

FY23 ADOPTED BUDGET

Adopted June 20, 2022



Beautiful and
Protected
Environment



Excellent
Governance and
Services



Safe and Livable
Community



Sustainable and
Resilient
Infrastructure



Thoughtful and
Vibrant
Development



Western Cultural
Values

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MESSAGE FROM THE CITY ADMINISTRATOR

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

First and foremost, like last year's budget, Staff worked closely with the Mayor to produce this budget. He represented the Governing Body while attending every budget meeting and provided valuable insights to the process. I'm grateful for his involvement.

Introduction

This year has proven to be another good financial year for the City of Sheridan. Thanks in a large part to our many partners and collaborators in and around the City, Sheridan maintained an average of 18 percent above last year's sales and use tax income. Staff is committed to good stewardship of the resources entrusted to us; thus, I am once again pleased to submit to you a balanced budget for Fiscal Year 2023 prepared in accordance with all applicable local, state, and federal legal requirements. City Staff has worked diligently and carefully to ensure the excellent delivery of services under the Governing Body's policy direction.

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

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

The following provides greater detail of our proposed budget:

Projected Revenue

The City of Sheridan's fiscal condition is favorable with sufficient fund balances in the General Fund and all Enterprise Funds. Last year, for the first time in almost seven years, we had revenues sufficient to add \$800,000 to our General Fund Reserves in support of City Council Resolution 17-14 and it continues to be one of my top priorities going forward.

We used insights gained from our revenues over the past three years but still employed a conservative approach to revenue projection for this year across our over 30 different revenue sources including such things as cigarette and gas tax from which the City gets a portion from the State and County. As an example, our two greatest revenue sources come from sales and use and property taxes.

Over the past three years, sales and use (which makes up 39% of the General Fund's revenue) tax annual increases from the previous year have averaged 11.5%. (FY20 = 4.9%, FY21 = 11.7%, and FY22 YTD = 18.4%). Not knowing if the last two years were an anomaly, we are projecting a 5% increase over this year's revenue similar to what we saw in FY20.

MESSAGE FROM THE CITY ADMINISTRATOR

The County is projecting property taxes (which constitutes 12.9% of our General Fund revenue) to increase by an estimated 20%. This is our relief valve in case other revenues don't perform as well, so we took a very conservative approach, projecting an increase of only 2.5% increase.

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. The FY23 revenue projections for each of the enterprise funds were determined utilizing a possible 2.5% increase to water rates and 2.75% increase to sewer rates effective January 1, 2023; and a 2.5% increase to solid waste rates effective July 1, 2022. The opportunity to formally consider and set utility rates for FY23 and beyond will be presented to the Governing Body for consideration in June 2022 supported by the rate studies and fiscal financial plans currently being concluded for all three Utilities Enterprise Funds.

Budgeted Appropriations

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

- \$1,630,000 for facilities, infrastructure, and equipment
- \$853,218 for public safety
- \$943,000 for parks, pathways, and open space
- \$290,000 for community non-profit organizations
- \$400,000 for air service support
- \$453,200 for contracted City services
- \$46,000 for the Sheridan Public Arts Committee (SPAC)
- \$86,275 for Fire Plan-A contributions

Capital Projects Fund - The FY23 budget includes \$14,631,000 for capital improvements. Funding includes \$7,714,000 of General Fund, Cap Tax, GPET, and Public Benefit; \$5,700,000 in loans; \$575,000 from Enterprise Funds; and \$642,000 of SUSAC funds. Major projects include:

- \$2,170,000 for parks and pathways
- \$11,516,000 for street and highway improvements
- \$525,000 for water and sewer improvements
- \$420,000 for other projects

Personnel - The FY23 budget includes compensation increases for all City employees in keeping with the recommendations from our recent Condrey pay study. Projected FY23 revenue will enable the City to do a pay scale increase of 2.5% to every employee. All employees hired before November 1, 2021 who received at least a "success" average rating on their CY 2021 performance appraisal will receive a 1-step increase as well. Most City employees will receive a 3.75% increase in pay.

MESSAGE FROM THE CITY ADMINISTRATOR

This budget allows for some modest but necessary personnel growth within City operations. Seven staff positions are newly established in this budget. The Fire Department will add three firefighter positions if the City is awarded the SAFER (Staffing for Adequate Fire and Emergency Response) grant that it has applied for. The grant will pay for 75% of the salaries for the first year. The Parks division is adding a Cemetery Foreman and a Weed & Pest technician to help with additional workload. The Police Department is adding a Police Officer position that will be an SRO for Sheridan College and the Schiffer School. This position will be funded by the College and Sheridan County School District #2. One Landfill position was also changed from part time to full time. The FTE count for the City for this budget is 192.

Summary Table of FY23 Revenues and Appropriations

<u>Fund</u>	<u>Revenues</u>	<u>Appropriations</u>
General	\$14,278,100	\$14,278,100
GPET (One Cent)	\$4,752,000	\$4,752,000
Direct Distribution	\$1,947,501	\$1,947,501
Special Revenue	\$502,800	\$502,800
Capital Projects	\$14,756,000	\$14,756,000
Water	\$5,579,838	\$5,335,747
Sewer	\$3,105,290	\$2,931,016
Solid Waste	\$6,033,280	\$5,966,167
Golf	\$1,034,678	\$1,034,678
Weed and Pest	\$320,350	\$320,350
<u>Debt Service</u>	<u>\$161,072</u>	<u>\$161,072</u>
Totals	\$52,470,909	\$51,985,431

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.

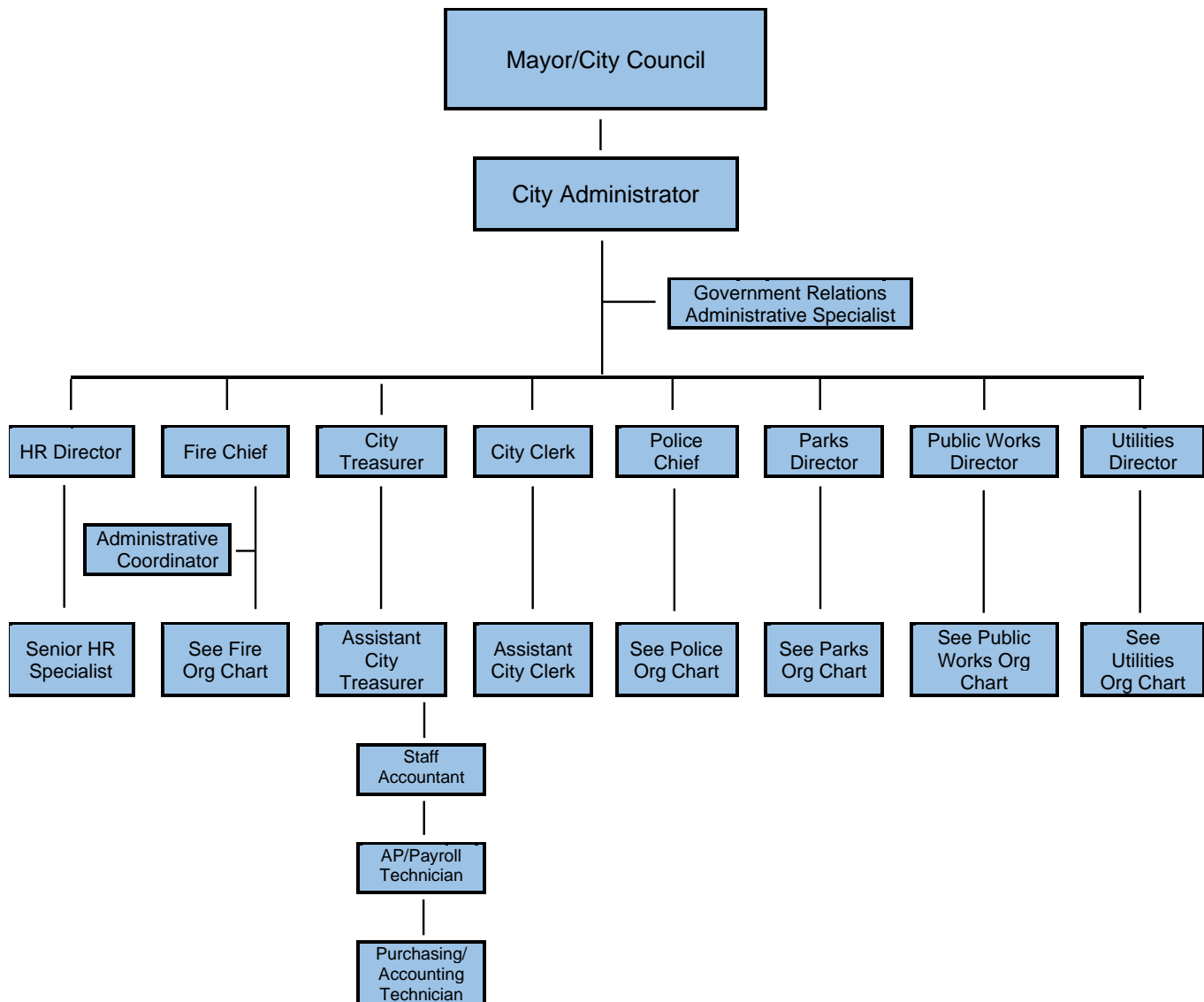
SERVICES

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: 18,737 people (2020 census)
- Median Age: 42.3 years
- Income: Median household income (2020) - \$52,167; Per capita income (2020) - \$32,072
- Home Values: Median house value (2020) - \$235,600
- Rent vs. Own: Housing units occupied by their owner (2020) - 59.8%
- Education: High school or higher - 95.7%; Bachelor's degree or higher - 30.6%
- Top Ten Employers (as of April 2021):
 - Sheridan County School District #2
 - Sheridan VA Health Care System
 - Sheridan Memorial Hospital
 - Sheridan College
 - City of Sheridan
 - County of Sheridan
 - Walmart
 - Westview Health Care Center
 - Bighorn Rehabilitation and Care Center
 - Volunteers of America Northern Rockies

ORGANIZATIONAL CHART



MISSION, VISION, VALUES

City Mission

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

City Vision

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

City Values

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

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STRATEGIC FRAMEWORK



Thoughtful and Vibrant Development

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

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



Beautiful and Protected Environment

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

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



Sustainable and Resilient Infrastructure

Sheridan will deliver sustainable and resilient infrastructure by:

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

STRATEGIC FRAMEWORK



Safe and Livable Community

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

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



Western Cultural Values

Sheridan embraces and protects its western cultural values by:

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



Excellent Governance and Services

Sheridan provides responsive governance and excellent city services by:

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

CITY COUNCIL



Richard Bridger
Mayor



Clint Beaver
Council Member



Jacob Martin
Council Member



Aaron Linden
Council Member



Kristen Jennings
Council Member



Steve Brantz
Council Member



Shawn Day
Council Member

CITY ADMINISTRATION

City Administrator – Stuart McRae

City Clerk – Cecilia Good

City Treasurer – Karen Burtis

HR Director – Heather Doke

Interim Public Works Director – Hanns Mercer

Parks Director – Steve Gage

Utilities Director – Dan Roberts

Fire Chief – Gary Harnish

Police Chief – Travis Koltiska

BUDGET PROCESS

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

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

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

In accordance with Wyoming Statute §16-4-104 and Charter Ordinance 2202, the City Administrator must prepare the tentative budget and file it with the Governing Body no later than May 15 of each year. The proposed budget shall be reviewed and considered by the Governing Body in a regular or special meeting called for this purpose. A public hearing shall be held no later than the third Tuesday in June. This year's public hearing was held on June 20, 2022. 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 FY23 budget contains 11 separate funds which account for the City's services including general government administration, public safety, public works, parks and recreation, enterprise funds and capital projects.

GENERAL FUND

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

GENERAL PURPOSE EXCISE TAX (GPET) FUND (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 PROJECTS FUND

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

FUND OVERVIEW

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.

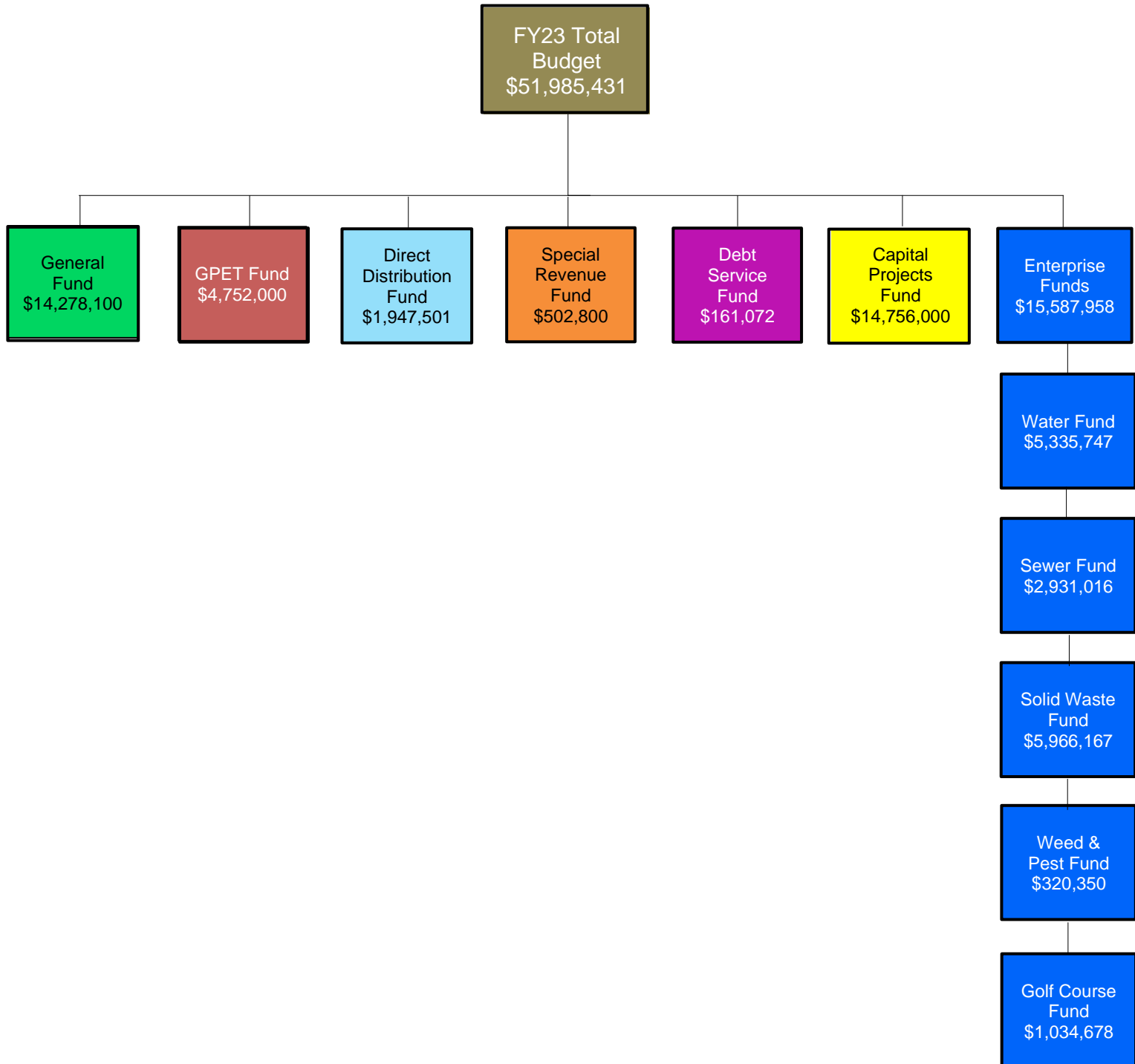
The Weed and Pest Fund is used to account for the revenues and expenditures associated with summertime spraying for mosquito control.

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

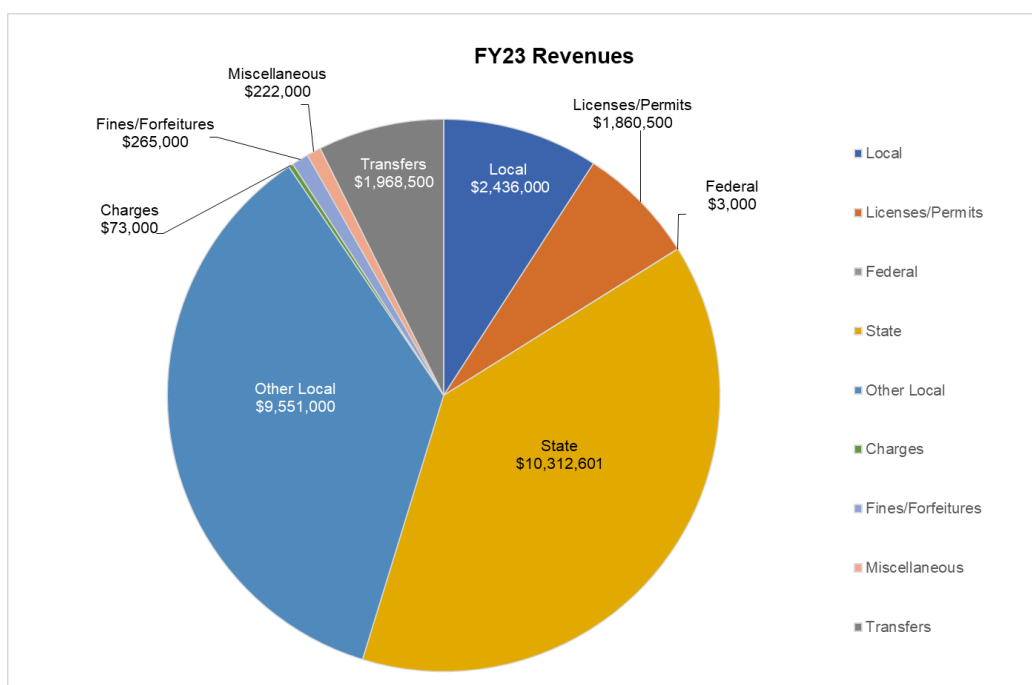
Revenue Assumptions

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 FY23 Budget Preparation Handbook on April 6, 2022, which includes estimates of various revenue sources for each municipality in the State of Wyoming. This handbook was used to assist in projecting FY23 revenues.

Revenues come from many different sources. The pie chart below shows the different sources and the anticipated amounts of each for FY23. 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 FY23, the total sales and use taxes (State, GPET, and Cap Tax) have been budgeted at a 5% increase of the FY23 projected revenues. While the City has seen increased revenues in FY22, not only above what was budgeted but also above the FY21 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 11%. The approximate cost for the City across all funds is \$199,755. Dental insurance rates are increasing 6%. The approximate cost for the City across all funds is \$9,932.

Worker's Compensation rates are increasing from 1.10% to 2.50%. The approximate cost for the City across all funds is \$140,145.

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 approximately \$10,567 from the General Fund for FY23.

The Public Employee and Law Enforcement Pension rates did not increase.

The approximate cost of the pay increase mentioned earlier along with the associated payroll/tax benefit costs is \$500,121 across all funds.

REVENUE & EXPENDITURE BY FUND

			Actual	FY22	Budget	Budget
Fund	Fund Name	Type	FY21	March YTD	FY22	FY23
10	General Fund	Revenue	11,766,423	9,118,744	11,038,600	12,309,600
		Transfers In	1,888,500	1,476,375	1,968,500	1,968,500
		Total Revenues & Other Sources	13,654,923	10,595,119	13,007,100	14,278,100
		Personnel	8,875,728	7,214,616	9,961,400	10,596,300
		Operating	2,925,319	2,099,313	2,757,500	2,991,693
		Capital	2,668	-	-	-
		Transfers Out	739,614	186,896	286,616	690,107
		Total Expenditures & Trfr Out	12,543,330	9,500,825	13,005,516	14,278,100
		Revenues over Expenditures	1,111,593	1,094,294	1,584	-
11	GPET	Revenue	4,143,475	3,703,044	3,943,000	4,752,000
		Total Revenues & Other Sources	4,143,475	3,703,044	3,943,000	4,752,000
		Personnel	42,671	9,455	122,000	102,575
		Operating	1,087,784	969,371	1,783,305	1,591,307
		Capital	189,408	308,111	572,002	891,000
		Transfers Out	2,662,038	1,429,618	1,927,118	2,167,118
		Total Expenditures & Trfr Out	3,981,902	2,716,555	4,404,425	4,752,000
		Revenues over Expenditures	161,573	986,489	(461,425)	-
12	Dir Distribution	Revenue	1,806,591	1,737,562	1,800,000	1,947,501
		Transfers In	821,317	-	-	-
		Total Revenues & Other Sources	2,627,908	1,737,562	1,800,000	1,947,501
		Personnel	-	-	100,000	-
		Operating	716,591	795,078	1,778,482	1,627,501
		Capital	490,281	30,223	317,554	320,000
		Transfers Out	975,000	37,500	50,000	-
		Total Expenditures & Trfr Out	2,181,872	862,801	2,246,036	1,947,501
		Revenues over Expenditures	446,036	874,760	(446,036)	-
20	Special Rev	Revenue	1,873,605	101,156	397,124	447,275
		Transfers In	35,835	-	-	55,525
		Total Revenues & Other Sources	1,909,440	101,156	397,124	502,800
		Personnel	110,798	34,155	125,800	396,500
		Operating	577,475	12,791	142,354	21,300
		Capital	171,961	161,283	1,781,640	85,000
		Transfers Out	9,042,619	-	-	-
		Total Expenditures & Trfr Out	9,902,854	208,229	2,049,793	502,800
		Revenues over Expenditures	(7,993,413)	(107,073)	(1,652,670)	-
21	Cap Tax	Revenue	3,959,285	3,383,821	3,500,000	-
		Transfers Out	4,166,698	3,030,714	3,574,285	-
		Total Expenditures & Trfr Out	4,166,698	3,030,714	3,574,285	-
		Revenues over Expenditures	(207,413)	353,107	(74,285)	-

REVENUE & EXPENDITURE BY FUND

Fund	Fund Name	Type	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
22	Public Benefit	Revenue	1,014,632	573,367	900,000	-
		Transfers Out	900,000	760,974	1,014,632	-
		Total Expenditures & Trfr Out	900,000	760,974	1,014,632	-
		Revenues over Expenditures	114,632	(187,607)	(114,632)	-
40	Capital Projects	Revenue	3,751,359	496,766	20,286,775	12,056,000
		Transfers In	18,216,197	3,745,072	4,988,550	2,700,000
		Total Revenues & Other Sources	21,967,556	4,241,838	25,275,325	14,756,000
		Operating	491,504	944,435	320,433	950,000
		Capital	8,217,038	5,398,422	36,709,887	13,806,000
		Transfers Out	293,542	1,314,836	1,362,709	-
		Total Expenditures & Trfr Out	9,002,084	7,657,693	38,393,029	14,756,000
		Revenues over Expenditures	12,965,472	(3,415,855)	(13,117,704)	-
50	Sewer	Revenue	3,274,608	2,457,024	3,025,200	3,105,290
		Transfers In	-	-	240,000	-
		Total Revenues & Other Sources	3,274,608	2,457,024	3,265,200	3,105,290
		Personnel	1,011,848	779,968	1,036,650	1,102,900
		Operating	545,939	456,775	612,310	624,350
		Capital	60,541	571,479	746,000	44,600
		Debt	392,124	435,419	511,501	451,208
		Transfers Out	442,558	476,482	640,558	707,958
		Total Expenditures & Trfr Out	2,453,010	2,720,123	3,547,019	2,931,016
		Revenues over Expenditures	821,597	(263,099)	(281,819)	174,274
51	Water	Revenue	5,413,007	4,087,683	5,089,650	5,474,380
		Transfers In	35,858	35,857	53,058	105,458
		Total Revenues & Other Sources	5,448,864	4,123,540	5,142,708	5,579,838
		Personnel	1,511,520	1,156,391	1,546,400	1,668,500
		Operating	902,399	709,472	942,615	1,050,080
		Capital	34,923	24,292	379,550	619,800
		Debt	826,144	921,124	978,979	865,667
		Transfers Out	1,304,500	717,525	1,196,700	1,131,700
		Total Expenditures & Trfr Out	4,579,486	3,528,804	5,044,244	5,335,747
		Revenues over Expenditures	869,378	594,736	98,464	244,091
52	Solid Waste	Revenue	5,513,718	4,316,060	5,853,250	6,033,280
		Personnel	2,011,648	1,533,559	2,072,500	2,200,600
		Operating	1,217,826	1,074,963	1,206,957	1,526,420
		Capital	27,995	292,779	1,625,723	1,255,000
		Debt	408,950	200,846	391,215	200,847
		Transfers Out	801,300	587,475	783,300	783,300
		Total Expenditures & Trfr Out	4,467,719	3,689,622	6,079,695	5,966,167
		Revenues over Expenditures	1,045,999	626,438	(226,445)	67,113

