractual Services	Travel and Tourism	-	554,492	600,000	-
40	Salaries and Wages - SRO SCSD2	Police	47,199	35,016	46,900	44,300
41	Salaries and Wages - COPS	Police	36,838	28,618	36,600	-
43	Overtime - SRO SCSD2	Police	567	373	700	700
44	Overtime - EUDL	Police	16,138	2,115	18,000	18,000
45	Overtime - Tobacco Grant	Police	1,412	611	5,000	5,000
46	Overtime - Alcohol Inspection	Police	2,878	1,387	5,100	5,100
48	Overtime - COPS	Police	830	1,128	700	-
49	Overtime - HWY	Police	17,449	5,650	22,500	22,500
51	Payroll Taxes - SRO SCSD2	Police	648	480	700	700
52	Payroll Taxes - EUDL	Police	224	28	300	300
53	Payroll Taxes - Tobacco Grant	Police	19	8	100	100
54	Payroll Taxes - Alcohol Inspection	Police	40	20	100	100
56	Payroll Taxes - COPS	Police	534	413	600	-
57	Payroll Taxes - HWY	Police	244	79	500	500
59	Retirement - SRO SCSD2	Police	5,550	4,074	5,500	5,200
60	Retirement - EUDL	Police	1,875	246	2,000	2,000
61	Retirement - Tobacco Grant	Police	164	61	400	400
62	Retirement - Alcohol Inspection	Police	334	160	600	600
64	Retirement - COPS	Police	4,377	3,424	4,300	-
65	Retirement - HWY	Police	2,028	657	3,000	3,000
67	Unemployment & Worker's comp - SRO SCSD2	Police	654	313	600	500
68	Unemployment and Worker's Comp - EUDL	Police	219	15	400	400
69	Unemployment and Worker's comp - Tobacco Grant	Police	19	7	100	100
70	Unemployment and Worker's Comp - Alcohol Inspection	Police	39	11	100	100
72	Unemployment and Worker's comp - COPS	Police	516	277	500	-
73	Unemployment and Worker's Comp - HWY	Police	221	4	500	500
75	Employee Insurance - SRO SCSD2	Police	10,158	10,734	10,400	14,300
76	Employee Insurance - EUDL	Police	126	105	300	300
77	Employee Insurance - Tobacco Grant	Police	13	38	400	400
78	Employee Insurance - Alcohol Inspection	Police	36	49	200	200
80	Employee Insurance - COPS	Police	4,781	6,285	4,900	-
81	Employee Insurance - HWY	Police	249	132	500	500
83	Contractual Services - EUDL	Police	8,400	-	12,000	12,000
84	Contractual Services - HWY	Police	-	-	500	500
87	Uniform Supplies - Bullet Proof Vests	Police	2,872	-	3,076	3,000
88	Crime Prevention - Crime Stoppers	Police	-	-	8,883	-
94	Miscellaneous - K-9 Unit	Police	-	-	5,122	-
96	Miscellaneous - Tobacco Grant	Police	800	560	2,500	2,500
97	Miscellaneous - Alcohol Inspection	Police	1,660	1,680	2,400	2,400
99	Other - Shop with a Cop	Police	4,600	6,500	8,172	4,500

SPECIAL REVENUE FUND DETAIL

Line #	Account Description	DEPTNAME	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
103	Capital Outlay - Mach and Equip - HLS	Police	-	-	52,200	-
104	Capital Outlay - Machinery and Equip - HWY	Police	16,739	-	737	-
109	Transfer to Other Projects	Police	862	-	-	-
110	Transfer to Other Projects	Police	1,795	-	-	-
111	Capital Outlay - Improvements	Animal Shelter	33,500	-	-	-
112	Equipment Non-capitalized	Fire	-	2,772	35,939	-
113	Equipment Non-capitalized	Fire	-	-	6,938	-
114	Public Safety	Fire	-	-	1,524	-
116	Capital Outlay - M&E - Exhaust Capture Sys	Fire	85,252	-	-	-
123	Outside Services - Downtown Dev Initiative	Building: Permits/Inspection	3,119	-	26,881	-
124	Capital Outlay - Improvements - 319 Funding	Streets	2,507	-	-	-
125	Supplies - Sagebrush Community Garden	Parks	-	-	3,000	3,000
130	Capital Outlay - Impr - Park Improvements	Parks	22,567	-	-	-
133	Capital Outlay - Impr - Thorne-Rider Park	Parks	13,119	-	-	-
135	Capital Outlay - Art	Public Arts	-	32,375	111,443	85,000
135	Capital Outlay - Impr - Sculpture/Public Arts	Public Arts	94,223	-	-	-
139	Prof Services - Capital Impr Program	Capital Projects	4,897	-	-	-
140	Prof Services - Main St Lane Configuration	Capital Projects	55,920	-	-	-
141	Prof Services - Parks & Rec Master Plan	Capital Projects	8,978	-	-	-
142	Prof Services - Army Corps of Engineers Study	Capital Projects	94,293	-	-	-
143	Travel, Training & Memberships - ERP System	Capital Projects	4,899	-	-	-
148	Cap Outlay - Infra - E Downtown Impr	Capital Projects	20,190	-	-	-
149	Cap Outlay - Infra - Loucks St & Waterline	Capital Projects	15,444	-	-	-
157	Cap Outlay - Impr - Watershed Control	Capital Projects	19,015	-	-	-
161	Cap Outlay - Impr - BGWTP Upgrades	Capital Projects	67,204	-	-	-
163	Cap Outlay - Impr - SWTP Hydrochlorite Tank	Capital Projects	89,513	-	-	-
165	Cap Outlay - Impr - Street Overlay Program	Capital Projects	695,880	-	-	-
169	Cap Outlay - Impr - Landfill Cell Closures	Capital Projects	205,866	-	-	-
172	Cap Outlay - Impr - West Downtown	Capital Projects	2,788	-	-	-
174	Cap Outlay - Impr - N Sheridan Interchange	Capital Projects	968,561	-	-	-
180	Cap Outlay - Impr - N End Infrastructure Extensions	Capital Projects	741,741	-	-	-
181	Cap Outlay - Impr - BGWTP Utilidor	Capital Projects	48,107	-	-	-
182	Cap Outlay - Impr - E 5th St Corridor	Capital Projects	129,940	-	-	-
185	Cap Outlay - Impr - Traffic Striping & Signs	Capital Projects	10,437	-	-	-
187	Cap Outlay - Impr - Hillside Stabilization	Capital Projects	5,228,948	-	-	-
188	Cap Outlay - Impr - Pathways	Capital Projects	5,431	-	-	-
190	Cap Outlay - Impr - Blacktooth Park	Capital Projects	446,041	-	-	-
191	Cap Outlay - Impr - Kendrick Park Impr	Capital Projects	23,625	-	-	-
192	Cap Outlay - Impr - Park Improvements	Capital Projects	138,024	-	-	-
193	Cap Outlay - Impr - Malcolm Wallop Park Habitat	Capital Projects	19,760	-	-	-
194	Cap Outlay - Impr - Sheridan Pathway Connection	Capital Projects	1,480	-	-	-
195	Cap Outlay - Impr - Kendrick Pool Design	Capital Projects	88,374	-	-	-
196	Cap Outlay - Impr - Train Abatement	Capital Projects	68,339	-	-	-
198	Cap Outlay - Impr - ACOE Levee Repair	Capital Projects	1,760	-	-	-
200	Cap Outlay - Impr - Community Drainage	Capital Projects	13,790	-	-	-
204	Cap Outlay - Water Lines - Hydropower	Capital Projects	6,450	-	-	-
207	Cap Outlay - Water Lines - E Downtown Impr	Capital Projects	77,483	-	-	-
208	Cap Outlay - Water Lines - Leopard St	Capital Projects	43,146	-	-	-
215	Cap Outlay - SL - Creek Crossing Replacement	Capital Projects	12,193	-	-	-
218	Transfer to Capital Projects Fund	Capital Projects	-	8,221,302	8,221,302	-
220	Trfr to Other Projects - WWTP Dewatering	Capital Projects	123	-	-	-
221	Trfr to Other Projects - Meter Replacement	Capital Projects	664	-	-	-
223	Trfr to Other Projects - Digestive Sludge Pumps	Capital Projects	64,000	-	-	-
241	Total Special Revenue Fund Expenditures		9,916,934	9,789,033	10,159,361	238,700
242	Revenues over Expenditures		5,840,749	(9,014,862)	(9,698,886)	-

CAP TAX FUND DETAIL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Capital Facilities Tax	3,569,256	2,996,513	2,475,000	3,500,000
2	Interest	12,442	2,984	-	-
3	Total Cap Tax Fund Revenue	3,581,698	2,999,497	2,475,000	3,500,000
4					
22	Trfr to Debt Serv - N Sheridan Interchange	-	60,000	80,000	1,400,000
23	Trfr to Debt Serv - Hillside Stabilization	-	24,819	33,092	-
24	Trfr to Cap Proj - Street Overlay Program	-	-	-	100,000
25	Trfr to Cap Proj - S Downtown Neighborhood	-	75,000	100,000	-
26	Trfr to Cap Proj - N Sheridan Interchange	-	1,320,000	1,760,000	-
27	Trfr to Cap Proj - E 5th St Corridor	-	225,000	300,000	-
28	Trfr to Cap Proj - N Heights Waterline	-	176,250	235,000	1,000,000
29	Trfr to Cap Proj - Hillside Stabilization	-	186,455	248,606	-
30	Trfr to Cap Proj - Main St Reconstruction	-	-	-	500,000
31	Trfr to Cap Proj - HUB Upward Project	-	-	-	500,000
39	Trfr to Spec Rev - N Sheridan Interchange	1,150,000	-	-	-
50	Trfr to Spec Rev - E 5th St Corridor	650,000	-	-	-
51	Trfr to Spec Rev - Hillside Stabilization	900,000	-	-	-
52	Trfr to Spec Rev - Sheridan Pathway Connection	227,459	-	-	-
53	Trfr to Spec Rev - Pathways	600,000	-	-	-
56	Total Cap Tax Fund Expenditures	3,527,459	2,067,524	2,756,698	3,500,000
57	Revenues over Expenditures	54,239	931,973	(281,698)	-

PUBLIC BENEFIT FUND DETAIL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Franchise Fee	904,413	552,360	900,000	900,000
2	Total Public Benefit Fund Revenue	904,413	552,360	900,000	900,000
3					
5	Trfr to Debt Serv - Hillside Stabilization	-	-	-	300,000
6	Trfr to Cap Proj - Street Overlay Program	-	150,000	200,000	200,000
7	Trfr to Cap Proj - N Sheridan Interchange	-	450,000	600,000	-
8	Trfr to Cap Proj - Blacktooth Park	-	-	-	200,000
9	Trfr to Cap Proj - Malcolm Wallop Park	-	-	-	200,000
11	Trfr to Cap Proj - Mydland Rd Sidewalk	-	37,500	50,000	-
12	Transfer to General Fund - Support Costs	100,000	-	-	-
14	Trfr to Spec Rev - Street Overlay Program	200,000	-	-	-
15	Trfr to Spec Rev - N Sheridan Interchange	304,413	-	-	-
19	Trfr to Spec Rev - ACOE Levee Repair	150,000	-	-	-
24	Trfr to Spec Rev - Blacktooth Park	100,000	-	-	-
26	Trfr to Spec Rev - Park Improvements	22,106	-	-	-
27	Trfr to Spec Rev - DoubleDay Sports Complex	1,719	-	-	-
30	Trfr to Spec Rev - Kendrick Park Pool Design	50,000	-	-	-
32	Total Public Benefit Fund Expenditures	928,237	637,500	850,000	900,000
33	Revenues over Expenditures	(23,825)	(85,140)	50,000	-

CAPITAL PROJECTS FUND DETAIL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
23	Grants	-	3,410,100	9,017,573	5,680,000
24	Interest	-	11,470	-	-
25	Project Contributions	-	207,093	232,092	-
27	Transfers from General Fund	-	442,500	590,000	-
41	Transfers from One Cent	-	761,437	1,015,250	1,650,000
50	Transfers from Capital Facilities Tax	-	1,982,705	2,643,606	2,100,000
57	Transfers from Public Benefit	-	637,500	850,000	600,000
58	Transfer from Special Revenue	-	8,221,302	8,221,302	-
71	Transfers from Other Projects	-	219,247	292,332	-
75	Transfers from Direct Distribution	-	225,000	300,000	50,000
80	Transfers from Water Fund	-	450,000	600,000	225,000
82	Transfers from Solid Waste Fund	-	37,500	50,000	-
84	Transfers from Solid Waste Fund	-	-	-	160,000
85	Total Capital Projects Fund Revenue	-	16,605,854	23,812,155	10,465,000
86					
87	Equipment Non-capitalized	-	-	14,425	-
88	Professional Services - City Crushing Project	-	-	12,232	-
89	Professional Services - Main St Configuration	-	76,639	37,924	-
90	Professional Services - ACOE 1135 Study	-	5,500	506,093	-
91	Travel, Training & Memberships - ERP Software	-	-	5,101	-
92	Cap Outlay - Land - Hillside Stabilization	-	79,186	-	-
93	Cap Outlay - Infra - Raw Sewage Pumps	-	-	64,000	160,000
94	Cap Outlay - Infra - E Downtown Impr	-	3,770	3,770	-
95	Cap Outlay - Infra - Loucks St	-	790	2,000	-
97	Cap Outlay - Impr - Watershed Control	-	-	50,000	-
98	Cap Outlay - Impr - Kendrick Park Impr	-	10,461	10,461	-
99	Cap Outlay - Impr - Park Improvements	-	-	226	-
100	Cap Outlay - Impr - Watershed Control	-	11,561	26,985	50,000
101	Cap Outlay - Impr - BGWTP Upgrades	-	98	25,580	-
102	Cap Outlay - Impr - Hypochlorite Conversion	-	11,509	210,276	-
103	Cap Outlay - Impr - Street Overlay Program	-	797,763	1,299,323	1,100,000
104	Cap Outlay - Impr - Landfill Cell Closures	-	55,253	4,319,134	-
105	Cap Outlay - Impr - S. Downtown Neighborhood	-	-	100,000	-
106	Cap Outlay - Impr - West Downtown	-	13,690	13,690	-
107	Cap Outlay - Impr - N Sheridan Interchange	-	437,952	2,930,231	-
108	Cap Outlay - Impr - 319 Funding	-	-	45,255	-
109	Cap Outlay - Impr - Landfill Remediation	-	-	125,000	-
111	Cap Outlay - Impr - BGWTP Utilidor	-	2,220	341,893	-
112	Cap Outlay - Impr - E 5th St Corridor	-	82,803	1,209,917	-
113	Cap Outlay - Impr - City Hall Improvements	-	111	37,148	100,000
114	Cap Outlay - Impr - Bridge Repair	-	-	25,000	-
115	Cap Outlay - Impr - Downtown Parking & Restrooms	-	-	15,648	-
116	Cap Outlay - Impr - Hillside Stabilization	-	2,521,320	4,354,954	-
117	Cap Outlay - Impr - Main St Lane Configuration	-	-	175,000	2,350,000
118	Cap Outlay - Impr - The HUB - HVAC Impr	-	2,170,914	2,300,000	-
119	Cap Outlay - Impr - HUB Upward Project	-	-	-	500,000
120	Cap Outlay - Impr - Pathways	-	48,975	961,400	200,000
121	Cap Outlay - Impr - Blacktooth Park	-	158,606	360,559	760,000
122	Cap Outlay - Impr - Kendrick Park Impr	-	-	155,908	-
123	Cap Outlay - Impr - Park Improvements	-	17,084	17,084	-
124	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	-	5,584	528,681	200,000
125	Cap Outlay - Impr - Sheridan Pathway Connection	-	-	125,979	-
126	Cap Outlay - Impr - Kendrick Pool Design/Eng	-	2,296	2,296	-
127	Cap Outlay - Impr - Locomotive	-	112,076	116,661	150,000
128	Cap Outlay - Impr - Property Cleanup Projects	-	1,900	1,900	-
129	Cap Outlay - Impr - Mydland Road Sidewalk	-	-	150,000	-
130	Cap Outlay - Impr - ACOE #84-99 Levee Repair	-	64,269	148,240	-

CAPITAL PROJECTS FUND DETAIL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
131	Cap Outlay - Impr - Community Drainage	-	139,301	139,301	50,000
132	Capital Outlay - M&E - ERP Software	-	-	590,000	595,101
133	Capital Outlay - M&E - Exhaust Capture Sys	-	152	123,380	-
134	Capital Outlay - M&E - SCBA	-	-	300,000	-
135	Capital Outlay - M&E - Ladder Fire Truck	-	-	-	225,000
136	Cap Outlay - WL - Sheridan Hydropower	-	3,878	3,878	-
137	Cap Outlay - WL - Terra, Turner, Riverside Watermain	-	-	-	125,000
138	Cap Outlay - WL - E Downtown Impr	-	8,679	8,679	-
139	Cap Outlay - WL - W&S Creek Crossing Repl	-	96,661	169,397	-
140	Cap Outlay - WL - N Heights Waterline	-	-	735,000	3,730,000
141	Cap Outlay - WL - SAWS 2020 Airport Main	-	3,825	-	765,000
142	Cap Outlay - SL - Sanitary Sewer Creek Crossing	-	305,432	372,446	-
143	Cap Outlay - SL - Sanitary Sewer Main Slip Lining	-	-	400,000	-
144	Trfr to Debt Serv - N Sheridan Interchange	-	-	-	700,000
145	Trfr to Debt Serv - Hillside Stabilization	-	-	-	850,000
146	Transfer to Other Projects	-	315	420	-
147	Transfer to Other Projects	-	956	1,275	-
148	Transfer to Other Projects	-	7,707	10,276	-
149	Transfer to Other Projects	-	25,639	34,186	-
150	Transfer to Other Projects	-	9,121	12,161	-
151	Transfer to Other Projects	-	13,448	17,931	-
152	Transfer to Other Projects	-	1,979	2,639	-
153	Transfer to Other Projects	-	15,629	20,839	-
154	Transfer to Other Projects	-	9,174	12,232	-
155	Transfer to Other Projects	-	8,586	11,448	-
156	Transfer to Other Projects	-	18,750	25,000	-
157	Transfer to Other Projects	-	75,000	100,000	-
158	Transfer to Other Projects	-	21,959	29,279	-
159	Transfer to Other Projects	-	10,984	14,646	-
160	Total Capital Projects Fund Expenditures	-	7,469,504	23,964,387	12,610,101
161	Revenues over Expenditures	-	9,136,350	(152,232)	(2,145,101)

DEBT SERVICE FUND DETAIL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	E911 Contribution	40,000	-	-	35,000
2	Special Assessments SID	-	3,100	-	-
4	Special Assessments SID	3,133	835	-	-
5	Special Assessment #77	45,835	29,313	31,700	19,000
6	Special Assessment #78	15,289	3,833	49,400	17,000
7	Interest and Penalties SID	-	3,084	-	-
9	Interest & Penalties SID	3,117	465	-	-
10	Interest & Penalties SID #77	17,878	2,185	-	-
11	Interest & Penalties SID #78	5,601	15,999	-	-
12	Other Financing Sources	-	25,000	25,000	-
13	Transfer from General Fund	58,953	16,150	58,954	58,955
14	Transfer from One Cent Fund	32,118	24,089	32,118	32,118
15	Transfer from One Cent Fund	72,000	54,000	72,000	-
16	Transfer from 1 Cent	-	-	-	175,000
17	Transfer from Capital Projects Fund	-	-	-	700,000
18	Transfer from Capital Projects Fund	-	-	-	850,000
19	Transfer from Cap Tax	-	60,000	80,000	1,400,000
20	Transfer from Cap Tax	-	24,819	33,092	-
21	Transfer from Public Benefit	-	-	-	300,000
22	Total Debt Service Fund Revenue	293,923	262,872	382,264	3,587,073
23					
24	Miscellaneous - SID #77	700	700	700	700
25	Miscellaneous - SID #78	1,000	1,000	1,000	1,000
26	Debt Service Principal - CAT Leases	35,977	26,472	37,460	39,007
27	Debt Service Principal - SID #77	75,000	50,000	70,000	70,000
28	Debt Service Principal - SID #78	10,000	20,000	40,000	50,000
30	Principal - CWSRF #164 - N Sheridan Interchange	-	-	-	2,100,000
31	Principal - CWSRF #176 - Hillslide Stabilization	-	-	-	1,250,000
32	Principal - FIB Loan - E911 Phone System	56,697	47,786	62,811	49,271
33	Debt Service Interest - CAT Leases	22,976	16,683	21,494	19,948
34	Debt Service Interest - SID #77	9,123	3,470	11,000	4,500
35	Debt Service Interest - SID #78	8,450	8,013	8,400	7,200
36	Interest - CWSRF #164 - N Sheridan Interchange	-	-	224,000	-
37	Interest - CWSRF #164 - N Sheridan Interchange	-	-	-	224,000
38	Interest - CWSRF #176 - Hillslide Stabilization	-	33,092	33,092	75,000
39	Interest - FIB Loan - E911 Phone System	421	9,332	9,307	7,847
40	Total Debt Service Fund Expenditures	220,343	216,547	519,264	3,898,473
41	Revenues over Expenditures	73,579	46,325	(137,000)	(311,400)

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 2020 assessed value of \$215,560,768, the City’s debt limit of 4% of the assessed valuation of the taxable property is \$8,622,431. The debt limit for the Sewer Fund is \$17,244,861. There is no limit for the Water Fund. The 2021 assessed values are not yet finalized, but the County Assessor is estimating an 8% increase. This would lead to a new assessed value of \$232,805,629. 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 estimated debt by Fund, the estimated balance as of June 30, 2021, and the next three year’s estimated payments.