REVENUE & EXPENDITURE BY FUND

			Actual	FY22	Budget	Budget
Fund	Fund Name	Type	FY21	March YTD	FY22	FY23
53	Golf Course	Revenue	459,028	242,098	364,100	459,050
		Transfers In	70,000	170,746	227,661	575,628
		Total Revenues & Other Sources	529,028	412,844	591,761	1,034,678
		Personnel	41,524	112,761	166,800	206,900
		Operating	421,566	251,183	361,800	288,550
		Capital	15,000	1,749	35,000	413,500
		Debt	28,161	28,161	28,161	125,728
		Total Expenditures & Trfr Out	506,251	393,853	591,761	1,034,678
		Revenues over Expenditures	22,777	18,991	-	-
54	Weed & Pest	Revenue	209,462	159,280	199,800	205,500
		Unreserved Fund Balance	-	-	-	114,850
		Total Revenues & Other Sources	209,462	159,280	199,800	320,350
		Personnel	81,788	68,116	101,700	119,500
		Operating	44,292	25,154	45,900	39,850
		Capital	-	116	140,000	135,000
		Transfers Out	26,000	19,500	26,000	26,000
		Total Expenditures & Trfr Out	152,080	112,885	313,600	320,350
		Revenues over Expenditures	57,382	46,395	(113,800)	-
60	Debt Service	Revenue	369,764	59,136	71,000	60,000
		Transfers In	286,163	3,133,470	3,314,148	101,072
		Total Revenues & Other Sources	655,927	3,192,606	3,385,148	161,072
		Operating	5,069	1,000	1,700	1,000
		Debt	252,895	3,717,613	3,719,848	160,072
		Total Expenditures & Trfr Out	257,964	3,718,613	3,721,548	161,072
		Revenues over Expenditures	397,963	(526,007)	(336,400)	-
		Total Revenues & Other Sources	64,908,825	38,997,262	67,260,416	52,470,909
		Total Expenditures & Trfr Out	55,095,249	38,901,691	83,985,583	51,985,431
		Revenues over Expenditures	9,813,576	95,570	(16,725,168)	485,478

GENERAL FUND REVENUE DETAIL

Line #	Account Description		Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Property Taxes	Local	1,775,173	1,285,635	1,768,000	1,841,000
2	Sales Tax	State	4,542,286	4,073,630	4,354,000	5,230,100
3	Use Tax	State	366,105	327,787	300,000	427,000
5	Lodging Tax - Admin	Local	40,000	20,000	40,000	40,000
6	Motor Vehicle	Local	527,577	411,928	550,000	555,000
8	Cigarette Taxes	State	112,391	80,801	112,000	106,000
9	Gasoline Taxes	State	683,208	587,600	730,000	732,000
10	Mineral Royalties	State	798,602	414,116	778,000	806,000
11	Severance	State	645,852	337,232	647,000	660,000
12	State Lottery	State	99,449	42,981	80,000	92,000
13	Wyoming Pari-Mutuel Commission - HHR	State	343,837	-	250,000	300,000
14	Skill Based Amusement Games	State	12,321	-	-	12,000
15	WY Urban & Community Forestry Grant	Federal	3,000	-	3,000	-
16	WY Urban & Community Forestry Grant	Federal	3,455	3,000	-	3,000
19	CARES Act Relief - Off of State Land & Invest	Federal	141,848	-	-	-
23	Fire/VA/Public Education	Miscellaneous	159,223	126,344	160,200	160,000
24	Other County - E911	Other Local	120,000	90,000	120,000	120,000
25	PD Contributions - Safe Ride	Miscellaneous	16,690	15,490	15,000	17,000
26	Cemetery Lots & Openings	Charges	69,906	51,775	55,000	55,000
27	Court Costs	Fines/Forfeitures	14,303	11,615	15,000	15,000
28	Planning	Licenses/Permits	28,175	41,195	18,000	41,000
29	Passport Fee	Charges	17,309	19,024	15,000	18,000
30	Building Permits and Inspections	Licenses/Permits	659,219	782,507	600,000	650,000
32	Liquor License	Licenses/Permits	86,465	67,740	68,000	68,000
33	Occupation License	Licenses/Permits	65,125	42,300	70,000	65,000
34	Street & Curb & Other Licenses & Permits	Licenses/Permits	1,590	1,276	1,500	1,500
35	Fines and Forfeitures	Fines/Forfeitures	269,183	218,976	240,000	250,000
40	Interest	Miscellaneous	17,098	11,113	24,000	24,000
41	Appreciation/Depreciation	Miscellaneous	(123)	(77)	-	-
42	Other Miscellaneous	Miscellaneous	16,115	15,409	16,900	16,000
44	Other Miscellaneous - Street Repairs	Miscellaneous	5,709	3,126	8,000	5,000
46	Sale of Fixed Assets	Miscellaneous	125,334	34,500	-	-
51	Transfer from Water	Transfers	704,500	548,775	731,700	731,700
52	Transfer from Solid Waste	Transfers	751,300	587,475	783,300	783,300
53	Transfer from Sewer	Transfers	406,700	320,625	427,500	427,500
55	Transfer from Weed & Pest	Transfers	26,000	19,500	26,000	26,000
	Total General Fund Revenue		13,654,923	10,593,398	13,007,100	14,278,100

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 FY23 budget.

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

Top 10 General Fund Revenue Sources for the City of Sheridan

1. Sales Tax - 39.6%
2. Property Tax - 12.9%
3. Mineral Royalties – 5.6%
4. Transfer from Solid Waste Fund – 5.5%
5. Fuel Tax – 5.1%
6. Transfer from Water Fund – 5.1%
7. Severance Tax – 4.6%
8. Building Permits – 4.6%
9. Motor Vehicle Tax - 3.9%
10. Transfer from Sewer Fund - 3.0%

LOCAL REVENUE

Property Tax

Property taxes are based on property value assessments set by the Sheridan County Assessor. The assessed value for 2022 (which will be collected from taxpayers during the fiscal year ended June 30, 2023) has not been set as of the preparation of this budget. While the Sheridan County Assessor is estimating property assessments to increase by 20%, the City is budgeting a 2.5% increase.

Vehicle Tax

Vehicle taxes are collected by the Sheridan County Treasurer and are remitted to the City. The FY23 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 4.6% of General Fund revenue. Other permits issued are for zoning plan review and street/curb cuts by contractors.

Licenses

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

OTHER LOCAL REVENUE

Other Local Revenue

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

STATE REVENUE

Sales and Use Tax

Sales and Use tax is the largest revenue contributor (39.6%) 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 \$806,000 in FY23.

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 \$660,000 in FY23.

Historic Horse Racing Payout

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

STATE REVENUE

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

Lottery Proceeds

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

CHARGES

Charges

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

FINES/FORFEITURES

Fines/ Bond Forfeitures

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

MISCELLANEOUS REVENUE

Miscellaneous Revenue

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

TRANSFERS

Transfers

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

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

The Water Fund, Sewer Fund, Solid Waste Fund, and Weed & Pest Fund use the administrative services of City Hall. Therefore, fees are charged for that use. Historically, the fee is 14% of the budgeted revenues of each fund. For FY23, the amount is the same as FY22. These amounts are transferred to the General Fund as a revenue source.

OTHER FUND REVENUE SUMMARY

Other Fund Revenue Categories

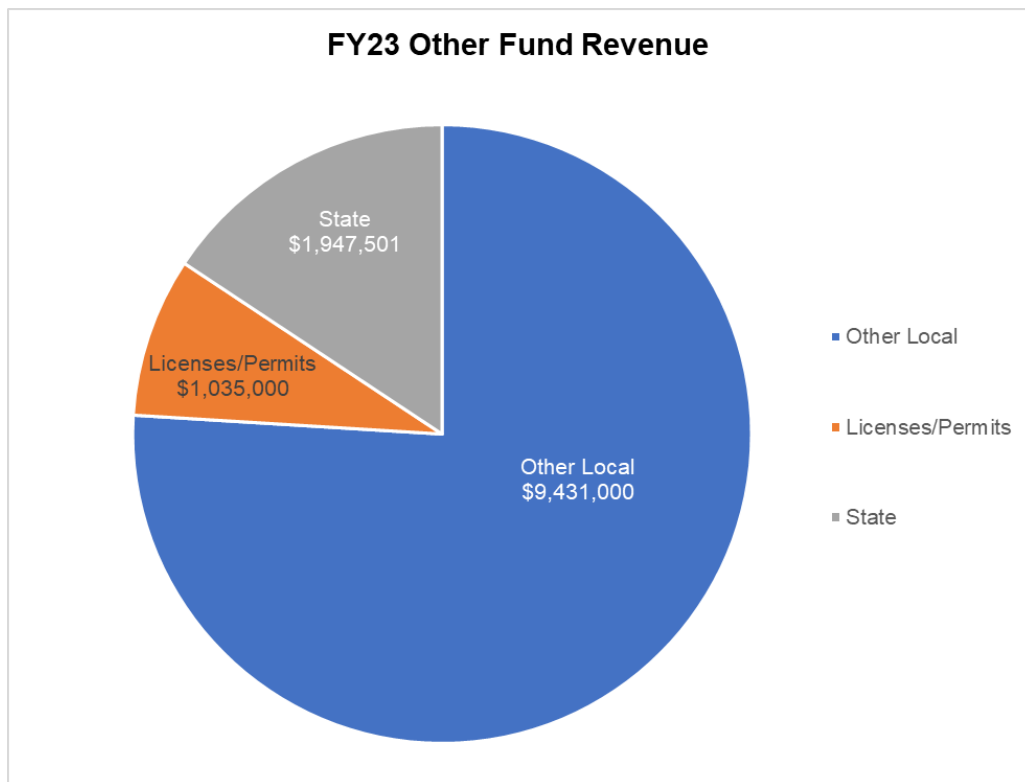
In addition to the General Fund, the City records revenues in other funds, such as the GPET Fund, the Direct Distribution Fund, the Capital Projects Fund. These categories are listed below.

- **Licenses/Permits - Franchise Fees**
 - **Franchise Fees** - A municipal franchise fee is the “rent” that a utility company pays the City to use the rights-of-way (ROW) for its lines, pipes, poles, etc. Franchise fees are set by contract with various utility, cable television and telecommunication companies and are based on a percentage of sales. By ordinance, the franchise fees collected by the City are used for the purchase or improvement of public rights-of-way and spaces, utility easements, undergrounding of utilities, historic preservation, pedestrian thoroughfares, and similar purposes that benefit the public. Franchise fees are recorded in the Capital Projects Fund.
- **Other Local - GEPT Tax and Capital Facilities Tax (Cap Tax)**
 - **GPET** - The General-Purpose Excise Tax is put before the voters every four years. It was last voted on in November 2018 and will be up for re-election in November 2022. In addition to funding local organizations, this revenue is used for public safety, public works, and parks and recreation. The GPET Tax is recorded in the GPET Fund. Some GPET Tax is transferred to the Capital Projects Fund to be used for funding capital projects identified in the Capital Improvement Plan.
 - **Cap Tax** - The Capital Facilities Tax was last voted on in November 2020. The Cap Tax is used to fund public works projects such as water/sewer line replacement, street replacement, roto mill & overlay, and park and pathway improvements. Cap Tax revenue is recorded in the Capital Projects Fund.
- **State Revenue - Direct Distribution**
 - **Direct Distribution** - This source of this revenue is essentially “over-the-cap” mineral revenues that flow through the state general fund to this account prior to the Budget Session. The Governor may “recommend” a supplemental funding amount, and the Legislature may choose to appropriate the funding. In the current Biennium the Wyoming Legislature approved \$120M for direct distributions split into two payments per fiscal year. The first payment is received in August and the second in January.

OTHER FUND REVENUE SUMMARY

Top Other Fund Revenue Sources for the City of Sheridan

1. GPET Tax - 38.3%
2. Capital Facilities Tax - 37.7%
3. Direct Distribution - 15.7%
4. Franchise Fees - 8.3%



GPET FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Sales Tax 1%	Revenue	1,857,311	1,692,435	1,765,000	2,155,000
2	Use Tax 1%	Revenue	316,966	278,810	284,000	363,000
3	Sales Tax 1% - Out of State	Revenue	1,964,141	1,728,450	1,894,000	2,234,000
6	Interest	Revenue	5,057	3,349	-	-
9	Total GPET Fund Revenue		4,143,475	3,703,044	3,943,000	4,752,000
10						
13	Professional Services	Administration	-	4,500	4,500	-
17	Repairs & Maint. Vehicles/Equip.	Information Technology	-	136	-	-
19	Computer Hardware	Information Technology	-	12,670	12,670	-
20	Software Expense - IT	Information Technology	5,400	-	-	-
21	Professional Services	Information Technology	27,881	-	-	-
23	Trfr to Debt Service - City Hall Impr - Windows	City Hall	10,000	-	-	10,000
24	Trfr to Cap Proj - City Hall Impr - Windows	City Hall	100,000	-	70,000	-
25	Trfr to Cap Proj - City Hall Renovations	City Hall	-	-	-	20,000
29	Housing/Comm Dev. - Abatement	Other General	3,520	-	-	-
30	Sheridan County Juvenile Justice JPB	Other General	110,000	97,500	130,000	130,000
31	Sheridan Arts Council	Other General	1,500	1,300	1,300	1,500
32	Advocacy & Resource Center	Other General	10,000	10,725	14,300	18,000
33	Habitat for Humanity of the Eastern Bighorns	Other General	10,000	7,800	10,400	25,000
34	SAGE Community Arts	Other General	8,000	4,425	5,900	10,000
36	Sheridan County Chamber of Commerce	Other General	25,000	11,550	15,400	50,000
38	Downtown Sheridan Association	Other General	25,000	21,450	31,800	40,000
39	Sheridan County Historical Society	Other General	15,000	13,875	18,500	20,000
41	Sheridan Community Land Trust	Other General	15,000	16,275	21,700	25,000
42	North Main Association	Other General	25,000	7,275	9,700	-
43	Sheridan County Conservation District	Other General	10,000	5,625	7,500	10,000
44	Sheridan County (Airport Service)	Other General	180,414	118,052	619,586	400,000
45	Sheridan County (Impact 307)	Other General	80,000	-	-	-
47	Northern Wyoming Community College District	Other General	100,000	-	-	-
51	Child Development Center	Other General	7,500	2,850	3,800	7,500
54	The Hub on Smith	Other General	80,000	49,350	65,800	11,000
55	Compass Center for Families (CASA)	Other General	10,000	10,725	14,300	20,000
59	Contingency	Other General	-	-	73,666	24,107
61	Sheridan Health Center	Other General	20,000	11,175	14,900	-
62	Uprising	Other General	-	2,625	3,500	7,000
63	Second Chance Sheridan Cat Rescue	Other General	-	18,750	25,000	30,000
66	Trfr to Cap Proj - The HUB HVAC Improvements	Other General	116,730	-	-	-
67	Trfr to Cap Proj - Locomotive	Other General	-	75,000	100,000	-
72	Trfr to Spec Rev - Dilapidation Abatement	Other General	15,174	-	-	-
76	Salaries and Wages - SRO SCSD2	Police	13,902	6,124	14,800	13,600
77	Salaries and Wages - COPS	Police	17,496	-	-	-
78	Overtime - SRO SCSD2	Police	44	-	100	100
79	Overtime - COPS	Police	505	-	-	-
80	Payroll Taxes - SRO SCSD2	Police	189	81	300	200
81	Payroll Taxes - COPS	Police	251	-	-	-
82	Retirement - SRO SCSD2	Police	1,621	712	1,800	1,600
83	Retirement - COPS	Police	2,080	-	-	-
84	Unemployment & Worker's comp - SRO SCSD2	Police	(18)	99	200	400
85	Unemployment and Worker's comp - COPS	Police	102	-	-	-
86	Employee Insurance - SRO SCSD2	Police	3,075	2,440	4,800	400
87	Employee Insurance - COPS	Police	3,424	-	-	-

GPET FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
91	Repairs & Maint. - Other	Police	33,999	-	-	-
92	Computer Hardware	Police	-	17,400	35,500	30,800
93	Software Expense	Police	1,435	27,877	35,000	-
97	Professional Services	Police	15,348	25,104	40,582	41,000
99	Capital Outlay - Improvements	Police	26,463	-	-	-
100	Capital Outlay - Machinery and Equip.	Police	104,446	-	197,192	202,000
102	Trfr to Debt Service - E911 Phone Loan	Police	32,118	17,118	32,118	32,118
106	Utilities	Animal Shelter	12,546	10,924	15,000	15,000
107	Insurance Property	Animal Shelter	1,015	1,088	1,100	1,200
108	Telephone & Internet	Animal Shelter	1,433	722	-	-
111	Repairs & Maint. - Other	Animal Shelter	736	951	4,300	5,000
113	Dog and Cat Shelter Support	Animal Shelter	50,000	37,500	75,000	100,000
115	Retirement - Fire Plan A	Fire	-	-	100,000	86,275
116	Repairs & Maint. - Buildings/grounds	Fire	4,576	-	5,000	37,500
117	Repairs & Maint. Vehicles/Equip.	Fire	27,755	4,997	5,000	20,000
119	Equipment Non-capitalized	Fire	59,057	22,861	23,625	36,500
120	Professional Services	Fire	2,260	145,464	158,200	193,000
121	Capital Outlay - Improvements	Fire	-	-	25,810	-
122	Capital Outlay - Machinery and Equip.	Fire	8,700	-	-	119,000
125	Trfr to Cap Proj - Fire Decon Corridor	Fire	-	-	-	125,000
126	Trfr to Cap Proj - Aerial Ladder Fire Truck	Fire	600,000	168,750	225,000	-
127	Trfr to Cap Proj - Fire Safety Equipment	Fire	766	-	-	-
134	Professional Services	GIS	40,413	-	-	-
154	Capital Outlay - Machinery and Equip	Streets	-	-	-	185,000
156	Trfr to Debt Service - N Sheridan Interchange	Streets	72,000	-	-	-
157	Trfr to Debt Service - Hillside Stabilization	Streets	-	175,000	175,000	-
158	Trfr to Cap Proj - Street Overlay Program	Streets	602,165	562,500	750,000	750,000
159	Trfr to Cap Proj - Pavement Preservation	Streets	-	-	-	400,000
160	Trfr to Cap Proj - N Sheridan Interchange	Streets	50,000	-	-	-
161	Trfr to Cap Proj - E Downtown Impr	Streets	4,994	-	-	-
162	Trfr to Cap Proj - Bridge Repair	Streets	25,000	-	-	-
163	Trfr to Cap Proj - SAWS 2020 Airport Main	Streets	5,000	-	-	-
164	Trfr to Cap Proj - Hillside Stabilization	Streets	50,000	-	-	-
165	Trfr to Cap Proj - Main St Lane Configuration	Streets	175,000	56,250	75,000	-
166	Trfr to Cap Proj - Community Drainage	Streets	58,091	37,500	50,000	50,000
185	Capital Outlay - Machinery and Equip	Snow Removal	-	265,670	300,000	-
187	Capital Outlay - Improvements	City Service Shop	-	-	-	205,000
189	Capital Outlay - Machinery and Equip	City Service Shop	-	-	-	20,000
194	Professional Services - Park Improvements	Parks	1,225	2,163	3,000	18,000
200	Capital Outlay - Machinery and Equip.	Parks	49,800	42,441	49,000	160,000
202	Trfr to Cap Proj - Pathways	Parks	300,000	150,000	200,000	500,000
203	Trfr to Cap Proj - Blacktooth Park	Parks	250,000	187,500	250,000	280,000
204	Trfr to Cap Proj - Malcolm Wallop Park	Parks	195,000	-	-	-
220	Repairs & Maint. - Other	SPAC	14,144	1,625	10,000	10,000
221	Supplies	SPAC	916	-	2,000	2,000
222	Professional Services	SPAC	17,174	10,584	30,576	30,000
223	Publications Advertising and Printing	SPAC	2,168	300	4,000	4,000
224	Contractual Services	Recreation District	25,000	223,200	223,200	223,200
225	Utilities - Tennis Bubble	Recreation District	7,369	8,114	8,000	10,000
230	Total GPET Fund Expenditures		3,981,902	2,716,691	4,404,425	4,752,000
231	Revenues over Expenditures		161,573	986,353	(461,425)	-

DIRECT DISTRIBUTION FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	CARES Act Relief - Off of State Land & Investments	Revenue	900	-	-	-
2	Direct Distribution	Revenue	1,802,987	1,735,588	1,800,000	1,947,501
3	Interest	Revenue	2,705	1,974	-	-
4	Transfer from Special Revenue Fund	Revenue	821,317	-	-	-
6	Total Direct Distribution Revenue		2,627,908	1,737,562	1,800,000	1,947,501
7						
8	Contingency	No Dept	-	-	421,208	5,451
9	Supplies	Mayor/City Council	-	1,541	5,000	2,500
10	Professional Services	Mayor/City Council	-	9,500	20,000	30,000
13	Professional Services	Human Resources	-	40,066	48,000	18,000
16	Office Supplies	Administration	4,113	-	-	-
18	Professional Services	Clerk	8,938	69,377	93,000	30,000
19	Computer Hardware	Treasurer	1,400	1,750	1,750	-
24	Computer Hardware	Information Technology	3,134	7,962	6,000	19,600
25	Software Expense	Information Technology	-	-	5,400	5,500
29	Office Supplies	City Hall	2,824	-	2,500	2,500
30	Professional Services	City Hall	2,031	-	-	-
34	Professional Services	Other General	120,000	-	-	-
35	Publications Advertising and Printing	Other General	15,515	-	-	-
36	Sheridan County (Impact 307)	Other General	-	30,000	60,000	60,000
37	SEEDA	Other General	-	63,000	126,000	126,000
40	Trfr to Cap Proj - Locomotive	Other General	-	37,500	50,000	-
42	Contractual Services	Police	58,185	-	-	-
43	Repairs & Maint. - Buildings/grounds	Police	-	10,236	20,000	24,000
44	Repairs & Maint. Vehicles/Equip	Police	43,858	37,547	50,000	52,500
45	Copier Costs	Police	5,860	4,204	6,000	6,000
46	Computer Hardware	Police	5,891	5,025	5,025	-
47	Software Expense	Police	10,315	20,803	30,000	29,600
48	Gasoline Oil Diesel Supplies	Police	-	29,292	37,400	-
49	PD Range	Police	8,250	23,172	24,800	24,800
50	PD Lab	Police	3,683	3,638	6,000	7,000
51	Professional Services	Police	-	19,320	44,800	44,800
52	Capital Outlay - Improvements	Police	-	6,379	6,700	60,000
53	Capital Outlay - Machinery and Equip	Police	144,889	-	-	5,000
56	Retirement	Fire	-	-	100,000	-
59	Computer Hardware	Fire	3,250	4,700	3,300	3,100
61	Professional Services	Fire	17,887	-	-	-
62	Public Safety	Fire	1,538	858	3,000	1,750
64	Trfr to Cap Proj - Self-Contained Breathing Apparatus	Fire	300,000	-	-	-
65	Trfr to Cap Proj - New Ladder Fire Truck	Fire	675,000	-	-	-
69	Equipment Non-capitalized	Cemetery	-	-	2,000	-
71	Software Expense	Cemetery	4,065	1,795	2,400	2,400
74	Professional Services	Cemetery	12,544	2,659	19,000	9,000
75	Publications Advertising and Printing	Cemetery	2,599	-	4,400	2,500
76	Capital Outlay - Improvements	Cemetery	-	8,990	19,000	-
77	Capital Outlay - Machinery and Equip	Cemetery	92,504	-	12,000	-

DIRECT DISTRIBUTION FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
79	Software Expense	Engineering	-	11,000	11,500	12,000
80	Professional Services	Engineering	-	43,112	78,500	230,000
85	Professional Services	Planning	2,330	13,175	14,000	230,000
88	Software Expense	GIS	11,500	-	-	-
89	Professional Services	GIS	33,455	-	-	-
90	Professional Services	Building: Permits/Inspection	-	-	22,000	-
92	Concrete Repair	Streets	67,948	25,627	70,000	70,000
93	Equipment Rentals	Streets	53,759	92,716	75,000	92,000
95	Capital Outlay - Improvements	Streets	-	-	-	195,000
96	Capital Outlay - Machinery and Equip	Streets	222,468	14,854	249,854	-
98	Repairs & Maint. Vehicles/Equip.	Snow Removal	-	-	30,000	30,000
100	Supplies	Snow Removal	71,140	67,956	115,000	115,000
101	Professional services	Snow Removal	43,306	33,421	135,000	135,000
104	Software Expense	City Service Shop	7,847	300	5,000	5,000
105	Supplies	City Service Shop	10,634	8,319	12,000	12,000
106	Uniform Supplies	City Service Shop	1,830	1,580	1,500	1,500
108	Repairs & Maint. - Buildings/grounds	Parks	-	24,301	32,000	15,000
109	Repairs & Maint. Vehicles/Equip.	Parks	158	18,310	20,000	25,000
110	Repairs & Maint. - Irrigation	Parks	-	1,629	10,000	12,000
111	Supplies	Parks	21,564	27,725	50,000	66,000
113	Professional Services	Parks	55,240	39,462	50,000	70,000
115	Capital Outlay - Machinery and Equip	Parks	18,729	-	30,000	60,000
117	Total Direct Distribution Expenditures		2,181,872	862,801	2,246,036	1,947,501
118	Revenues over Expenditures		446,036	874,760	(446,036)	-

SPECIAL REVENUE FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Revenue	Revenue	1,873,605	101,156	397,124	447,275
2	Unreserved Fund Balance	Revenue			600,000	
3	Transfer from General Fund	Revenue	20,661	-	-	55,525
4	Transfer from GPET Fund	Revenue	15,174	-	-	-
12	Total Special Revenue Fund Revenue		1,909,440	101,156	997,124	502,800
13						
14	Capital Outlay - M&E - Phone System	Information Technology	45,386	-	-	-
16	Capital Outlay - Impr - ARPA	City Hall	-	-	1,555,742	-
17	Transfer to Direct Distribution	Other General	821,317	-	-	-
23	Gasoline Oil Diesel Supplies	Trolley Car	39	-	-	-
24	Insurance Vehicle	Trolley Car	90	-	-	-
32	Contractual Services	Travel and Tourism	554,492	-	-	-
41	Salaries and Wages - SRO SCSD2	Police	44,218	6,769	44,300	40,600
42	Salaries and Wages - College SRO	Police	-	-	-	49,600
43	Salaries and Wages - COPS	Police	18,064	-	-	-
45	Overtime - SRO SCSD2	Police	373	121	700	700
46	Overtime - EUDL	Police	3,216	7,583	18,000	10,500
47	Overtime - Tobacco Grant	Police	1,164	924	5,000	5,000
48	Overtime - Alcohol Inspection	Police	1,815	1,546	5,100	5,100
50	Overtime - College SRO	Police	-	-	-	700
51	Overtime - COPS	Police	712	-	-	-
52	Overtime - HWY	Police	11,113	12,844	22,500	22,500
54	Payroll Taxes - SRO SCSD2	Police	601	100	700	600
55	Payroll Taxes - EUDL	Police	43	107	300	200
56	Payroll Taxes - Tobacco Grant	Police	16	13	100	100
57	Payroll Taxes - Alcohol Inspection	Police	25	21	100	100
59	Payroll Taxes - College SRO	Police	-	-	-	800
60	Payroll Taxes - COPS	Police	261	-	-	-
61	Payroll Taxes - HWY	Police	156	180	500	500
63	Retirement - SRO SCSD2	Police	5,144	801	5,200	4,800
64	Retirement - EUDL	Police	374	881	2,000	1,200
65	Retirement - Tobacco Grant	Police	125	107	400	400
66	Retirement - Alcohol Inspection	Police	210	180	600	600
68	Retirement - College SRO	Police	-	-	-	5,800
69	Retirement - COPS	Police	2,161	-	-	-
70	Retirement - HWY	Police	1,291	1,493	3,000	3,000
72	Unemployment & Worker's Comp - SRO SCSD2	Police	438	55	500	1,100
73	Unemployment & Worker's Comp - EUDL	Police	20	90	400	100
74	Unemployment & Worker's comp - Tobacco Grant	Police	13	4	100	100
75	Unemployment & Worker's Comp - Alcohol Ins	Police	21	17	100	100
77	Unemployment & Worker's Comp - College SR	Police	-	-	-	1,300
78	Unemployment & Worker's Comp - COPS	Police	175	-	-	-
79	Unemployment & Worker's Comp - HWY	Police	33	175	500	500
81	Employee Insurance - SRO SCSD2	Police	14,713	114	14,300	1,100
82	Employee Insurance - EUDL	Police	105	-	300	-
83	Employee Insurance - Tobacco Grant	Police	38	6	400	400
84	Employee Insurance - Alcohol Inspection	Police	62	24	200	200
86	Employee Insurance - College SRO	Police	-	-	-	16,200
87	Employee Insurance - COPS	Police	3,967	-	-	-
88	Employee Insurance - HWY	Police	132	-	500	500
90	Contractual Services - EUDL	Police	-	4,400	12,000	6,000
91	Contractual Services - HWY	Police	-	-	500	500

SPECIAL REVENUE FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
94	Uniform Supplies - Bullet Proof Vests	Police	1,349	1,672	4,988	3,000
95	Crime Prevention - Crime Stoppers	Police	-	-	8,883	-
101	Miscellaneous - K-9 Unit	Police	-	-	5,122	-
103	Miscellaneous - Tobacco Grant	Police	850	-	2,500	2,500
104	Miscellaneous - Alcohol Inspection	Police	2,140	470	2,400	2,400
105	Housing/Comm Dev. - Abatement	Police	-	425	33,897	-
107	Other - Shop with a Cop	Police	6,500	5,146	6,172	4,500
111	Capital Outlay - Mach and Equip - HLS	Police	52,200	-	-	-
112	Capital Outlay - Machinery and Equip - HWY	Police	-	-	737	-
116	Capital Outlay - Machinery and Equip	Police	-	123,033	123,268	-
121	Salaries and Wages - SAFER Grant	Fire	-	-	-	145,100
122	Payroll Taxes - SAFER Grant	Fire	-	-	-	2,200
123	Retirement - SAFER Grant	Fire	-	-	-	23,300
124	Unemployment and Worker's Comp - SAFER Grant	Fire	-	-	-	3,700
125	Employee Insurance - SAFER Grant	Fire	-	-	-	47,800
126	Equipment Non-capitalized	Fire	2,772	-	33,167	-
127	Equipment Non-capitalized	Fire	5,610	-	1,328	-
128	Public Safety	Fire	-	-	1,524	-
137	Outside Services - Downtown Dev Initiative	Building: Permits/Inspection	-	-	26,881	-
139	Equipment Non-capitalized	Parks	1,748	537	-	100
140	Supplies - Sagebrush Community Garden	Parks	1,887	141	2,991	2,300
150	Capital Outlay - Art	Public Arts	74,375	38,250	101,892	85,000
234	Transfer to Capital Projects Fund	Capital Projects	8,221,302	-	-	-
257	Total Special Revenue Fund Expenditures		9,902,854	208,229	2,049,793	502,800
258	Revenues over Expenditures		(7,993,413)	(107,073)	(1,052,670)	-

CAP TAX FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Capital Facilities Tax	Revenue	3,955,612	3,381,719	3,500,000	-
2	Interest	Revenue	3,673	2,102	-	-
3	Total Cap Tax Fund Revenue		3,959,285	3,383,821	3,500,000	-
4						
22	Trfr to Debt Serv - N Sheridan Interchange	Streets	80,000	1,400,000	1,400,000	-
23	Trfr to Debt Serv - Hillside Stabilization	Streets	33,092	-	-	-
24	Trfr to Cap Proj - Street Overlay Program	Streets	-	75,000	100,000	-
25	Trfr to Cap Proj - S Downtown Neighborhood	Streets	100,000	-	-	-
26	Trfr to Cap Proj - N Sheridan Interchange	Streets	1,760,000	-	-	-
27	Trfr to Cap Proj - E 5th St Corridor	Streets	300,000	-	-	-
28	Trfr to Cap Proj - N Heights Waterline	Streets	1,645,000	750,000	1,000,000	-
29	Trfr to Cap Proj - Hillside Stabilization	Streets	248,606	-	-	-
30	Trfr to Cap Proj - Main St Reconstruction	Streets	-	375,000	500,000	-
31	Trfr to Cap Proj - Kendrick Pool Assessment	Parks	-	55,714	74,285	-
32	Trfr to Cap Proj - HUB Upward Project	Capital Projec	-	375,000	500,000	-
57	Total Cap Tax Fund Expenditures		4,166,698	3,030,714	3,574,285	-
58	Revenues over Expenditures		(207,413)	353,107	(74,285)	-

PUBLIC BENEFIT FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Franchise Fee	Revenue	1,014,632	573,367	900,000	-
2	Total Public Benefit Fund Revenue		1,014,632	573,367	900,000	-
3						
6	Trfr to Debt Serv - Hillside Stabilization	Streets	-	225,000	300,000	-
7	Trfr to Cap Proj - Street Overlay Program	Streets	200,000	150,000	200,000	-
8	Trfr to Cap Proj - N Sheridan Interchange	Streets	600,000	-	-	-
9	Trfr to Cap Proj - City Crushing Project	Parks	50,000	-	-	-
10	Trfr to Cap Proj - Blacktooth Park	Parks	-	235,974	314,632	-
11	Trfr to Cap Proj - Malcolm Wallop Park	Parks	-	150,000	200,000	-
13	Trfr to Cap Proj - Mydland Rd Sidewalk	Parks	50,000	-	-	-
33	Total Public Benefit Fund Expenditures		900,000	760,974	1,014,632	-
34	Revenues over Expenditures		114,632	(187,607)	(114,632)	-

CAPITAL PROJECTS FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	One Cent Sales Tax	Revenue				
2	One Cent Use Tax	Revenue				
10	Capital Facilities Tax	Revenue	-	-	-	4,679,000
16	Public Benefit	Revenue	-	-	-	1,035,000
40	Grants	Revenue	3,504,214	421,814	20,233,803	6,342,000
41	Interest	Revenue	15,053	21,981	-	-
44	Project Contributions	Revenue	232,093	52,972	52,972	-
47	Transfers from General Fund	Revenue	590,000	-	-	400,000
65	Transfers from GPET Fund	Revenue	2,532,746	1,237,500	1,650,000	1,600,000
75	Transfers from Cap Tax Fund	Revenue	4,053,606	1,630,714	2,174,285	-
82	Transfers from Public Benefit Fund	Revenue	850,000	535,974	714,632	-
83	Transfer from Special Revenue Fund	Revenue	8,221,302	-	-	-
96	Transfers from Other Projects	Revenue	293,542	14,634	14,634	-
102	Transfers from Direct Distribution Fund	Revenue	975,000	37,500	50,000	125,000
109	Transfers from Water Fund	Revenue	600,000	168,750	225,000	400,000
111	Transfers from Solid Waste Fund	Revenue	50,000	-	-	-
114	Transfers from Sewer Fund	Revenue	-	120,000	160,000	175,000
115	Total Capital Projects Fund Revenue		21,917,556	4,241,838	25,275,325	14,756,000
116						
117	Pavement Preservation	Capital Projects	-	-	-	400,000
118	Equipment Non-capitalized	Capital Projects	2,625	15,785	26,854	-
119	Professional Services - City Crushing Project	Capital Projects	63,058	144	384	-
120	Professional Services - Main St Configuration	Capital Projects	93,821	59,224	119,103	-
121	Professional Services - ACOE 1135 Study	Capital Projects	332,000	869,282	174,093	200,000
122	Professional Services - ACOE Gen Investigation	Capital Projects	-	-	-	350,000
124	Cap Outlay - Land - Hillside Stabilization	Capital Projects	79,235	-	-	-
125	Cap Outlay - Infra - Raw Sewage Pumps	Capital Projects	-	-	160,000	-
126	Cap Outlay - Infra - E Downtown Impr	Capital Projects	3,770	-	-	-
127	Cap Outlay - Infra - Loucks St	Capital Projects	790	-	-	-
130	Cap Outlay - Impr - Kendrick Park Impr	Parks	10,461	-	-	-
132	Cap Outlay - Impr - Watershed Control	Capital Projects	11,561	8,716	115,425	-
133	Cap Outlay - Impr - BGWTP Upgrades	Capital Projects	98	-	25,482	-
134	Cap Outlay - Impr - Sodium Hypochlorite Tank	Capital Projects	-	3,144	-	-
135	Cap Outlay - Impr - Hypochlorite Conversion	Capital Projects	15,597	36,697	194,679	-
136	Cap Outlay - Impr - Street Overlay Program	Capital Projects	840,824	1,070,386	1,544,307	1,100,000
137	Cap Outlay - Impr - Landfill Cell Closures	Capital Projects	67,079	122,275	4,252,055	-
138	Cap Outlay - Impr - S. Downtown Neighborhood	Capital Projects	-	-	100,000	400,000
139	Cap Outlay - Impr - West Downtown	Capital Projects	13,690	-	-	-
140	Cap Outlay - Impr - N Sheridan Interchange	Capital Projects	469,172	55,897	1,330,148	-
141	Cap Outlay - Impr - 319 Funding	Capital Projects	-	-	44,878	-
142	Cap Outlay - Impr - Landfill Remediation	Capital Projects	-	396,788	5,306,223	-
144	Cap Outlay - Impr - BGWTP Utilidor	Capital Projects	3,635	-	338,258	175,000
145	Cap Outlay - Impr - E 5th St Corridor	Capital Projects	155,350	411,814	2,476,331	642,000
146	Cap Outlay - Impr - City Hall Improvements	Capital Projects	22,790	12,292	214,359	-
147	Cap Outlay - Impr - Bridge Repair	Capital Projects	17,047	-	7,953	1,624,000
148	Cap Outlay - Impr - City Hall Renovations	Capital Projects	-	-	-	20,000
149	Cap Outlay - Impr - 5th & Long Roundabout	Capital Projects	-	-	-	150,000
150	Cap Outlay - Impr - Downtown Parking & Restrooms	Capital Projects	-	-	15,648	-
151	Cap Outlay - Impr - Hillside Stabilization	Capital Projects	2,977,439	425,723	448,280	-
152	Cap Outlay - Impr - Main St Lane Configuration	Capital Projects	-	-	2,350,000	7,200,000
153	Cap Outlay - Impr - The HUB - HVAC Impr	Capital Projects	2,170,914	-	-	-
154	Cap Outlay - Impr - HUB Upward Project	Capital Projects	-	500,000	500,000	-
155	Cap Outlay - Impr - Pathways	Capital Projects	141,133	58,910	1,320,267	650,000
156	Cap Outlay - Impr - Blacktooth Park	Capital Projects	179,205	76,963	1,445,985	665,000
157	Cap Outlay - Impr - Kendrick Park Impr	Capital Projects	5,252	20,933	151,098	100,000

CAPITAL PROJECTS FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
158	Cap Outlay - Impr - Park Improvements	Capital Projects	16,868	-	-	-
159	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	Capital Projects	15,964	589	907,717	-
160	Cap Outlay - Impr - Sheridan Pathway Connection	Capital Projects	-	-	125,979	-
161	Cap Outlay - Impr - Kendrick Pool Design/Eng	Capital Projects	2,296	-	74,285	555,000
162	Cap Outlay - Impr - Locomotive	Capital Projects	112,076	-	154,585	-
163	Cap Outlay - Impr - Property Cleanup Projects	Capital Projects	1,900	-	-	-
164	Cap Outlay - Impr - Mydland Road Sidewalk	Capital Projects	14,320	202,844	202,844	-
165	Cap Outlay - Impr - ACOE #84-99 Levee Repair	Capital Projects	64,269	2,588	83,971	-
166	Cap Outlay - Impr - Community Drainage	Capital Projects	140,969	14,638	48,332	50,000
167	Capital Outlay - M&E - ERP Software	Treasurer	139,016	60,800	456,086	-
168	Capital Outlay - M&E - Exhaust Capture Sys	Fire	152	-	123,229	125,000
169	Capital Outlay - M&E - SCBA	Fire	50,654	241,900	266,838	-
170	Capital Outlay - M&E - Ladder Fire Truck	Fire	-	1,443,810	1,500,000	-
171	Capital Outlay - M&E - Fire Safety Equipment	Fire	7,659	-	-	-
172	Cap Outlay - WL - Sheridan Hydropower	Capital Projects	3,878	-	-	-
173	Cap Outlay - WL - Terra, Turner, Riverside Watermain	Capital Projects	-	-	125,000	-
174	Cap Outlay - WL - E Downtown Impr	Capital Projects	8,679	-	-	-
175	Cap Outlay - WL - W&S Creek Crossing Repl	Capital Projects	97,565	720	71,832	175,000
176	Cap Outlay - WL - N Heights Waterline	Capital Projects	4,246	66,712	5,870,754	-
177	Cap Outlay - WL - SAWS 2020 Airport Main	Capital Projects	3,825	79,686	3,868,275	-
178	Cap Outlay - SL - Sanitary Sewer Creek Crossing	Capital Projects	332,542	22,457	39,904	175,000
179	Cap Outlay - SL - Sanitary Sewer Main Slip Lining	Capital Projects	-	33,100	400,000	-
180	Trfr to Debt Serv - N Sheridan Interchange	Capital Projects	-	498,075	498,075	-
181	Trfr to Debt Serv - Hillside Stabilization	Capital Projects	-	802,127	850,000	-
182	Transfer to Other Projects	Planning	420	-	-	-
183	Transfer to Other Projects	Planning	1,275	-	-	-
184	Transfer to Other Projects	Capital Projects	10,276	-	-	-
185	Transfer to Other Projects	Capital Projects	-	14,192	14,192	-
186	Transfer to Other Projects	Capital Projects	34,186	-	-	-
187	Transfer to Other Projects	Capital Projects	12,161	-	-	-
188	Transfer to Other Projects	Capital Projects	19,142	-	-	-
189	Transfer to Other Projects	Capital Projects	2,639	-	-	-
190	Transfer to Other Projects	Capital Projects	20,839	-	-	-
191	Transfer to Other Projects	Capital Projects	12,232	-	-	-
192	Transfer to Other Projects	Capital Projects	11,448	-	-	-
193	Transfer to Other Projects	Capital Projects	25,000	-	-	-
194	Transfer to Other Projects	Capital Projects	-	442	442	-
195	Transfer to Other Projects	Capital Projects	100,000	-	-	-
196	Transfer to Other Projects	Capital Projects	29,279	-	-	-
197	Transfer to Other Projects	Capital Projects	14,646	-	-	-
198	Total Capital Projects Fund Expenditures		8,986,965	7,629,654	38,344,148	14,756,000
199	Revenues over Expenditures		12,930,591	(3,387,816)	(13,068,823)	-

DEBT SERVICE FUND DETAIL

Line #	Account Description	Dept Name	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	E911 Contribution	Revenue	25,000	25,000	35,000	25,000
2	Special Assessments SID	Revenue	3,100	-	-	-
4	Special Assessments SID	Revenue	4,143	-	-	-
5	Special Assessment #77	Revenue	120,388	-	19,000	-
6	Special Assessment #78	Revenue	129,558	8,299	17,000	35,000
7	Interest and Penalties SID	Revenue	3,084	-	-	-
9	Interest & Penalties SID	Revenue	3,757	-	-	-
10	Interest & Penalties SID #77	Revenue	50,743	-	-	-
11	Interest & Penalties SID #78	Revenue	21,675	3,347	-	-
13	Transfer from General Fund	Revenue	58,953	16,150	58,955	58,954
14	Transfer from GPET Fund	Revenue	32,118	17,118	32,118	32,118
15	Transfer from GPET Fund	Revenue	72,000	-	-	-
16	Transfer from 1 Cent	Revenue	10,000	-	-	10,000
17	Transfer from GPET Fund	Revenue	-	175,000	175,000	-
18	Transfer from Capital Projects Fund	Revenue	-	498,075	498,075	-
19	Transfer from Capital Projects Fund	Revenue	-	802,127	850,000	-
20	Transfer from Cap Tax Fund	Revenue	80,000	1,400,000	1,400,000	-
21	Transfer from Cap Tax Fund	Revenue	33,092	-	-	-
22	Transfer from Public Benefit Fund	Revenue	-	225,000	300,000	-
23	Total Debt Service Fund Revenue		647,610	3,184,742	3,385,148	161,072
24						
25	Miscellaneous - SID #77	Streets	700	-	700	-
26	Miscellaneous - SID #78	Streets	1,000	1,000	1,000	1,000
27	Uncollectible Accounts	Streets	3,369	-	-	-
28	Principal - WAM/WCCA Loan	City Hall	-	5,000	10,000	10,000
29	Debt Service Principal - CAT Leases	Streets	37,459	27,668	39,007	40,622
30	Debt Service Principal - SID #77	Streets	70,000	70,000	70,000	-
31	Debt Service Principal - SID #78	Streets	20,000	135,000	50,000	30,000
33	Principal - CWSRF #164 - N Sheridan Interchange	Capital Projects	-	1,897,796	1,898,075	-
34	Principal - CWSRF #176 - Hillside Stabilization	Capital Projects	514	1,249,486	1,250,000	-
35	Principal - FIB Loan - E911 Phone System	Police	47,867	49,229	64,271	50,749
36	Debt Service Interest - CAT Leases	Streets	21,494	15,488	19,948	18,332
37	Debt Service Interest - SID #77	Streets	5,720	1,750	4,500	-
38	Debt Service Interest - SID #78	Streets	8,013	6,388	7,200	4,000
40	Interest - CWSRF #164 - N Sheridan Interchange	Capital Projects	-	224,279	224,000	-
41	Interest - CWSRF #176 - Hillside Stabilization	Capital Projects	32,578	27,641	75,000	-
42	Interest - FIB Loan - E911 Phone System	Police	9,251	7,889	7,847	6,369
43	Total Debt Service Fund Expenditures		257,964	3,718,613	3,721,548	161,072
44	Revenues over Expenditures		389,646	(533,871)	(336,400)	-

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 2021 assessed value of \$231,872,205, the City’s debt limit of 4% of the assessed valuation of the taxable property is \$9,274,888. The debt limit for the Sewer Fund is \$18,549,776. There is no limit for the Water Fund. The 2022 assessed values are not yet finalized, but the County Assessor is estimating an 20% increase. This would lead to a new assessed value of \$278,246,646. The City’s capital leases do not count towards its legal debt limit.

The City takes advantage of low interest loans from the State Loan Investment Board to fund many of the capital projects it undertakes. Many of these loans have principal forgiveness of up to 50%. The payments on these loans are budgeted and paid for through their respective Funds, except for the General Fund debt which is budgeted in the Debt Service Fund. Below is a chart showing the balance as of June 30, 2021, and the next three year’s lease payments.