Fund	Estimated Balance June 30, 2021	Estimated FY22 Payment	Estimated FY23 Payment	Estimated FY24 Payment
Debt Service Fund	\$2,383,256	\$204,203	\$204,203	\$204,203
Water Fund	\$10,466,204	\$854,893	\$854,893	\$854,893
Sewer Fund	\$5,509,632	\$448,798	\$448,798	\$448,798
Solid Waste Fund	\$316,742	\$211,457	\$0	\$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 ,2021 and the next three year's lease payments.

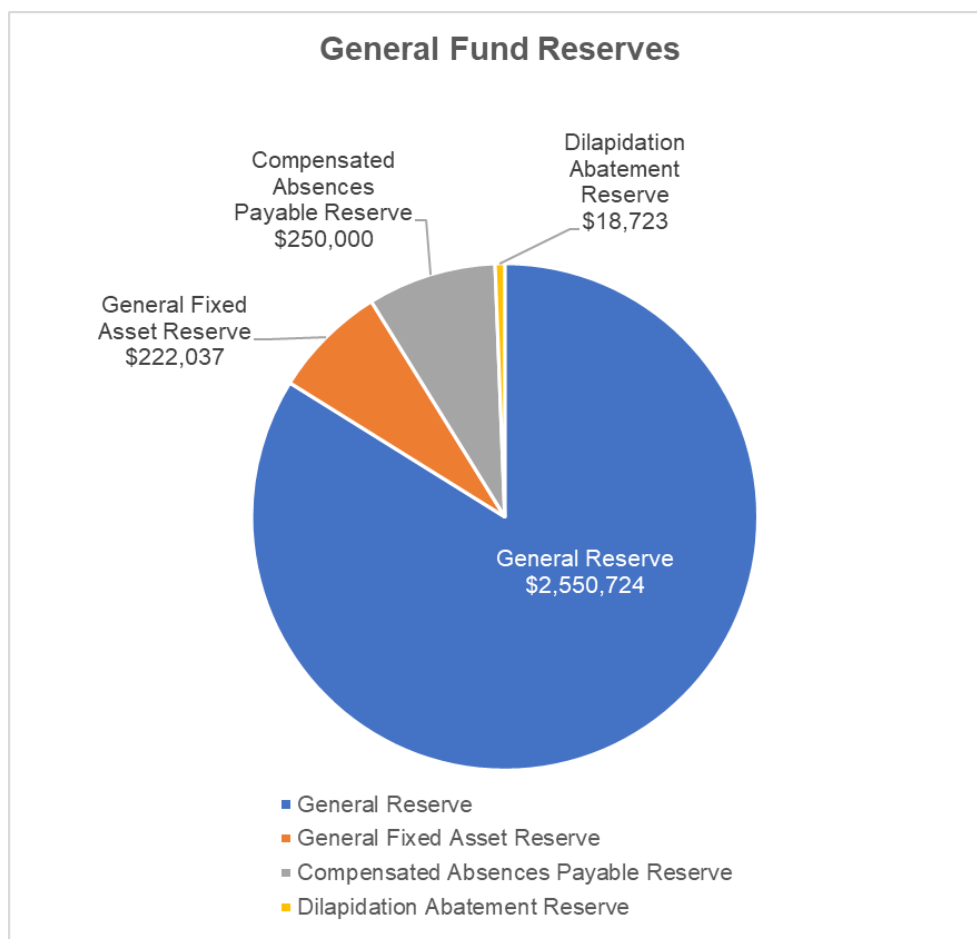
Fund	Estimated Balance June 30, 2021	Estimated FY22 Payment	Estimated FY23 Payment	Estimated FY24 Payment
Debt Service Fund	\$503,895	\$58,954	\$58,953	\$58,953
Water Fund	\$135,264	\$19,734	\$19,734	\$19,734
Solid Waste Fund	1,137,767	\$200,846	\$200,846	\$320,608
Golf Course Fund	\$167,050	\$28,161	\$125,727	\$0

CASH RESERVES

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.

There are four different reserve funds in the General Fund, as shown in the pie chart below. They are the General Reserve (\$2,550,724), the General Fixed Asset Replacement Reserve (\$222,037), the Compensated Absence Payable Reserve (\$250,000), and the Dilapidation Abatement Reserve (\$18,723).

The General Reserve amount is 19.6% of the FY22 General Fund Expenditure Budget of \$13,004,416. All four reserves together are 23.4% of the FY22 General Fund Expenditure Budget.



EXPENDITURE SUMMARY BY DEPARTMENT

Line #	Dept#	Department Name	General Fund Budget FY22	GPET Budget FY22	Direct Distribution Budget FY22	Total Dept Budget FY22
1	0000	No Department	-	-	13,600	13,600
2	1100	Mayor/City Council	166,100	-	25,000	191,100
3	1200	Municipal Court	151,345			151,345
4	1300	Human Resources	289,400		48,000	337,400
5	1310	Administration	212,015	-	-	212,015
6	1320	Clerk	253,150		93,000	346,150
7	1321	Elections	-			-
8	1330	Treasurer	598,050	-	-	598,050
9	1340	Information Technology	319,295	-	11,400	330,695
10	1350	Attorney	120,000			120,000
11	1360	City Hall	107,940	-	2,500	110,440
12	1370	Other General	29,700	894,200	236,000	1,159,900
13	1905	Discretionary	-	-		-
14	2400	Police	3,187,000	337,200	220,900	3,745,100
15	2430	Police Communications	709,000			709,000
16	2450	Animal Shelter	-	75,400		75,400
17	2500	Fire & Rescue	1,858,480	515,000	106,300	2,479,780
18	3647	Cemetery	162,030		58,800	220,830
20	4620	PW Admin & Engineering	491,620	-	90,000	581,620
21	4630	Planning	211,280	-	2,000	213,280
22	4631	GIS	-		-	-
23	4632	Building: Permits/Inspections	493,920	-	22,000	515,920
24	4640	Streets	1,826,355	1,050,000	380,000	3,256,355
25	4641	Snow Removal	285,850	300,000	280,000	865,850
26	4644	City Service Shop	278,500	-	18,500	297,000
27	4662	Customer Service	543,275			543,275
28	5646	Parks	478,150	502,000	192,000	1,172,150
29	5648	Public Arts	2,400	38,000		40,400
30	5690	Recreation District	1,900	231,200		233,100
31	5692	Golf Course	227,661	-	-	227,661
32		Total Funding	13,004,416	3,943,000	1,800,000	18,747,416

DEPARTMENTAL BUDGETS

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.

FY22 Mayor/City Council Staffing		
Position	Headcount	FTE
Mayor	1	1
City Council Members	6	6
Government Relations Administrative Specialist	1	.5

WHAT WE DO

The Mayor and the City Council are the legislative body of the City. Together as the Governing Body, they are responsible for passing ordinances, resolutions and orders necessary for governing the City as well as setting City policy. The Governing Body approves and amends the annual budget, authorizes certain contracts on behalf of the City, acts as the final appeal body on rulings of some boards and commissions, appoints and evaluates the City Administrator, approves the appointment of all members of various boards and commissions, and submits propositions to the electors.

FY22 BUDGET INITIATIVES

The FY22 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 levels of service for the community
- Continue updating citizens with current information, government actions, and changes in our community
- Continue economic growth through business attraction and support of existing businesses within our community
- Continue to thrive while we retain our heritage and quality of life

MAYOR/CITY COUNCIL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	107,999	84,443	108,800	87,100
3	Payroll Taxes	8,094	6,331	8,400	6,700
4	Retirement	5,097	4,124	5,500	3,200
5	Unemployment and Worker's comp	963	394	1,200	1,000
6	Employee Insurance	13,102	10,672	13,800	7,300
7	Contractual Services	-	1,171	-	-
9	Telephone & Internet	1,882	1,320	1,400	1,400
10	Repairs & Maint. Vehicles/Equip.	638	-	900	900
11	Copier Costs	705	-	-	-
12	Equipment, Non-Capitalized	-	-	-	6,500
13	Computer Hardware	1,399	3,571	3,000	-
14	Software Expense	-	99	-	100
15	Supplies	673	316	500	1,000
16	Office Supplies	138	380	1,600	1,600
17	Professional Services	-	60	-	-
18	Insurance Vehicle	91	99	100	100
19	Insurance Liability	1,001	993	1,000	1,000
20	Travel, Training & Memberships	6,212	-	9,400	47,500
21	Publications Advertising and Printing	619	299	700	700
23	Total General Fund	148,612	114,273	156,300	166,100
24					
29	Direct Distribution Fund				
30	Supplies	-	-	-	5,000
31	Professional Services	-	-	-	20,000
33	Total Direct Distribution Fund	-	-	-	25,000

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.

FY22 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

FY22 BUDGET INITIATIVES

The FY22 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 FY22 is to integrate its case management software with DigiTicket, the e-citations program recently 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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	39,442	27,916	40,000	41,800
4	Overtime	172	195	200	300
5	Payroll Taxes	2,900	2,133	3,100	3,200
6	Retirement	4,207	2,968	4,500	4,900
7	Unemployment and Worker's comp	538	220	500	500
8	Employee Insurance	16,830	578	18,200	100
10	Telephone & Internet	700	377	700	550
11	Computer Hardware	-	-	-	900
12	Software Expense	29,664	5,068	4,500	9,225
14	Office Supplies	504	701	1,800	900
15	Professional Services	82,030	49,952	92,120	86,900
16	Insurance Liability	364	465	370	370
17	Travel, Training & Memberships	442	22	800	800
19	Publications Advertising and Printing	-	-	-	900
20	Miscellaneous	-	155	-	-
21	Total General Fund	177,793	90,750	166,790	151,345

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.

FY22 Administration Staffing		
Position	Headcount	FTE
City Administrator	1	1
Government Relations Administrative Specialist	1	.5

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.

FY22 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 in city facilities and services and continuously search for new and more efficient ways to provide service.

ADMINISTRATION

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	97,508	93,798	124,500	155,900
4	Overtime	56	-	-	-
5	Payroll Taxes	5,925	7,176	9,600	12,000
6	Retirement	7,912	10,430	13,900	18,200
7	Unemployment and Worker's comp	1,341	677	1,400	1,800
8	Employee Insurance	6,450	1,025	1,400	7,400
9	Employee Allowance - Housing/Car	2,000	-	-	-
11	Telephone & Internet	2,209	1,537	2,900	2,900
13	Equipment, Non-Capitalized	-	-	-	4,225
14	Computer Hardware	1,651	80	-	650
15	Software Expense	105	274	-	300
17	Office Supplies	1,751	620	800	800
19	Professional Services	88,052	1,006	1,000	1,000
20	Insurance Liability	1,481	1,340	1,340	1,340
21	Travel, Training & Memberships	2,202	1,027	500	5,000
23	Publications Advertising and Printing	561	499	500	500
25	Total General Fund	219,205	119,488	157,840	212,015
26					
31	Direct Distribution Fund				
33	Office Supplies	-	4,113	5,000	-
35	Total Direct Distribution Fund	-	4,113	5,000	-

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!

FY22 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 insurance, dental insurance, 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.

In order 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.

FY22 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 request to update the City's pay plan.

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. HR also hopes to implement an HRIS system in partnership with the new financial system which will allow for improved people management.

HUMAN RESOURCES

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	147,789	112,771	149,900	154,400
4	Payroll Taxes	10,888	8,253	11,500	11,900
5	Retirement	15,695	12,445	16,700	18,000
6	Unemployment and Worker's comp	2,007	812	1,700	1,700
7	Employee Insurance	29,267	20,411	30,800	26,100
8	Other Employee Expenses	-	-	-	13,000
9	Other Employee Exp - Wellness	17,061	10,702	13,370	14,000
10	Other Employee Exp - Safety	-	2,788	4,468	10,000
12	Contractual Services	11,613	-	-	-
13	Telephone & Internet	2,356	1,608	2,500	2,500
14	Repairs & Maint. Vehicles/Equip.	-	90	-	-
15	Copier Costs	1,341	-	-	-
16	Computer Hardware	800	1,654	1,625	200
19	Office Supplies	1,624	1,503	1,280	2,200
21	Professional Services	6,150	14,561	12,000	-
22	Insurance Liability	1,363	1,369	1,370	1,400
23	Travel, Training & Memberships	7,827	248	5,000	9,000
24	Job Recruitment Costs	43,771	34,281	15,100	25,000
25	Publications Advertising and Printing	409	-	500	-
26	Total General Fund	299,960	229,398	267,813	289,400
27					
28	Direct Distribution Fund				
29	Other Employee Exp - Safety	13,090	-	-	-
30	Professional Services	-	-	-	48,000
32	Total Direct Distribution Fund	13,090	-	-	48,000

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.

FY22 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.

FY22 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. The Clerk's Office has also budgeted \$75,000 for a records management program overhaul.

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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	103,268	97,368	125,100	136,900
4	Overtime	164	115	400	400
5	Payroll Taxes	7,393	6,867	9,600	10,500
6	Retirement	10,925	10,756	14,000	15,900
7	Unemployment and Worker's comp	1,389	712	1,400	1,600
8	Employee Insurance	20,723	20,420	26,400	27,700
11	Telephone & Internet	1,784	1,605	2,100	2,100
13	Copier Costs	4,622	-	-	-
14	Equipment, Non-Capitalized	-	-	-	4,500
15	Computer Hardware	605	2,398	1,800	-
16	Software Expense	18,256	8,812	14,358	15,000
17	Supplies	194	-	707	-
18	Office Supplies	4,682	2,283	4,070	4,500
19	Uniform Supplies	-	42	-	-
21	Professional Services	4,397	907	1,000	4,000
22	Insurance Liability	908	1,143	1,150	1,150
23	Travel, Training & Memberships	7,277	777	2,500	7,900
25	Publications Advertising and Printing	20,859	13,849	21,000	21,000
26	Total General Fund	207,445	168,054	225,585	253,150
27					
28	Direct Distribution Fund				
29	Professional Services	21,510	8,938	20,000	93,000
30	Total Direct Distribution Fund	21,510	8,938	20,000	93,000

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.

FY22 BUDGET INITIATIVES

The FY22 budget does not include funding for elections. There will not be an election within FY22.

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

		Actual	FY21	Budget	Budget
Line #	Account Description	FY20	March YTD	FY21	FY22
1	General Fund				
2	Office Supplies	6,697	-	-	-
3	Professional Services	19,341	37,271	60,000	-
4	Insurance Liability	1,136	-	-	-
5	Publications Advertising and Printing	2,196	-	-	-
6	Total General Fund	29,371	37,271	60,000	-

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

FY22 Treasurer Staffing		
Position	Headcount	FTE
City Treasurer	1	1
Assistant City Treasurer	1	1
Staff Accountant	1	1
Accounts Payable/Payroll Technician	1	1
Accounting 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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Treasurer's Office.

LONG-TERM GOALS

The long-term goals of the Treasurer's Office are many. The purchase and implementation of new accounting/financial software that will provide for more accurate and efficient processing of all accounting functions. Another goal is the restructuring of the chart of accounts and consistent usage of such when budgeting and recording financial transactions. A final goal is to bring back to the Treasurer's Office certain duties and processes that have been relinquished to other departments over the years. Many of these goals will be realized through the implementation of the new software.

TREASURER

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	329,042	250,067	332,200	341,900
4	Overtime	1,536	479	1,400	1,400
5	Payroll Taxes	24,584	18,632	25,500	26,200
6	Retirement	35,107	27,649	37,000	39,800
7	Unemployment and Worker's comp	4,488	1,806	3,700	3,800
8	Employee Insurance	36,218	29,486	38,100	47,100
10	Telephone & Internet	3,362	2,210	3,500	2,950
11	Repairs & Maint - Vehicles/Equip	110	123	-	250
12	Copier Costs	2,047	-	-	-
13	Computer Hardware	2,037	185	-	-
14	Software Expense	598	30,585	43,200	40,000
15	Supplies	11,166	-	-	-
16	Office Supplies	112	4,485	5,050	6,000
17	Professional services	109,988	74,584	76,400	79,000
18	Insurance Liability	3,797	3,798	3,840	3,800
19	Travel, Training & Memberships	4,975	1,877	2,000	5,200
20	Publications Advertising and Printing	670	-	-	650
21	Trfr to Cap Proj - ERP Software	-	442,500	590,000	-
22	Trfr to Spec Rev - ERP Software	10,000	-	-	-
23	Total General Fund	579,836	888,466	1,161,890	598,050
24					
25	Direct Distribution Fund				
26	Computer Hardware	-	1,400	1,400	-
31	Total Direct Distribution Fund	-	1,400	1,400	-
32					
33	Capital Projects Fund				
34	Travel, Training & Memberships	-	-	5,101	-
35	Capital Outlay - M&E - ERP Software	-	-	590,000	595,101
36	Total Capital Projects Fund	-	-	595,101	595,101

CUSTOMER SERVICE

MISSION STATEMENT

The Customer Service Department is committed to providing efficient, reliable, courteous and timely transactions in support of all City of Sheridan operations. We are dedicated to creating a positive experience for citizens and uphold the highest standards of integrity in our actions. We strive to meet the needs of our internal and external customers and take personal accountability for delivering on our commitments.

FY22 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 nearly 10,000 utility customers with over 114,000 bills prepared annually. A wide variety of payment options are offered for utility billing as well as other city services such as landfill use, building permits, bulk water use, golf passes, various use and mobile vending permits, court fines and cemetery fees. The daily counting, reconciling and reporting for all of these payments are managed within Customer Service.

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.

Other specific functions include:

- Managing the disconnect process for past due accounts
- Assisting with 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

FY22 BUDGET INITIATIVES

The FY22 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 from the selected vendor for the 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. Lastly, developing a Project scope and budget to provide increased security to the Customer Service office.

CUSTOMER SERVICE

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	172,340	128,220	174,800	178,600
4	Overtime	1,397	1,497	2,400	2,400
5	Payroll Taxes	12,946	9,641	13,400	13,700
6	Retirement	18,451	14,281	19,500	20,800
7	Unemployment and Worker's comp	2,362	935	2,000	2,000
8	Employee Insurance	19,011	16,317	20,000	20,400
9	Temporary Services Labor	-	5,960	-	-
12	Telephone & Internet	1,611	862	1,650	1,100
14	Copier Costs	1,803	673	1,400	1,400
16	Computer Hardware	-	2,012	3,600	-
17	Software Expense	65,755	68,354	68,370	72,000
18	Supplies	2,045	-	2,100	-
19	Office Supplies	3,222	2,624	3,650	5,150
20	Professional services	194,863	155,283	191,540	218,475
21	Insurance Liability	1,589	1,596	1,600	1,600
22	Travel, Training & Memberships	44	22	4,200	4,200
23	Publications Advertising and Printing	1,688	727	1,250	1,450
25	Total General Fund	499,128	409,004	511,460	543,275

ATTORNEY

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

FY22 BUDGET INITIATIVES

The FY22 budget is intended not to increase above the FY21 budgeted amount. However, the costs of collecting bargaining and arbitration are always unknown.

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 provide a cost-efficient service.