Fund	Balance June 30, 2021	Estimated FY22 Payment	Estimated FY23 Payment	Estimated FY24 Payment
Debt Service Fund	\$3,408,800	\$1,337,413	\$179,506	\$179,480
Water Fund	\$10,363,938	\$628,275	\$666,610	\$678,915
Sewer Fund	\$5,509,633	\$304,575	\$323,160	\$329,124
Solid Waste Fund	\$0	\$0	\$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	Balance June 30, 2021	Estimated FY22 Payment	Estimated FY23 Payment	Estimated FY24 Payment
Debt Service Fund	\$466,436	\$58,953	\$58,953	\$58,953
Water Fund	\$120,806	\$19,734	\$19,734	\$19,734
Solid Waste Fund	1,133,153	\$200,845	\$200,845	\$320,608
Golf Course Fund	\$144,380	\$28,161	\$125,990	\$0

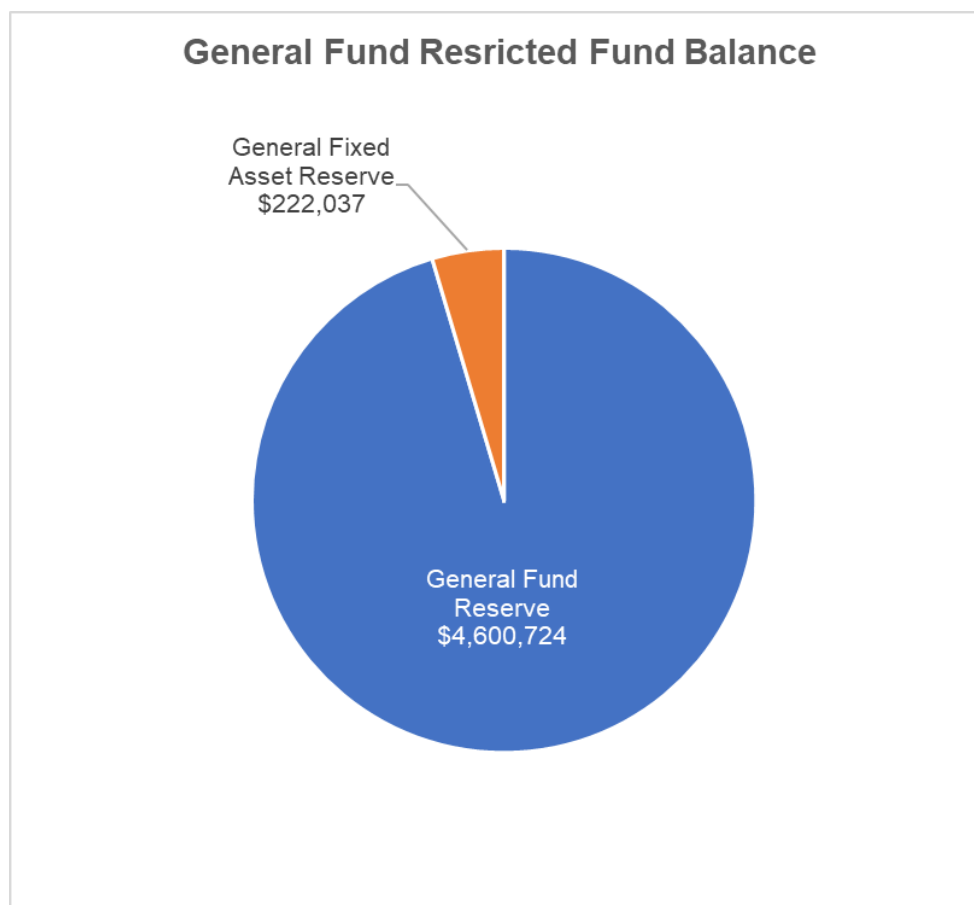
RESERVED FUND BALANCE

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

The City is making a concerted effort to fulfill the requirements of Resolution 17-14. With that in mind, staff will be requesting to add another \$1 million to the General Fund Restricted Fund Balance from the Unreserved Fund Balance.

As shown in the pie chart below, there are two different reserve funds in the General Fund. They are the General Fund Reserve (\$4,600,724, including the \$1M addition) and the General Fixed Asset Replacement Reserve (\$222,037).

With the addition of the \$1M to the General Fund Reserve, that amount will be 32.22% of the FY23 General Fund Expenditure Budget of \$14,278,100. Both reserves together will be 33.78% of the FY23 General Fund Expenditure Budget.



EXPENDITURE SUMMARY BY DEPARTMENT

Line #	Dept#	Dept	General Fund Budget FY23	GPET Budget FY23	Direct Distribution Budget FY23	Total Dept Budget FY23
1	0000	No Department	33	-	5,451	5,484
2	1100	Mayor/City Council	156,600	-	32,500	189,100
3	1200	Municipal Court	154,410			154,410
4	1300	Human Resources	303,750		18,000	321,750
5	1310	Administration	224,550	-	-	224,550
6	1320	Clerk	291,500		30,000	321,500
7	1321	Elections	60,000			60,000
8	1330	Treasurer	684,800	-	-	684,800
9	1340	Information Technology	347,600	-	25,100	372,700
10	1350	Attorney	142,000			142,000
11	1360	City Hall	109,400	30,000	2,500	141,900
12	1370	Other General	37,600	829,107	186,000	1,052,707
14	2400	Police	3,333,200	322,218	253,700	3,909,118
15	2430	Police Communications	725,400			725,400
16	2450	Animal Shelter	-	121,200		121,200
17	2500	Fire & Rescue	2,015,125	617,275	4,850	2,637,250
18	3647	Cemetery	187,950		13,900	201,850
20	4620	PW Admin & Engineering	623,300	-	242,000	865,300
21	4630	Planning	219,000	-	230,000	449,000
23	4632	Building: Permits/Inspections	637,500	-	-	637,500
24	4640	Streets	1,635,604	1,385,000	357,000	3,377,604
25	4641	Snow Removal	294,550	-	280,000	574,550
26	4644	City Service Shop	295,500	225,000	18,500	539,000
27	4662	Customer Service	608,950			608,950
28	5645	Community Forestry	210,850			210,850
29	5646	Parks	398,400	943,000	248,000	1,589,400
30	5648	Public Arts	2,900	46,000		48,900
31	5690	Recreation District	2,000	233,200		235,200
32	5692	Golf Course	575,628	-	-	575,628
33		Total Funding	14,278,100	4,752,000	1,947,501	20,977,601

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.

FY23 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 elected to serve as the City's legislative body. Together as the Governing Body, they are responsible for the long-range direction of the City, policy making, priority setting, and the local laws governing the community. The Governing Body consists of the Mayor, who serves as the Chairperson of the Council, and six Council members elected at-large. The Governing Body approves and amends the annual budget, enacts ordinances, resolutions, and other orders on behalf of the City. The Mayor and Council members represent the City on intergovernmental boards and committees and provide leadership throughout the community. The Governing Body appoints and evaluates the City Administrator, the City Attorney, the Municipal Judge, and approves the appointment of all members of various boards and commissions.

FY23 BUDGET INITIATIVES

The FY23 budget includes expenses to continue operations and the level of service previously provided by the Governing Body.

LONG-TERM GOALS

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

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

MAYOR/CITY COUNCIL

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	111,512	66,299	87,100	97,100
3	Payroll Taxes	8,364	5,001	6,700	7,500
4	Retirement	5,543	2,368	3,200	3,300
5	Unemployment and Worker's comp	596	427	1,000	1,400
6	Employee Insurance	14,248	5,733	7,300	7,900
7	Contractual Services	1,171	-	-	-
9	Telephone & Internet	1,798	905	1,400	1,400
10	Building Rent	30	-	-	-
11	Repairs & Maint. Vehicles/Equip.	-	171	900	450
13	Equipment, Non-Capitalized	-	1,824	6,500	500
14	Computer Hardware	3,571	-	-	850
15	Software Expense	99	-	100	-
16	Supplies	993	353	1,000	1,000
17	Office Supplies	542	16	1,600	1,600
18	Professional Services	60	-	-	750
19	Insurance Vehicle	102	103	100	150
20	Insurance Liability	993	711	1,000	800
21	Travel, Training & Memberships	-	25,132	47,500	31,500
22	Publications Advertising and Printing	453	-	700	400
24	Total General Fund	150,077	109,044	166,100	156,600
25					
30	Direct Distribution Fund				
31	Supplies	-	1,541	5,000	2,500
32	Professional Services	-	9,500	20,000	30,000
34	Total Direct Distribution Fund	-	11,041	25,000	32,500
35					
36	Total Mayor/City Council Budget Less Transfers	150,077	120,084	191,100	189,100

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.

FY23 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

FY23 BUDGET INITIATIVES

The FY23 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 FY23 is to complete the integration and utilize the functions of its case management software with DigiTicket, the e-citations program purchased by the Police Department. This paperless and more efficient method of producing and tracking citations will greatly benefit both departments as well as citizens who would prefer to make immediate payments for citations involving minor violations.

MUNICIPAL COURT

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	37,998	31,250	41,800	43,300
4	Overtime	273	511	300	400
5	Payroll Taxes	2,911	2,430	3,200	3,400
6	Retirement	4,098	3,691	4,900	5,100
7	Unemployment and Worker's comp	327	356	500	1,100
8	Employee Insurance	1,501	62	100	100
10	Telephone & Internet	520	295	550	450
11	Computer Hardware	-	-	900	850
12	Software Expense	5,068	5,340	9,225	10,660
14	Office Supplies	934	540	900	650
15	Professional Services	77,450	52,659	86,900	85,500
16	Insurance Liability	465	766	370	850
17	Travel, Training & Memberships	22	1,000	800	875
19	Publications Advertising and Printing	366	548	900	1,175
20	Miscellaneous	155	-	-	-
21	Total General Fund	132,087	99,447	151,345	154,410

ADMINISTRATION

MISSION STATEMENT

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

FY23 Administration Staffing		
Position	Headcount	FTE
City Administrator	1	1
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.

FY23 BUDGET INITIATIVES

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

LONG-TERM GOALS

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

ADMINISTRATION

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	125,216	114,174	155,900	158,100
5	Payroll Taxes	9,579	8,692	12,000	12,100
6	Retirement	13,924	13,267	18,200	18,400
7	Unemployment and Worker's comp	1,005	1,270	1,800	4,000
8	Employee Insurance	1,367	6,118	7,400	8,000
11	Telephone & Internet	1,976	1,327	2,900	2,000
13	Equipment, Non-Capitalized	-	1,824	4,225	9,000
14	Computer Hardware	80	-	650	-
15	Software Expense	274	204	300	-
16	Supplies	-	287	-	500
17	Office Supplies	695	70	800	800
19	Professional Services	1,006	2,677	3,500	2,500
20	Insurance Liability	1,340	1,273	1,340	1,400
21	Travel, Training & Memberships	1,227	3,435	5,000	7,500
23	Publications Advertising and Printing	645	49	500	250
25	Total General Fund	158,332	154,667	214,515	224,550
26					
27	GPET Fund				
29	Professional Services	-	4,500	4,500	-
30	Total GPET Fund	-	4,500	4,500	-
31					
32	Direct Distribution Fund				
34	Office Supplies	4,113	-	-	-
36	Total Direct Distribution Fund	4,113	-	-	-
37					
38	Total Admin Budget less Transfers	162,445	159,167	219,015	224,550

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!

FY23 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.

FY23 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	150,266	116,799	154,400	161,600
4	Payroll Taxes	11,022	8,634	11,900	12,400
5	Retirement	16,614	13,572	18,000	18,800
6	Unemployment and Worker's comp	1,205	1,310	1,700	4,100
7	Employee Insurance	26,860	19,526	26,100	28,300
8	Other Employee Expenses	-	10,099	13,000	13,000
9	Other Employee Exp - Wellness	11,251	13,139	14,000	14,000
10	Other Employee Exp - Safety	4,089	-	10,000	8,000
13	Telephone & Internet	2,171	1,544	2,500	2,500
14	Repairs & Maint. Vehicles/Equip.	90	-	-	-
16	Computer Hardware	1,654	-	200	850
17	Software Expense	-	590	-	600
19	Office Supplies	2,366	1,595	2,200	2,200
21	Professional Services	20,298	-	-	-
22	Insurance Liability	1,369	1,261	1,400	1,400
23	Travel, Training & Memberships	(536)	5,631	9,000	11,000
24	Job Recruitment Costs	42,361	10,891	25,000	25,000
25	Publications Advertising and Printing	-	89	-	-
26	Total General Fund	291,079	204,679	289,400	303,750
27					
28	Direct Distribution Fund				
30	Professional Services	-	40,066	48,000	18,000
32	Total Direct Distribution Fund	-	40,066	48,000	18,000
33					
34	Total HR Budget less Transfers	291,079	244,746	337,400	321,750

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.

FY23 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.

FY23 BUDGET INITIATIVES

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

LONG-TERM GOALS

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

CLERK

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	130,559	102,907	136,900	145,000
4	Overtime	189	259	400	400
5	Payroll Taxes	9,215	7,269	10,500	11,100
6	Retirement	14,455	11,988	15,900	16,900
7	Unemployment and Worker's comp	1,061	1,158	1,600	3,700
8	Employee Insurance	27,260	22,683	27,700	36,600
11	Telephone & Internet	2,159	1,537	2,100	2,100
14	Equipment Non-Capitalized	-	-	4,500	3,500
15	Computer Hardware	2,613	1,087	-	1,500
16	Software Expense	14,882	8,789	15,000	37,000
17	Supplies	-	18	-	-
18	Office Supplies	2,435	1,656	4,500	4,000
19	Uniform Supplies	42	-	-	-
21	Professional Services	1,283	2,915	4,000	4,000
22	Insurance Liability	1,143	1,117	1,150	1,200
23	Travel, Training & Memberships	1,202	3,362	6,400	4,500
25	Publications Advertising and Printing	18,178	12,289	21,000	20,000
26	Total General Fund	226,673	179,034	251,650	291,500
27					
28	Direct Distribution Fund				
29	Professional Services	8,938	69,377	93,000	30,000
30	Total Direct Distribution Fund	8,938	69,377	93,000	30,000
31					
32	Total Clerk Budget less Transfers	235,611	248,411	344,650	321,500

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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding for the 2022 election.

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	FY22	Budget	Budget
Line #	Account Description	FY21	March YTD	FY22	FY23
1	General Fund				
3	Professional Services	37,271	-	-	60,000
6	Total General Fund	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

FY23 Treasurer Staffing		
Position	Headcount	FTE
City Treasurer	1	1
Assistant City Treasurer	1	1
Staff Accountant	1	1
Accounts Payable/Payroll Technician	1	1
Purchasing/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

FY23 BUDGET INITIATIVES

The FY23 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 continued implementation of the new accounting/financial software 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	333,520	250,641	341,900	354,400
4	Overtime	510	3,844	1,400	5,000
5	Payroll Taxes	24,788	18,517	26,200	27,200
6	Retirement	36,933	29,145	39,800	41,200
7	Unemployment and Worker's comp	2,680	2,862	3,800	8,900
8	Employee Insurance	39,361	30,106	47,100	67,700
10	Telephone & Internet	3,183	2,024	2,950	3,200
11	Repairs & Maint - Vehicles/Equip	123	-	250	-
13	Equipment Non-Capitalized	-	-	-	15,000
14	Computer Hardware	185	-	-	1,000
15	Software Expense	21,480	38,553	40,000	63,200
16	Supplies	-	9	-	-
17	Office Supplies	6,239	4,635	6,000	6,200
18	Professional services	75,944	82,398	79,000	80,250
19	Insurance Liability	3,798	3,555	3,800	3,900
20	Travel, Training & Memberships	2,067	3,283	5,200	6,700
21	Publications Advertising and Printing	899	-	650	950
22	Trfr to Cap Proj - ERP Software	590,000	-	-	-
24	Total General Fund	1,141,710	469,573	598,050	684,800
25					
26	Direct Distribution Fund				
27	Computer Hardware	1,400	1,750	1,750	-
32	Total Direct Distribution Fund	1,400	1,750	1,750	-
33					
34	Capital Projects Fund				
36	Capital Outlay - M&E - ERP Software	139,016	60,800	456,086	-
37	Total Capital Projects Fund	139,016	60,800	456,086	-
38					
39	Total Treasurer Budget less Transfers	692,125	532,123	1,055,885	684,800

CUSTOMER SERVICE

MISSION STATEMENT

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

FY23 Customer Service Staffing		
Position	Headcount	FTE
Customer Service Supervisor	1	1
Customer Service Specialist	3	3

WHAT WE DO

The Customer Service Division is responsible for meter reading, account maintenance, fee calculations, and accounts receivables for over 10,000 utility customers with nearly 120,000 bills prepared annually. 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 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. Approximately 650 applications are processed annually.

Other specific functions include:

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

FY23 BUDGET INITIATIVES

The FY23 budget includes expenses necessary to continue the level of service currently provided by the Customer Service Division. These expenses primarily consist of professional services such as banking fees, bill printing expenses, and processing fees for various bill pay options. Software licenses and customer support for the utility billing program, cashiering software, and meter reading/data hosting for the AMI system are also included.

LONG-TERM GOALS

Division goals consist of implementing the utility billing and cash receipts software solution within the Tyler Technologies accounting and financial system. An additional objective is creating and implementing a formal public information program aimed at expanding the content and methods used to inform, educate and serve the community. Lastly, developing a Project scope and budget to provide increased security to the Customer Service office.

CUSTOMER SERVICE

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	171,653	134,723	178,600	185,300
4	Overtime	1,992	1,360	2,400	2,400
5	Payroll Taxes	12,911	10,056	13,700	14,200
6	Retirement	19,166	15,813	20,800	21,600
7	Unemployment and Worker's comp	1,397	1,525	2,000	4,700
8	Employee Insurance	21,669	21,039	20,400	40,300
9	Temporary Services Labor	5,960	-	-	-
12	Telephone & Internet	1,197	693	1,100	1,050
14	Copier Costs	673	-	1,400	-
16	Computer Hardware	2,667	-	-	2,550
17	Software Expense	51,275	21,572	72,000	65,800
19	Office Supplies	4,784	4,740	5,150	8,450
20	Professional services	222,186	178,113	218,475	256,700
21	Insurance Liability	1,596	1,458	1,600	1,600
22	Travel, Training & Memberships	172	22	4,200	2,800
23	Publications Advertising and Printing	727	822	1,450	1,500
25	Total General Fund	520,024	391,934	543,275	608,950

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

FY23 BUDGET INITIATIVES

The FY23 budget includes an increase in legal fees

LONG-TERM GOALS

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

ATTORNEY

		Actual	FY22	Budget	Budget
Line #	Account Description	FY21	March YTD	FY22	FY23
1	General Fund				
2	Outside Services - Arbitration	638	-	-	
3	Professional services	129,434	88,983	120,000	142,000
4	Total General Fund	130,071	88,983	120,000	142,000

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.

FY23 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, Wi-Fi, firewalls, 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.

FY23 BUDGET INITIATIVES

The FY23 budget includes expenses to continue the level of service previously provided by the Information Technology Division. This includes ongoing renewals of critical software and hardware systems, such as our firewall, endpoint defense (AV), remote management/support system, digital signage, server backup software, IT Training for employees, helpdesk services, and SIEMS logging and event management. The budget accounts for continued upgrades of servers, storage arrays, and network infrastructure (switches, firewalls, and routers) as needed on a regular replacement plan.

LONG-TERM GOALS

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

INFORMATION TECHNOLOGY

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	81,862	98,959	140,200	150,400
3	Part-time/Seasonal Wages	-	-	6,000	-
4	Overtime	-	501	-	500
5	Payroll Taxes	6,042	7,413	10,800	11,600
6	Retirement	9,051	11,558	16,300	17,500
7	Unemployment and Worker's comp	657	1,081	1,600	3,800
8	Employee Insurance	13,011	13,665	32,000	21,700
10	Telephone & Internet	1,677	1,992	2,000	2,900
11	Repairs & Maint. Vehicles/Equip.	-	136	-	-
12	Computer Hardware	1,313	2,621	1,600	1,700
13	Software Expense	47,528	68,171	66,400	108,700
14	Supplies	870	2,188	1,000	2,500
15	Office Supplies	250	148	125	1,000
16	Professional services	37,867	20,672	39,000	19,000
17	Insurance Liability	767	1,145	770	1,300
18	Travel, Training & Memberships	-	-	1,500	5,000
19	Publications Advertising and Printing	106	96	-	-
21	Total General Fund	201,001	230,346	319,295	347,600
22					
23	GPET Fund				
26	Computer Hardware	-	12,670	12,670	-
27	Software Expense	5,400	-	-	-
28	Professional Services	27,881	-	-	-
30	Total GPET Fund	33,281	12,670	12,670	-
31					
32	Direct Distribution Fund				
33	Computer Hardware	3,134	7,962	6,000	19,600
34	Software Expense	-	-	5,400	5,500
37	Total Direct Distribution Fund	3,134	7,962	11,400	25,100
38					
39	Special Revenue Fund				
40	Capital Outlay - M&E - Phone System	45,386	-	-	-
41	Total Special Revenue Fund	45,386	-	-	-
42					
43	Total IT Budget less Transfers	282,802	250,978	343,365	372,700

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.

FY23 BUDGET INITIATIVES

The FY23 budget includes general maintenance, utilities, cleaning services, and costs associated with copying. Also included is a loan payment for the window replacement project.

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. Walls in the Treasurer's office, and new carpet, paint, and window shades are scheduled improvements.

CITY HALL

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
3	Utilities	19,740	16,970	18,000	18,000
4	Insurance Property	7,382	8,028	7,400	8,800
6	Repairs & Maint. - Other	12,885	8,978	15,000	15,000
7	Copier Costs	11,094	7,112	12,000	12,000
8	Equipment Rental	3,576	1,788	3,500	3,500
10	Supplies	4,139	2,082	4,700	4,700
11	Office Supplies	1,836	1,357	3,200	3,200
12	Professional Services	42,637	22,987	44,000	44,000
13	Insurance Vehicle	136	137	140	200
15	Publications Advertising and Printing	339	-	-	-
17	Total General Fund	103,764	69,439	107,940	109,400
18					
19	GPET Fund				
20	Trfr to Debt Service - City Hall Improvements	10,000	-	-	10,000
21	Trfr to Cap Proj - City Hall Impr - Windows	100,000	-	70,000	-
22	Trfr to Cap Proj - City Hall Renovations	-	-	-	20,000
23	Total GPET Fund	110,000	-	70,000	30,000
24					
25	Direct Distribution Fund				
27	Office Supplies	2,824	-	2,500	2,500
28	Professional Services	2,031	-	-	-
32	Total Direct Distribution Fund	16,546	-	2,500	2,500
33					
34	Special Revenue Fund				
36	Capital Outlay - Impr - ARPA	-	-	1,555,742	-
37	Total Special Revenue Fund	-	-	1,555,742	-
39					
44	Debt Service Fund				
45	Principal - WAM/WCCA Loan	-	5,000	10,000	10,000
46	Total Debt Service Fund	-	5,000	10,000	10,000
47					
48	Total City Hall Budget less Transfers	230,310	74,439	1,746,182	151,900

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.