ATTORNEY

		Actual	FY21	Budget	Budget
Line #	Account Description	FY20	March YTD	FY21	FY22
1	General Fund				
2	Outside Services - Arbitration	1,633	638	-	-
3	Professional services	148,516	87,395	115,570	120,000
4	Total General Fund	150,149	88,033	115,570	120,000

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.

FY22 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 and businesses. 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 connects, 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 citizens and businesses within the City.

FY22 BUDGET INITIATIVES

The FY22 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 Watchguard Firewall, Carbon Black endpoint defense (AV), Beyond Trust remote management/support system, ShadowProtect server backup software, IT security training for employees, and improved helpdesk services. Additionally, the budget accounts for continued upgrades of servers, storage arrays, and network infrastructure (switches and routers).

LONG-TERM GOALS

The long-term goals of the IT Department are varied. Our first goal is to continually use City funds in acquiring the most efficient and easily maintainable technology systems, while keeping costs to a minimum. A second goal is to increase responsiveness to City staff by leveraging technology to track requests, inventory, and future projects. Finally, the IT department aims to coordinate with other departments in the acquisition of key software for specific departmental functions. This includes helping to assess, price, and create bids and RFPs for software acquisition.

INFORMATION TECHNOLOGY

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	80,717	61,439	84,000	140,200
3	Part-time/Seasonal Wages	3,039	-	-	6,000
4	Payroll Taxes	6,207	4,535	6,500	10,800
5	Retirement	8,572	6,780	9,400	16,300
6	Unemployment and Worker's comp	1,138	442	1,000	1,600
7	Employee Insurance	12,058	9,747	12,400	32,000
9	Telephone & Internet	1,388	1,186	2,000	2,000
10	Computer Hardware	6,162	741	180	1,600
11	Software Expense	56,568	47,528	57,650	66,400
12	Supplies	1,153	186	1,500	1,000
13	Office Supplies	29	250	250	125
14	Professional services	34,510	20,387	43,000	39,000
15	Insurance Liability	745	767	770	770
16	Travel, Training & Memberships	-	-	1,000	1,500
17	Publications Advertising and Printing	69	88	150	-
19	Total General Fund	212,356	154,076	219,800	319,295
20					
21	GPET Fund				
26	Professional Services	-	27,881	27,881	-
28	Total GPET Fund	-	27,881	27,881	-
29					
30	Direct Distribution Fund				
31	Computer Hardware	41,967	3,134	6,500	6,000
32	Software Expense	-	-	-	5,400
33	Capital Outlay - Improvements	-	-	-	
34	Capital Outlay - Machinery and Equip	2,110	-	-	
35	Total Direct Distribution Fund	44,077	3,134	6,500	11,400
36					
37	Special Revenue Fund				
38	Capital Outlay - M&E - Phone System	-	45,386	45,386	-
39	Total Special Revenue Fund	-	45,386	45,386	-

CITY HALL

MISSION STATEMENT

The mission of City Hall 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 100+ year old building.

FY22 BUDGET INITIATIVES

The FY22 budget includes general maintenance, utilities, new windows, and cleaning services.

LONG-TERM GOALS

The long-term goals of the City Hall budget are to continue to maintain and update the facility. LED lighting and new energy efficient boilers have been installed.

CITY HALL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
3	Utilities	20,375	11,430	18,000	18,000
4	Insurance Property	6,594	7,382	7,000	7,400
5	Repairs & Maint. Vehicles/Equip.	1,676	-	-	-
6	Repairs & Maint. - Other	16,946	12,070	12,500	15,000
7	Copier Costs	-	4,715	11,215	12,000
8	Equipment Rental	-	1,788	3,590	3,500
9	Equipment Non-capitalized	535	-	-	-
10	Supplies	3,290	3,008	4,742	4,700
11	Office Supplies	-	1,260	3,210	3,200
12	Professional Services	35,465	30,325	44,350	44,000
13	Insurance Vehicle	103	133	110	140
16	Total General Fund	84,984	72,112	104,717	107,940
17					
22	Direct Distribution Fund				
24	Office Supplies	-	2,824	2,508	2,500
25	Professional Services	-	2,031	2,031	-
27	Trfr to Spec Rev - City Hall Boilers	50,000	-	-	-
29	Total Direct Distribution Fund	50,000	4,856	4,539	2,500
30					
31	Special Revenue Fund				
32	Capital Outlay - Impr - City Hall Boilers	37,852	-	-	-
33	Total Special Revenue Fund	37,852	-	-	-

OTHER GENERAL

MISSION STATEMENT

The Other General department will provide funding for outside organizations and citywide programs.

WHAT WE DO

The Other General Department is where expenses are recorded that are not department specific. Also included are GPET contributions to outside organizations.

FY22 BUDGET INITIATIVES

The FY22 budget includes funding for citywide property and liability insurance. It also includes GPET funding to outside organizations.

LONG-TERM GOALS

The long-term goal of this department is to continue providing funding for outside organizations.

OTHER GENERAL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Other Employee Expenses	13,190	4,843	13,650	-
5	Insurance Property	15,125	18,067	20,000	16,700
6	Professional Services	32,432	-	-	-
7	Insurance Liability	10,528	12,313	12,400	13,000
8	Travel, Training & Memberships	-	22,432	22,900	-
14	Trfr to Spec Rev - Train Abatement	100,000	-	-	-
15	Total General Fund	171,275	57,655	68,950	29,700
16					
17	GPET Fund				
21	Housing/Comm Dev. - Abatement	775	60	18,694	-
22	Sheridan County Juvenile Justice JPB	110,000	55,000	96,250	130,000
23	Sheridan Arts Council	1,500	1,313	1,313	1,300
24	Advocacy & Resource Center	10,000	5,000	8,750	14,300
25	Habitat for Humanity of the Eastern Bighorns	10,000	5,000	8,750	10,400
26	SAGE Community Arts	8,000	4,000	7,000	5,900
28	Sheridan County Chamber of Commerce	25,000	12,500	21,875	15,400
29	Forward Sheridan	7,500	-	-	-
30	Downtown Sheridan Association	25,000	12,501	21,875	31,800
31	Sheridan County Historical Society	15,000	7,500	13,125	18,500
33	Sheridan Community Land Trust	19,880	7,500	13,125	21,700
34	North Main Association	25,000	12,500	21,875	9,700
35	Sheridan County Conservation District	10,000	5,000	8,750	7,500
36	Sheridan County (Airport Service)	194,326	67,738	400,000	400,000
37	Sheridan County (Impact 307)	80,000	40,000	70,000	-
38	NE WY Growth Alliance	40,000	-	-	-
39	Northern Wyoming Community College District	100,000	50,000	87,500	-
40	YMCA Aquatic Center	1,000,000	-	-	-
43	Child Development Center	7,500	3,750	6,563	3,800
46	The Hub on Smith	105,000	40,000	72,500	65,800
47	Compass Center for Families (CASA)	10,000	2,500	10,000	14,300
51	Contingency	-	-	385,373	400
53	Sheridan Health Center	20,000	10,000	17,500	14,900
54	Uprising	-	-	-	3,500
55	Second Chance Sheridan Cat Rescue	-	-	-	25,000
58	Trfr to Cap Proj - Locomotive	-	-	-	100,000
63	Trfr to Spec Rev - WYO Hallmark Renovation	83,112	-	-	-
64	Trfr to Spec Rev - Train Abatement	85,000	-	-	-
65	Total GPET Fund	1,992,593	341,861	1,290,817	894,200
66					
67	Direct Distribution Fund				
69	Professional Services	120,000	100,000	120,000	-
70	Publications Advertising and Printing	15,291	10,015	18,000	-
71	Sheridan County (Impact 307)	-	-	-	60,000
72	SEEDA	-	-	-	126,000
74	Transfer to General Fund	-	-	538,600	-
75	Trfr to Cap Proj - Locomotive	-	-	-	50,000
78	Total Direct Distribution Fund	135,291	110,015	676,600	236,000
79					
80	Special Revenue Fund				
85	Transfer to Direct Distribution	-	821,317	821,317	-
86	Total Special Revenue Fund	-	821,317	821,317	-

SHERIDAN PUBLIC ARTS COMMITTEE (SPAC)

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.

FY22 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 a number of 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.

SHERIDAN PUBLIC ARTS COMMITTEE (SPAC)

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Insurance Property	-	-	-	2,400
3	Total General Fund	-	-	-	2,400
4					
5	GPET Fund				
6	Repairs & Maint. - Other	12,472	3,988	11,000	10,000
7	Supplies	791	110	2,000	2,000
8	Professional services	21,150	8,924	20,179	22,000
9	Publications Advertising and Printing	4,968	1,128	4,800	4,000
10	Total GPET Fund	39,381	14,150	37,979	38,000
11					
12	Special Revenue Fund				
13	Public Arts Contributions	86,940	22,824	100,000	85,000
15	Total Special Revenue Fund Revenue	86,940	22,824	100,000	85,000
16					
17	Professional Services	-	-	10,000	-
18	Capital Outlay - Art	-	32,375	111,443	85,000
19	Capital Outlay - Improvements - SPAC	94,223	-	-	-
21	Total Special Revenue Fund	94,223	32,375	121,443	85,000

TROLLEY CAR

MISSION STATEMENT

The mission of the Trolley Car service is to promote the City of Sheridan and to enhance the tourism experience.

FY22 Trolley Car Staffing		
Position	Headcount	FTE
Trolley Driver	0	0

WHAT WE DO

The City owned two trolley cars. The trolley service was managed by the Sheridan County Chamber of Commerce. The Trolleys were used for community events and private functions.

FY22 BUDGET INITIATIVES

The FY22 budget does not include funding as both trolleys were sold.

TROLLEY CAR

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Special Revenue Fund				
3	Part-time/Seasonal Wages	5,822	-	9,900	-
4	Payroll Taxes	445	-	700	-
5	Unemployment and Worker's Comp	(47)	-	350	-
6	Other Employee Expenses	-	-	100	-
7	Repairs & Maint. Vehicles/Equip	-	-	4,100	-
8	Gasoline Oil Diesel Supplies	1,078	39	2,300	-
9	Insurance Vehicle	82	90	90	-
10	Miscellaneous	-	-	-	-
11	Miscellaneous	-	-	-	-
12	Total Special Revenue Fund	7,381	129	17,540	-

DISCRETIONARY

MISSION STATEMENT

To promote the City of Sheridan through financial support of Community Events.

WHAT WE DO

Sheridan County, the City of Sheridan, the Town of Ranchester, The Town of Dayton, and The Town of Clearmont receive up to 10% of the total lodging tax collected within each community.

By statute, these amounts shall be used for general revenue within the governmental entity. Some of the community events supported by the Mayor's Office include, but are not limited to:

- Sheridan WYO Pow Wow contribution
- DSA Third Thursday Sponsorship
- Chamber of Commerce Get Caught Shopping Sponsorship
- DSA Hunting for Bucks Sponsorship
- Aerospace & Defense Project Sponsorship
- Grinnell Street Flowers
- City of Sheridan Promotional Items

FY22 BUDGET INITIATIVES

The FY22 budget does not include funding as Sheridan County Travel & Tourism JPB has opted to suspend this funding during the Covid pandemic.

LONG-TERM GOALS

To spotlight and support community events that will promote the City of Sheridan and support the downtown economy.

DISCRETIONARY

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Economic Dev.	52,846	-	-	-
4	Total General Fund	52,846	-	-	-
5					
6	Special Revenue Fund				
7	Salaries and Wages	-	-	-	-
8	Part-time/Seasonal Wages	-	-	-	-
9	Overtime	-	-	-	-
10	Payroll Taxes	-	-	-	-
11	Retirement	-	-	-	-
12	Unemployment and Worker's Comp	-	-	-	-
13	Employee Insurance	-	-	-	-
14	Contractual Services	-	554,492	600,000	-
15	Telephone & Internet	-	-	-	-
16	Repairs & Maint. - Other	-	-	-	-
17	Supplies	-	-	-	-
18	Office Supplies	-	-	-	-
19	Insurance Liability	-	-	-	-
20	Publications Advertising and Printing	-	-	-	-
21	Miscellaneous	-	-	-	-
22	Economic Dev.	-	-	-	-
23	Total Special Revenue Fund	-	554,492	600,000	-

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.

FY22 Police Staffing		
Position	Headcount	FTE
Police Chief	1	1
Police Captain	1	1
Administrative Coordinator	1	1
Administrative Services Manager	1	1
Police Lieutenant	2	2
Police Sergeant	5	5
Police Corporal	4	4
Police Officer	17	17
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

FY22 BUDGET INITIATIVES

The FY22 budget allows for the reinstatement of an officer position, as well as the purchase of three patrol vehicles to maintain a strong fleet. Included in the GPET Fund is an E-ticketing solution (\$45,000). Savings have been realized through improved purchasing and contract negotiations.

LONG-TERM GOALS

The long-term goals of the Police Department include continued crime reduction efforts through the expansion of programs such as the Intimate Partner Violence program, and continuation of Data Driven Approaches to Crime and Traffic Safety. The purchase of an E-ticketing solution to expedite the process of issuing citations to violators will create more efficiencies in high-visibility enforcement.

POLICE

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	1,883,322	1,414,988	1,973,300	2,119,800
4	Overtime	21,822	18,908	26,058	25,000
6	Payroll Taxes	45,273	34,670	49,200	51,900
8	Retirement	214,106	157,416	226,300	245,000
10	Unemployment and Worker's comp	25,908	9,784	21,600	23,200
12	Employee Insurance	408,932	284,673	455,200	498,100
14	Employee Allowance - Housing/Car	5,400	1,350	5,400	-
16	Utilities	22,851	17,466	23,000	23,000
17	Insurance Property	4,898	5,449	5,000	5,000
18	Telephone & Internet	30,383	20,564	30,000	30,000
20	Repairs & Maint. Vehicles/Equip.	648	-	-	-
21	Repairs & Maint. - Other	1,448	375	1,500	1,500
22	Equipment Non-capitalized	758	1,000	1,000	-
23	Computer Hardware	-	9,750	9,750	-
24	Supplies	17,372	7,676	16,260	21,000
25	Office Supplies	6,854	3,819	9,000	9,000
26	Uniform Supplies	8,841	9,112	15,750	18,000
27	Gasoline Oil Diesel Supplies	41,036	24,132	43,000	25,600
30	Crime Prevention	29,529	19,437	20,000	32,000
32	Insurance Vehicle	2,641	2,976	3,000	3,000
33	Insurance Liability	23,159	22,899	22,900	22,900
34	Insurance - Claims	1,264	11,435	-	-
35	Travel, Training & Memberships	22,477	9,139	20,000	28,000
37	Job Recruitment Costs	-	-	-	2,000
38	Publications Advertising and Printing	72	1,049	2,000	3,000
41	Capital Outlay - Machinery and Equip.	347,778	-	-	-
44	Total General Fund	3,166,771	2,088,067	2,979,218	3,187,000
45					
46	GPET Fund				
49	Repairs & Maint. - Buildings/grounds	-	-	-	-
50	Repairs & Maint. - Other	8,495	10,553	22,055	-
51	Computer Hardware	-	-	-	35,500
52	Software Expense	-	-	-	35,000
54	PD Range	-	-	-	-
56	Professional Services	-	7,234	20,000	40,582
58	Capital Outlay - Improvements	18,240	19,077	42,260	-
59	Capital Outlay - Machinery and Equip.	41,246	-	117,328	172,000
61	Transfer to Debt Service Fund	32,118	24,089	32,118	32,118
63	Salaries and Wages - SRO SCSD2	14,795	8,841	20,902	14,800
64	Overtime - SRO SCSD2	22	44	100	100
65	Payroll Taxes - SRO SCSD2	203	118	300	300
66	Retirement - SRO SCSD2	1,722	1,032	1,900	1,800
67	Unemployment & Worker's comp - SRO SCSD2	194	(43)	200	200
68	Employee Insurance - SRO SCSD2	2,642	2,338	3,500	4,800
69	Salaries and Wages - COPS	11,336	6,941	21,347	-
70	Overtime - COPS	52	89	200	-
71	Payroll Taxes - COPS	162	99	200	-
72	Retirement - COPS	1,323	817	1,500	-
73	Unemployment and Worker's comp - COPS	153	-	200	-
74	Employee Insurance - COPS	1,221	1,106	1,700	-
77	Total GPET Fund	133,925	82,334	285,811	337,200

POLICE

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
79	Direct Distribution Fund				
80	Contractual Services	74,620	38,350	48,800	-
81	Repairs & Maint. - Buildings/grounds	-	-	-	20,000
82	Repairs & Maint. Vehicles/Equip	51,526	36,285	50,000	50,000
83	Copier Costs	-	4,396	6,000	6,000
84	Computer Hardware	27,937	5,891	11,600	-
85	Software Expense	-	8,905	10,100	30,000
86	Gasoline Oil Diesel Supplies	-	-	-	37,400
87	PD Range	17,413	1,141	12,000	20,000
88	PD Lab	6,374	2,810	6,000	6,000
89	Professional Services	30,048	-	-	44,800
90	Capital Outlay - Improvements	24,740	-	-	6,700
91	Capital Outlay - Machinery and Equip	68,793	143,809	144,000	-
97	Total Direct Distribution Fund	301,451	241,587	288,500	220,900
98					
99	Special Revenue Fund				
101	Salaries and Wages - SRO SCSD2	47,199	35,016	46,900	44,300
102	Overtime - SRO SCSD2	567	373	700	700
103	Payroll Taxes - SRO SCSD2	648	480	700	700
104	Retirement - SRO SCSD2	5,550	4,074	5,500	5,200
105	Unemployment & Worker's comp - SRO SCSD2	654	313	600	500
106	Employee Insurance - SRO SCSD2	10,158	10,734	10,400	14,300
107	Miscellaneous - K-9 Unit	-	-	5,122	-
109	Uniform Supplies - Bullet Proof Vests	2,872	-	3,076	3,000
113	Professional Services - Shop with a Cop	4,600	6,500	8,172	4,500
114	Overtime - EUDL	16,138	2,115	18,000	18,000
115	Payroll Taxes - EUDL	224	28	300	300
116	Retirement - EUDL	1,875	246	2,000	2,000
117	Unemployment and Worker's Comp - EUDL	219	15	400	400
118	Employee Insurance - EUDL	126	105	300	300
120	Contractual Services - EUDL	8,400	-	12,000	12,000
124	Overtime - Tobacco Grant	1,412	611	5,000	5,000
126	Payroll Taxes - Tobacco Grant	19	8	100	100
128	Retirement - Tobacco Grant	164	61	400	400
130	Unemployment and Worker's comp - Tobacco Grant	19	7	100	100
132	Employee Insurance - Tobacco Grant	13	38	400	400
134	Miscellaneous - Tobacco Grant	800	560	2,500	2,500
135	Overtime - Alcohol Inspection	2,878	1,387	5,100	5,100
136	Payroll Taxes - Alcohol Inspection	40	20	100	100
137	Retirement - Alcohol Inspection	334	160	600	600
138	Unemployment and Worker's Comp - Alcohol Inspection	39	11	100	100
139	Employee Insurance - Alcohol Inspection	36	49	200	200
141	Miscellaneous - Alcohol Inspection	1,660	1,680	2,400	2,400
147	Salaries and Wages - COPS	36,838	28,618	36,600	-
148	Overtime - COPS	830	1,128	700	-
149	Payroll Taxes - COPS	534	413	600	-
150	Retirement - COPS	4,377	3,424	4,300	-
151	Unemployment and Worker's comp - COPS	516	277	500	-
152	Employee Insurance - COPS	4,781	6,285	4,900	-
155	Capital Outlay - Mach and Equip - HLS	-	-	52,200	-

POLICE

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
156	Overtime - HWY	17,449	5,650	22,500	22,500
157	Payroll Taxes - HWY	244	79	500	500
158	Retirement - HWY	2,028	657	3,000	3,000
159	Unemployment and Worker's Comp - HWY	221	4	500	500
160	Employee Insurance - HWY	249	132	500	500
161	Contractual Services - HWY	-	-	500	500
163	Capital Outlay - Machinery and Equip - HWY	16,739	-	737	-
167	Transfer to Other Projects	862	-	-	-
168	Crime Prevention - Crime Stoppers	-	-	8,883	-
171	Transfer to Other Projects	1,795	-	-	-
172	Total Special Revenue Fund	194,110	111,261	268,091	150,700
178					
179	Debt Service Fund				
180	Principal - FIB Loan - E911 Phone System	56,697	47,786	62,811	49,271
181	Interest - FIB Loan - E911 Phone System	421	9,332	9,307	7,847
182	Total Debt Service Fund	57,118	57,118	72,118	57,118

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.