FY23 BUDGET INITIATIVES

The FY23 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Other Employee Expenses	10,292	-	-	-
5	Insurance Property	18,067	16,010	16,700	17,600
7	Insurance Liability	12,313	18,180	13,000	20,000
8	Travel, Training & Memberships	22,432	-	-	-
15	Total General Fund	63,103	34,190	29,700	37,600
16					
17	GPET Fund				
21	Housing/Comm Dev. - Abatement	3,520	-	-	-
22	Sheridan County Juvenile Justice JPB	110,000	97,500	130,000	130,000
23	Sheridan Arts Council	1,500	1,300	1,300	1,500
24	Advocacy & Resource Center	10,000	10,725	14,300	18,000
25	Habitat for Humanity of the Eastern Bighorns	10,000	7,800	10,400	25,000
26	SAGE Community Arts	8,000	4,425	5,900	10,000
28	Sheridan County Chamber of Commerce	25,000	11,550	15,400	50,000
30	Downtown Sheridan Association	25,000	21,450	31,800	40,000
31	Sheridan County Historical Society	15,000	13,875	18,500	20,000
33	Sheridan Community Land Trust	15,000	16,275	21,700	25,000
34	North Main Association	25,000	7,275	9,700	-
35	Sheridan County Conservation District	10,000	5,625	7,500	10,000
36	Sheridan County (Airport Service)	180,414	118,052	619,586	400,000
37	Sheridan County (Impact 307)	80,000	-	-	-
39	Northern Wyoming Community College District	100,000	-	-	-
43	Child Development Center	7,500	2,850	3,800	7,500
46	The Hub on Smith	80,000	49,350	65,800	11,000
47	Compass Center for Families (CASA)	10,000	10,725	14,300	20,000
51	Contingency	-	-	73,666	24,107
53	Sheridan Health Center	20,000	11,175	14,900	-
54	Uprising	-	2,625	3,500	7,000
55	Second Chance Sheridan Cat Rescue	-	18,750	25,000	30,000
58	Trfr to Cap Proj - The HUB HVAC Improvements	116,730	-	-	-
59	Trfr to Cap Proj - Locomotive	-	75,000	100,000	-
64	Trfr to Spec Rev - Dilapidation Abatement	15,174	-	-	-
67	Total GPET Fund	867,838	486,327	1,187,052	829,107
68					
69	Direct Distribution Fund				
71	Professional Services	120,000	-	-	-
72	Publications Advertising and Printing	15,515	-	-	-
73	Sheridan County (Impact 307)	-	30,000	60,000	60,000
74	SEEDA	-	63,000	126,000	126,000
77	Trfr to Cap Proj - Locomotive	-	37,500	50,000	-
80	Total Direct Distribution Fund	135,515	130,500	236,000	186,000
81					
82	Special Revenue Fund				
87	Transfer to Direct Distribution	821,317	-	-	-
88	Total Special Revenue Fund	821,317	-	-	-
90					
91	Total Other General Budget less Transfers	934,552	538,517	1,302,752	1,052,707

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.

FY23 BUDGET INITIATIVES

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

LONG-TERM GOALS

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

SHERIDAN PUBLIC ARTS COMMITTEE (SPAC)

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Insurance Property	-	2,654	2,400	2,900
3	Total General Fund	-	2,654	2,400	2,900
4					
5	GPET Fund				
6	Repairs & Maint. - Other	14,144	1,625	10,000	10,000
7	Supplies	916	-	2,000	2,000
8	Professional services	17,174	10,584	30,576	30,000
9	Publications Advertising and Printing	2,168	300	4,000	4,000
10	Total GPET Fund	34,403	12,509	46,576	46,000
11					
12	Special Revenue Fund				
13	Public Arts Contributions	69,824	52,530	85,000	85,000
15	Total Special Revenue Fund Revenue	69,824	52,530	85,000	85,000
16					
18	Capital Outlay - Art	74,375	38,250	101,892	85,000
21	Total Special Revenue Fund	74,375	38,250	101,892	85,000
22					
23	Total SPAC Budget less Transfers	108,778	53,414	150,868	133,900

TROLLEY CAR

MISSION STATEMENT

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

FY23 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.

FY23 BUDGET INITIATIVES

The FY23 budget does not include funding as both trolleys were sold.

TROLLEY CAR

		Actual	FY22	Budget	Budget
Line #	Account Description	FY21	March YTD	FY22	FY23
1	Special Revenue Fund				
8	Gasoline Oil Diesel Supplies	39	-	-	-
9	Insurance Vehicle	90	-	-	-
12	Total Special Revenue Fund	129	-	-	-

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

FY23 BUDGET INITIATIVES

The FY23 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

		Actual	FY22	Budget	Budget
Line #	Account Description	FY21	March YTD	FY22	FY23
6	Special Revenue Fund				
14	Contractual Services	554,492	-	-	-
23	Total Special Revenue Fund	554,492	-	-	-

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.

FY23 Police Staffing		
Position	Headcount	FTE
Police Chief	1	1
Police Captain	1	1
Administrative Coordinator	1	1
Police Lieutenant	2	2
Police Sergeant	4	4
Police Corporal	5	5
Police Officer	18	18
Community Service Officer	2	2
Evidence Technician	1	1
Records Technician	3	3

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

FY23 BUDGET INITIATIVES

The FY23 budget has an additional police officer position that is budget neutral due to MOUs with Sheridan College and Sheridan County School District 2 for the addition of an SRO position. The department is again hoping to purchase of three (3) patrol vehicles to maintain a strong and healthy fleet. The cooling tower is near end of life and funds are being allocated for replacement, along with the exploration of grant opportunities. A covered parking area has been requested to protect fleet vehicles from extreme weather conditions, prolonging their longevity.

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 department continues to partner with other entities for initiatives such as Safe Rides and 24/7.

POLICE

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	1,864,328	1,577,852	2,119,800	2,205,100
4	Overtime	26,247	27,905	25,000	25,000
6	Payroll Taxes	45,366	37,535	51,900	53,900
8	Retirement	209,779	180,597	245,000	254,900
10	Unemployment and Worker's comp	14,567	17,976	23,200	54,800
12	Employee Insurance	377,662	296,697	498,100	483,700
14	Employee Allowance Housing/Car	1,350	-	-	-
16	Utilities	26,818	21,151	23,000	25,000
17	Insurance Property	5,449	5,934	5,000	6,500
18	Telephone & Internet	29,843	21,719	30,000	30,000
21	Repairs & Maint. Other	375	-	1,500	1,000
22	Equipment Non-capitalized	1,000	-	-	-
23	Computer Hardware	9,750	-	-	-
24	Supplies	11,851	10,696	21,000	21,000
25	Office Supplies	6,643	4,974	9,000	9,000
26	Uniform Supplies	17,166	11,261	18,000	20,000
27	Gasoline Oil Diesel Supplies	43,461	6,917	25,600	53,000
30	Crime Prevention	31,674	23,215	32,000	32,000
32	Insurance Vehicle	3,055	3,164	3,000	3,500
33	Insurance Liability	22,899	21,599	22,900	23,800
34	Insurance Claims	6,206	7	-	-
35	Travel, Training & Memberships	19,383	8,660	28,000	26,000
37	Job Recruitment Costs	-	800	2,000	2,000
38	Publications Advertising and Printing	2,197	4,318	3,000	3,000
44	Trfr to Spec Rev Dilapidation Abatement	18,723	-	-	-
45	Total General Fund	2,795,791	2,282,976	3,187,000	3,333,200
46					
47	GPET Fund				
51	Repairs & Maint. Other	33,999	-	-	-
52	Computer Hardware	-	17,400	35,500	30,800
53	Software Expense	1,435	27,877	35,000	-
57	Professional Services	15,348	25,104	40,582	41,000
59	Capital Outlay Improvements	26,463	-	-	-
60	Capital Outlay Machinery and Equip.	104,446	-	197,192	202,000
62	Transfer to Debt Service Fund	32,118	17,118	32,118	32,118
64	Salaries and Wages SRO SCSD2	13,902	6,124	14,800	13,600
65	Overtime SRO SCSD2	44	-	100	100
66	Payroll Taxes SRO SCSD2	189	81	300	200
67	Retirement SRO SCSD2	1,621	712	1,800	1,600
68	Unemployment & Worker's comp SRO SCSD2	(18)	99	200	400
69	Employee Insurance SRO SCSD2	3,075	2,440	4,800	400
70	Salaries and Wages COPS	17,496	-	-	-
71	Overtime COPS	505	-	-	-
72	Payroll Taxes COPS	251	-	-	-
73	Retirement COPS	2,080	-	-	-
74	Unemployment and Worker's comp COPS	102	-	-	-
75	Employee Insurance COPS	3,424	-	-	-
78	Total GPET Fund	256,479	96,954	362,392	322,218

POLICE

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
80	Direct Distribution Fund				
81	Contractual Services	58,185	-	-	-
82	Repairs & Maint. Buildings/grounds	-	10,236	20,000	24,000
83	Repairs & Maint. Vehicles/Equip	43,858	37,547	50,000	52,500
84	Copier Costs	5,860	4,204	6,000	6,000
85	Computer Hardware	5,891	5,025	5,025	-
86	Software Expense	10,315	20,803	30,000	29,600
87	Gasoline Oil Diesel Supplies	-	29,292	37,400	-
88	PD Range	8,250	23,172	24,800	24,800
89	PD Lab	3,683	3,638	6,000	7,000
90	Professional Services	-	19,320	44,800	44,800
91	Capital Outlay Improvements	-	6,379	6,700	60,000
92	Capital Outlay Machinery and Equip	144,889	-	-	5,000
98	Total Direct Distribution Fund	280,931	159,617	230,725	253,700
99					
100	Special Revenue Fund				
102	Salaries and Wages SRO SCSD2	44,218	6,769	44,300	40,600
103	Overtime SRO SCSD2	373	121	700	700
104	Payroll Taxes SRO SCSD2	601	100	700	600
105	Retirement SRO SCSD2	5,144	801	5,200	4,800
106	Unemployment & Worker's comp SRO SCSD2	438	55	500	1,100
107	Employee Insurance SRO SCSD2	14,713	114	14,300	1,100
108	Miscellaneous K-9 Unit	-	-	5,122	-
110	Uniform Supplies Bullet Proof Vests	1,349	1,672	4,988	3,000
114	Professional Services Shop with a Cop	6,500	5,146	6,172	4,500
115	Overtime EUDL	3,216	7,583	18,000	10,500
116	Payroll Taxes EUDL	43	107	300	200
117	Retirement EUDL	374	881	2,000	1,200
118	Unemployment and Worker's Comp EUDL	20	90	400	100
119	Employee Insurance EUDL	105	-	300	-
121	Contractual Services EUDL	-	4,400	12,000	6,000
125	Overtime Tobacco Grant	1,164	924	5,000	5,000
127	Payroll Taxes Tobacco Grant	16	13	100	100
129	Retirement Tobacco Grant	125	107	400	400
131	Unemployment and Worker's comp Tobacco Grant	13	4	100	100
133	Employee Insurance Tobacco Grant	38	6	400	400
135	Miscellaneous Tobacco Grant	850	-	2,500	2,500
136	Overtime Alcohol Inspection	1,815	1,546	5,100	5,100
137	Payroll Taxes Alcohol Inspection	25	21	100	100
138	Retirement Alcohol Inspection	210	180	600	600
139	Unemployment and Worker's Comp Alcohol Inspection	21	17	100	100
140	Employee Insurance Alcohol Inspection	62	24	200	200
142	Miscellaneous Alcohol Inspection	2,140	470	2,400	2,400
148	Salaries and Wages SRO College	-	-	-	49,600
149	Overtime SRO College	-	-	-	700
150	Payroll Taxes SRO College	-	-	-	800
151	Retirement SRO College	-	-	-	5,800
152	Unemployment and Worker's Comp SRO College	-	-	-	1,300
153	Employee Insurance SRO College	-	-	-	16,200

POLICE

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
154	Salaries and Wages COPS	18,064	-	-	-
155	Overtime COPS	712	-	-	-
156	Payroll Taxes COPS	261	-	-	-
157	Retirement COPS	2,161	-	-	-
158	Unemployment and Worker's comp COPS	175	-	-	-
159	Employee Insurance COPS	3,967	-	-	-
162	Capital Outlay Mach and Equip HLS	52,200	-	-	-
163	Overtime HWY	11,113	12,844	22,500	22,500
164	Payroll Taxes HWY	156	180	500	500
165	Retirement HWY	1,291	1,493	3,000	3,000
166	Unemployment and Worker's Comp HWY	33	175	500	500
167	Employee Insurance HWY	132	-	500	500
168	Contractual Services HWY	-	-	500	500
170	Capital Outlay Machinery and Equip HWY	-	-	737	-
175	Capital Outlay Machinery and Equip	-	123,033	123,268	-
176	Crime Prevention Crime Stoppers	-	-	8,883	-
180	Housing/Comm Dev. Abatement	-	425	33,897	-
181	Total Special Revenue Fund	173,837	169,300	326,268	193,300
187					
188	Debt Service Fund				
189	Principal FIB Loan E911 Phone System	47,867	49,229	64,271	50,749
190	Interest FIB Loan E911 Phone System	9,251	7,889	7,847	6,369
191	Total Debt Service Fund	57,118	57,118	72,118	57,118
192					
193	Total Police Budget less Transfers	3,513,315	2,748,847	4,146,385	4,127,418

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.

FY23 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

FY23 BUDGET INITIATIVES

The FY23 budget has only one change, other than personnel increases due to our previously implemented certification-based increase called communication tiers. The communications budget has an added line item for uniform purchases for our technicians. Professional polo shirts and jackets or vests are provided to the communications technicians for a professional and consistent appearance. Previously, all purchases were coming from the police budget. The communications center has a high historical turnover rate and is currently short one position, with one applicant in backgrounds at this time. 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	391,928	332,684	466,400	479,100
3	Part-time/Seasonal Wages	4,170	458	-	-
4	Overtime	32,659	25,219	35,000	35,000
5	Payroll Taxes	31,199	26,383	35,700	36,700
6	Retirement	48,268	39,539	54,300	55,800
7	Unemployment and Worker's comp	361	366	500	1,200
8	Employee Insurance	86,696	64,003	107,100	103,700
10	Telephone & Internet	2	1	500	500
13	Supplies	1,744	870	2,500	2,500
14	Uniform Supplies		-	-	2,800
15	Travel, Training & Memberships	4,083	1,830	8,100	8,100
16	Total General Fund	601,111	491,354	710,100	725,400

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

The Shelter's daily housing as increased dramatically from an average of 144 animals per day to 226.

Pets safely returned to their owners:

- 274 Dogs
- 37 Cats
- 1 Coyote
- 1 Goat
- 1 Sheep
- 1 Ferret

Adoptions:

- 218 Dogs
- 184 Cats
- 1 Rabbit
- 12 Chickens
- 1 Hamster
- 6 Guinea Pigs
- 2 Ducks
- 2 Giant Fish (you can see them at Ole's Pizza!)

Pets Surrendered:

- 217 animals were surrendered to the Shelter.

Strays:

- 609 animals were brought to the shelter as strays or surrenders through

Services:

- Issued 255 low cost spay neuter certificates
- 2,328.25 volunteer hours and provided thousands of hours of community service opportunities

FY23 BUDGET INITIATIVES

The FY23 budget reflects the operational payment of \$100,000, along with building/facility maintenance and utilities. The city is projecting some maintenance items to be necessary for continued operations as the facility is approximately 20 years old.

LONG-TERM GOALS

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

ANIMAL SHELTER

		Actual	FY22	Budget	Budget
Line #	Account Description	FY21	March YTD	FY22	FY23
5	GPET Fund				
6	Utilities	12,546	10,924	15,000	15,000
7	Insurance Property	1,015	1,088	1,100	1,200
8	Telephone & Internet	1,433	722	-	-
11	Repairs & Maint. - Other	736	951	4,300	5,000
13	Dog and Cat Shelter Support	50,000	37,500	75,000	100,000
15	Total GPET Fund	65,730	51,185	95,400	121,200
20					
21	Total Animal Shelter Budget less Transfers	65,730	51,185	95,400	121,200

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).

FY23 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
Firefighter I – (SAFER Grant dependent)	3	3

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

FY23 BUDGET INITIATIVES

The FY22 budget includes expenses to continue the level of service previously provided by the Fire Department. It also includes three (3) Firefighter I additional positions. Filling these positions will be dependent on a successful SAFER grant application. This budget also includes the legislatively mandated contribution to the Fire Plan A pension.

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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	1,115,894	894,503	1,247,900	1,267,600
3	Overtime	78,088	83,050	57,000	70,000
4	Payroll Taxes	19,745	16,074	21,500	21,900
5	Retirement	159,197	143,298	185,400	200,400
6	Unemployment and Worker's comp	9,203	11,267	13,800	31,700
7	Employee Insurance	180,560	151,278	203,400	221,000
8	Contractual Services	2,433	1,498	2,750	3,000
9	Utilities	13,310	11,130	14,000	16,000
10	Repairs & Maint. - Buildings/grounds	-	8,611	9,500	10,000
11	Insurance Property	4,236	4,618	4,000	5,100
12	Telephone & Internet	11,912	7,880	12,500	12,500
13	Repairs & Maint. Vehicles/Equip.	-	17,693	10,000	10,000
15	Copier Costs	2,981	2,488	3,600	4,000
18	Software Expense	4,118	4,314	5,200	7,000
19	Supplies	5,314	4,382	6,500	6,000
20	Office Supplies	2,148	1,740	3,000	3,000
21	Uniform Supplies	7,900	6,879	9,000	16,000
22	Gasoline Oil Diesel Supplies	6,312	8,458	8,100	12,000
23	EMS Supplies	5,903	5,909	6,000	7,500
24	Professional Services	102	-	-	-
25	Insurance Vehicle	4,049	4,240	3,800	4,700
26	Insurance Liability	10,030	10,191	10,030	11,200
27	Travel, Training & Memberships	9,452	8,847	15,000	15,000
28	Staff Licenses & Certifications	924	271	500	1,000
29	Publications Advertising and Printing	-	192	-	-
31	CPR	1,921	979	6,000	3,000
32	Trfr to Spec Rev - Fire SAFER Grant	-	-	-	55,525
33	Trfr to Spec Rev - Fire Dept	1,938	-	-	-
34	Total General Fund	1,657,670	1,409,788	1,858,480	2,015,125
35					
36	GPET Fund				
37	Retirement	-	-	100,000	86,275
38	Repairs & Maint. - Buildings/grounds	4,576	-	5,000	37,500
39	Repairs & Maint. Vehicles/Equip.	27,755	4,997	5,000	20,000
41	Equipment Non-capitalized	59,057	22,861	23,625	36,500
42	Professional Services	2,260	145,464	158,200	193,000
43	Capital Outlay - Improvements	-	-	25,810	-
44	Capital Outlay - Machinery and Equip.	8,700	-	-	119,000
47	Trfr to Cap Proj - Decon Corridor	-	-	-	125,000
48	Trfr to Cap Proj - Aerial Ladder Fire Truck	600,000	168,750	225,000	-
49	Trfr to Cap Proj - Fire Safety Equipment	766	-	-	-
51	Total GPET Fund	703,113	342,072	542,635	617,275

FIRE

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
53	Direct Distribution Fund				
54	Retirement	-	-	100,000	-
57	Computer Hardware	3,250	4,700	3,300	3,100
59	Professional Services	17,887	-	-	-
60	Public Safety	1,538	858	3,000	1,750
62	Trfr to Cap Proj - Self-Contained Breathing Apparatus	300,000	-	-	-
63	Trfr to Cap Proj - New Ladder Fire Truck	675,000	-	-	-
65	Total Direct Distribution Fund	997,675	5,558	106,300	4,850
66					
67	Special Revenue Fund				
68	Salaries and Wages - SAFER Grant	-	-	-	145,100
69	Payroll Taxes - SAFER Grant	-	-	-	2,200
70	Retirement - SAFER Grant	-	-	-	23,300
71	Unemployment and Worker's Comp - SAFER Grant	-	-	-	3,700
72	Employee Insurance - SAFER Grant	-	-	-	47,800
73	Equipment Non-capitalized	2,772	-	33,167	-
74	Equipment Non-capitalized	5,610	-	1,328	-
76	Public Safety	-	-	1,524	-
79	Total Special Revenue Fund	8,382	-	36,020	222,100
81					
82	Capital Projects Fund				
83	Capital Outlay - M&E - Decon Corridor	152	-	123,229	125,000
84	Capital Outlay - M&E - SCBA	50,654	241,900	266,838	-
85	Capital Outlay - M&E - Ladder Fire Truck	-	1,443,810	1,500,000	-
86	Capital Outlay - M&E - Fire Safety Equipment	7,659	-	-	-
87	Total Capital Projects Fund	58,464	1,685,710	1,890,067	125,000
88					
89	Total Fire & Rescue Budget less Transfers	1,847,600	3,274,379	4,208,502	2,984,350

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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, while ensuring sustainable and resilient infrastructure.

FY23 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, Community Forestry Department, Fleet Department, City Hall, GIS, and the Building Department.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to update the *Standard Specification and Details for Street Utility Construction* and update the Geographic Information System.

LONG-TERM GOALS

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

PUBLIC WORKS ADMINISTRATION/ENGINEERING

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	309,893	264,564	319,800	389,500
3	Part-time/Seasonal Wages	-	-	1,500	1,500
4	Overtime	229	127	300	300
5	Payroll Taxes	22,577	19,460	24,700	33,400
6	Retirement	34,289	27,072	37,200	45,300
7	Unemployment and Worker's comp	2,487	3,004	3,600	9,800
8	Employee Insurance	69,107	46,800	70,100	73,000
11	Telephone & Internet	4,749	3,350	5,000	5,000
12	Repairs & Maint. Vehicles/Equip.	10	38	1,000	1,000
13	Repairs & Maint. - Other	-	-	400	400
14	Computer Hardware	1,625	8,431	3,250	3,250
15	Software Expense	-	4,332	3,500	3,500
16	Supplies	700	567	500	500
17	Office Supplies	558	912	700	700
18	Gasoline Oil Diesel Supplies	725	716	1,000	1,000
19	Professional Services	7,707	15,907	8,000	45,000
20	Insurance Vehicle	212	213	220	250
21	Insurance Liability	2,829	2,612	2,850	2,900
22	Travel, Training & Memberships	797	1,866	5,000	5,000
24	Publications Advertising and Printing	1,668	304	2,000	2,000
25	Total General Fund	460,162	400,278	490,620	623,300
26					
32	Direct Distribution Fund				
33	Software Expense	-	11,000	11,500	12,000
34	Professional Services	-	43,112	78,500	230,000
40	Total Direct Distribution Fund	-	54,112	90,000	242,000
51					
52	Total PW Admin & Engineering Budget less Transfers	460,162	454,390	580,620	865,300

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 with good zoning, planning, and best management practices, while focusing on thoughtful and vibrant development.

FY23 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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to update the *Industrial Zoning Code* 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 the South Coffeen and Downtown zoning while keeping them aligned with the community goals and character.

PLANNING

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	129,037	100,301	133,200	138,200
3	Part-time/Seasonal Wages	-	-	3,100	-
4	Overtime	275	204	300	300
5	Payroll Taxes	9,362	7,284	10,500	10,600
6	Retirement	14,298	11,679	15,500	16,100
7	Unemployment and Worker's comp	1,037	1,126	1,500	3,500
8	Employee Insurance	33,039	25,136	33,600	36,600
11	Telephone & Internet	1,319	907	1,500	1,500
12	Repairs & Maint. Vehicles/Equip.	9	-	1,500	1,500
14	Supplies	1,370	-	1,400	1,400
15	Office Supplies	995	1,416	1,500	1,500
16	Gasoline Oil Diesel Supplies	160	110	500	500
18	Insurance Vehicle	2	65	-	100
19	Insurance Liability	1,171	1,087	1,180	1,200
20	Travel, Training & Memberships	2,472	908	4,000	4,000
22	Publications Advertising and Printing	2,798	2,654	2,000	2,000
24	Total General Fund	197,343	152,876	211,280	219,000
25					
32	Direct Distribution Fund				
34	Professional Services	2,330	13,175	14,000	230,000
37	Total Direct Distribution Fund	2,330	13,175	14,000	230,000
38					
48	Capital Projects Fund				
49	Transfer to Other Projects	420	-	-	-
50	Transfer to Other Projects	1,275	-	-	-
51	Total Capital Projects Fund	1,695	-	-	-
52					
53	Total Planning Budget less Transfers	199,673	166,051	225,280	449,000

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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding 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

		Actual	FY22	Budget	Budget
Line #	Account Description	FY21	March YTD	FY22	FY23
7	GPET Fund				
8	Professional Services	40,413	-	-	-
9	Total GPET Fund	40,413	-	-	-
10					
11	Direct Distribution Fund				
12	Software Expense	11,500	-	-	-
13	Professional Services	33,455	-	-	-
14	Total Direct Distribution Fund	44,955	-	-	-
15					
16	Total GIS Budget less Transfers	85,368	-	-	-

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, utilizing International Building Codes to ensure a safe and livable community.

FY23 Building Permits and Inspections Staffing		
Position	Headcount	FTE
Building Supervisor	1	1
Permit Technician II	1	1
Mechanical Inspector	1	1
Building Inspector	1	1
Electrical & Plumbing Inspector	1	1

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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to increase training to receive the necessary certifications for responsible growth for a restructured department. It also includes new tablets for the inspectors to use in the field, which aids in efficiency and streamlined processes and new desktop computers for the department.

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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	247,567	175,165	293,700	274,400
4	Overtime	681	434	2,100	2,100
5	Payroll Taxes	17,926	12,821	22,500	21,000
6	Retirement	26,932	19,222	34,200	31,900
7	Unemployment and Worker's comp	1,919	1,916	3,300	6,900
8	Employee Insurance	64,918	54,217	76,900	97,300
9	Employee Allowance - Housing/Car	-	5,000	-	-
11	Outside Services	2,243	-	-	-
13	Telephone & Internet	6,268	2,806	7,000	7,000
14	Repairs & Maint. Vehicles/Equip.	679	309	1,000	1,000
15	Repairs & Maint. - Other	800	257	200	200
16	Computer Hardware	895	30	2,000	12,000
17	Software Expense	57,650	34,989	31,900	31,900
18	Supplies	495	2,084	3,000	3,000
19	Office Supplies	231	597	400	400
20	Uniform Supplies	-	1,459	750	1,000
21	Gasoline Oil Diesel Supplies	1,667	1,712	2,500	2,500
22	Professional Services	11,054	111,840	3,500	130,000
23	Insurance Vehicle	269	207	270	300
24	Insurance Liability	2,678	2,398	2,700	2,600
25	Travel, Training & Memberships	2,310	2,172	4,000	4,000
26	Staff Licenses & Certifications	1,311	573	2,000	8,000
27	Publications Advertising and Printing	1,019	-	-	-
28	Total General Fund	449,510	430,207	493,920	637,500
34					
35	Direct Distribution Fund				
36	Professional Services	-	-	22,000	-
37	Total Direct Distribution Fund	-	-	22,000	-
38					
39	Special Revenue Fund				
40	Outside Services - Downtown Dev Initiative	-	-	26,881	-
41	Total Special Revenue Fund	-	-	26,881	-
42					
43	Total Building Budget less Transfers	449,510	430,207	542,801	637,500

STREETS

MISSION STATEMENT

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

FY23 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 III	8	6
Senior Street Equipment Operator	2	1.5
Sign Technician I	2	1.9

WHAT WE DO

The Streets Department is responsible for the repair, maintenance, and snow and ice control on 263 lane miles of City streets. This includes 5,100 signs and 900 lights, 4 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), 2,300 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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to upgrade the plow trucks and equipment and to purchase a vertical asphalt silo.

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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	509,629	357,367	558,000	576,200
3	Part-time/Seasonal Wages	572	130	8,100	-
4	Overtime	8,147	5,984	6,500	6,500
5	Payroll Taxes	37,273	26,090	43,100	43,900
6	Retirement	57,005	41,976	64,500	66,700
7	Unemployment and Worker's comp	3,806	4,267	6,200	14,400
8	Employee Insurance	151,952	101,188	164,800	159,200
11	Utilities	21,140	13,797	24,000	24,000
12	Repairs & Maint. - Buildings/grounds	56,431	23,355	10,000	5,000
13	Insurance Property	1,042	2,033	2,000	2,200
14	Telephone & Internet	6,592	3,763	7,000	7,000
16	Utilities - Other than Building	179,767	122,288	200,000	200,000
17	Repairs & Maint. Vehicles/Equip.	103,084	97,706	90,000	90,000
19	Repairs & Maint. - Traffic/Signs/Eqpt	63,786	17,715	80,000	80,000
20	Hot Mix Asphalt	112,947	57,678	75,000	95,000
23	Storm Sewer/Flood Control	8,179	25,643	25,000	25,000
24	Chip Seal & Crack Seal	213,177	186,082	220,000	-
25	Pothole Repair	24,743	13,902	32,000	32,000
26	Copier Costs	1,631	1,295	3,600	2,200
27	Equipment Rentals	15,168	24,855	13,000	13,000
28	Equipment Non-capitalized	4,401	3,614	3,000	3,000
29	Computer Hardware	-	1,492	2,500	2,550
30	Software Expense	3,991	1,534	7,100	6,500
31	Supplies	17,408	8,993	15,000	15,000
32	Office Supplies	2,544	632	2,000	2,000
33	Uniform Supplies	2,318	3,988	2,500	2,500
34	Gasoline Oil Diesel Supplies	26,685	19,738	52,000	52,000
35	Professional Services	24,695	19,912	27,000	27,000
36	Insurance Vehicle	7,623	6,762	7,500	7,400
37	Insurance Liability	5,867	5,789	6,000	6,400
38	Insurance - Claims	1,000	1,000	-	-
39	Travel, Training & Memberships	2,309	14,345	9,500	9,500
41	Publications Advertising and Printing	663	950	500	500
51	Transfer to Debt Service Fund	58,953	16,150	58,955	58,954
52	Total General Fund	1,734,528	1,232,012	1,826,355	1,635,604
53					
54	GPET Fund				
72	Capital Outlay - Machinery and Equip	-	-	-	185,000
74	Trfr to Debt Service - N Sheridan Interchange	72,000	-	-	-
75	Trfr to Debt Service - Hillside Stabilization	-	175,000	175,000	-
76	Trfr to Cap Proj - Street Overlay Program	602,165	562,500	750,000	750,000
77	Trfr to Cap Proj - Pavement Preservation	-	-	-	400,000
78	Trfr to Cap Proj - N Sheridan Interchange	50,000	-	-	-
80	Trfr to Cap Proj - Bridge Repair	25,000	-	-	-
81	Trfr to Cap Proj - SAWS 2020 Airport Main	5,000	-	-	-
82	Trfr to Cap Proj - Hillside Stabilization	50,000	-	-	-
83	Trfr to Cap Proj - Main St Lane Configuration	175,000	56,250	75,000	-
84	Trfr to Cap Proj - Community Drainage	58,091	37,500	50,000	50,000
103	Total GPET Fund	1,042,250	831,250	1,050,000	1,385,000

STREETS

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
105	Direct Distribution Fund				
107	Concrete Repair	67,948	25,627	70,000	70,000
108	Equipment Rentals	53,759	92,716	75,000	92,000
110	Capital Outlay - Improvements	-	-	-	195,000
111	Capital Outlay - Machinery and Equip	222,468	14,854	249,854	-
116	Total Direct Distribution Fund	344,175	133,197	394,854	357,000
117					
144	Cap Tax Fund				
154	Trfr to Debt Serv - N Sheridan Interchange	80,000	1,400,000	1,400,000	-
155	Trfr to Debt Serv - Hillside Stabilization	33,092	-	-	-
156	Trfr to Cap Proj - Street Overlay Program	-	75,000	100,000	-
157	Trfr to Cap Proj - S Downtown Neighborhood	100,000	-	-	-
158	Trfr to Cap Proj - N Sheridan Interchange	1,760,000	-	-	-
159	Trfr to Cap Proj - E 5th St Corridor	300,000	-	-	-
160	Trfr to Cap Proj - N Heights Waterline	1,645,000	750,000	1,000,000	-
161	Trfr to Cap Proj - Hillside Stabilization	248,606	-	-	-
162	Trfr to Cap Proj - Main St Reconstruction	-	375,000	500,000	-
184	Total Cap Tax Fund	4,166,698	2,600,000	3,000,000	-
185					
186	Public Benefit Fund				
187	Trfr to Debt Serv - Hillside Stabilization	-	225,000	300,000	-
188	Trfr to Cap Proj - Street Overlay Program	200,000	150,000	200,000	-
189	Trfr to Cap Proj - N Sheridan Interchange	600,000	-	-	-
196	Total Public Benefit Fund	800,000	375,000	500,000	-
197					
198	Debt Service Fund				
200	Miscellaneous - SID #77	700	-	700	-
201	Miscellaneous - SID #78	1,000	1,000	1,000	1,000
202	Uncollectible Accounts	3,369	-	-	-
203	Debt Service Principal - CAT Leases	37,459	27,668	39,007	40,622
206	Debt Service Principal - SID #77	70,000	70,000	70,000	-
207	Debt Service Principal - SID #78	20,000	135,000	50,000	30,000
209	Debt Service Interest - CAT Leases	21,494	15,488	19,948	18,332
212	Debt Service Interest - SID #77	5,720	1,750	4,500	-
213	Debt Service Interest - SID #78	8,013	6,388	7,200	4,000
215	Total Debt Service Fund	167,755	257,293	192,355	93,954
216					
217	Total Streets Budget less Transfers	2,187,504	1,606,351	2,354,609	2,212,604

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SNOW REMOVAL

MISSION STATEMENT

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

FY23 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 III	8	2
Senior Street Equipment Operator	2	.5
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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to continue the level of service previously provided by the Snow Removal Department.

LONG-TERM GOALS

The long-term goal of the Snow Removal Department is to explore new methods of snow control through pilot programs.

SNOW REMOVAL

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	139,706	164,029	151,000	156,800
3	Overtime	13,918	17,705	30,000	30,000
4	Payroll Taxes	11,120	13,276	11,400	11,800
5	Retirement	16,206	21,118	17,200	17,900
6	Unemployment and Worker's comp	1,681	1,822	1,700	3,900
7	Employee Insurance	39,333	38,784	42,800	42,300
9	Telephone & Internet	0	9	50	50
10	Repairs & Maint. Vehicles/Equip.	34,344	-	-	-
13	Software Expense	3,341	-	3,500	3,500
14	Supplies	24,139	-	-	-
15	Gasoline Oil Diesel Supplies	18,227	22,760	28,000	28,000
16	Professional Services	27,479	-	-	-
17	Insurance Vehicle	179	280	200	300
18	Insurance - Claims	5,000	-	-	-
20	Total General Fund	334,673	279,782	285,850	294,550
21					
22	GPET Fund				
23	Capital Outlay - Machinery and Equip	-	265,670	300,000	-
24	Total GPET Fund	-	265,670	300,000	-
25					
26	Direct Distribution Fund				
27	Repairs & Maint. Vehicles/Equip.	-	-	30,000	30,000
29	Supplies	71,140	67,956	115,000	115,000
30	Professional services	43,306	33,421	135,000	135,000
31	Capital Outlay - Machinery and Equip	-	-	-	-
32	Total Direct Distribution Fund	114,447	101,377	280,000	280,000
33					
34	Total Snow Budget less Transfers	449,119	646,829	865,850	574,550

CITY SERVICE SHOP

MISSION STATEMENT

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

FY23 City Service Shop Staffing		
Position	Headcount	FTE
Shop Supervisor	1	1
Administrative Assistant	1	.3
Mechanic II	1	1
Mechanic I	1	1

WHAT WE DO

The City Service Shop tracks the entire fleet of the City of Sheridan, including 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. They also maintain the Department of Environmental Quality permits for the fuel and oil storage and delivery systems.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to increase the training opportunities for the mechanics to gain further certifications. It also includes funds to purchase advanced and up to date diagnostic software for the diverse fleet.

LONG-TERM GOALS

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

CITY SERVICE SHOP

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	164,065	111,486	157,400	169,400
3	Overtime	2,331	1,545	3,300	3,300
4	Payroll Taxes	12,102	8,411	11,900	12,800
5	Retirement	15,397	12,909	18,000	19,400
6	Unemployment and Worker's comp	1,273	1,270	1,700	4,200
7	Employee Insurance	35,966	20,169	41,600	30,500
10	Utilities	19,584	14,227	17,000	17,000
11	Repairs & Maint. - Buildings/grounds	-	-	-	5,000
12	Insurance Property	454	489	500	500
13	Telephone & Internet	277	228	500	500
14	Repairs & Maint. - Other	-	(219)	-	-
15	Equipment Non-capitalized	7,688	4,409	8,000	8,000
16	Computer Hardware	-	-	4,400	4,400
17	Software Expense	1,520	750	3,500	10,000
19	Office Supplies	226	-	400	400
21	Professional Services	2,988	2,264	4,500	4,500
22	Insurance Liability	1,566	1,285	1,600	1,400
24	Travel, Training & Memberships	377	177	4,000	4,000
26	Publications Advertising and Printing	160	-	200	200
29	Total General Fund	265,975	179,402	278,500	295,500
30					
31	GPET Fund				
33	Capital Outlay - Improvements	-	-	-	205,000
35	Capital Outlay - Machinery and Equip	-	-	-	20,000
37	Total GPET Fund	-	-	-	225,000
38					
39	Direct Distribution Fund				
41	Software Expense	7,847	300	5,000	5,000
42	Supplies	10,634	8,319	12,000	12,000
43	Uniform Supplies	1,830	1,580	1,500	1,500
45	Total Direct Distribution Fund	20,311	10,199	18,500	18,500
50					
51	Total City Shop Budget less Transfers	286,286	189,601	297,000	539,000

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 strive to create a dignified and respectful environment for those who visit our Cemetery to pay respect to a friend or loved one.

FY23 Cemetery Staffing		
Position	Headcount	FTE
Parks Superintendent	1	.1
Parks Supervisor	1	.2
Cemetery Foreman	1	1

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding for the new Cemetery Foreman position.

LONG-TERM GOALS

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

CEMETERY

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	48,983	18,690	26,000	63,500
3	Part-time/Seasonal Wages	23,527	14,756	26,700	33,100
4	Overtime	2,581	358	1,500	1,500
5	Payroll Taxes	5,674	2,556	4,100	7,400
6	Retirement	5,698	2,213	3,100	7,400
7	Unemployment and Worker's comp	601	365	600	2,500
8	Employee Insurance	8,665	2,749	4,000	18,800
9	Temporary Services Labor	16,730	-	20,000	5,000
11	Utilities	16,754	8,793	14,000	14,000
12	Repairs & Maint. - Buildings/grounds	2,960	3,100	1,500	1,500
13	Insurance Property	600	647	600	700
14	Telephone & Internet	2,194	701	2,500	2,000
15	Repairs & Maint. Vehicles/Equip.	2,648	2,456	3,500	3,500
16	Repairs & Maint. - Other	8,510	22,810	40,000	10,000
17	Equipment Rentals	1,029	579	800	800
18	Equipment Non-capitalized	1,246	1,007	2,500	2,500
19	Supplies	4,858	5,130	4,000	5,000
20	Office Supplies	74	20	400	200
21	Uniform Supplies	316	-	-	300
22	Gasoline Oil Diesel Supplies	3,149	3,515	4,500	6,500
24	Insurance Vehicle	200	399	200	450
25	Insurance Liability	514	212	530	300
26	Travel, Training & Memberships	22	-	1,000	1,000
30	Total General Fund	157,533	91,057	162,030	187,950
31					
32	Direct Distribution Fund				
35	Equipment Non-capitalized	-	-	2,000	-
37	Software Expense	4,065	1,795	2,400	2,400
38	Supplies	-	-	-	-
40	Professional Services	12,544	2,659	19,000	9,000
41	Publications Advertising and Printing	2,599	-	4,400	2,500
42	Capital Outlay - Improvements	-	8,990	19,000	-
43	Capital Outlay - Machinery and Equip	92,504	-	12,000	-
45	Total Direct Distribution Fund	111,711	13,444	58,800	13,900
54					
55	Total Cemetery Budget less Transfers	269,244	104,501	220,830	201,850

PARKS

MISSION STATEMENT

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

FY23 Parks Staffing		
Position	Headcount	FTE
Parks Superintendent	1	.55
Parks Supervisor	1	.5
Natural Resources Coordinator	1	.1
Senior Grounds Maintenance Worker	1	1
Grounds Maintenance Worker II	2	2

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to assist with deferred maintenance in the Parks system, including aging playgrounds, pathways, and irrigation systems. Also, to continue the level of service previously provided by the Parks Department, including some additions to allow for the care of the added areas.

LONG-TERM GOALS

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

PARKS

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	220,388	190,286	251,600	212,300
3	Part-time/Seasonal Wages	40,430	21,176	41,900	26,800
4	Part-time/Seasonal Wages - Parks Internship	3,017	-	7,300	-
5	Overtime	3,436	5,711	1,500	2,000
6	Payroll Taxes	19,532	16,069	22,550	18,300
7	Payroll Taxes - Parks Internship	231	-	550	-
8	Retirement	24,754	22,775	29,300	24,700
9	Unemployment and Worker's comp	6,237	1,106	3,150	6,000
10	Unemployment & Worker's comp - Parks Intern	48	-	250	-
11	Employee Insurance	53,235	43,505	58,000	43,100
12	Utilities	18,221	14,298	19,500	20,000
13	Repairs & Maint. - Buildings/grounds	21,245	-	-	-
14	Insurance Property	1,869	1,575	2,000	1,700
15	Telephone & Internet	3,640	3,661	4,500	4,500
16	Repairs & Maint. Vehicles/Equip.	24,708	592	-	-
17	Repairs & Maint. - Other	9,537	(86)	-	-
18	Equipment Rentals	200	429	-	-
19	Equipment Non-capitalized	4,212	4,916	5,000	3,000
20	Computer Hardware	2,206	1,580	3,500	3,000
22	Supplies	27,200	508	-	-
23	Office Supplies	6,869	792	1,200	1,200
24	Uniform Supplies	1,518	1,897	2,000	1,600
25	Gasoline Oil Diesel Supplies	10,082	8,103	12,000	14,000
26	Professional Services	450	-	-	-
28	Insurance Vehicle	362	403	400	400
29	Insurance Liability	1,929	2,054	1,950	2,300
31	Travel, Training & Memberships	642	2,735	5,000	3,500
33	Publications Advertising and Printing	3,639	255	5,000	10,000
35	Capital Outlay - Impr - Forestry Grant	2,668	-	-	-
38	Total General Fund	512,506	344,340	478,150	398,400
39					
40	GPET Fund				
44	Professional Services	1,225	2,163	3,000	3,000
50	Capital Outlay - M&E - Park Improvements	49,800	42,441	49,000	160,000
52	Trfr to Cap Proj - Pathways	300,000	150,000	200,000	500,000
53	Trfr to Cap Proj - Blacktooth Park	250,000	187,500	250,000	280,000
54	Trfr to Cap Proj - Malcolm Wallop Park	195,000	-	-	-
70	Total GPET Fund	796,025	382,103	502,000	943,000

PARKS

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
72	Direct Distribution Fund				
73	Repairs & Maint. - Buildings/grounds	-	24,301	32,000	15,000
74	Repairs & Maint. Vehicles/Equip.	158	18,310	20,000	25,000
75	Repairs & Maint. - Other	-	1,629	10,000	12,000
76	Supplies	21,564	27,725	50,000	66,000
78	Professional Services	55,240	39,462	50,000	70,000
80	Capital Outlay - Machinery and Equip	18,729	-	30,000	60,000
82	Total Direct Distribution Fund	95,691	111,427	192,000	248,000
83					
84	Special Revenue Fund				
85	Equipment Non-capitalized - Comm Garden	1,748	537	-	100
86	Supplies - Sagebrush Community Garden	1,887	141	2,991	2,300
99	Total Special Revenue Fund	3,634	678	2,991	2,400
101					
102	Cap Tax Fund				
104	Trfr to Cap Proj - Kendrick Pool Assessment	-	55,714	74,285	-
108	Total Cap Tax Fund	-	55,714	74,285	-
109					
110	Public Benefit Fund				
112	Trfr to Cap Proj - City Crushing Project	50,000	-	-	-
113	Trfr to Cap Proj - Blacktooth Park	-	235,974	314,632	-
114	Trfr to Cap Proj - Malcolm Wallop Park	-	150,000	200,000	-
116	Trfr to Cap Proj - Mydland Rd Sidewalk	50,000	-	-	-
128	Total Public Benefit Fund	100,000	385,974	514,632	-
129					
130	Capital Projects Fund				
131	Cap Outlay - Impr - Kendrick Park Impr	10,461	-	-	-
133	Total Capital Projects Fund	10,461	-	-	-
134					
135	Total Parks Budget less Transfers	673,317	501,049	725,141	811,800

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COMMUNITY FORESTRY

MISSION STATEMENT

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

FY23 Community Forestry Staffing		
Position	Headcount	FTE
Parks Superintendent	1	.1
Parks Supervisor	1	.1
Natural Resources Coordinator	1	.7
Landscape Technician	1	1

WHAT WE DO

The Community Forestry Program is tasked with maintaining and promoting the health of nearly 4,800 trees in public spaces such as parks, boulevards, and natural areas. It also acts as a useful resource for private tree owners by promoting education focused on local tree species and proper tree maintenance.

FY23 BUDGET INITIATIVES

The newly created FY23 budget includes expenses to fund the positions of Natural Resources Coordinator and Landscape Technician. It also includes funds to mitigate hazardous trees in the city parks and boulevards.

LONG-TERM GOALS

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

COMMUNITY FORESTRY

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Salaries and Wages	-	-	-	96,700
3	Part-time/Seasonal Wages	-	-	-	18,300
4	Part-time/Seasonal Wages - Forestry Internship	-	-	-	7,300
5	Overtime	-	-	-	1,200
6	Payroll Taxes	-	-	-	8,800
7	Payroll Taxes - Forestry Internship	-	-	-	600
8	Retirement	-	-	-	11,300
9	Unemployment and Worker's comp	-	-	-	2,900
10	Unemployment & Worker's comp - Forestry Intern	-	-	-	200
11	Employee Insurance	-	-	-	30,700
14	Equipment Rentals	-	-	-	1,000
15	Equipment Non-capitalized	-	-	-	2,000
16	Software Expense	-	-	-	750
17	Supplies	-	-	-	6,000
18	Uniform Supplies	-	-	-	400
19	Gasoline Oil Diesel Supplies	-	-	-	1,200
20	Professional Services	-	-	-	20,000
23	Travel, Training & Memberships	-	-	-	1,500
26	Total General Fund	-	-	-	210,850

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 while embracing and protecting Sheridan's western cultural values.

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 budget is the same as previous years.

LONG-TERM GOALS

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

REC DISTRICT

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	General Fund				
2	Contractual Services	146,500	-	-	-
4	Insurance Property	1,689	1,829	1,900	2,000
5	Telephone & Internet	3,147	191	-	-
8	Total General Fund	151,336	2,020	1,900	2,000
9					
10	GPET Fund				
11	Contractual Services	25,000	223,200	223,200	223,200
12	Utilities - Tennis Bubble	7,369	8,114	8,000	10,000
15	Total GPET Fund	32,369	231,314	231,200	233,200
32					
33	Total Rec District Budget less Transfers	183,705	233,334	233,100	235,200

GOLF COURSE

MISSION STATEMENT

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

FY232 Golf Course Staffing		
Position	Headcount	FTE
Parks Superintendent	1	.15
Parks Supervisor	1	.1
Golf Course Superintendent	1	1
Assistant Golf Course Superintendent	1	1

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to increase tournaments and playtime through proper management.