FY22 Police Communications Staffing		
Position	Headcount	FTE
Communications Officer	10	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

FY22 BUDGET INITIATIVES

The FY22 budget reflects a personnel increase due to a certification based increase called communication tiers. The tier system allows for step increases based on training, certification advancement, as well as systems management within the communications center. The tiers systems most important component is leadership and growth opportunities within the organization. This department has a high historical turnover rate, but is currently fully staffed. Required annual certifications for various job duties, along with initial training costs, mandate a consistent training program and related 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.

POLICE COMMUNICATIONS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	381,614	293,092	421,800	466,400
3	Part-time/Seasonal Wages	1,852	2,703	-	-
4	Overtime	32,696	23,542	37,883	35,000
5	Payroll Taxes	30,674	23,242	32,300	35,700
6	Retirement	44,691	35,724	49,100	54,300
7	Unemployment and Worker's comp	618	241	500	500
8	Employee Insurance	69,154	63,239	98,200	107,100
10	Telephone & Internet	174	1	500	500
13	Supplies	2,084	262	2,250	2,500
14	Travel, Training & Memberships	2,547	964	6,000	7,000
15	Total General Fund	566,104	443,009	648,533	709,000

ANIMAL SHELTER

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

In 2020 the Animal Shelter:

- Adopted 197 dogs, 166 Cats, 10 Rabbits, 8 Chickens, 2 Hamsters, 9 Guinea Pigs and 5 Ferrets
- Housed an average of 127 animals per day
- Had an intake of 278 public strays
- Accepted 212 surrendered pets
- Housed 4 animals for 10 day quarantines
- Tested 18 bats, skunks and a raccoon for rabies
- Issued 303 low cost spay neuter certificates
- Adopted pets to homes on opposite coasts - from Massachusetts to British Columbia, Canada as well as several surrounding states
- Had 2,751.25 volunteer hours and provided thousands of hours of community service opportunities

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the City to the Animal Shelter. A potential new contract may completely remove the Animal Shelter from a city controlled budget.

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 SHELTER

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Transfer to Special Revenue Fund	33,500	-	-	-
3	Total General Fund	33,500	-	-	-
4					
5	GPET Fund				
6	Utilities	11,341	8,549	12,000	-
7	Insurance Property	915	1,015	1,275	1,100
8	Telephone & Internet	1,460	975	1,850	-
10	Repairs & Maint. Vehicles/Equip.	70	-	-	-
11	Repairs & Maint. - Other	1,119	736	6,808	4,300
13	Dog and Cat Shelter Support	50,000	25,000	42,125	70,000
15	Total GPET Fund	64,906	36,274	64,058	75,400
16					
17	Special Revenue Fund				
18	Capital Outlay - Improvements	33,500	-	-	-
19	Total Special Revenue Fund	33,500	-	-	-

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).

FY22 Fire Staffing		
Position	Headcount	FTE
Fire Chief	1	1
Administrative Coordinator	1	1
Division Chief of Operations	1	1
Fire Captain	3	3
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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Fire Department. It also includes the additional position of the Division Chief of Operations, sets aside funds to replace the 22 year old ladder truck, and prepares for legislative action that will likely result in contributing to the Plan A pension. This year we also show the funds for the Ambulance Contract in the Fire Budget.

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 replace our aged Ladder Truck, evaluate the need to replace 2 Fire Engines, 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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	1,068,569	817,722	1,097,900	1,247,900
3	Overtime	52,598	64,498	75,778	57,000
4	Payroll Taxes	18,622	14,668	19,200	21,500
5	Retirement	144,506	120,875	152,200	185,400
6	Unemployment and Worker's comp	15,281	6,270	12,100	13,800
7	Employee Insurance	167,481	135,965	174,800	203,400
8	Contractual Services	3,968	1,998	2,550	2,750
9	Utilities	11,762	7,575	14,000	14,000
10	Repairs & Maint. - Buildings/grounds	4,486	-	-	9,500
11	Insurance Property	3,691	4,236	4,000	4,000
12	Telephone & Internet	13,759	8,581	13,200	12,500
13	Repairs & Maint. Vehicles/Equip.	13,992	-	-	10,000
15	Copier Costs	-	2,190	3,600	3,600
16	Equipment Non-capitalized	3,469	-	-	-
18	Software Expense	4,241	4,118	5,150	5,200
19	Supplies	4,225	4,011	9,000	6,500
20	Office Supplies	2,320	2,122	3,090	3,000
21	Uniform Supplies	7,680	3,813	8,000	9,000
22	Gasoline Oil Diesel Supplies	7,197	3,443	8,100	8,100
23	EMS Supplies	4,525	5,266	6,545	6,000
25	Insurance Vehicle	3,532	3,942	3,800	3,800
26	Insurance Liability	10,153	10,030	10,030	10,030
27	Travel, Training & Memberships	6,607	4,523	8,000	15,000
28	Staff Licenses & Certifications	-	225	500	500
29	Publications Advertising and Printing	704	-	-	-
31	CPR	5,105	1,341	6,000	6,000
32	Trfr to Spec Rev - Fire Dept	-	1,454	1,938	-
33	Total General Fund	1,578,471	1,228,929	1,639,481	1,858,480
34					
35	GPET Fund				
36	Retirement	-	-	-	100,000
37	Repairs & Maint. - Buildings/grounds	22,121	4,576	22,450	5,000
38	Repairs & Maint. Vehicles/Equip.	14,788	17,831	37,700	5,000
39	Repairs & Maint. - Other	8,183	-	-	-
40	Equipment Non-capitalized	26,380	44,386	53,288	21,800
41	Professional Services	-	2,154	550	158,200
42	Capital Outlay - Machinery and Equip.	74,015	8,700	21,000	-
45	Trfr to Cap Proj - Aerial Ladder Fire Truck	-	-	-	225,000
47	Total GPET Fund	145,487	77,647	134,988	515,000
48					
49	Direct Distribution Fund				
50	Retirement	-	-	-	100,000
53	Computer Hardware	2,180	3,250	2,800	3,300
55	Professional Services	30,697	16,560	31,000	-
56	Public Safety	2,403	1,480	3,000	3,000
58	Trfr to Cap Proj - Self-Contained Breathing Apparatus	-	225,000	300,000	-
59	Trfr to Spec Rev - Exhaust Capture System	81,000	-	-	-
60	Total Direct Distribution Fund	116,281	246,290	336,800	106,300

FIRE

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
62	Special Revenue Fund				
63	Equipment Non-capitalized	-	2,772	35,939	-
64	Equipment Non-capitalized	-	-	6,938	-
66	Public Safety	-	-	1,524	-
68	Capital Outlay - M&E - Exhaust Capture Sys	85,252	-	-	-
69	Total Special Revenue Fund	85,252	2,772	44,401	-
70	Total Special Revenue Fund	201,533	249,062	381,201	106,300
71					
72	Capital Projects Fund				
73	Capital Outlay - M&E - Exhaust Capture Sys	-	152	123,380	-
74	Capital Outlay - M&E - SCBA	-	-	300,000	-
75	Capital Outlay - M&E - Ladder Fire Truck	-	-	-	225,000
76	Total Capital Projects Fund	-	152	423,380	225,000

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PUBLIC WORKS ADMINISTRATION/ENGINEERING

MISSION STATEMENT

The Public Works/Engineering Department works to enhance the health, safety, and welfare within the City by providing economical, responsive, and effective professional engineering services.

FY22 Public Works/Engineering Staffing		
Position	Headcount	FTE
Public Works Director	1	1
Administrative Coordinator	1	1
City Engineer	1	1
Project Manager	1	1
Engineering Technician	1	1

WHAT WE DO

The Public Works Administration and Engineering provide 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, 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.

The Public Works Director oversees the Engineering Department, Community Development Department, Streets Department, Parks Department, Cemetery Department, Weed and Pest Department, City Forestry Department, Fleet Department, City Hall, GIS, and the Building Department.

FY22 BUDGET INITIATIVES

While being very conservative, the FY22 budget includes expenses to continue the level of service previously provided by the Public Works Administration/Engineering department.

LONG-TERM GOALS

The long-term goals of this department are 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.

PUBLIC WORKS ADMINISTRATION/ENGINEERING

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	310,843	232,557	309,700	319,800
3	Part-time/Seasonal Wages	6,573	-	-	1,500
4	Overtime	139	222	300	300
5	Payroll Taxes	23,216	16,923	24,000	24,700
6	Retirement	32,005	25,688	34,500	37,200
7	Unemployment and Worker's comp	4,331	1,675	3,500	3,600
8	Employee Insurance	60,055	51,763	66,700	70,100
10	Contractual Services	4,301	-	700	-
11	Telephone & Internet	4,585	3,132	5,000	5,000
12	Repairs & Maint. Vehicles/Equip.	33	10	1,000	1,000
13	Repairs & Maint. - Other	-	-	400	400
14	Computer Hardware	-	1,625	3,250	3,250
15	Software Expense	-	-	-	3,500
16	Supplies	3,390	207	910	500
17	Office Supplies	-	507	500	700
18	Gasoline Oil Diesel Supplies	847	461	1,000	1,000
19	Professional Services	-	6,914	3,375	9,000
20	Insurance Vehicle	115	206	120	220
21	Insurance Liability	2,850	2,829	2,830	2,850
22	Travel, Training & Memberships	1,073	797	5,000	5,000
24	Publications Advertising and Printing	-	1,235	250	2,000
25	Total General Fund	454,357	346,751	463,035	491,620
26					
32	Direct Distribution Fund				
33	Software Expense	-	-	-	11,500
34	Professional Services	36,453	-	-	78,500
40	Total Direct Distribution Fund	36,453	-	-	90,000

PLANNING

MISSION STATEMENT

The Community Development Department strives to encourage and promote the orderly and responsible growth of the City of Sheridan. We accomplish this through the use of good zoning, planning, and best management practices.

FY22 Planning Staffing		
Position	Headcount	FTE
Community Development Director	1	1
Planning Technician	1	1

WHAT WE DO

The Community Development 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.

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Planning Office.

LONG-TERM GOALS

The long-term goals of the Community Development Department are to update our current zoning codes while keeping them aligned with the community.

PLANNING

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	110,837	96,797	128,200	133,200
3	Part-time/Seasonal Wages	3,315	-	-	3,100
4	Overtime	443	256	225	300
5	Payroll Taxes	8,702	7,027	9,900	10,500
6	Retirement	11,213	10,710	14,300	15,500
7	Unemployment and Worker's comp	1,572	697	1,500	1,500
8	Employee Insurance	24,662	24,747	31,900	33,600
9	Employee Allowance - Housing/Car	7,773	-	-	-
10	Contractual Services	1,548	-	-	-
11	Telephone & Internet	1,234	975	1,500	1,500
12	Repairs & Maint. Vehicles/Equip.	55	-	1,500	1,500
14	Supplies	1,401	1,370	1,415	1,400
15	Office Supplies	1,668	736	2,590	1,500
16	Gasoline Oil Diesel Supplies	205	121	500	500
17	Professional Services	1,050	-	-	-
19	Insurance Liability	1,244	1,171	1,180	1,180
20	Travel, Training & Memberships	2,929	1,707	3,500	4,000
22	Publications Advertising and Printing	1,872	1,781	2,000	2,000
24	Total General Fund	181,722	148,093	200,210	211,280
25					
32	Direct Distribution Fund				
34	Professional Services	3,528	1,530	6,000	2,000
36	Trfr to Spec Rev - Downtown Dev Initiative	30,000	-	-	-
37	Total Direct Distribution Fund	33,528	1,530	6,000	2,000
38					
48	Capital Projects Fund				
49	Transfer to Other Projects	-	315	420	-
50	Transfer to Other Projects	-	956	1,275	-
51	Total Capital Projects Fund	-	1,271	1,695	-

GIS

MISSION STATEMENT

The Geographic Information Mapping System (GIS) allows our citizens to quickly and accurately access information within the City of Sheridan.

WHAT WE DO

The GIS Department is responsible for keeping the 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.

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the current program. This funding has been moved to the PW Administration & Engineering budget.

LONG-TERM GOALS

The long-term goals of the GIS Department are to continue to update and revise the information in the database. This is important as the City continues to use Cityworks as our asset management program

GIS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
4	Professional Services	44,778	-	-	-
5	Total General Fund	44,778	-	-	-
6					
7	Direct Distribution Fund				
8	Software Expense	-	11,500	11,500	-
9	Professional Services	33,303	32,907	33,500	-
10	Total Direct Distribution Fund	33,303	44,407	45,000	-

BUILDING PERMITS AND INSPECTIONS

MISSION STATEMENT

The Building 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 for quality of life and building safety. To facilitate this responsibility, we provide a full range of plan review and construction inspection services based on the International Building Codes.

FY22 Building Permits and Inspections Staffing		
Position	Headcount	FTE
Building Official	1	1
Inspector I	1	1
Inspector II	1	1
Permit Technician II/Inspection Supervisor	1	1

WHAT WE DO

The Building 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.

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to digitize the “Street Files” and add them into our software. This will allow citizens to log into the building department software and see the building permits that were pulled from their address.

LONG-TERM GOALS

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

BUILDING PERMITS AND INSPECTIONS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	270,640	213,185	293,200	293,700
4	Overtime	1,479	676	2,100	2,100
5	Payroll Taxes	19,734	15,450	22,500	22,500
6	Retirement	28,645	23,294	32,600	34,200
7	Unemployment and Worker's comp	3,694	1,548	3,300	3,300
8	Employee Insurance	60,748	54,217	67,600	76,900
10	Outside Services	2,689	2,243	-	-
12	Telephone & Internet	8,492	5,011	7,000	7,000
13	Repairs & Maint. Vehicles/Equip.	28	219	1,000	1,000
14	Repairs & Maint. - Other	6	749	200	200
15	Computer Hardware	3,000	196	1,000	2,000
16	Software Expense	-	57,650	57,280	31,900
17	Supplies	2,423	420	1,000	3,000
18	Office Supplies	1,419	231	400	400
19	Uniform Supplies	-	-	-	750
20	Gasoline Oil Diesel Supplies	2,175	1,221	2,000	2,500
21	Professional Services	16,707	2,499	2,200	3,500
22	Insurance Vehicle	230	263	250	270
23	Insurance Liability	2,665	2,678	2,680	2,700
24	Travel, Training & Memberships	8,094	912	4,000	4,000
25	Staff Licenses & Certifications	1,797	1,311	2,000	2,000
26	Publications Advertising and Printing	905	1,019	1,000	-
27	Total General Fund	435,570	384,992	503,310	493,920
28					
34	Direct Distribution Fund				
35	Professional Services	-	-	-	22,000
36	Total Direct Distribution Fund	-	-	-	22,000
37					
38	Special Revenue Fund				
39	Outside Services - Downtown Dev Initiative	3,119	-	26,881	-
40	Total Special Revenue Fund	3,119	-	26,881	-

STREETS

MISSION STATEMENT

The Streets Department is committed to providing safe and comfortable 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.

FY22 Streets Staffing		
Position	Headcount	FTE
Street Maintenance Superintendent	1	.75
Administrative Assistant	1	.5
Street Maintenance Supervisor	1	.75
Traffic & Sign Supervisor	1	.95
Equipment Operator I	2	1.5
Equipment Operator II	5	3.75
Equipment Operator III	2	1.5
Senior Street Equipment Operator	1	.75
Sign Technician I	2	1.9

WHAT WE DO

The Streets Department is responsible for the repair, maintenance, and snow and ice control on 261 lane miles of City streets. This includes 5,000 signs and 675 lights, 3 traffic control signals, and the painting and striping of streets, curbs, and crosswalks. The Streets Department provides assistance and traffic control devices for public events as well as putting up and taking down Main Street banners, flags and decorations. We maintain and repair 28 miles of alleys, 221,000 feet (42 miles) of storm sewer pipelines, 21 storm ceptors (these prevent oil and other contaminates from entering the creeks), 2,182 storm sewer inlets, 737 storm sewer manholes, and 204 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.

FY22 BUDGET INITIATIVES

Replacing the full-time employee will enable enough operators to provide continuous coverage during snow events and ensure proper maintenance and repair of the storm sewer/levee system. The Streets Department is also requesting to replace an aged snow blower. To continue to provide the current level of service for snow and ice control, the snow blower has become a critical piece of equipment. The department would also like to increase the chip seal to a level that will maintain acceptable surface conditions of paved streets and prevent future deterioration of street surfaces, preventing costly full depth replacement.

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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	492,524	356,732	506,900	558,000
3	Part-time/Seasonal Wages	-	572	8,100	8,100
4	Overtime	9,217	6,097	6,500	6,500
5	Payroll Taxes	36,357	26,075	39,200	43,100
6	Retirement	53,285	39,939	56,100	64,500
7	Unemployment and Worker's comp	6,832	2,333	5,700	6,200
8	Employee Insurance	132,765	108,820	139,500	164,800
9	Temporary Services Labor	-	-	3,500	-
11	Utilities	23,170	14,121	27,000	24,000
12	Repairs & Maint. - Buildings/grounds	10,749	29,263	10,000	10,000
13	Insurance Property	947	1,042	1,100	2,000
14	Telephone & Internet	6,911	4,704	7,000	7,000
16	Utilities - Other than Building	172,088	119,561	200,000	200,000
17	Repairs & Maint. Vehicles/Equip.	116,287	59,148	91,600	90,000
19	Repairs & Maint. - Traffic/Signs/Eqpt	71,517	20,408	80,000	80,000
20	Hot Mix Asphalt	59,885	49,883	77,000	75,000
23	Storm Sewer/Flood Control	25,809	5,493	25,000	25,000
24	Chip Seal & Crack Seal	140,139	213,035	213,035	220,000
25	Pothole Repair	33,266	10,619	32,000	32,000
26	Copier Costs	3,556	1,186	3,600	3,600
27	Equipment Rentals	13,530	9,571	13,000	13,000
28	Equipment Non-capitalized	3,561	3,650	3,000	3,000
29	Computer Hardware	1,611	-	-	2,500
30	Software Expense	-	3,991	3,400	7,100
31	Supplies	41,132	10,001	10,127	15,000
32	Office Supplies	1,977	1,976	1,980	2,000
33	Uniform Supplies	140	2,156	2,500	2,500
34	Gasoline Oil Diesel Supplies	46,730	13,992	48,000	52,000
35	Professional Services	18,760	16,368	27,065	27,000
36	Insurance Vehicle	5,489	7,452	6,000	7,500
37	Insurance Liability	6,155	5,867	5,870	6,000
38	Insurance - Claims	945	-	-	-
39	Travel, Training & Memberships	6,425	1,427	9,500	9,500
41	Publications Advertising and Printing	-	663	500	500
51	Transfer to Debt Service Fund	58,953	16,150	58,954	58,955
52	Total General Fund	1,600,712	1,162,297	1,722,731	1,826,355
53					
54	GPET Fund				
72	Trfr to Gen Fund - C&C Tire Reimbursement	200,000	-	-	-
73	Trfr to Debt Service - N Sheridan Interchange	72,000	54,000	72,000	-
74	Trfr to Debt Service - Hillslide Stabilization	-	-	-	175,000
75	Trfr to Cap Proj - Street Overlay Program	-	451,624	602,165	750,000
76	Trfr to Cap Proj - N Sheridan Interchange	-	37,500	50,000	-
78	Trfr to Cap Proj - Bridge Repair	-	18,750	25,000	-
79	Trfr to Cap Proj - Hillslide Stabilization	-	37,500	50,000	-
80	Trfr to Cap Proj - Main St Lane Configuration	-	131,250	175,000	75,000
81	Trfr to Cap Proj - Community Drainage	-	43,568	58,091	50,000