LONG-TERM GOALS

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

GOLF COURSE

Line #	Account Description	Budget FY21	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Driving Range	10,000	9,678	118	18,000	300
2	Golf Cart Rent	50,000	95,550	45,761	85,000	135,000
3	Golf Cart Barn Rent	500	-	-	500	-
4	Golf Course Fees	220,000	344,779	195,646	250,000	224,250
5	Other charges	1,000	-	(293)	500	-
8	Merchandise Fees	-	239	566	100	800
9	Food Service Fees	-	406	732	5,000	1,100
10	Sponsorship Fees	-	-	-	5,000	-
12	Rents	-	500	-	-	-
14	Sale of Fixed Assets	-	7,875	-	-	97,600
15	Transfer from General Fund	286,430	70,000	170,746	227,661	575,628
19	Total Golf Fund Revenue	567,930	529,028	412,844	591,761	1,034,678
20						
21	Salaries and Wages	-	15,204	56,706	73,500	120,400
22	Part-time/Seasonal Wages	-	15,674	32,387	53,600	40,900
23	Overtime	-	3,770	1,831	2,000	2,000
24	Payroll Taxes	-	2,544	6,682	9,800	12,400
25	Retirement	-	1,979	6,520	8,600	8,800
26	Unemployment and Worker's comp	-	295	1,006	1,400	4,100
27	Employee Insurance	-	2,059	7,630	17,900	18,300
28	Contractual Services	422,560	266,765	127,954	215,000	120,000
29	Utilities	20,000	19,814	14,917	20,000	15,000
30	Repairs & Maint. - Buildings/grounds	5,000	15,562	16,061	15,000	10,000
31	Insurance Property	1,000	975	1,049	1,000	1,200
32	Telephone & Internet	2,500	1,716	1,463	2,500	2,500
33	Repairs & Maint. Vehicles/Equip.	-	12,185	6,174	10,000	10,000
34	Repairs & Maint. - Other	-	-	-	-	3,500
35	Equipment Rentals	40,000	42,435	40,854	40,000	55,250
36	Equipment Non-capitalized	-	-	-	1,000	1,500
37	Software Expense	4,400	4,680	1,395	4,400	2,500
38	Supplies	14,000	29,732	24,863	21,000	38,500
39	Uniform Supplies	-	475	204	-	800
40	Gasoline Oil Diesel Supplies	25,000	17,442	11,999	25,000	22,000
41	Professional Services	4,500	8,907	2,281	6,000	3,000
42	Insurance Vehicle	300	402	524	400	600
43	Insurance Liability	-	-	600	-	700
44	Travel, Training & Memberships	-	-	545	-	1,000
45	Publications Advertising and Printing	500	475	300	500	500
47	Capital Outlay - Improvements	-	-	1,749	10,000	30,000
48	Capital Outlay - Machinery and Equip	-	15,000	-	25,000	383,500
51	Debt Service Principal	22,670	22,670	23,415	23,415	120,966
54	Debt Service Interest	5,500	5,491	4,746	4,746	4,762
56	Total Golf Fund Expenses	567,930	506,251	393,853	591,761	1,034,678
57						
58	General Fund					
59	Transfer to Golf	286,430	70,000	170,746	227,661	575,628
60	Total General Fund	286,430	70,000	170,746	227,661	575,628

WEED AND PEST

MISSION STATEMENT

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

FY23 Weed and Pest Staffing		
Position	Headcount	FTE
Parks Superintendent	1	.1
Parks Supervisor	1	.1
Natural Resources Coordinator	1	.2
Weed & Pest Technician	1	1

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding for a new Weed and Pest Service Technician position and to provide a high level of service.

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.

WEED AND PEST

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	WY Dept of Ag - Emergency Insect Mgmt Grant	5,000	-	-	
2	Weed & Pest Control Tax	183,914	143,794	180,000	185,000
3	Mosquito Control	19,993	15,046	19,800	20,000
4	Interest	554	440	-	500
5	Total Weed & Pest Fund Revenue	209,462	159,280	199,800	205,500
6					
7	Salaries and Wages	48,270	40,113	53,800	67,800
8	Part-time/Seasonal Wages	9,327	5,593	17,100	12,100
9	Overtime	470	776	1,200	1,200
10	Payroll Taxes	4,097	3,416	5,500	6,200
11	Retirement	5,192	4,828	6,300	7,900
12	Unemployment and Worker's comp	425	558	800	2,000
13	Employee Insurance	14,006	12,832	17,000	22,300
15	Utilities	1,458	1,498	1,300	1,600
16	Repairs & Maint. - Buildings/grounds	2,430	3,755	-	1,000
17	Insurance Property	467	69	500	100
18	Telephone & Internet	2,553	1,912	2,000	2,500
19	Repairs & Maint. Vehicles/Equip.	7,432	5,129	2,200	2,500
21	Equipment Non-Capitalized	5,831	115	2,000	2,000
22	Software Expense	-	1,500	1,500	750
23	Supplies	1,983	1,670	2,000	2,000
24	Office Supplies	-	53	300	300
25	Uniform Supplies	316	202	-	300
26	Gasoline Oil Diesel Supplies	2,633	2,765	2,700	3,000
27	Chemical and Material Supplies	15,500	4,339	25,000	20,000
29	Professional Services	-	308	2,500	-
30	Insurance Vehicle	235	229	250	300
31	Insurance Liability	420	439	450	500
32	Travel, Training & Memberships	1,937	1,005	2,200	2,000
33	Publications Advertising and Printing	1,166	167	1,000	1,000
34	Uncollectible Accounts	(69)	-	-	-
35	Capital Outlay - Improvements	-	-	-	135,000
36	Capital Outlay - Machinery and Equip.	-	116	140,000	-
37	Transfer to General Fund - Support Costs	26,000	19,500	26,000	26,000
39	Total Weed & Pest Fund Expenses	152,080	112,885	313,600	320,350

PROJECTS

MISSION STATEMENT

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

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Cap Tax Fund				
2	Transfer to Capital Projects Fund	-	375,000	500,000	-
3	Total Cap Tax Fund	-	375,000	500,000	-
4					
5	Special Revenue Fund				
88	Transfer to Capital Projects Fund	8,221,302	-	-	-
111	Total Special Revenue Fund	8,221,302	-	-	-
112					
125	Capital Projects Fund				
126	Pavement Preservation	-	-	-	400,000
127	Equipment Non-capitalized	2,625	15,785	26,854	-
128	Professional Services - City Crushing Project	63,058	144	384	-
129	Professional Services - Main St Reconstruction	93,821	59,224	119,103	-
130	Professional Services - ACOE 1135 Study	332,000	869,282	174,093	200,000
131	Professional Services - ACOE Gen Investigation	-	-	-	350,000
132	Cap Outlay - Land - Hillside Stabilization	79,235	-	-	-
133	Cap Outlay - Infra - Raw Sewage Pumps	-	-	160,000	-
134	Cap Outlay - Infra - E Downtown Impr	3,770	-	-	-
135	Cap Outlay - Infra - Loucks St	790	-	-	-
136	Cap Outlay - Impr - Watershed Control	11,561	8,716	115,425	-
137	Cap Outlay - Impr - BGWTP Upgrades	98	-	25,482	-
138	Cap Outlay - Impr - Sodium Hypochlorite Tank	-	3,144	-	-
139	Cap Outlay - Impr - HypoChlorite Conversion	15,597	36,697	194,679	-
140	Cap Outlay - Impr - Street Overlay Program	840,824	1,070,386	1,544,307	1,100,000
141	Cap Outlay - Impr - Landfill Cell Closures	67,079	122,275	4,252,055	-
142	Cap Outlay - Impr - S. Downtown Neighborhood	-	-	100,000	400,000
143	Cap Outlay - Impr - West Downtown	13,690	-	-	-
144	Cap Outlay - Impr - N Sheridan Interchange	469,172	55,897	1,330,148	-
145	Cap Outlay - Impr - 319 Funding	-	-	44,878	-
146	Cap Outlay - Impr - Landfill Remediation	-	396,788	5,306,223	-
148	Cap Outlay - Impr - BGWTP Utilidor	3,635	-	338,258	175,000
149	Cap Outlay - Impr - E 5th St Corridor	155,350	411,814	2,476,331	642,000
150	Cap Outlay - Impr - City Hall Improvements	22,790	12,292	214,359	-
151	Cap Outlay - Impr - Bridge Repair	17,047	-	7,953	1,624,000
152	Cap Outlay - Impr - City Hall Renovations	-	-	-	20,000
153	Cap Outlay - Impr - 5th & Long Roundabout	-	-	-	150,000
154	Cap Outlay - Impr - Downtown Parking & Restrooms	-	-	15,648	-
155	Cap Outlay - Impr - Hillside Stabilization	2,977,439	425,723	448,280	-
156	Cap Outlay - Impr - Main St Reconstruction	-	-	2,350,000	7,200,000
157	Cap Outlay - Impr - The HUB - HVAC Impr	2,170,914	-	-	-
158	Cap Outlay - Impr - HUB Upward Project	-	500,000	500,000	-
159	Cap Outlay - Impr - Pathways	141,133	58,910	1,320,267	650,000
160	Cap Outlay - Impr - Blacktooth Park	179,205	76,963	1,445,985	665,000
161	Cap Outlay - Impr - Kendrick Park Impr	5,252	20,933	151,098	100,000
162	Cap Outlay - Impr - Park Improvements	16,868	-	-	-
163	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	15,964	589	907,717	-
164	Cap Outlay - Impr - Sheridan Pathway Connection	-	-	125,979	-
165	Cap Outlay - Impr - Kendrick Pool Design/Eng	2,296	-	74,285	555,000
166	Cap Outlay - Impr - Locomotive	112,076	-	154,585	-
167	Cap Outlay - Impr - Property Cleanup Projects	1,900	-	-	-
168	Cap Outlay - Impr - Mydland Road Sidewalk	14,320	202,844	202,844	-
169	Cap Outlay - Impr - ACOE #84-99 Levee Repair	64,269	2,588	83,971	-
170	Cap Outlay - Impr - Community Drainage	140,969	14,638	48,332	50,000

PROJECTS

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
171	Cap Outlay - M&E - Raw Sewage Pumps	15,119	28,039	48,881	-
172	Cap Outlay - WL - Sheridan Hydropower	3,878	-	-	-
173	Cap Outlay - WL - Terra, Turner, Riverside Watermain	-	-	125,000	-
174	Cap Outlay - WL - E Downtown Impr	8,679	-	-	-
175	Cap Outlay - WL - W&S Creek Crossing Repl	97,565	720	71,832	175,000
176	Cap Outlay - WL - N Heights Waterline	4,246	66,712	5,870,754	-
177	Cap Outlay - WL - SAWS 2020 Airport Main	3,825	79,686	3,868,275	-
178	Cap Outlay - SL - Sanitary Sewer Creek Crossing	332,542	22,457	39,904	175,000
179	Cap Outlay - SL - Sanitary Sewer Main Slip Lining	-	33,100	400,000	-
180	Trfr to Debt Serv - N Sheridan Interchange	-	498,075	498,075	-
181	Trfr to Debt Serv - Hillside Stabilization	-	802,127	850,000	-
182	Transfer to Other Projects	10,276	-	-	-
183	Transfer to Other Projects	-	14,192	14,192	-
184	Transfer to Other Projects	34,186	-	-	-
185	Transfer to Other Projects	12,161	-	-	-
186	Transfer to Other Projects	19,142	-	-	-
187	Transfer to Other Projects	2,639	-	-	-
188	Transfer to Other Projects	20,839	-	-	-
189	Transfer to Other Projects	12,232	-	-	-
190	Transfer to Other Projects	11,448	-	-	-
191	Transfer to Other Projects	25,000	-	-	-
192	Transfer to Other Projects	-	442	442	-
193	Transfer to Other Projects	100,000	-	-	-
194	Transfer to Other Projects	29,279	-	-	-
195	Transfer to Other Projects	14,646	-	-	-
196	Total Capital Projects Fund	8,792,448	5,911,183	36,046,876	14,631,000
197					
198	Debt Service Fund				
199	Principal - CWSRF #164 - N. Sheridan Interchange	-	1,897,796	1,898,075	-
200	Principal - CWSRF #176 - Hillside Stabilization	514	1,249,486	1,250,000	-
201	Interest - CWSRF #164 - N. Sheridan Interchange	-	224,279	224,000	-
202	Interest - CWSRF #176 - Hillside Stabilization	32,578	27,641	75,000	-
203	Total Debt Service Fund	33,092	3,399,202	3,447,075	-
204					
205	Total Capital Projects Budget less Transfers	8,533,693	7,995,549	38,131,242	14,631,000

PROJECTS

		(A)	(B)	(C)	(D)	(F)	(G)	(H)	(I)	(K)	(L)	(N)	(O)	(P)
	Project Construction Costs	Estimated Project Cost	Previous Funding	General Fund	GPET	CAP Tax	Public Benefit	SRF	SUSAC	Water Fund	Sewer Fund	Total FY23 Funding	Total Funding Through FY23	Balance of Funding Needed
Project Number												(C thru L)	(B+N)	(A-O)
4701	Pavement Rehabilitation	1,200,000	474,000		750,000	100,000	200,000			50,000		1,100,000	1,574,000	(374,000)
4711	Pavement Preservation	400,000		400,000								400,000	400,000	-
4724	South Downtown Neighborhood Project	6,040,000	100,000			400,000						400,000	500,000	5,540,000
4743	Water Creek Crossings	180,000	71,831							175,000		175,000	246,831	(66,831)
4756	SS Creek Crossings	350,000	17,400								175,000	175,000	192,400	157,600
4757	BGWTP Utilidor	500,000	338,000							175,000		175,000	513,000	(13,000)
4759	East 5th Street Corridor	3,400,000	2,569,764						642,000			642,000	3,211,764	188,236
4762	Bridge Repair	1,700,000	7,900			1,624,000						1,624,000	1,631,900	68,100
4763	City Hall Renovation	220,000	200,000		20,000							20,000	220,000	-
4765	5th and Long Roundabout	1,500,000	200,000			150,000						150,000	350,000	1,150,000
5319	Main St Reconstruction - WYDOT	6,000,000	634,000			1,500,000		5,700,000				7,200,000	7,834,000	(1,834,000)
5701	Pathways - Gateway Park and Bridges	2,000,000	1,287,000		500,000		150,000					650,000	1,937,000	63,000
5705	Army CORPS 1135 Study	1,300,000	39,718				200,000					200,000	239,718	1,060,282
5709	Black Tooth Park	2,400,000	869,000		280,000		385,000					665,000	1,534,000	866,000
5710	Kendrick Park Improvements - Bandshell	178,000	132,000				100,000					100,000	232,000	(54,000)
5717	Kendrick Park Pool	5,400,000	829,000			555,000						555,000	1,384,000	4,016,000
5724	ACOE General Investigation	1,500,000	568,000			350,000						350,000	918,000	582,000
5727	Community Drainage Improvements	100,000	37,000		50,000							50,000	87,000	13,000
	Project Sub-Total =	34,368,000	8,374,613	400,000	1,600,000	4,679,000	1,035,000	5,700,000	642,000	400,000	175,000	14,631,000	23,005,613	11,362,387

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).

FY23 BUDGET INITIATIVES

With approval of the proposed FY23 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 for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support a long-term Capital Improvements Plan that aligns with facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

WATER FUND

FY23 Water Fund Summary

Line #		Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Water Revenue	5,448,864	4,123,540	5,142,708	5,579,838
2					
3	Water Admin	2,462,146	1,929,997	2,518,224	2,369,862
5	Source of Supply	195,792	144,716	288,428	312,945
6	Water Distribution	615,050	493,508	693,225	856,660
7	SAWS	220,806	137,137	227,210	242,980
8	Sheridan WTP	591,353	463,613	678,157	918,100
9	Big Goose WTP	494,340	359,833	639,000	635,200
12	Total Water Expenses	4,579,486	3,528,804	5,044,244	5,335,747
13					
14	Revenues over Expenses	869,378	594,736	98,464	244,091

FY23 Water Fund Detailed Revenue

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
4	CARES Act Relief - Off of State Land & Investments	10,376	-	-	-
11	SAWS Contributions - BGWTP Upgrades	-	-	-	-
12	SAWS Contribution-Sodium Hypochlorite Tank Repl SWTP	973	-	-	-
15	Other County - SAWS	866,301	419,498	866,000	935,280
17	Water Sales	3,955,950	3,085,244	3,708,000	3,859,800
18	Water Connection Charges	50,201	50,404	37,600	67,700
19	Water Card /Hydrant Sales	120,840	122,174	90,000	187,700
22	Hydropower Revenue	38,730	37,133	36,000	53,200
23	PIFF	347,312	352,200	215,000	354,000
24	Interest	18,352	13,495	20,500	16,700
26	Appreciation/Depreciation	(1,088)	(1,230)	-	-
27	Other Miscellaneous	104	6,215	-	-
28	Sale of Fixed Assets	-	2,550	116,550	-
31	Transfer from Sewer	35,858	35,857	53,058	105,458
33	Total Water Fund Revenue	5,448,864	4,123,540	5,142,708	5,579,838

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.

FY23 Water Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.4
Assistant Utilities Director	1	.6
Administrative Coordinator	1	.4
Project Engineer	1	.6
Utility Services Technician	1	.36

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)

FY23 BUDGET INITIATIVES

The FY23 budget includes funding 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 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 several Capital Improvement projects, such as fire hydrant replacements with the Street Overlay Program, additional funding for the utilidor at the Big Goose Water Treatment Plan, a waterline creek crossing 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 for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support a long-term Capital Improvement Plan that aligns with facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

WATER ADMINISTRATION

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	174,832	134,278	166,900	190,700
2	Part-time/Seasonal Wages	-	-	1,600	1,600
3	Overtime	674	609	400	700
4	Payroll Taxes	12,788	9,762	12,900	14,800
5	Retirement	19,267	15,586	19,400	22,200
6	Unemployment and Worker's comp	1,392	1,521	1,900	4,900
7	Employee Insurance	33,121	20,739	25,400	32,300
11	Telephone & Internet	3,017	2,127	3,100	2,850
12	Repairs & Maint. Vehicles/Equip.	45	848	550	660
16	Computer Hardware	177	200	450	6,840
17	Software Expense	32,495	37,768	33,900	46,500
18	Supplies	1,074	386	1,000	1,000
19	Office Supplies	711	327	900	800
20	Uniform Supplies	-	115	200	375
21	Gasoline Oil Diesel Supplies	1,207	1,054	1,250	1,750
22	Professional Services	56,534	60,882	65,000	34,000
24	Insurance Vehicle	94	95	95	100
25	Insurance Liability	1,486	1,363	1,500	1,500
27	Travel, Training & Memberships	6,313	3,553	6,000	8,770
29	Publications Advertising and Printing	129	138	100	150
31	Uncollectible Accounts	(13,855)	-	-	-
32	Total Water Admin Operations	331,502	291,348	342,545	372,495
33					
68	Principal - DWSRF #37	34,621	35,452	35,417	36,303
69	Principal - DWSRF #110	85,374	86,539	87,154	89,303
70	Principal - 20" Big Goose	55,506	56,894	56,894	58,317
71	Principal - PMTF Loan	17,068	17,489	17,489	17,920
73	Principal - DWSRF #101	19,154	19,249	19,318	19,508
76	Principal - CAT Leases	14,459	15,023	15,023	15,609
78	Principal - CWSRF #154	34,978	34,978	34,978	34,978
80	Principal - DWSRF #165	18,807	19,886	19,282	19,758
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	17,999	18,867	18,413	18,873
84	Principal - DWSRF #148	12,201	12,292	12,552	12,862
85	Principal - DWSRF #123	102,266	102,668	102,205	104,725
86	Principal - DWSRF #187	-	18,654	47,000	18,411
87	Principal - DWSRF #157	20,182	19,236	19,566	20,048
88	Principal - DWSRF #199	18,411	18,464	18,780	19,243
89	Principal - DWSRF #166	16,226	16,333	16,560	16,969
90	Principal - DWSRF #208	31,629	30,100	30,655	31,411
91	Principal - JPA Loans	34,949	37,581	37,148	38,864

WATER ADMINISTRATION

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
92	Interest - DWSRF #37	4,473	3,642	3,677	2,791
93	Interest - DWSRF #110	25,818	24,652	24,038	21,889
94	Interest - 20" Big Goose	13,814	12,426	12,426	11,003
95	Interest - PMTF Loan	8,703	8,282	8,282	7,851
96	Interest - DWSRF #101	2,543	2,447	2,379	2,189
99	Interest - CAT Leases	5,275	4,711	4,712	4,126
101	Interest - DWSRF #165	11,025	9,946	10,551	10,075
102	Interest - DWSRF #135	7,383	6,515	6,969	6,509
103	Interest - DWSRF #148	5,850	5,759	5,500	5,190
104	Interest - DWSRF #123	52,057	51,655	52,118	49,598
105	Interest - DWSRF #187	-	66,000	95,500	10,777
106	Interest - DWSRF #157	10,096	11,041	10,712	10,230
107	Interest - DWSRF #199	10,645	10,592	10,276	9,813
108	Interest - DWSRF #166	7,817	7,709	7,483	7,074
109	Interest - DWSRF #208	6,642	18,497	17,943	17,187
110	Interest - JPA Loans	34,961	32,329	32,762	31,046
111	Total Water Admin Debt	826,144	921,124	978,979	865,667
112					
113	Transfer to General Fund - Support Costs	704,500	548,775	731,700	731,700
114	Trfr to Cap Proj - Watershed Control	50,000	37,500	50,000	-
115	Trfr to Cap Proj - Terra, Turner, Riverside Waterma	-	93,750	125,000	-
116	Trfr to Cap Proj - Street Overlay Program	50,000	37,500	50,000	50,000
117	Trfr to Cap Proj - Creek Crossing Replacement	-	-	-	175,000
118	Trfr to Cap Proj - BGWTP Utilidor	-	-	-	175,000
119	Trfr to Cap Proj - N Heights Waterline	500,000	-	-	-
145	Transfer to Sewer Fund	-	-	240,000	-
147	Total Water Admin Transfer	1,304,500	717,525	1,196,700	1,131,700
148					
149	Total Water Admin	2,462,146	1,929,997	2,518,224	2,369,862

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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.

FY23 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.

FY23 BUDGET INITIATIVES

The FY23 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 install a tower and radio equipment for improved communications and eliminate current T1 line and equipment leases. With this budget, we intend to complete the retrofit of the sedimentation basin drain and discharge system, which will improve operations and prevent Big Goose Creek discharge permit violations from DEQ. We will be purchasing a replacement work truck with FY22 carryover funds due unavailability.

LONG-TERM GOALS

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

SOURCE OF SUPPLY

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	82,285	60,362	84,300	88,800
2	Part-time/Seasonal Wages	8,242	6,063	8,800	9,400
3	Overtime	1,998	871	1,600	1,700
4	Payroll Taxes	6,684	5,039	7,100	7,400
5	Retirement	9,727	7,716	10,300	10,900
6	Unemployment and Worker's comp	715	779	1,100	2,500
7	Employee Insurance	17,996	13,363	18,200	19,800
9	Utilities	11,107	6,830	9,760	9,650
10	Repairs & Maint. - Buildings/grounds	2,944	778	6,250	5,000
11	Insurance Property	2,590	2,816	2,600	3,100
12	Telephone & Internet	3,556	1,977	4,230	3,600
13	Repairs & Maint. Vehicles/Equip.	2,209	3,852	3,100	6,000
14	Repairs & Maint. - Infrastructure	8,358	8,650	3,600	3,300
17	Equipment Rentals	1,022	208	-	400
18	Equipment Non-capitalized	2,271	733	2,400	2,000
19	Computer Hardware	-	-	-	2,850
20	Software Expense	68	373	-	-
21	Supplies	1,369	1,003	2,100	2,000
22	Office Supplies	133	272	250	450
23	Uniform Supplies	526	304	600	700
24	Gasoline Oil Diesel Supplies	2,090	1,571	1,736	2,205
25	Professional Services	18,970	19,290	14,500	24,000
26	Insurance Vehicle	73	74	72	100
27	Insurance Liability	821	760	830	850
28	Travel, Training & Memberships	809	1,032	2,450	2,440
29	Total Source of Supply Operations	186,566	144,716	185,878	209,145
30					
31	Capital Outlay - Infrastructure	-	-	50,000	57,000
32	Capital Outlay - Buildings	9,226	-	-	-
34	Capital Outlay - Machinery and Equip.	-	-	52,550	46,800
35	Total Source of Supply Capital	9,226	-	102,550	103,800
39					
40	Total Source of Supply	195,792	144,716	288,428	312,945

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.

FY23 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 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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to continue the level of service currently provided by Utility Maintenance. This budget will provide for the replacement of three (3) ½ ton work trucks in cost share (60%) with the Wastewater Collection Division. In addition, it will provide for the replacement of four (4) fire hydrants, upgrading reservoir level sensors and replacing the golf course and VA raw water meters. We will be adding summer help to start gathering information to identify and inventory, for the presence of lead, all water service lines in the system to meet the requirements of EPA's new Lead and Copper rule.