STREETS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
82	Trfr to Spec Rev - Street Overlay Program	450,000	-	-	-
87	Trfr to Spec Rev - N Sheridan Interchange	143,000	-	-	-
92	Trfr to Spec Rev - E 5th St Corridor	225,000	-	-	-
97	Trfr to Spec Rev - Main St Lane Configuration	75,000	-	-	-
99	Trfr to Spec Rev - Community Drainage	45,000	-	-	-
100	Total GPET Fund	1,210,000	777,937	1,037,250	1,050,000
101					
102	Direct Distribution Fund				
104	Concrete Repair	65,185	45,068	70,000	70,000
105	Equipment Rentals	57,846	51,924	60,000	75,000
108	Capital Outlay - Machinery and Equip	297,033	178,983	234,000	235,000
113	Total Direct Distribution Fund	420,064	275,975	364,000	380,000
114					
115	Special Revenue Fund				
128	Capital Outlay - Improvements - 319 Funding	2,507	-	-	-
138	Total Special Revenue Fund	2,507	-	-	-
140					
141	Cap Tax Fund				
151	Trfr to Debt Serv - N Sheridan Interchange	-	60,000	80,000	1,400,000
152	Trfr to Debt Serv - Hillside Stabilization	-	24,819	33,092	-
153	Trfr to Cap Proj - Street Overlay Program	-	-	-	100,000
154	Trfr to Cap Proj - S Downtown Neighborhood	-	75,000	100,000	-
155	Trfr to Cap Proj - N Sheridan Interchange	-	1,320,000	1,760,000	-
156	Trfr to Cap Proj - E 5th St Corridor	-	225,000	300,000	-
157	Trfr to Cap Proj - N Heights Waterline	-	176,250	235,000	1,000,000
158	Trfr to Cap Proj - Hillside Stabilization	-	186,455	248,606	-
159	Trfr to Cap Proj - Main St Reconstruction	-	-	-	500,000
167	Trfr to Spec Rev - N Sheridan Interchange	1,150,000	-	-	-
178	Trfr to Spec Rev - E 5th St Corridor	650,000	-	-	-
179	Trfr to Spec Rev - Hillside Stabilization	900,000	-	-	-
180	Trfr to Spec Rev - Multi-Use Pathway	227,459	-	-	-
181	Total Cap Tax Fund	2,927,459	2,067,524	2,756,698	3,000,000
182					
183	Public Benefit Fund				
184	Trfr to Debt Serv - Hillside Stabilization	-	-	-	300,000
185	Trfr to Cap Proj - Street Overlay Program	-	150,000	200,000	200,000
186	Trfr to Cap Proj - N Sheridan Interchange	-	450,000	600,000	-
187	Trfr to Spec Rev - Street Overlay Program	200,000	-	-	-
188	Trfr to Spec Rev - N Sheridan Interchange	304,413	-	-	-
192	Trfr to Spec Rev - ACOE Levee Repair	150,000	-	-	-
193	Total Public Benefit Fund	654,413	600,000	800,000	500,000
194					
195	Debt Service Fund				
197	Miscellaneous - SID #77	700	700	700	700
198	Miscellaneous - SID #78	1,000	1,000	1,000	1,000
199	Debt Service Principal - CAT Leases	35,977	26,472	37,460	39,007
202	Debt Service Principal - SID #77	75,000	50,000	70,000	70,000
203	Debt Service Principal - SID #78	10,000	20,000	40,000	50,000
205	Debt Service Interest - CAT Leases	22,976	16,683	21,494	19,948
208	Debt Service Interest - SID #77	9,123	3,470	11,000	4,500
209	Debt Service Interest - SID #78	8,450	8,013	8,400	7,200
210	Interest - CWSRF #164 - N Sheridan Interchange	-	-	224,000	-
211	Total Debt Service Fund	163,226	126,338	414,054	192,355

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SNOW REMOVAL

MISSION STATEMENT

The objective of snow and ice control is to return or maintain road surfaces to as safe as possible winter driving conditions as soon as feasible within the limitations of this policy, our limited resources and weather conditions

FY22 Streets Staffing		
Position	Headcount	FTE
Street Maintenance Superintendent	1	.25
Administrative Assistant	1	.2
Street Maintenance Supervisor	1	.25
Traffic & Sign Supervisor	1	.05
Equipment Operator I	2	.5
Equipment Operator II	5	1.25
Equipment Operator III	2	.5
Senior Street Equipment Operator	1	.25
Sign Technician I	2	.1

WHAT WE DO

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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Streets Department. The Streets Department is budgeting for the purchase a new snow blower, which is a critical piece of equipment to keep our level of service.

LONG-TERM GOALS

The long-term goal of the Streets Department is to explore new methods of snow control. This may include changing how snow is plowed and picked up.

SNOW REMOVAL

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	177,833	130,884	135,400	151,000
3	Overtime	24,664	13,896	30,000	30,000
4	Payroll Taxes	14,803	10,531	10,200	11,400
5	Retirement	21,505	15,234	14,800	17,200
6	Unemployment and Worker's comp	2,772	1,438	1,500	1,700
7	Employee Insurance	45,475	35,073	34,900	42,800
9	Telephone & Internet	29	0	50	50
10	Repairs & Maint. Vehicles/Equip.	50,653	33,170	28,600	-
13	Software Expense	-	3,341	3,400	3,500
14	Supplies	12,748	24,000	45,500	-
15	Gasoline Oil Diesel Supplies	17,423	13,791	25,000	28,000
16	Professional Services	8,221	20,889	60,500	-
17	Insurance Vehicle	141	172	400	200
18	Insurance - Claims	-	6,700	-	-
20	Total General Fund	376,269	309,118	390,250	285,850
21					
22	GPET Fund				
23	Capital Outlay - Machinery and Equip	-	-	-	300,000
24	Total GPET Fund	-	-	-	300,000
25					
26	Direct Distribution Fund				
27	Repairs & Maint. Vehicles/Equip.	-	-	-	30,000
29	Supplies	66,126	70,827	70,000	115,000
30	Professional services	54,203	43,306	75,000	135,000
31	Capital Outlay - Machinery and Equip	-	-	-	-
32	Total Direct Distribution Fund	120,328	114,133	145,000	280,000

CITY SERVICE SHOP

MISSION STATEMENT

The mission of the City Service Shop is to provide professional, timely, and cost-effective fleet maintenance and management to all departments of the City of Sheridan.

FY22 City Service Shop Staffing		
Position	Headcount	FTE
Shop Supervisor	1	1
Administrative Assistant	1	.3
Mechanic II	2	2

WHAT WE DO

The City Service Shop tracks the entire fleet of the City of Sheridan. This includes maintenance and repairs. The City Service Shop also tracks the age and hours of the fleet and makes recommendations on fleet type and replacement of equipment. The City Service Shop also maintains the Department of Environmental Quality permits for the fuel and oil storage and delivery systems.

FY22 BUDGET INITIATIVES

The software for the fuel system is very outdated. We are continuing to work on implementing Cityworks for our fleet system.

LONG-TERM GOALS

The long-term goal of the City Service Shop is to update the fleet software. This will allow the Shop to track all the items it does in a more effective way. The fleet is a very large asset of the City and it needs to be ensured that it will remain viable.

CITY SERVICE SHOP

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	170,044	125,909	171,500	157,400
3	Overtime	1,110	1,672	3,300	3,300
4	Payroll Taxes	12,365	9,218	12,900	11,900
5	Retirement	15,833	11,081	15,300	18,000
6	Unemployment and Worker's comp	2,321	867	1,900	1,700
7	Employee Insurance	42,593	28,289	44,800	41,600
10	Utilities	16,740	12,326	17,000	17,000
11	Insurance Property	412	454	590	500
12	Telephone & Internet	-	249	-	500
14	Equipment Non-capitalized	6,060	4,065	7,000	8,000
15	Computer Hardware	-	-	-	4,400
16	Software Expense	3,013	-	3,500	3,500
18	Office Supplies	151	215	400	400
20	Professional Services	4,312	1,651	2,500	4,500
21	Insurance Liability	1,544	1,566	1,570	1,600
22	Insurance - Claims	4,534	-	-	-
23	Travel, Training & Memberships	1,450	335	2,000	4,000
25	Publications Advertising and Printing	-	160	500	200
26	Total General Fund	282,481	198,058	284,760	278,500
27					
34	Direct Distribution Fund				
36	Software Expense	-	6,348	31,500	5,000
37	Supplies	14,465	8,567	12,000	12,000
38	Uniform Supplies	-	1,830	3,000	1,500
40	Total Direct Distribution Fund	14,465	16,746	46,500	18,500

CEMETERY

MISSION STATEMENT

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

FY22 Cemetery Staffing		
Position	Headcount	FTE
Parks & Outdoor Facilities Superintendent	1	.15
Cemetery Coordinator	1	.25
Seasonal Cemetery Worker	2	2

WHAT WE DO

The Cemetery staff works with the public to sell cemetery plots and provide information during a very tough time. The Cemetery 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 maintains the roadways to keep them clear of snow.

FY22 BUDGET INITIATIVES

The FY22 budget includes funds for the City's first columbarium.

LONG-TERM GOALS

The long-term goals of the Cemetery are to provide a better system to locate burial sites, continue to plat grave sites, provide a columbarium, and update the Juniper Heights area.

CEMETERY

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	54,871	42,329	56,300	26,000
3	Part-time/Seasonal Wages	30,513	9,426	24,300	26,700
4	Overtime	2,228	2,407	1,500	1,500
5	Payroll Taxes	6,595	4,084	6,200	4,100
6	Retirement	6,064	4,939	6,300	3,100
7	Unemployment and Worker's comp	1,238	404	900	600
8	Employee Insurance	12,282	7,515	13,500	4,000
9	Temporary Services Labor	8,836	10,982	-	20,000
11	Utilities	12,638	10,763	14,000	14,000
12	Repairs & Maint. - Buildings/grounds	3,049	1,513	1,800	1,500
13	Insurance Property	545	600	600	600
14	Telephone & Internet	2,981	1,833	2,500	2,500
15	Repairs & Maint. Vehicles/Equip.	2,435	2,714	3,500	3,500
16	Repairs & Maint. - Other	22,942	7,673	12,000	40,000
17	Equipment Rentals	-	764	-	800
18	Equipment Non-capitalized	909	1,246	2,500	2,500
19	Supplies	7,076	2,273	4,000	4,000
20	Office Supplies	-	-	400	400
21	Gasoline Oil Diesel Supplies	4,566	1,955	3,750	4,500
23	Insurance Vehicle	130	190	150	200
24	Insurance Liability	483	514	520	530
25	Travel, Training & Memberships	-	22	1,000	1,000
29	Total General Fund	180,382	114,146	155,720	162,030
30					
31	Direct Distribution Fund				
34	Equipment Non-capitalized	-	-	2,000	2,000
36	Software Expense	-	1,795	2,400	2,400
37	Supplies	2,531	-	-	-
39	Professional Services	10,558	7,763	5,600	19,000
40	Publications Advertising and Printing	-	2,577	4,400	4,400
41	Capital Outlay - Improvements	-	-	-	19,000
42	Capital Outlay - Machinery and Equip	-	63,904	94,100	12,000
44	Total Direct Distribution Fund	13,089	76,039	108,500	58,800

PARKS

MISSION STATEMENT

The mission of the Parks Department is to care for and enhance our parks, pathways, open space and cemetery, and improve our quality of life by providing the highest quality public service, maintenance and development.

FY22 Parks Staffing		
Position	Headcount	FTE
Parks & Outdoor Facilities Superintendent	1	.7
City Arborist	1	.25
Parks Foreman	1	.75
Senior Grounds Maintenance Worker	1	1
Grounds Maintenance Worker I	2	2
Grounds Maintenance Worker II	1	1

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 Parks Department grow annually as new areas are added. These include the landscaping along West 5th Street, the North Sheridan Interchange, the upcoming East 5th Street Project, and Blacktooth Park. The Parks Department coordinates with many other entities within the City of Sheridan for the many special events that occur each year.

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Parks Department. It includes 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. Continued implementation of the *Parks and Recreation Facilities Master Plan* is a priority. Lastly, aging playground equipment and other amenities need to be considered for replacement.

PARKS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Salaries and Wages	207,805	159,558	211,200	251,600
3	Part-time/Seasonal Wages	38,648	23,258	23,800	41,900
4	Part-time/Seasonal Wages - Parks Internship	9,020	3,017	10,300	7,300
5	Overtime	1,694	1,463	1,500	1,500
6	Payroll Taxes	18,416	13,593	18,050	22,550
7	Payroll Taxes - Parks Internship	690	231	550	550
8	Retirement	22,249	17,770	23,500	29,300
9	Unemployment and Worker's comp	7,017	1,137	2,450	3,150
10	Unemployment & Worker's comp - Parks Intern	122	48	250	250
11	Employee Insurance	46,117	39,522	48,500	58,000
12	Utilities	16,221	12,032	18,500	19,500
13	Repairs & Maint. - Buildings/grounds	34,356	11,012	32,000	-
14	Insurance Property	1,140	1,869	1,200	2,000
15	Telephone & Internet	2,982	2,749	4,500	4,500
16	Repairs & Maint. Vehicles/Equip.	22,094	17,488	14,500	-
17	Repairs & Maint. - Other	6,121	8,563	6,000	-
18	Equipment Non-capitalized	6,748	129	5,000	5,000
19	Computer Hardware	2,307	2,206	2,000	3,500
20	Software Expense	1,500	-	-	-
21	Supplies	30,362	24,825	20,000	-
22	Office Supplies	750	5,762	1,200	1,200
23	Uniform Supplies	-	869	1,000	2,000
24	Gasoline Oil Diesel Supplies	8,944	5,898	12,000	12,000
27	Insurance Vehicle	263	352	400	400
28	Insurance Liability	1,886	1,929	1,930	1,950
29	Insurance - Claims	2,107	-	-	-
30	Travel, Training & Memberships	4,077	(213)	5,000	5,000
32	Publications Advertising and Printing	365	3,617	500	5,000
34	Capital Outlay - Impr - Forestry Grant	-	-	3,455	-
37	Total General Fund	494,002	359,133	469,285	478,150
38					
39	GPET Fund				
43	Professional Services	1,414	1,225	3,000	3,000
47	Capital Outlay - Impr - Park Improvements	8,592	-	-	
49	Capital Outlay - M&E - Park Improvements	-	-	49,635	49,000
51	Trfr to Cap Proj - Pathways	-	-	-	200,000
52	Trfr to Cap Proj - Blacktooth Park	-	37,500	50,000	250,000
56	Trfr to Spec Rev - Pathways	70,000	-	-	
57	Trfr to Spec Rev - Army Corps of Engineers	200,000	-	-	
60	Trfr to Spec Rev - Blacktooth Park	335,000	-	-	
61	Trfr to Spec Rev - Kendrick Park Improvements	100,000	-	-	
62	Trfr to Spec Rev - Park Improvements	37,916	-	-	
63	Trfr to Spec Rev - Malcolm Wallop Park Habitat	100,000	-	-	
65	Trfr to Spec Rev - Kendrick Park Pool Design	40,000	-	-	
66	Trfr to Spec Rev - Thorne-Rider Park Impr	12,084	-	-	
69	Total GPET Fund	905,006	38,725	102,635	502,000

PARKS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
71	Direct Distribution Fund				
72	Repairs & Maint. - Buildings/grounds	-	-	-	32,000
73	Repairs & Maint. Vehicles/Equip.	-	-	-	20,000
74	Repairs & Maint. - Other	-	-	-	10,000
75	Supplies	20,807	834	30,000	50,000
77	Professional Services	50,590	27,252	50,000	50,000
79	Capital Outlay - Machinery and Equip	56,622	(750)	20,500	30,000
81	Total Direct Distribution Fund	128,019	27,336	100,500	192,000
82					
83	Special Revenue Fund				
84	Supplies - Sagebrush Community Garden	-	-	3,000	3,000
91	Capital Outlay - Impr - Park Improvements	22,567	-	-	-
94	Capital Outlay - Impr - Thorne-Rider Park	13,119	-	-	-
97	Total Special Revenue Fund	35,686	-	3,000	3,000
99					
100	Cap Tax Fund				
102	Trfr to Spec Rev - Pathways	600,000	-	-	-
105	Total Cap Tax Fund	600,000	-	-	-
106					
107	Public Benefit Fund				
108	Transfer to General Fund - Support Costs	100,000	-	-	-
109	Trfr to Cap Proj - Blacktooth Park	-	-	-	200,000
110	Trfr to Cap Proj - Malcolm Wallop Park	-	-	-	200,000
111	Trfr to Cap Proj - Sheridan Pathway Connection	-	-	-	-
112	Trfr to Cap Proj - Mydland Rd Sidewalk	-	37,500	50,000	-
117	Trfr to Spec Rev - Blacktooth Park	100,000	-	-	-
119	Trfr to Spec Rev - Park Improvements	22,106	-	-	-
120	Trfr to Spec Rev - DoubleDay Sports Complex	1,719	-	-	-
123	Trfr to Spec Rev - Kendrick Park Pool Design	50,000	-	-	-
124	Total Public Benefit Fund	273,825	37,500	50,000	400,000
125					
126	Capital Projects Fund				
127	Cap Outlay - Impr - Kendrick Park Impr	-	10,461	10,461	-
128	Cap Outlay - Impr - Park Improvements	-	-	226	-
129	Total Capital Projects Fund	-	10,461	10,687	-

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REC DISTRICT

MISSION STATEMENT

The mission of the Rec District is to enhance the quality of life in our community by providing innovative and safe recreation opportunities

WHAT WE DO

The City of Sheridan provides funding to support the Sheridan Recreation District. These funds are used to maintain the athletic fields. These fields include Thornerider Park, Madia Field, Oatts Field, the soccer fields in Blacktooth Park, the Sheridan Community Softball Complex, Kendrick Outdoor Pool, and the Kendrick Park Ice Cream Stand.

FY22 BUDGET INITIATIVES

The FY22 budget is the same as previous years.

LONG-TERM GOALS

City staff and representatives from the Recreation District are working together to write a new contract that clearly states the responsibilities of each party.

REC DISTRICT

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	General Fund				
2	Contractual Services	146,500	77,900	146,500	-
4	Insurance Property	1,544	1,689	1,600	1,900
5	Telephone & Internet	3,943	2,373	3,700	-
8	Total General Fund	151,987	81,963	151,800	1,900
9					
10	GPET Fund				
11	Contractual Services	25,000	25,000	25,000	223,200
12	Utilities - Tennis Bubble	7,154	4,726	9,213	8,000
15	Total GPET Fund	32,154	29,726	34,213	231,200

GOLF COURSE

MISSION STATEMENT

The Kendrick Golf Course strives to provide a quality golf experience for all members of the public.

FY22 Golf Course Staffing		
Position	Headcount	FTE
Golf Course Superintendent	1	.59
Assistant Golf Course Superintendent	1	1

WHAT WE DO

The contract administration for Kendrick Golf Course includes reviewing condition of the course and tracking the financials of the golf course.

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to pay the newly contracted management company and to provide for the greens maintenance of the course.

LONG-TERM GOALS

The long-term goal for Kendrick Golf Course is to continue improving the quality of the course while reducing the yearly subsidy.

GOLF COURSE

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Driving Range	16,437	9,532	10,000	18,000
2	Golf Cart Rent	74,565	36,896	50,000	85,000
3	Golf Cart Barn Rent	695	-	500	500
4	Golf Course Fees	219,441	222,005	220,000	250,000
5	Other charges	300	-	1,000	500
6	Contributions	1,000	-	-	-
7	Merchandise Fees	-	-	-	100
8	Food Service Fees	-	-	-	5,000
9	Sponsorship Fees	-	-	-	5,000
12	Rents	500	500	-	-
13	Other Miscellaneous	2,179	-	-	
14	Sale of Fixed Assets	-	7,875	-	
15	Transfer from General Fund	306,485	214,823	286,430	227,661
19	Total Golf Fund Revenue	621,601	491,631	567,930	591,761
20					
21	Salaries and Wages	-	1,155	-	73,500
22	Part-time/Seasonal Wages	-	481	-	53,600
23	Overtime	-	642	-	2,000
24	Payroll Taxes	-	156	-	9,800
25	Retirement	-	174	-	8,600
26	Unemployment and Worker's comp	-	3	-	1,400
27	Employee Insurance	-	-	-	17,900
28	Contractual Services	424,626	233,015	422,560	215,000
29	Utilities	18,292	13,175	20,000	20,000
30	Repairs & Maint. - Buildings/grounds	20,747	9,126	5,000	15,000
31	Insurance Property	893	975	1,000	1,000
32	Telephone & Internet	2,114	1,093	2,500	2,500
33	Repairs & Maint. Vehicles/Equip.	22,837	6,889	-	10,000
35	Equipment Rentals	39,144	40,960	40,000	40,000
36	Equipment Non-capitalized	437	-	-	1,000
37	Software Expense	4,510	930	4,400	4,400
38	Supplies	21,264	19,267	14,000	21,000
39	Gasoline Oil Diesel Supplies	19,863	11,175	25,000	25,000
40	Professional Services	6,483	5,945	4,500	6,000
41	Insurance Vehicle	235	389	300	400
43	Publications Advertising and Printing	76	405	500	500
45	Capital Outlay - Improvements	6,259	-	-	10,000
46	Capital Outlay - Machinery and Equip	5,608	15,000	-	25,000
49	Debt Service Principal	21,948	22,670	22,670	23,415
52	Debt Service Interest	6,212	5,491	5,500	4,746
54	Total Golf Fund Expenses	621,549	389,115	567,930	591,761
55					
56	General Fund				
57	Transfer to Golf	306,485	214,823	286,430	227,661
58	Total General Fund	306,485	214,823	286,430	227,661

WEED AND PEST

MISSION STATEMENT

The mission of the Weed and Pest Department is to provide a public service by controlling noxious weeds and pests within the City of Sheridan and provide the Community Forestry Program.

FY22 Weed and Pest Staffing		
Position	Headcount	FTE
Parks & Outdoor Facilities Superintendent	1	.15
Weed & Pest Technician	1	.75

WHAT WE DO

The Weed and Pest Department sprays for noxious weeds in public property within the City of Sheridan. The Department also controls the mosquito population within the City of Sheridan by spraying and applying chemicals. The Community Forestry Program is tasked with maintaining and promoting the health of nearly 4,000 trees in public spaces such as parks, boulevards and natural areas. It is also acts as a useful resource for private tree owners by promoting education focused on local tree species and proper tree maintenance.

FY22 BUDGET INITIATIVES

The FY22 budget funds the Weed and Pest Department to be able to provide a high level of service for both the Weed and Pest and Community Forestry Programs.

LONG-TERM GOALS

The long-term goals of the Weed and Pest Department are to continue providing great service and staying up to date on best management practices and public education. The Community Forestry Program goals are to continue the tree inventory, keep improving the health and safety of our community trees, and prepare for the Emerald Ash Bore

WEED AND PEST

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	WY Dept of Ag - Emergency Insect Mgmt Grant	5,580	5,000	5,000	-
2	Weed & Pest Control Tax	174,100	135,345	162,000	180,000
3	Mosquito Control	19,813	14,951	19,250	19,800
4	Interest	2,649	468	-	-
5	Total Weed & Pest Fund Revenue	202,141	155,763	186,250	199,800
6					
7	Salaries and Wages	46,423	34,345	46,000	53,800
8	Part-time/Seasonal Wages	5,993	3,861	22,900	17,100
9	Overtime	700	(1,227)	1,200	1,200
10	Payroll Taxes	3,889	2,649	5,300	5,500
11	Retirement	4,882	3,769	5,200	6,300
12	Unemployment and Worker's comp	709	246	800	800
13	Employee Insurance	6,431	9,366	6,700	17,000
15	Utilities	1,263	971	1,200	1,300
16	Repairs & Maint. - Buildings/grounds	-	-	1,000	-
17	Insurance Property	58	467	150	500
18	Telephone & Internet	1,399	1,697	1,800	2,000
19	Repairs & Maint. Vehicles/Equip.	4,817	1,178	2,200	2,200
21	Equipment Non-Capitalized	1,245	-	2,000	2,000
22	Software Expense	-	-	-	1,500
23	Supplies	2,544	587	2,000	2,000
24	Office Supplies	-	-	300	300
25	Gasoline Oil Diesel Supplies	2,122	1,412	2,500	2,700
26	Chemical and Material Supplies	20,015	2,012	25,000	25,000
27	Chemical and Material Supplies - Mgmt Grant	660	-	5,000	-
28	Professional Services	700	-	1,000	2,500
29	Insurance Vehicle	142	229	200	250
30	Insurance Liability	409	420	420	450
31	Travel, Training & Memberships	878	2,195	2,200	2,200
32	Publications Advertising and Printing	1,800	32	1,000	1,000
33	Uncollectible Accounts	1	-	-	-
34	Capital Outlay - Improvements	34,981	-	-	-
35	Capital Outlay - Machinery and Equip.	56,378	-	-	140,000
36	Transfer to General Fund - Support Costs	25,375	19,500	26,000	26,000
38	Total Weed & Pest Fund Expenses	223,814	83,710	162,070	313,600

PROJECTS

MISSION STATEMENT

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

WHAT WE DO

The Public Works Administration/Engineering Department provides oversight, funding, planning, bidding, and public involvement for our capital Projects.

FY22 BUDGET INITIATIVES

The FY22 budget shows a responsible use of public funds for a mixture of projects that range from parks 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 #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Cap Tax Fund				
2	Transfer to Capital Projects Fund	-	-	-	500,000
3	Total Cap Tax Fund	-	-	-	500,000
4					
5	Special Revenue Fund				
9	Prof Services - Capital Impr Program	4,897	-	-	-
10	Prof Services - Main St Reconstruction	55,920	-	-	-
11	Prof Services - Parks & Rec Master Plan	8,978	-	-	-
12	Prof Services - Army Corps of Engineers Study	94,293	-	-	-
13	Travel, Training & Memberships - ERP System	4,899	-	-	-
18	Cap Outlay - Infra - E Downtown Impr	20,190	-	-	-
19	Cap Outlay - Infra - Loucks St & Waterline	15,444	-	-	-
27	Cap Outlay - Impr - Watershed Control	19,015	-	-	-
31	Cap Outlay - Impr - BGWTP Upgrades	67,204	-	-	-
33	Cap Outlay - Impr - SWTP Hydrochlorite Tank	89,513	-	-	-
35	Cap Outlay - Impr - Street Overlay Program	695,880	-	-	-
39	Cap Outlay - Impr - Landfill Cell Closures	205,866	-	-	-
42	Cap Outlay - Impr - West Downtown	2,788	-	-	-
44	Cap Outlay - Impr - N Sheridan Interchange	968,561	-	-	-
50	Cap Outlay - Impr - N End Infrastructure Extension	741,741	-	-	-
51	Cap Outlay - Impr - BGWTP Utilidor	48,107	-	-	-
52	Cap Outlay - Impr - E 5th St Corridor	129,940	-	-	-
55	Cap Outlay - Impr - Traffic Striping & Signs	10,437	-	-	-
57	Cap Outlay - Impr - Hillside Stabilization	5,228,948	-	-	-
58	Cap Outlay - Impr - Pathways	5,431	-	-	-
60	Cap Outlay - Impr - Blacktooth Park	446,041	-	-	-
61	Cap Outlay - Impr - Kendrick Park Impr	23,625	-	-	-
62	Cap Outlay - Impr - Park Improvements	138,024	-	-	-
63	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	19,760	-	-	-
64	Cap Outlay - Impr - Sheridan Pathway Connection	1,480	-	-	-
65	Cap Outlay - Impr - Kendrick Pool Design	88,374	-	-	-
66	Cap Outlay - Impr - Train Abatement	68,339	-	-	-
68	Cap Outlay - Impr - ACOE Levee Repair	1,760	-	-	-
70	Cap Outlay - Impr - Community Drainage	13,790	-	-	-
74	Cap Outlay - Water Lines - Hydropower	6,450	-	-	-
77	Cap Outlay - Water Lines - E Downtown Impr	77,483	-	-	-
78	Cap Outlay - Water Lines - Leopard St	43,146	-	-	-
85	Cap Outlay - SL - Creek Crossing Replacement	12,193	-	-	-
88	Transfer to Capital Projects Fund	-	8,221,302	8,221,302	-
90	Trfr to Other Projects - WWTP Dewatering	123	-	-	-
91	Trfr to Other Projects - Meter Replacement	664	-	-	-
93	Trfr to Other Projects - Digestive Sludge Pumps	64,000	-	-	-
111	Total Special Revenue Fund	9,423,305	8,221,302	8,221,302	-
112					
125	Capital Projects Fund				
126	Equipment Non-capitalized	-	-	14,425	-
127	Professional Services - City Crushing Project	-	-	12,232	-
128	Professional Services - Main St Reconstruction	-	76,639	37,924	-
129	Professional Services - ACOE 1135 Study	-	5,500	506,093	-
130	Cap Outlay - Land - Hillside Stabilization	-	79,186	-	-
131	Cap Outlay - Infra - Raw Sewage Pumps	-	-	64,000	160,000
132	Cap Outlay - Infra - E Downtown Impr	-	3,770	3,770	-
133	Cap Outlay - Infra - Loucks St	-	790	2,000	-
134	Cap Outlay - Impr - Watershed Control	-	11,561	26,985	50,000
135	Cap Outlay - Impr - BGWTP Upgrades	-	98	25,580	-
136	Cap Outlay - Impr - HypoChlorite Conversion	-	11,509	210,276	-
137	Cap Outlay - Impr - Street Overlay Program	-	797,763	1,299,323	1,100,000

PROJECTS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
138	Cap Outlay - Impr - Landfill Cell Closures	-	55,253	4,319,134	-
139	Cap Outlay - Impr - S. Downtown Neighborhood	-	-	100,000	-
140	Cap Outlay - Impr - West Downtown	-	13,690	13,690	-
141	Cap Outlay - Impr - N Sheridan Interchange	-	437,952	2,930,231	-
142	Cap Outlay - Impr - 319 Funding	-	-	45,255	-
143	Cap Outlay - Impr - Landfill Remediation	-	-	125,000	-
145	Cap Outlay - Impr - BGWTP Utilidor	-	2,220	341,893	-
146	Cap Outlay - Impr - E 5th St Corridor	-	82,803	1,209,917	-
147	Cap Outlay - Impr - City Hall Improvements	-	111	37,148	100,000
148	Cap Outlay - Impr - Bridge Repair	-	-	25,000	-
149	Cap Outlay - Impr - Downtown Parking & Restrooms	-	-	15,648	-
150	Cap Outlay - Impr - Hillside Stabilization	-	2,521,320	4,354,954	-
151	Cap Outlay - Impr - Main St Reconstruction	-	-	175,000	2,350,000
152	Cap Outlay - Impr - The HUB - HVAC Impr	-	2,170,914	2,300,000	-
153	Cap Outlay - Impr - HUB Upward Project	-	-	-	500,000
154	Cap Outlay - Impr - Pathways	-	48,975	961,400	200,000
155	Cap Outlay - Impr - Blacktooth Park	-	158,606	360,559	760,000
156	Cap Outlay - Impr - Kendrick Park Impr	-	-	155,908	-
157	Cap Outlay - Impr - Park Improvements	-	17,084	17,084	-
158	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	-	5,584	528,681	200,000
159	Cap Outlay - Impr - Sheridan Pathway Connection	-	-	125,979	-
160	Cap Outlay - Impr - Kendrick Pool Design/Eng	-	2,296	2,296	-
161	Cap Outlay - Impr - Locomotive	-	112,076	116,661	150,000
162	Cap Outlay - Impr - Property Cleanup Projects	-	1,900	1,900	-
163	Cap Outlay - Impr - Mydland Road Sidewalk	-	-	150,000	-
164	Cap Outlay - Impr - ACOE #84-99 Levee Repair	-	64,269	148,240	-
165	Cap Outlay - Impr - Community Drainage	-	139,301	139,301	50,000
166	Cap Outlay - M&E - Raw Sewage Pumps	-	1,350	-	-
167	Cap Outlay - WL - Sheridan Hydropower	-	3,878	3,878	-
168	Cap Outlay - WL - Terra, Turner, Riverside Watermain	-	-	-	125,000
169	Cap Outlay - WL - E Downtown Impr	-	8,679	8,679	-
170	Cap Outlay - WL - W&S Creek Crossing Repl	-	96,661	169,397	-
171	Cap Outlay - WL - N Heights Waterline	-	-	735,000	3,730,000
172	Cap Outlay - WL - SAWS 2020 Airport Main	-	3,825	-	765,000
173	Cap Outlay - SL - Sanitary Sewer Creek Crossing	-	305,432	372,446	-
174	Cap Outlay - SL - Sanitary Sewer Main Slip Lining	-	-	400,000	-
175	Trfr to Debt Serv - N Sheridan Interchange	-	-	-	700,000
176	Trfr to Debt Serv - Hillside Stabilization	-	-	-	850,000
177	Transfer to Other Projects	-	7,707	10,276	-
178	Transfer to Other Projects	-	25,639	34,186	-
179	Transfer to Other Projects	-	9,121	12,161	-
180	Transfer to Other Projects	-	13,448	17,931	-
181	Transfer to Other Projects	-	1,979	2,639	-
182	Transfer to Other Projects	-	15,629	20,839	-
183	Transfer to Other Projects	-	9,174	12,232	-
184	Transfer to Other Projects	-	8,586	11,448	-
185	Transfer to Other Projects	-	18,750	25,000	-
186	Transfer to Other Projects	-	75,000	100,000	-
187	Transfer to Other Projects	-	21,959	29,279	-
188	Transfer to Other Projects	-	10,984	14,646	-
189	Total Capital Projects Fund	-	7,458,971	22,883,524	11,790,000
190					
191	Debt Service Fund				
192	Principal - CWSRF #164 - N. Sheridan Interchange	-	-	-	2,100,000
193	Principal - CWSRF #176 - Hillside Stabilization	-	-	-	1,250,000
194	Interest - CWSRF #164 - N. Sheridan Interchange	-	-	-	224,000
195	Interest - CWSRF #176 - Hillside Stabilization	-	33,092	33,092	75,000
196	Total Debt Service Fund	-	33,092	33,092	3,649,000

PROJECTS

Project Number	Project Construction Costs	(A) Estimated Project Cost	(B) Previous Funding	(C) GPET	(D) Direct Distribution	(E) CAP Tax	(F) Public Benefit	(G) Grants & Loans	(H) Capital Projects Carry-Over	(I) Water Fund	(J) Sewer Fund	(L) Total FY22 Funding	(M) Total Funding Through FY22	(N) Balance of Funding Needed
												(C thru J)	(B+L)	(A-M)
4501	Watershed Control	50,000	-							50,000		50,000	50,000	-
4510	WWTP Raw Sewage Pump & Rails	220,000	64,000								160,000	160,000	224,000	(4,000)
4555	Terra, Turner, Riverside Watermain Replacement	2,220,000	-							125,000		125,000	125,000	2,095,000
4701	Street Maintenance & Preservation	1,500,000	546,000	750,000		100,000	200,000			50,000		1,100,000	1,646,000	(146,000)
4760	City Hall Window Replacement Project	200,000						100,000				100,000	100,000	100,000
4761	North Heights Waterline Replacement	5,000,000	735,000			1,000,000		2,730,000				3,730,000	4,465,000	535,000
4764	Sheridan Area Water Supply 2020	4,600,000	3,867,000					765,000				765,000	4,632,000	(32,000)
5319	Main Street Reconstruction (Burkitt St. to Dow St.)	3,800,000	137,000	75,000		500,000		1,775,000				2,350,000	2,487,000	1,313,000
5323	HUB Upward Project	500,000	-			500,000						500,000	500,000	-
5701	Gateway Park Bridge & Pathways	1,400,000	960,000	200,000								200,000	1,160,000	240,000
5709	Blacktooth Park	2,400,000	234,000	250,000			200,000	310,000				760,000	994,000	1,406,000
5714	Wallop Park Habitat Enhancements	700,000	528,000				200,000					200,000	728,000	(28,000)
5719	Locomotive	400,000	4,600	100,000	50,000							150,000	154,600	245,400
5727	Community Drainage Improvements	50,000	-	50,000								50,000	50,000	-
	Project Sub-Total =	23,040,000	7,075,600	1,425,000	50,000	2,100,000	600,000	5,680,000	-	225,000	160,000	10,240,000	17,315,600	5,724,400

Project Number	Project Debt Costs	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(L) (C thru J)	(M) (B+L)	(N) (A-M)
4729	North Sheridan Interchange Debt	12,000,000	1,500,000			1,400,000			700,000			2,100,000	3,600,000	8,400,000
5317	Emergency Hillside Stabilization Project Debt	10,000,000	937,000	175,000			300,000		850,000			1,325,000	2,262,000	7,738,000
	Debt Sub-Total =	22,000,000	2,437,000	175,000	-	1,400,000	300,000	-	1,550,000	-	-	3,425,000	5,862,000	16,138,000
	Total Funding =	45,040,000	9,512,600	1,600,000	50,000	3,500,000	900,000	5,680,000	1,550,000	225,000	160,000	13,665,000	23,177,600	21,862,400

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).

FY22 BUDGET INITIATIVES

With approval of the proposed FY22 budget the Water Enterprise Fund will generate the necessary revenues to fund the expenses projected within all its operating divisions while ensuring operating and capital reserve balance targets are met; and our minimum debt service coverage ratios 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 (at or below the median for WY) 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 facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

WATER FUND

FY22 Water Fund Summary

Line #		Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Water Revenue	5,110,349	4,019,254	5,090,734	5,136,958
2					
3	Water Admin	2,286,365	2,063,462	2,730,552	2,518,224
5	Source of Supply	237,931	129,631	193,300	285,878
6	Water Distribution	654,186	459,425	624,408	685,225
7	SAWS	197,610	159,855	215,200	227,210
8	Sheridan WTP	666,469	418,516	643,328	678,157
9	Big Goose WTP	504,391	359,195	473,940	639,000
12	Total Water Expenses	4,546,952	3,590,085	4,880,727	5,033,694
13					
14	Revenues over Expenses	563,397	429,169	210,008	103,264

FY22 Water Fund Detailed Revenue

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
4	CARES Act Relief - Off of State Land & Investments	-	10,376	10,376	-
10	SAWS Contribution - Watershed Control Plan	3,769	2,478	-	-
11	SAWS Contributions - BGWTP Upgrades	13,320	-	-	-
12	SAWS Contribution-Sodium Hypochlorite Tank Repl SWTP	17,742	973	-	-
14	SAWS Contribution - BGWTP Utilidor	9,535	-	-	-
15	Other County - SAWS	925,907	621,461	912,200	866,000
17	Water Sales	3,626,115	2,960,537	3,650,000	3,708,000
18	Water Connection Charges	46,766	30,421	39,800	37,600
19	Water Card /Hydrant Sales	88,516	98,953	91,000	90,000
22	Hydropower Revenue	12,955	24,628	27,500	36,000
23	PIFF	265,392	218,492	180,000	215,000
24	Interest	64,347	15,717	30,000	20,500
26	Appreciation/Depreciation	97	(743)	-	-
27	Other Miscellaneous	33	104	-	-
28	Sale of Fixed Assets	-	-	114,000	114,000
31	Transfer from Sewer	35,858	35,858	35,858	49,858
33	Total Water Fund Revenue	5,110,349	4,019,254	5,090,734	5,136,958

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.

FY22 Water Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.4
Administrative Coordinator	1	.4
Project Engineer	1	.6
Utility Services Coordinator	1	.6
Utility Services Technician	1	.36

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)

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to support the mission of this division and the level of service it provides to the Water Enterprise. These expenses primarily consist of software licenses and subscriptions in order to conduct day to day operations and necessary functions within the Utilities Department. This budget will further support the development of our Asset Management Program within Cityworks, provide cash funding for the Water Enterprises portion of several Capital Improvement projects, such as fire hydrant replacements with the Street Overlay Program, Watershed Control Program, and the North Heights Waterline replacement project, increase overall fund balance, maintain established reserve balances, cover the Water Enterprise's debt service obligations, and provide allocations to the General Fund for administrative support.

LONG-TERM GOALS

The long-term goals of Utilities Administration and the Water Enterprise are to keep water rates as low as possible (at or below the median for WY) 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 facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

WATER ADMINISTRATION

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	186,525	130,423	162,700	166,900
2	Part-time/Seasonal Wages	-	-	-	1,600
3	Overtime	765	364	400	400
4	Payroll Taxes	13,848	9,477	12,500	12,900
5	Retirement	20,017	14,222	18,100	19,400
6	Unemployment and Worker's comp	2,561	922	1,800	1,900
7	Employee Insurance	33,584	24,919	30,700	25,400
11	Telephone & Internet	3,502	2,254	2,856	3,100
12	Repairs & Maint. Vehicles/Equip.	910	45	500	550
14	Copier Costs	627	-	-	-
15	Equipment Non-capitalized	29	-	-	-
16	Computer Hardware	1,314	177	573	450
17	Software Expense	23,315	31,779	33,300	33,900
18	Supplies	2,236	549	2,200	1,000
19	Office Supplies	704	508	1,000	900
20	Uniform Supplies	127	-	300	200
21	Gasoline Oil Diesel Supplies	1,251	717	1,800	1,250
22	Professional Services	65,730	36,806	30,000	65,000
24	Insurance Vehicle	69	92	70	95
25	Insurance Liability	1,654	1,486	1,490	1,500
27	Travel, Training & Memberships	5,060	4,158	7,410	6,000
29	Publications Advertising and Printing	47	47	200	100
31	Uncollectible Accounts	1,527	-	-	-
32	Total Water Admin Operations	365,401	258,943	307,899	342,545
33					
68	Principal - DWSRF #37	34,210	34,553	34,553	35,417
69	Principal - DWSRF #110	83,710	85,056	85,056	87,154
70	Principal - 20" Big Goose	54,153	55,506	55,506	56,894
71	Principal - PMTF Loan	16,657	17,068	17,068	17,489
73	Principal - DWSRF #101	19,023	19,131	19,132	19,318
76	Principal - CAT Leases	13,916	14,459	14,459	15,023
78	Principal - CWSRF #154	34,978	34,978	34,978	34,978
80	Principal - DWSRF #165	20,404	18,818	18,818	19,282
81	Principal - DWSRF #155	54,095	54,095	54,096	54,096
82	Principal - DWSRF #156	31,120	31,120	31,121	31,121
83	Principal - DWSRF #135	17,847	17,963	17,963	18,413
84	Principal - DWSRF #148	12,020	12,250	12,250	12,552
85	Principal - DWSRF #123	100,838	99,745	99,746	102,205
86	Principal - DWSRF #187	-	-	-	47,000
87	Principal - DWSRF #157	15,543	19,095	19,095	19,566
88	Principal - DWSRF #199	18,849	18,328	18,328	18,780
89	Principal - DWSRF #166	15,815	16,161	16,162	16,560
90	Principal - DWSRF #208	1,091	29,917	29,917	30,655
91	Principal - JPA Loans	35,154	35,507	35,507	37,148
92	Interest - DWSRF #37	4,884	4,541	4,541	3,677
93	Interest - DWSRF #110	27,481	26,135	26,136	24,038
94	Interest - 20" Big Goose	15,167	13,814	13,814	12,426
95	Interest - PMTF Loan	9,114	8,703	8,703	8,282
96	Interest - DWSRF #101	2,673	2,565	2,565	2,379
99	Interest - CAT Leases	5,818	5,275	5,276	4,712

WATER ADMINISTRATION

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
101	Interest - DWSRF #165	61	11,014	11,015	10,551
102	Interest - DWSRF #135	7,535	7,418	7,419	6,969
103	Interest - DWSRF #148	6,032	5,802	5,802	5,500
104	Interest - DWSRF #123	53,485	54,577	54,577	52,118
105	Interest - DWSRF #187	-	-	52,000	95,500
106	Interest - DWSRF #157	49,196	11,183	11,183	10,712
107	Interest - DWSRF #199	4,994	10,728	10,728	10,276
108	Interest - DWSRF #166	8,228	7,881	7,881	7,483
109	Interest - DWSRF #208	14,118	8,354	8,355	17,943
110	Interest - JPA Loans	34,755	34,403	34,403	32,762
111	Total Water Admin Debt	822,964	826,144	878,153	978,979
112					
113	Transfer to General Fund - Support Costs	693,000	528,375	704,500	731,700
114	Trfr to Cap Proj - Watershed Control	-	37,500	50,000	50,000
115	Trfr to Cap Proj - Terra, Turner, Riverside Waterma	-	-	-	125,000
116	Trfr to Cap Proj - Street Overlay Program	-	37,500	50,000	50,000
117	Trfr to Cap Proj - N Heights Waterline	-	375,000	500,000	-
123	Trfr to Spec Rev - BGWTP Upgrades	5,000	-	-	-
125	Trfr to Spec Rev - BGWTP Hypochlorite Conv	200,000	-	-	-
126	Trfr to Spec Rev - Street Overlay Program	50,000	-	-	-
137	Trfr to Spec Rev - Creek Crossing Replacement	150,000	-	-	-
143	Transfer to Sewer Fund	-	-	240,000	240,000
145	Total Water Admin Transfer	1,098,000	978,375	1,544,500	1,196,700
146					
147	Total Water Admin	2,286,365	2,063,462	2,730,552	2,518,224

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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.

FY22 Source of Supply Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.4
Office 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 performs 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.

FY22 BUDGET INITIATIVES

The FY22 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 retrofit a slide gate into a drain manhole and purchase a pump to divert sand and gravel to our settling basin, preventing discharge permit violations from DEQ. We are purchasing a utility minded side by side UTV to navigate the rough mountain terrain for our watershed control program.

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. This division also plans to conduct a review and analysis of power consumption, to devise a strategic plan to reduce power costs and to optimize the supply process.

SOURCE OF SUPPLY

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	82,675	60,325	81,900	84,300
2	Part-time/Seasonal Wages	5,263	5,952	8,100	8,800
3	Overtime	1,839	1,174	1,600	1,600
4	Payroll Taxes	6,537	4,990	6,800	7,100
5	Retirement	9,224	7,274	9,500	10,300
6	Unemployment and Worker's comp	1,205	482	1,000	1,100
7	Employee Insurance	16,835	13,577	17,400	18,200
9	Utilities	8,816	7,324	9,000	9,760
10	Repairs & Maint. - Buildings/grounds	6,992	659	6,500	6,250
11	Insurance Property	2,381	2,590	2,400	2,600
12	Telephone & Internet	4,246	3,174	4,125	4,230
13	Repairs & Maint. Vehicles/Equip.	11,498	537	3,300	3,100
14	Repairs & Maint. - Infrastructure	13,271	2,331	6,000	3,600
16	Copier Costs	1,285	-	-	-
17	Equipment Rentals	-	722	2,000	-
18	Equipment Non-capitalized	3,104	913	2,500	2,400
20	Software Expense	-	68	-	-
21	Supplies	2,261	1,260	2,200	2,100
22	Office Supplies	330	72	250	250
23	Uniform Supplies	512	499	675	600
24	Gasoline Oil Diesel Supplies	1,835	1,302	1,500	1,736
25	Professional Services	15,838	12,859	14,000	14,500
26	Insurance Vehicle	65	71	70	72
27	Insurance Liability	810	821	830	830
28	Travel, Training & Memberships	2,088	622	2,450	2,450
29	Total Source of Supply Operations	198,911	129,596	184,100	185,878
30					
31	Capital Outlay - Infrastructure	-	-	-	50,000
32	Capital Outlay - Buildings	14,020	36	9,200	-
34	Capital Outlay - Machinery and Equip.	25,000	-	-	50,000
35	Total Source of Supply Capital	39,020	36	9,200	100,000
39					
40	Total Source of Supply	237,931	129,631	193,300	285,878

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.

FY22 Water Distribution Staffing		
Position	Headcount	FTE
Utility Maintenance Superintendent	1	.65
Administrative Assistant	1	.53
Utility Maintenance Supervisor	1	.45
Utility Maintenance Operator I	1	.45
Utility Maintenance Operator III	7	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, Sheridan Area Water Supply (SAWS), 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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service currently provided by Utility Maintenance including upgrading two bulk water sales units to accept credit cards with connectivity to City Hall; and continuing with the replacement of four fire hydrants, a number of older mainline valves and developing new leak detection systems. The Hydro/vac truck will be replaced with a new, updated and more efficient model. This equipment is shared with wastewater collection and used for hydro excavation and sewer maintenance.

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.

WATER DISTRIBUTION

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	260,726	180,795	243,100	250,000
2	Part-time/Seasonal Wages	18,843	14,028	22,000	22,700
3	Overtime	18,164	10,908	19,000	19,000
4	Payroll Taxes	21,042	14,647	19,800	20,400
5	Retirement	29,314	21,134	26,700	28,700
6	Unemployment and Worker's comp	3,924	1,437	2,900	3,000
7	Employee Insurance	68,785	49,310	64,100	70,200
10	Utilities	24,328	17,403	24,270	25,000
11	Repairs & Maint. - Buildings/grounds	2,203	272	2,000	3,000
12	Insurance Property	1,295	1,412	1,700	1,700
13	Telephone & Internet	9,326	6,479	8,800	9,400
14	Building/Land Rent	-	570	730	1,050
16	Repairs & Maint. Vehicles/Equip.	7,458	6,582	9,000	7,000
17	Repairs & Maint. - Infrastructure	63,532	45,571	50,000	50,000
18	Copier Costs	491	353	500	500
19	Equipment Non-capitalized	6,050	2,945	5,000	5,000
20	Computer Hardware	1,946	1,067	-	-
21	Software Expense	17,417	7,625	15,600	15,000
22	Supplies	44,803	28,525	39,378	60,000
23	Office Supplies	1,001	212	800	700
24	Uniform Supplies	3,210	2,958	3,300	3,300
25	Gasoline Oil Diesel Supplies	14,192	9,122	15,900	16,695
26	Professional services	10,450	7,219	11,000	12,000
27	Insurance Vehicle	1,539	1,770	1,600	1,600
28	Insurance Liability	2,343	2,422	2,430	2,430
29	Insurance - Claims	-	1,835	5,000	5,000
30	Travel, Training & Memberships	5,082	3,571	8,954	9,000
31	Staff Licenses & Certifications	-	46	46	50
33	Publications Advertising and Printing	-	-	800	800
34	Total Water Distribution Operations	637,464	440,219	604,408	643,225
35					
36	Capital Outlay - Infrastructure	-	19,206	20,000	-
37	Capital Outlay - Buildings	12,000	-	-	-
40	Capital Outlay - Machinery and Equip.	4,722	-	-	42,000
48	Total Water Distribution Capital	16,722	19,206	20,000	42,000
49					
50	Total Water Distribution	654,186	459,425	624,408	685,225

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.

FY22 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	7	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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses 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.

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 fencing

SAWS

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	81,696	75,016	98,500	101,300
2	Part-time/Seasonal Wages	48	-	-	-
3	Overtime	3,115	4,689	4,600	5,000
4	Payroll Taxes	6,356	5,706	7,600	7,800
5	Retirement	9,385	8,764	11,000	11,800
6	Unemployment and Worker's comp	1,202	638	1,100	1,200
7	Employee Insurance	22,717	21,069	26,900	28,100
10	Utilities	23,694	15,495	24,000	24,000
11	Repairs & Maint. - Buildings/grounds	-	-	3,000	3,000
12	Insurance Property	2,418	2,581	2,500	2,600
13	Telephone & Internet	711	777	1,500	900
15	Repairs & Maint. - Infrastructure	22,348	10,240	15,000	15,000
19	Supplies	11,860	10,622	11,000	18,000
20	Chemical and Material Supplies	637	-	1,100	1,100
21	Professional Services	4,333	3,359	6,500	6,500
22	Insurance Liability	891	899	900	910
25	Total SAWS Operations	191,410	159,855	215,200	227,210
26					
28	Capital Outlay - Buildings	6,200	-	-	-
29	Total SAWS Capital	6,200	-	-	-
30					
31	Total SAWS	197,610	159,855	215,200	227,210

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.

FY22 Sheridan Water Treatment Plant Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.3
Office Assistant	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator III	1	1
Water Treatment Plant Operator IV	2	2

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 18 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.

FY22 BUDGET INITIATIVES

The FY22 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, paint the pipe gallery and replace deteriorated handrails. We are acquiring an older 1 ton flatbed truck from UM to pull trailers and haul the snow cat. We are also 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. Our division also plans to conduct a review and analysis of plant power consumption, to devise a strategic plan to reduce power costs and to optimize the treatment process. Additionally, we would like to install plate settlers to improve basin efficiency and allow us to handle extreme turbidity events in the future.

SHERIDAN WATER TREATMENT PLANT

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	190,106	150,845	196,000	197,500
2	Part-time/Seasonal Wages	7,620	7,022	7,700	8,800
3	Overtime	6,631	2,749	6,400	6,400
4	Payroll Taxes	15,276	11,479	15,200	15,400
5	Retirement	21,380	17,144	21,800	23,000
6	Unemployment and Worker's comp	2,857	1,145	2,200	2,300
7	Employee Insurance	47,274	41,063	50,200	59,000
11	Utilities	49,224	34,821	50,500	50,000
12	Repairs & Maint. - Buildings/grounds	11,237	3,283	9,000	9,000
13	Insurance Property	7,077	7,803	7,200	7,803
14	Telephone & Internet	11,829	9,426	11,800	13,400
16	Repairs & Maint. Vehicles/Equip.	12,444	2,404	5,500	5,500
17	Repairs & Maint. - Infrastructure	17,864	14,634	16,750	19,100
19	Copier Costs	1,296	164	-	400
20	Equipment Rentals	-	-	2,000	-
21	Equipment Non-capitalized	6,588	2,723	6,150	6,000
22	Computer Hardware	134	20	-	-
23	Software Expense	3,711	563	3,250	3,200
24	Supplies	9,096	6,984	8,248	9,144
25	Office Supplies	1,539	677	1,500	1,500
26	Uniform Supplies	825	675	1,275	1,500
27	Gasoline Oil Diesel Supplies	4,216	3,248	5,400	5,000
28	Chemical and Material Supplies	110,226	62,172	130,000	110,000
29	Professional services	27,458	28,844	28,000	38,000
30	Insurance Vehicle	240	446	250	450
31	Insurance Liability	1,912	1,860	1,860	1,860
32	Travel, Training & Memberships	2,536	1,416	5,600	6,000
34	Publications Advertising and Printing	7,408	-	2,900	2,900
36	Total Sheridan WTP Operations	578,002	413,609	596,683	603,157
37					
38	Capital Outlay - Infrastructure	38,433	4,907	46,645	-
39	Capital Outlay - Buildings	24,000	-	-	75,000
41	Capital Outlay - Machinery and Equip.	26,033	-	-	-
42	Total Sheridan WTP Capital	88,466	4,907	46,645	75,000
43					
47	Total Sheridan WTP	666,469	418,516	643,328	678,157

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.

FY22 Big Goose Water Treatment Plant Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.3
Office Assistant	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator III	3	3

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 4.5 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.

FY22 BUDGET INITIATIVES

The FY22 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 want to install two basin turbidimeters to help increase troubleshooting capabilities and promote more efficient operations. We have repurposed the BGWTP tractor for Intake and we are replacing it with a small loader to better handle sludge and move snow. We intend to install an electric security gate to bolster our security and alleviate a safety hazard. Stopping/starting and parking on a slick hillside has been an ongoing hazard when getting out to open the gate. We are planning to convert our chlorine gas system to a much safer hypochlorite disinfection system.

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 conduct a review and analysis of plant power consumption, to devise a strategic plan to reduce power costs and 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 install plate settlers to improve basin efficiency and allow us to handle extreme turbidity events in the future.

BIG GOOSE WATER TREATMENT PLANT

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	188,767	142,426	188,900	196,300
2	Part-time/Seasonal Wages	5,075	6,394	7,700	8,800
3	Overtime	5,262	3,410	5,600	5,600
4	Payroll Taxes	14,155	10,927	14,700	15,300
5	Retirement	20,645	16,461	21,000	22,900
6	Unemployment and Worker's comp	2,661	1,080	2,200	2,200
7	Employee Insurance	49,087	39,439	51,200	53,800
12	Utilities	32,796	20,155	30,000	30,000
13	Repairs & Maint. - Buildings/grounds	2,713	798	4,500	4,500
14	Insurance Property	6,164	6,833	7,000	7,000
15	Telephone & Internet	11,631	8,733	11,900	11,900
16	Repairs & Maint. Vehicles/Equip.	4,045	1,795	4,500	4,500
17	Repairs & Maint. - Infrastructure	19,541	24,229	22,750	15,000
19	Copier Costs	1,285	-	-	-
20	Equipment Rentals	-	600	2,000	-
21	Equipment Non-capitalized	10,253	4,415	9,500	7,500
22	Computer Hardware	1,832	20	-	-
23	Software Expense	3,635	563	3,240	3,240
24	Supplies	6,979	7,640	6,500	8,600
25	Office Supplies	486	219	500	500
26	Uniform Supplies	1,486	986	1,650	1,500
27	Gasoline Oil Diesel Supplies	2,265	1,371	2,500	2,500
28	Chemical and Material Supplies	50,147	41,737	48,000	53,400
29	Professional Services	16,524	15,356	20,000	24,000
30	Insurance Vehicle	137	154	200	160
31	Insurance Liability	1,741	1,795	1,800	1,800
32	Travel, Training & Memberships	4,918	1,660	6,100	6,000
34	Publications Advertising and Printing	220	-	-	-
35	Total Big Goose WTP Operations	464,451	359,195	473,940	487,000
36					
37	Capital Outlay - Infrastructure	-	-	-	25,000
38	Capital Outlay - Buildings	-	-	-	25,000
39	Capital Outlay - Machinery and Equip.	9,940	-	-	102,000
41	Total Big Goose WTP Capital	9,940	-	-	152,000
42					
43	Trfr to Spec Rev - BGWTP Upgrades	30,000	-	-	-
45	Total Big Goose WTP Transfer	30,000	-	-	-
46					
47	Total Big Goose WTP	504,391	359,195	473,940	639,000

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.

FY22 BUDGET INITIATIVES

With approval of the proposed FY22 budget the Sewer Enterprise Fund will generate the necessary revenues to fund the expenses projected within all its operating divisions while ensuring operating and capital reserve balance targets are met; and minimum debt service coverage ratios 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 (at or below the median for WY) 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 facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SEWER FUND

FY22 Sewer Fund Summary

Line #		Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Sewer Revenue	2,802,544	2,450,203	3,474,365	3,265,200
2	Capital Reserves to fund Projects				278,619
3	Total Revenues & Reserves	2,802,544	2,450,203	3,474,365	3,543,819
4					
5	Sewer Admin	1,530,846	868,799	1,088,176	1,349,569
7	WW Collection	438,263	355,409	868,980	896,235
8	WW Treatment	986,811	739,061	1,163,670	1,298,015
9	Total Sewer Expenses	2,955,920	1,963,269	3,120,826	3,543,819
10					
11	Revenues over Expenses	(153,377)	486,934	353,539	-

FY22 Sewer Fund Detailed Revenue

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Wyoming Dept of Health	-	54,925	90,000	45,000
2	CARES Act Relief -SLIB	-	872	872	-
3	Grease/Septage Fees	67,850	37,738	75,500	68,000
4	Sewer Fees	2,476,294	1,918,929	2,573,600	2,638,000
5	Sewer Inspection Fees	11,205	4,557	5,600	5,700
6	PIFF	220,132	194,769	165,000	185,000
7	Interest	27,063	5,616	15,000	7,500
8	Other Miscellaneous	-	232,798	232,793	-
9	Sale of Fixed Assets	-	-	76,000	76,000
10	Transfer from Water	-	-	240,000	240,000
11	Total Sewer Fund Revenue	2,802,544	2,450,203	3,474,365	3,265,200

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.

FY22 Sewer Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.2
Administrative Coordinator	1	.2
Project Engineer	1	.4
Utility Services Coordinator	1	.4
Utility Services Technician	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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to support the mission of this division and the level of service it provides to the Sewer Enterprise. These expenses primarily consist of software licenses and subscriptions in order to conduct day to day operations and necessary functions within the Utilities Department. This budget will further support the development of our Asset Management Program, generate revenue to support future capital projects, increase overall fund balance, maintain established reserve balances, cover the Sewer Enterprise's debt service obligations, and provide allocations to the General Fund for administrative support.

LONG-TERM GOALS

The long-term goals of Utilities Administration and the Sewer Enterprise are to keep sewer rates as low as possible (at or below the median for WY) 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 facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SEWER ADMINISTRATION

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	106,882	74,154	107,100	110,100
3	Overtime	-	-	250	250
4	Payroll Taxes	7,905	5,378	8,200	8,500
5	Retirement	11,431	8,104	12,000	12,800
6	Unemployment and Worker's comp	1,460	516	1,200	1,300
7	Employee Insurance	18,790	14,256	20,700	17,600
10	Telephone & Internet	2,152	1,341	1,950	2,000
11	Repairs & Maint. Vehicles/Equip.	318	23	300	450
13	Copier Costs	418	-	-	-
14	Equipment Non-capitalized	19	-	-	-
15	Computer Hardware	876	118	382	350
16	Software Expense	15,565	20,479	22,240	22,640
17	Supplies	1,300	363	1,300	500
18	Office Supplies	419	867	600	700
19	Uniform Supplies	85	-	200	125
20	Gasoline Oil Diesel Supplies	867	446	1,000	750
21	Professional Services	6,787	5,262	18,000	30,000
22	Insurance Vehicle	46	61	50	65
23	Insurance Liability	1,103	978	980	980
25	Travel, Training & Memberships	3,043	3,233	4,940	5,500
27	Publications Advertising and Printing	58	212	100	100
28	Uncollectible Accounts	411	-	-	-
29	Total Sewer Admin Operations	179,934	135,792	201,492	214,710
30					
35	Principal - CWSRF109	61,961	61,961	61,961	61,961
36	Principal - CWSRF 47	60,872	62,324	62,324	63,882
38	Principal - CWSRF #152	140,893	130,566	130,567	133,786
39	Principal - CWSRF #164	-	-	-	30,000
40	Principal - CWSRF #166	6,239	6,066	6,066	6,216
41	Principal - CWSRF #168	1,839	37,798	37,798	38,730
44	Interest - CWSRF47	9,642	8,190	8,190	6,632
46	Interest - CWSRF #152	61,115	71,442	71,442	68,223
47	Interest - CWSRF #164	-	-	52,000	76,000
48	Interest - CWSRF #166	862	3,551	3,551	3,401
49	Interest - CWSRF #168	30,631	10,227	10,227	22,670
51	Total Sewer Admin Debt	374,054	392,124	444,126	511,501
52					
53	Transfer to General Fund - Support Costs	391,000	305,025	406,700	427,500
54	Trfr to Cap Proj - Raw Sewage Pumps & Rai	-	-	-	160,000
59	Trfr to Spec Rev - Sewer Creek Crossing	150,000	-	-	-
60	Trfr to Spec Rev - Sewer Main Slip Lining	400,000	-	-	-
62	Transfer to Water Fund	35,858	35,858	35,858	35,858
63	Total Sewer Admin Transfer	976,858	340,883	442,558	623,358
64					
65	Total Sewer Admin	1,530,846	868,799	1,088,176	1,349,569

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.

FY22 Wastewater Collection Staffing		
Position	Headcount	FTE
Utility Maintenance Superintendent	1	.35
Administrative Assistant	1	.29
Utility Maintenance Supervisor	1	.35
Utility Maintenance Operator I	1	.35
Utility Maintenance Operator III	7	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:

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

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service currently provided by Utility Maintenance including the repair of four sanitary sewer mains, the rehabilitation of six manholes and accomplishing a 40% cleaning of the entire collection system. The annual chemical root control project will occur in autumn to help prevent root growth in the pipe system and minimize sewage back-ups. The large sewer cleaning machine/vac truck will be replaced with a new, updated and more efficient model. This equipment is shared with Water Distribution and used for hydro excavation.

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 MiNet 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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	170,335	137,016	179,000	184,000
2	Part-time/Seasonal Wages	12,487	10,179	12,100	12,400
3	Overtime	9,466	6,777	11,000	11,000
4	Payroll Taxes	13,680	10,933	14,200	14,600
5	Retirement	19,167	15,883	19,700	21,100
6	Unemployment and Worker's comp	2,632	1,038	2,100	2,100
7	Employee Insurance	51,191	41,473	54,300	53,900
12	Utilities	8,411	8,574	6,500	8,755
13	Repairs & Maint. - Buildings/grounds	2,931	192	2,000	2,000
14	Insurance Property	863	941	1,100	1,100
15	Telephone & Internet	3,585	2,186	3,000	3,200
16	Building/Land Rent	-	1,824	2,000	2,300
17	Repairs & Maint. Vehicles/Equip.	8,793	7,706	10,000	10,000
18	Repairs & Maint. - Infrastructure	16,541	9,813	11,000	27,000
19	Copier Costs	219	254	500	500
20	Equipment Non-capitalized	8,238	1,679	5,000	5,000
21	Computer Hardware	-	1,067	1,400	-
22	Software Expense	2,636	2,500	7,000	7,000
23	Supplies	3,411	3,741	7,000	8,500
24	Office Supplies	256	177	500	500
25	Uniform Supplies	2,844	2,215	3,300	3,300
26	Gasoline Oil Diesel Supplies	4,078	1,747	5,000	5,250
27	Professional Services	82,397	81,030	82,500	82,500
28	Insurance Vehicle	1,026	1,180	1,030	1,030
29	Insurance Liability	1,679	1,745	1,750	1,750
30	Insurance - Claims	3,790	-	20,000	5,000
31	Travel, Training & Memberships	4,460	3,541	6,000	8,400
32	Staff Licenses & Certifications	-	-	-	50
33	Total WW Collection Operations	435,115	355,409	468,980	482,235
34					
36	Capital Outlay - Machinery and Equip.	3,148	-	400,000	400,000
40	Total WW Collection Capital	3,148	-	400,000	400,000
41					
42	Transfer to Water Fund	-	-	-	14,000
43	Total Sewer Admin Transfer	-	-	-	14,000
44					
45	Total WW Collection	438,263	355,409	868,980	896,235

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.

FY22 Wastewater Treatment Staffing		
Position	Headcount	FTE
Wastewater Treatment Superintendent	1	1
Wastewater Treatment Operator IV	2	2
WWTP Laboratory Coordinator	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 level IV 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 2.3 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.

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses 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. Our facility continues to be proactive in expanding our SCADA technology, maintaining efficiency for future community growth. Our plant electrical service line, main transformer and process building switch gears will be upgraded. We will be upgrading 4 raw sewage pumps to improve overall efficiency and purchasing a new replacement tandem dump truck for the transport of biosolids to the City's landfill.

LONG-TERM GOALS

Future regulatory requirements for our community will require us to look at upgrades to our treatment processes within the next 5 to 7 years. New technology will provide the WWTP with new methods required for nutrient removal, which could include anoxic basin, oxidation basin retrofit and finishing basin to meet possible State of Wyoming regulations. We would also like to upgrade the influent inorganic removal system (Rotamat) to meet future growth needs for our community. We are currently discussing the need for an updated plant asset assessment.

WASTEWATER TREATMENT

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	387,578	295,560	381,500	394,500
3	Overtime	559	412	600	600
4	Payroll Taxes	27,551	20,900	29,000	30,000
5	Retirement	40,653	32,201	42,200	45,600
6	Unemployment and Worker's comp	5,197	2,101	4,200	4,400
7	Employee Insurance	101,296	82,642	106,500	111,900
10	Utilities	151,482	111,354	145,000	143,000
11	Repairs & Maint. - Buildings/grounds	3,180	1,664	3,000	3,000
12	Insurance Property	9,084	9,472	10,000	9,700
13	Telephone & Internet	8,569	5,651	8,200	7,500
15	Repairs & Maint. Vehicles/Equip.	3,869	263	4,200	2,100
16	Repairs & Maint. - Infrastructure	57,998	30,321	63,000	45,000
17	Equipment Rentals	90	346	300	300
18	Equipment Non-capitalized	1,025	1,974	1,500	11,700
19	Computer Hardware	2,098	754	1,030	2,500
20	Software Expense	2,331	-	2,000	2,000
21	Supplies	9,302	6,288	7,000	8,900
22	Office Supplies	1,419	944	1,500	1,500
23	Uniform Supplies	1,737	1,497	1,500	1,575
24	Gasoline Oil Diesel Supplies	7,954	7,957	8,800	10,000
25	Chemical and Material Supplies	89,678	51,358	88,500	76,000
26	Professional services	24,189	18,133	25,000	33,100
27	Insurance Vehicle	615	654	650	650
28	Insurance Liability	3,447	3,486	3,490	3,490
30	Travel, Training & Memberships	1,910	424	5,000	3,000
33	Total WW Treatment Operations	942,810	686,358	943,670	952,015
34					
35	Capital Outlay - Infrastructure	-	-	-	145,000
36	Capital Outlay - Buildings	25,547	8,665	10,000	41,000
38	Capital Outlay - Machinery and Equip.	18,454	44,038	210,000	160,000
39	Total WW Treatment Capital	44,001	52,703	220,000	346,000
40					
41	Total WW Treatment	986,811	739,061	1,163,670	1,298,015

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 and conduct the daily operations of the City's residential and commercial solid waste collection and disposal operations to include curbside recycling collection, drop-site recycling collection, recycling 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

FY22 BUDGET INITIATIVES

With approval of the proposed FY22 budget the Solid Waste Enterprise Fund will generate the necessary revenues to fund the expenses projected within all its operating divisions while ensuring operating and capital reserve balance targets are met and minimum debt service coverage ratios are exceeded.

LONG-TERM GOALS

The long-term goals of the Solid Waste Enterprise Fund are to keep waste disposal rates as low as possible (at or below the median for WY) for our customers while ensuring 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 facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SOLID WASTE FUND

FY22 Solid Waste Fund Summary

Line #		Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Solid Waste Revenue	5,413,804	4,048,365	5,382,373	5,853,250
2					
3	Solid Waste Admin	1,671,484	1,000,840	1,501,078	1,500,470
4	Waste Collection	1,723,597	635,745	1,160,208	1,461,940
5	Landfill	1,099,767	825,856	1,052,982	1,538,420
6	Recycling	1,090,568	739,237	1,381,849	1,028,142
7	Total Solid Waste Expenses	5,585,417	3,201,677	5,096,118	5,528,972
8					
9	Revenues over Expenses	(171,613)	846,687	286,255	324,278

FY22 Solid Waste Fund Detailed Revenue

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	CARES Act Relief - Off of State Land & Investments	-	22,788	22,788	-
3	Landfill - Public	1,099,212	935,620	1,128,000	1,293,000
4	Sanitation	3,538,590	2,707,418	3,753,800	3,771,500
5	Interest	48,030	13,985	22,500	18,000
6	Appreciation/Depreciation	5	(120)	-	(150)
7	Recycling Commodity Sales	73,044	56,937	50,000	70,000
10	Recycling other - Landfill	68,188	81,992	100,000	85,000
11	Recycling Sorting Fees	2,581	2,058	2,370	2,800
12	Curbside Recycling Fees	254,773	193,162	260,795	260,000
13	Recycling Container Rent	39,362	30,983	40,020	41,000
14	Compost Bagging Revenue	-	-	-	60,000
15	Other Miscellaneous	2,068	42	2,100	2,100
16	Sale of Fixed Assets	287,950	3,500	-	250,000
17					
18	Total Solid Waste Fund Revenue	5,413,804	4,048,365	5,382,373	5,853,250

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.

FY22 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

FY22 BUDGET INITIATIVES

The FY22 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 is 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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	144,304	128,073	180,300	185,100
2	Overtime	1,308	805	1,200	1,200
3	Payroll Taxes	10,545	9,283	13,800	14,200
4	Retirement	15,343	14,162	20,100	21,600
5	Unemployment and Worker's comp	1,962	933	2,000	2,100
6	Employee Insurance	25,617	29,841	35,000	42,000
8	Telephone & Internet	1,190	971	1,050	1,400
9	Copier Costs	1,880	1,704	3,600	2,000
10	Computer Hardware	339	-	300	300
11	Software Expense	1,083	99	1,500	1,500
12	Office Supplies	183	107	214	250
13	Professional Services	23,125	13	10,000	30,000
14	Insurance Liability	1,337	1,647	1,650	1,675
15	Insurance - Claims	152	-	227	230
16	Travel, Training & Memberships	2,045	268	2,400	2,400
17	Publications Advertising and Printing	10,769	11,114	14,134	20,000
18	Total Solid Waste Admin Operations	241,182	199,020	287,475	325,955
32					
40	Debt Service Principal - Cat 930K Loader	25,018	25,819	25,819	26,645
41	Debt Service Principal - CAT Leases	44,723	46,155	46,155	238,000
42	Debt Service Principal - CWSRF Loans	201,197	-	206,299	-
43	Debt Service Principal - Landfill Compactor	109,468	91,103	91,104	94,192
50	Debt Service Interest - Cat 930K Loader	5,220	4,419	4,419	3,593
51	Debt Service Interest - CAT Leases	10,509	9,077	9,077	7,601
52	Debt Service Interest - CWSRF Loans	10,260	-	5,158	-
53	Debt Service Interest - Landfill Compactor	5,908	24,272	24,272	21,184
54	Total Solid Waste Admin Debt	412,302	200,846	412,303	391,215
55					
56	Transfer to General Fund - Support Costs	718,000	563,475	751,300	783,300
57	Trfr to Cap Proj - Landfill Cell Closures & Cell 10 Dev	-	37,500	50,000	-
59	Trfr to Spec Rev - Landfill Cell Closures & Cell 10 Dev	175,000	-	-	-
60	Trfr to Spec Rev - Landfill Remediation & Investigation	125,000	-	-	-
61	Trfr to Spec Rev - CIP Master Plan Study	-	-	-	-
63	Total Solid Waste Admin Transfer	1,018,000	600,975	801,300	783,300
64					
65	Total Solid Waste Admin	1,671,484	1,000,840	1,501,078	1,500,470

WASTE COLLECTION

MISSION STATEMENT

The mission of the Solid Waste Division (SWD) 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.

FY22 Waste Collection Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator I	2	2
Sanitation/Recycling Equipment Operator II	4	4
Sanitation/Recycling Equipment Operator III	2	2
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

The Waste Collection 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 6,145 residential and 300 commercial customers
- Transport the MSW to the landfill for disposal

FY22 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Solid Waste Collection Division and to ensure that current and futures services are met.

LONG-TERM GOALS

The long-term goals of the Waste Collections 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.

WASTE COLLECTION

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	391,938	285,820	386,000	397,400
3	Overtime	22,438	14,531	12,400	19,000
4	Payroll Taxes	29,243	21,385	29,100	30,000
5	Retirement	42,531	32,888	42,200	45,500
6	Unemployment and Worker's comp	5,507	2,173	4,200	4,300
7	Employee Insurance	75,446	72,438	71,600	104,400
8	Other Employee Expenses	-	-	300	300
12	Utilities	702	504	706	700
13	Repairs & Maint. - Buildings/grounds	3,856	6,049	11,000	6,000
14	Telephone & Internet	1,418	697	1,273	1,000
16	Repairs & Maint. Vehicles/Equip.	93,729	74,465	100,000	95,000
18	Copier Costs	1,014	649	1,144	800
19	Equipment Non-capitalized	67,159	39,068	50,000	49,500
21	Computer Hardware	968	165	300	1,600
22	Software Expense	2,069	3,736	4,600	4,600
23	Supplies	6,620	4,971	5,755	5,500
24	Office Supplies	232	138	550	500
25	Uniform Supplies	4,654	2,136	5,950	5,950
26	Gasoline Oil Diesel Supplies	60,404	36,062	68,000	60,000
27	Professional Services	43,740	25,843	30,600	34,790
28	Insurance Vehicle	4,481	7,320	5,000	7,500
29	Insurance Liability	3,488	3,527	3,530	3,600
30	Insurance - Claims	9,606	1,000	-	1,000
31	Travel, Training & Memberships	241	180	1,000	1,000
33	Uncollectible Accounts	356	-	-	-
34	Total Waste Collection Operations	871,840	635,745	835,208	879,940
35					
36	Capital Outlay - Improvements	24,978	-	25,000	-
37	Capital Outlay - Machinery and Equip.	826,779	-	300,000	582,000
39	Total Waste Collection Capital	851,757	-	325,000	582,000
40					
41	Total Waste Collection	1,723,597	635,745	1,160,208	1,461,940

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.

FY22 Landfill Staffing		
Position	Headcount	FTE
Landfill Supervisor	1	1
Landfill Attendant	1	1
Landfill Technician	1	1
Landfill Equipment Operator I	2	1.6
Landfill Equipment Operator II	1	1
Landfill Equipment Operator III	2	2
Landfill Equipment Operator IV	1	1
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

FY22 BUDGET INITIATIVES

The FY22 budget includes all expenses needed to continue the level of excellent service provided by the Landfill. This budget would provide funds to erect a 60'x70' steel building kit the Solid Waste Fund owns to be used as cold storage, storage of bagged compost, and provide a facility needed to operate a Landfill Mall/Reuse Center.

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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	323,847	251,531	327,700	339,700
2	Part-time/Seasonal	43,345	40,648	54,200	56,500
3	Overtime	12,445	5,776	16,000	12,000
4	Payroll Taxes	27,073	21,244	29,300	30,400
5	Retirement	35,540	29,466	36,500	41,600
6	Unemployment and Worker's comp	5,196	2,134	4,200	4,400
7	Employee Insurance	95,920	74,436	103,100	101,100
8	Other Employee Expenses	338	230	500	500
9	Temporary Services Labor	6,008	-	4,000	8,000
13	Utilities	8,401	5,611	8,000	8,000
14	Repairs & Maint. - Buildings/grounds	13,267	9,778	11,000	16,000
15	Insurance Property	569	1,429	600	1,600
16	Telephone & Internet	6,397	3,533	5,470	5,470
17	Repairs & Maint. Vehicles/Equip.	137,163	144,470	105,000	120,000
19	Copier Costs	1,518	447	756	750
21	Equipment Non-capitalized	6,871	4,453	7,500	7,000
22	Computer Hardware	54	683	-	2,100
23	Software Expense	612	1,710	2,800	2,800
24	Supplies	16,136	14,411	25,166	35,100
25	Office Supplies	1,067	580	3,500	1,500
26	Uniform Supplies	5,250	2,667	6,000	6,000
27	Gasoline Oil Diesel Supplies	84,750	49,274	90,000	90,000
28	Professional Services	216,507	153,338	200,000	225,000
29	Insurance Vehicle	1,987	969	2,300	2,300
30	Insurance Liability	3,592	3,488	3,490	3,500
31	DEQ Finance Assurance Premium	1,620	2,430	2,500	3,700
32	Insurance - Claims	5,791	-	-	-
33	Travel, Training & Memberships	2,504	1,121	3,400	3,400
35	Total Landfill Operations	1,063,767	825,856	1,052,982	1,128,420
36					
37	Capital Outlay - Building	-	-	-	100,000
38	Capital Outlay - Improvements	36,000	-	-	-
40	Capital Outlay - Machinery and Equip.	-	-	-	310,000
41	Total Landfill Capital	36,000	-	-	410,000
42					
43	Total Landfill	1,099,767	825,856	1,052,982	1,538,420

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.

FY22 Recycling Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator I	2	2
Sanitation/Recycling Equipment Operator II	1	1
Sanitation/Recycling Equipment Operator III	4	4
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 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.

FY22 BUDGET INITIATIVES

The FY22 budget includes all expenses needed to continue the level of excellent service provided by the Recycling Division. As such the Material Recovery Facility collects, transports, processes and markets over 2,200 tons of recyclable materials annually. The budget would provide for a new skid steer purchase to support improved operations at the Recycling Center.

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

Line #	Account Description	Actual FY20	FY21 March YTD	Budget FY21	Budget FY22
1	Salaries and Wages	390,562	300,447	400,700	414,700
3	Overtime	22,153	15,893	17,600	17,600
4	Payroll Taxes	29,564	22,398	30,200	31,300
5	Retirement	42,698	34,080	43,900	47,500
6	Unemployment and Worker's comp	5,484	2,259	4,400	4,500
7	Employee Insurance	72,763	72,675	82,200	104,400
8	Other Employee Expenses	20	-	210	300
9	Temporary Services Labor	159,762	132,548	158,000	160,000
13	Utilities	9,743	7,163	9,612	9,800
15	Repairs & Maint. - Buildings/grounds	4,184	13,807	18,706	6,000
16	Telephone & Internet	1,387	992	1,225	1,300
18	Repairs & Maint. Vehicles/Equip.	61,110	48,909	48,000	48,000
20	Copier Costs	1,328	781	1,294	900
21	Equipment Rentals	-	1,020	2,000	2,000
22	Equipment Non-capitalized	305	-	3,000	7,000
24	Computer Hardware	968	165	500	1,200
25	Software Expense	9,451	4,348	4,600	4,600
26	Supplies	14,910	17,909	15,255	16,000
27	Office Supplies	263	138	231	230
28	Uniform Supplies	4,561	1,699	4,702	4,702
29	Gasoline Oil Diesel Supplies	39,847	21,292	49,000	40,000
31	Professional Services	37,710	8,479	41,044	16,000
32	Insurance Vehicle	1,960	1,986	2,300	2,300
33	Insurance Liability	3,664	3,661	3,670	3,700
34	Travel, Training & Memberships	501	492	750	750
36	Publications Advertising and Printing	-	240	250	360
37	Uncollectible Accounts	6,495	-	-	-
38	Total Recycling Operations	921,393	713,382	943,349	945,142
39					
40	Capital Outlay - Improvements	25,000	-	25,000	-
42	Capital Outlay - Machinery and Equip.	144,175	25,855	413,500	83,000
44	Total Recycling Capital	169,175	25,855	438,500	83,000
45					
46	Total Recycling	1,090,568	739,237	1,381,849	1,028,142