LONG-TERM GOALS

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

WATER DISTRIBUTION

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	238,462	186,622	250,000	252,400
2	Part-time/Seasonal Wages	19,347	15,132	22,700	23,600
3	Overtime	12,850	11,244	19,000	19,700
4	Payroll Taxes	19,278	15,547	20,400	20,700
5	Retirement	27,778	23,248	28,700	28,900
6	Unemployment and Worker's comp	2,089	5,064	3,000	6,800
7	Employee Insurance	64,885	56,522	70,200	84,400
10	Utilities	26,567	18,191	25,000	31,100
11	Repairs & Maint. - Buildings/grounds	1,008	1,086	3,000	3,000
12	Insurance Property	1,412	1,532	1,700	1,700
13	Telephone & Internet	9,176	5,732	9,400	9,700
14	Building/Land Rent	855	627	1,050	1,110
16	Repairs & Maint. Vehicles/Equip.	11,518	2,863	7,000	6,000
17	Repairs & Maint. - Infrastructure	58,170	51,883	50,000	53,000
18	Copier Costs	460	398	500	500
19	Equipment Non-capitalized	3,945	2,009	5,000	5,000
20	Computer Hardware	1,067	-	-	2,700
21	Software Expense	9,589	1,095	15,000	9,000
22	Supplies	46,854	59,073	60,000	63,600
23	Office Supplies	280	-	700	700
24	Uniform Supplies	2,958	3,618	3,300	3,500
25	Gasoline Oil Diesel Supplies	14,662	11,616	16,695	23,400
26	Professional services	10,531	6,831	12,000	12,000
27	Insurance Vehicle	1,808	1,506	1,600	1,700
28	Insurance Liability	2,422	2,226	2,430	2,400
29	Insurance - Claims	1,835	-	5,000	5,000
30	Travel, Training & Memberships	4,408	3,150	9,000	10,200
31	Staff Licenses & Certifications	46	-	50	50
33	Publications Advertising and Printing	-	-	800	800
34	Total Water Distribution Operations	594,260	486,815	643,225	682,660
35					
38	Capital Outlay - Improvements	-	-	-	45,000
40	Capital Outlay - Machinery and Equip.	-	6,694	50,000	129,000
48	Total Water Distribution Capital	20,790	6,694	50,000	174,000
49					
50	Total Water Distribution	615,050	493,508	693,225	856,660

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.

FY23 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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to continue the level of service currently provided by Utility Maintenance including water main flushing, monthly chlorine residual testing, and pump station and system maintenance.

LONG-TERM GOALS

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

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

SAWS

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	99,066	55,394	101,300	102,100
3	Overtime	5,739	2,106	5,000	5,200
4	Payroll Taxes	7,493	4,292	7,800	7,900
5	Retirement	11,549	6,919	11,800	11,900
6	Unemployment and Worker's comp	923	1,834	1,200	2,600
7	Employee Insurance	28,372	16,570	28,100	33,300
10	Utilities	25,974	18,458	24,000	28,080
11	Repairs & Maint. - Buildings/grounds	4,448	-	3,000	3,000
12	Insurance Property	2,581	2,843	2,600	3,100
13	Telephone & Internet	1,033	379	900	950
15	Repairs & Maint. - Infrastructure	13,679	6,699	15,000	16,500
19	Supplies	15,185	18,756	18,000	19,800
20	Chemical and Material Supplies	-	-	1,100	1,150
21	Professional Services	3,863	2,060	6,500	6,500
22	Insurance Liability	899	827	910	900
25	Total SAWS Operations	220,806	137,137	227,210	242,980
26					
31	Total SAWS	220,806	137,137	227,210	242,980

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.

FY23 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	2	2
Water Treatment Plant Operator I	1	1

WHAT WE DO

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

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

FY23 BUDGET INITIATIVES

The FY23 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	204,138	162,585	197,500	215,200
2	Part-time/Seasonal Wages	9,347	7,540	8,800	9,400
3	Overtime	3,990	5,788	6,400	5,200
4	Payroll Taxes	15,082	12,630	15,400	16,800
5	Retirement	22,542	20,021	23,000	25,100
6	Unemployment and Worker's comp	1,669	1,963	2,300	5,500
7	Employee Insurance	53,260	46,900	59,000	64,500
11	Utilities	54,002	40,633	50,000	60,000
12	Repairs & Maint. - Buildings/grounds	5,830	11	9,000	9,000
13	Insurance Property	7,803	8,403	7,803	9,200
14	Telephone & Internet	12,667	10,524	13,400	14,500
16	Repairs & Maint. Vehicles/Equip.	2,794	1,457	5,500	4,500
17	Repairs & Maint. - Infrastructure	15,275	3,370	19,100	15,000
19	Copier Costs	235	125	400	400
21	Equipment Non-capitalized	5,156	4,216	6,000	5,000
22	Computer Hardware	20	-	-	6,550
23	Software Expense	3,444	728	3,200	4,000
24	Supplies	9,896	5,636	9,144	8,000
25	Office Supplies	677	400	1,500	1,200
26	Uniform Supplies	786	1,536	1,500	1,750
27	Gasoline Oil Diesel Supplies	5,032	4,607	5,000	9,700
28	Chemical and Material Supplies	111,236	81,609	110,000	129,100
29	Professional services	33,587	20,306	38,000	35,500
30	Insurance Vehicle	457	440	450	500
31	Insurance Liability	1,860	1,684	1,860	1,900
32	Travel, Training & Memberships	1,449	2,903	6,000	6,100
34	Publications Advertising and Printing	4,211	-	2,900	3,000
36	Total Sheridan WTP Operations	586,446	446,014	603,157	666,600
37					
38	Capital Outlay - Infrastructure	4,907	-	-	66,000
39	Capital Outlay - Buildings	-	17,599	75,000	185,500
42	Total Sheridan WTP Capital	4,907	17,599	75,000	251,500
43					
47	Total Sheridan WTP	591,353	463,613	678,157	918,100

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.

FY23 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 IV	2	2

WHAT WE DO

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

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

FY23 BUDGET INITIATIVES

The FY23 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 will install two basin turbidimeters to help increase troubleshooting capabilities and promote more efficient operations. We intend to install an electric security gate to bolster our security and alleviate safety hazards associated with manual operation.

LONG-TERM GOALS

The Water Treatment Division's plan is to further develop our Cityworks asset management program, tailoring it to meet water treatment needs. The division also plans to 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	190,377	146,589	196,300	208,900
2	Part-time/Seasonal Wages	8,414	6,343	8,800	9,400
3	Overtime	4,865	4,628	5,600	5,000
4	Payroll Taxes	14,518	11,565	15,300	16,300
5	Retirement	21,915	18,137	22,900	24,400
6	Unemployment and Worker's comp	1,601	1,779	2,200	5,400
7	Employee Insurance	52,246	32,743	53,800	50,200
12	Utilities	30,849	19,303	30,000	27,700
13	Repairs & Maint. - Buildings/grounds	1,838	9,111	4,500	3,500
14	Insurance Property	6,833	7,332	7,000	8,100
15	Telephone & Internet	11,519	8,405	11,900	12,200
16	Repairs & Maint. Vehicles/Equip.	1,795	102	4,500	3,500
17	Repairs & Maint. - Infrastructure	25,753	5,286	15,000	22,000
20	Equipment Rentals	600	289	-	-
21	Equipment Non-capitalized	5,816	1,699	7,500	6,000
22	Computer Hardware	20	-	-	1,350
23	Software Expense	3,444	728	3,240	3,400
24	Supplies	10,014	6,046	8,600	8,900
25	Office Supplies	465	474	500	1,000
26	Uniform Supplies	986	945	1,500	2,000
27	Gasoline Oil Diesel Supplies	1,851	2,645	2,500	7,200
28	Chemical and Material Supplies	72,127	51,494	53,400	83,500
29	Professional Services	20,271	18,804	24,000	28,100
30	Insurance Vehicle	159	194	160	200
31	Insurance Liability	1,795	1,675	1,800	1,800
32	Travel, Training & Memberships	4,268	3,515	6,000	4,650
34	Publications Advertising and Printing	-	-	-	-
35	Total Big Goose WTP Operations	494,340	359,833	487,000	544,700
36					
37	Capital Outlay - Infrastructure	-	-	25,000	-
38	Capital Outlay - Buildings	-	-	25,000	57,500
39	Capital Outlay - Machinery and Equip.	-	-	102,000	33,000
41	Total Big Goose WTP Capital	-	-	152,000	90,500
42					
47	Total Big Goose WTP	494,340	359,833	639,000	635,200

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.

FY23 BUDGET INITIATIVES

With approval of the proposed FY23 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 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

FY23 Sewer Fund Summary

Line #		Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Sewer Revenue	3,274,608	2,457,024	3,265,200	3,105,290
2	Capital Reserves to fund Projects				-
3	Total Revenues & Reserves	3,274,608	2,457,024	3,265,200	3,105,290
4					
5	Sewer Admin	1,006,955	1,044,639	1,349,569	1,331,666
7	WW Collection	449,455	793,843	899,435	581,600
8	WW Treatment	996,600	881,641	1,298,015	1,017,750
9	Total Sewer Expenses	2,453,010	2,720,123	3,547,019	2,931,016
10					
11	Revenues over Expenses	821,597	(263,099)	(281,819)	174,274

FY23 Sewer Fund Detailed Revenue

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Wyoming Dept of Health	65,125	18,600	45,000	-
2	CARES Act Relief -SLIB	872	-	-	-
3	Grease/Septage Fees	51,438	45,820	68,000	67,000
4	Sewer Fees	2,597,811	2,014,525	2,638,000	2,728,690
5	Sewer Inspection Fees	7,707	7,172	5,700	8,000
6	PIFF	312,319	365,757	185,000	295,000
7	Interest	6,537	5,150	7,500	6,600
8	Other Miscellaneous	232,798	-	-	-
9	Sale of Fixed Assets	-	-	76,000	-
10	Transfer from Water	-	-	240,000	-
11	Total Sewer Fund Revenue	3,274,608	2,457,024	3,265,200	3,105,290

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.

FY23 Sewer Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.2
Assistant Utilities Director	1	.4
Administrative Coordinator	1	.2
Project Engineer	1	.4
Utility Services Technician	1	.4

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

FY23 BUDGET INITIATIVES

The FY23 operating budget includes funding to support the mission of this division and the service it provides to the Sewer Enterprise. Operating expenses primarily consist of personnel expenses, engineering and financial consulting services, and software licenses and subscriptions supporting the functions of the Sewer Enterprise Fund. This budget will further support the development of our Asset Management Program, generate revenue to fund a sewer creek crossing project, 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 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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	99,952	74,270	110,100	125,700
3	Overtime	-	36	250	250
4	Payroll Taxes	7,272	5,371	8,500	9,700
5	Retirement	10,997	8,651	12,800	14,700
6	Unemployment and Worker's comp	785	842	1,300	3,200
7	Employee Insurance	18,913	11,247	17,600	22,300
10	Telephone & Internet	1,814	1,278	2,000	2,000
11	Repairs & Maint. Vehicles/Equip.	23	334	450	440
15	Computer Hardware	118	-	350	4,560
16	Software Expense	20,956	23,381	22,640	27,300
17	Supplies	731	129	500	500
18	Office Supplies	904	223	700	700
19	Uniform Supplies	-	76	125	250
20	Gasoline Oil Diesel Supplies	744	725	750	1,450
21	Professional Services	14,242	4,268	30,000	23,000
22	Insurance Vehicle	63	63	65	100
23	Insurance Liability	978	898	980	1,000
25	Travel, Training & Memberships	4,323	915	5,500	4,850
27	Publications Advertising and Printing	234	32	100	100
28	Uncollectible Accounts	(10,777)	-	-	-
29	Total Sewer Admin Operations	172,273	132,738	214,710	242,100
30					
35	Principal - CWSRF109	61,961	61,961	61,961	61,961
36	Principal - CWSRF 47	62,390	63,859	63,882	65,479
38	Principal - CWSRF #152	121,490	138,495	133,786	137,085
39	Principal - CWSRF #164	-	29,211	30,000	28,831
40	Principal - CWSRF #166	6,094	6,111	6,216	6,369
41	Principal - CWSRF #168	39,962	38,030	38,730	39,685
44	Interest - CWSRF47	8,124	6,655	6,632	5,035
46	Interest - CWSRF #152	80,518	63,513	68,223	64,924
47	Interest - CWSRF #164	-	709	76,000	16,876
48	Interest - CWSRF #166	3,523	3,506	3,401	3,248
49	Interest - CWSRF #168	8,063	23,370	22,670	21,715
51	Total Sewer Admin Debt	392,124	435,419	511,501	451,208
52					
53	Transfer to General Fund - Support Costs	406,700	320,625	427,500	427,500
54	Trfr to Cap Proj - Raw Sewage Pumps & Rai	-	120,000	160,000	-
55	Trfr to Cap Proj - Sewer Creek Crossing	-	-	-	175,000
63	Transfer to Water Fund	35,858	35,857	35,858	35,858
64	Total Sewer Admin Transfer	442,558	476,482	623,358	638,358
65					
66	Total Sewer Admin	1,006,955	1,044,639	1,349,569	1,331,666

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.

FY23 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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to continue the level of service currently provided by Utility Maintenance including the repair of four sanitary sewer mains, the rehabilitation of 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. This budget will provide for the replacement of three (3) ½ ton work trucks in cost share (40%) with the Water Distribution Division.

LONG-TERM GOALS

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

WASTEWATER COLLECTION

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	179,534	136,925	184,000	185,500
2	Part-time/Seasonal Wages	12,830	10,004	12,400	12,900
3	Overtime	8,837	8,043	11,000	9,500
4	Payroll Taxes	14,282	11,329	14,600	14,800
5	Retirement	20,854	17,361	21,100	21,300
6	Unemployment and Worker's comp	1,561	3,773	2,100	4,900
7	Employee Insurance	55,142	42,581	53,900	61,600
12	Utilities	12,113	10,144	8,755	10,250
13	Repairs & Maint. - Buildings/grounds	315	-	2,000	2,000
14	Insurance Property	941	1,021	1,100	1,100
15	Telephone & Internet	3,207	1,977	3,200	3,300
16	Building/Land Rent	2,109	1,897	2,300	2,450
17	Repairs & Maint. Vehicles/Equip.	9,646	17,310	10,000	10,000
18	Repairs & Maint. - Infrastructure	9,813	31,632	27,000	29,700
19	Copier Costs	537	371	500	500
20	Equipment Non-capitalized	2,771	2,580	5,000	5,000
21	Computer Hardware	1,067	-	-	1,800
22	Software Expense	5,414	2,500	7,000	7,400
23	Supplies	3,894	1,741	8,500	9,000
24	Office Supplies	177	-	500	500
25	Uniform Supplies	3,276	3,389	3,300	3,300
26	Gasoline Oil Diesel Supplies	3,394	2,764	5,250	7,350
27	Professional Services	81,688	79,195	82,500	91,000
28	Insurance Vehicle	1,205	1,004	1,030	1,100
29	Insurance Liability	1,745	1,604	1,750	1,800
30	Insurance - Claims	2,339	1,000	5,000	5,000
31	Travel, Training & Memberships	4,378	2,986	8,400	8,800
32	Staff Licenses & Certifications	-	45	50	150
33	Total WW Collection Operations	443,068	393,179	482,235	512,000
34					
35	Capital Outlay - Buildings	-	-	-	-
36	Capital Outlay - Machinery and Equip.	6,388	400,664	400,000	-
40	Total WW Collection Capital	6,388	400,664	400,000	-
41					
42	Transfer to Water Fund	-	-	17,200	69,600
43	Total Sewer Admin Transfer	-	-	17,200	69,600
44					
45	Total WW Collection	449,455	793,843	899,435	581,600

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.

FY23 Wastewater Treatment Staffing		
Position	Headcount	FTE
Wastewater Treatment Superintendent Operator IV	1	1
Wastewater Treatment Operator IV	2	2
WWTP Laboratory Coordinator, Operator IV	1	1
WWTP Maintenance Mechanic Coordinator	1	1
WWTP Maintenance Mechanic Technician	1	1
WWTP Maintenance Mechanic	1	1

WHAT WE DO

The WWTP consists of 4 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.

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to continue the high level of maintenance and repairs required for a conventional activated sludge plant, which also includes expenses for wastewater treatment process requirements and for regulatory testing and reporting. Our facility continues to be proactive in expanding our SCADA technology, maintaining efficiency for future community growth. This budget will provide a replacement for the lab work truck and a replacement zero turn lawn mower to support our lawn maintenance.

LONG-TERM GOALS

Complete and finalize our 2022 Wastewater System Master Plan where we will define improvements needed to our WWTP to meet future regulatory compliance and the future growth demands of our community.

WASTEWATER TREATMENT

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	396,088	302,829	394,500	400,400
3	Overtime	543	397	600	650
4	Payroll Taxes	27,840	21,627	30,000	30,500
5	Retirement	42,975	35,085	45,600	46,300
6	Unemployment and Worker's comp	3,117	3,384	4,400	10,000
7	Employee Insurance	110,326	86,214	111,900	128,700
10	Utilities	166,834	111,277	143,000	145,800
11	Repairs & Maint. - Buildings/grounds	1,871	10	3,000	3,000
12	Insurance Property	9,472	10,604	9,700	11,700
13	Telephone & Internet	8,123	5,342	7,500	6,900
15	Repairs & Maint. Vehicles/Equip.	610	3,341	2,100	2,300
16	Repairs & Maint. - Infrastructure	49,080	25,341	45,000	40,000
17	Equipment Rentals	346	385	300	350
18	Equipment Non-capitalized	1,974	10,624	11,700	4,500
19	Computer Hardware	754	960	2,500	2,500
20	Software Expense	2,624	1,211	2,000	1,500
21	Supplies	9,064	5,286	8,900	8,500
22	Office Supplies	944	686	1,500	1,200
23	Uniform Supplies	1,497	483	1,575	1,750
24	Gasoline Oil Diesel Supplies	9,225	7,768	10,000	11,500
25	Chemical and Material Supplies	73,088	50,384	76,000	79,800
26	Professional services	21,251	20,854	33,100	30,000
27	Insurance Vehicle	672	710	650	800
28	Insurance Liability	3,486	3,222	3,490	3,500
30	Travel, Training & Memberships	642	2,803	3,000	1,000
33	Total WW Treatment Operations	942,447	710,826	952,015	973,150
34					
35	Capital Outlay - Infrastructure	-	270	145,000	
36	Capital Outlay - Buildings	10,115	31,108	41,000	
38	Capital Outlay - Machinery and Equip.	44,038	139,437	160,000	44,600
39	Total WW Treatment Capital	54,153	170,815	346,000	44,600
40					
41	Total WW Treatment	996,600	881,641	1,298,015	1,017,750

SOLID WASTE FUND

MISSION STATEMENT

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

WHAT WE DO

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

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

FY23 BUDGET INITIATIVES

With approval of the proposed FY23 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 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

FY23 Solid Waste Fund Summary

Line #		Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Solid Waste Revenue	5,513,718	4,316,060	5,853,250	6,033,280
2					
3	Solid Waste Admin	1,489,043	1,009,902	1,500,470	1,336,147
4	Waste Collection	864,527	733,272	1,563,773	1,548,540
5	Landfill	1,131,356	944,643	1,703,420	1,648,310
6	Recycling	982,792	1,001,805	1,312,032	1,433,170
7	Total Solid Waste Expenses	4,467,719	3,689,622	6,079,695	5,966,167
8					
9	Revenues over Expenses	1,045,999	626,438	(226,445)	67,113

FY23 Solid Waste Fund Detailed Revenue

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	CARES Act Relief - Off of State Land & Investments	22,788	-	-	-
4	Landfill - Public	1,330,307	968,076	1,353,000	1,511,730
5	Sanitation	3,641,542	2,853,442	3,771,500	3,892,100
6	Interest	15,573	8,789	18,000	11,100
7	Appreciation/Depreciation	(182)	(326)	(150)	(300)
8	Recycling Commodity Sales	111,711	147,385	70,000	202,900
11	Recycling other - Landfill Metal	82,968	95,803	85,000	96,000
12	Recycling Sorting Fees	2,812	2,200	2,800	1,750
13	Curbside Recycling Fees	257,849	199,458	260,000	272,200
14	Recycling Container Rent	41,454	32,599	41,000	44,500
16	Other Miscellaneous	1,256	8,632	2,100	1,300
17	Sale of Fixed Assets	5,640	-	250,000	-
18					
19	Total Solid Waste Fund Revenue	5,513,718	4,316,060	5,853,250	6,033,280

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.

FY23 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 are to ensure that all operations are efficiently operated, safely administered, adequately funded, and remain in compliance with all regulations. This includes overseeing collection routes, staff training, safety, equipment purchases, regulatory controls, new landfill cell development, and landfill remediation.

SOLID WASTE ADMINISTRATION

Line #	Account Description	Actual FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	176,133	131,804	185,100	193,000
2	Overtime	1,792	1,341	1,200	2,100
3	Payroll Taxes	12,274	9,754	14,200	14,800
4	Retirement	18,776	15,731	21,600	22,500
5	Unemployment and Worker's comp	1,370	1,510	2,100	4,900
6	Employee Insurance	39,572	30,194	42,000	45,800
8	Telephone & Internet	1,266	1,012	1,400	1,400
9	Copier Costs	2,224	1,411	2,000	2,000
10	Computer Hardware	54	-	300	1,000
11	Software Expense	99	1,612	1,500	1,100
12	Office Supplies	154	250	250	400
13	Professional Services	10,205	8,410	30,000	31,000
14	Insurance Liability	1,647	1,512	1,675	1,700
15	Insurance - Claims	-	-	230	1,000
16	Travel, Training & Memberships	268	-	2,400	2,300
17	Publications Advertising and Printing	12,961	17,041	20,000	27,000
18	Total Solid Waste Admin Operations	278,794	221,581	325,955	352,000
32					
40	Debt Service Principal - Cat 930K Loader	25,819	26,645	26,645	27,498
41	Debt Service Principal - CAT Leases	46,155	47,632	238,000	49,156
42	Debt Service Principal - CWSRF Loans	202,568	-	-	-
43	Debt Service Principal - Landfill Compactor	91,103	94,192	94,192	97,385
50	Debt Service Interest - Cat 930K Loader	4,419	3,593	3,593	2,740
51	Debt Service Interest - CAT Leases	9,077	7,601	7,601	6,077
52	Debt Service Interest - CWSRF Loans	5,536	-	-	-
53	Debt Service Interest - Landfill Compactor	24,272	21,184	21,184	17,991
54	Total Solid Waste Admin Debt	408,950	200,846	391,215	200,847
55					
56	Transfer to General Fund - Support Costs	751,300	587,475	783,300	783,300
57	Trfr to Cap Proj - Landfill Cell Closures & Cell 10 Dev	50,000	-	-	-
63	Total Solid Waste Admin Transfer	801,300	587,475	783,300	783,300
64					
65	Total Solid Waste Admin	1,489,043	1,009,902	1,500,470	1,336,147

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.

FY23 Waste Collection Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator I	1	1
Sanitation/Recycling Equipment Operator II	1	1
Sanitation/Recycling Equipment Operator III	6	6
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

The 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

FY23 BUDGET INITIATIVES

The FY23 budget includes funding to continue the level of service previously provided by the Solid Waste Collection Division and to ensure that current and futures services are met. It also provides funding to purchase 600, 90-gallon replacement trash cans, for upgrades to the glass crusher turning it into a welding shop, for an administrative/Restroom/Locker Room facility, and the purchase of one front-load collection truck.

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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	392,009	291,844	397,400	408,700
3	Overtime	20,423	17,936	19,000	26,500
4	Payroll Taxes	28,809	22,404	30,000	30,800
5	Retirement	44,443	36,092	45,500	46,800
6	Unemployment and Worker's comp	3,254	3,531	4,300	10,100
7	Employee Insurance	98,918	81,228	104,400	130,700
8	Other Employee Expenses	-	47	300	300
12	Utilities	792	571	700	950
13	Repairs & Maint. - Buildings/grounds	8,027	1,267	6,000	6,500
14	Telephone & Internet	997	544	1,000	1,000
16	Repairs & Maint. Vehicles/Equip.	106,740	88,672	95,000	104,200
18	Copier Costs	649	620	800	700
19	Equipment Non-capitalized	39,068	59,817	49,500	104,800
21	Computer Hardware	165	20	1,600	1,600
22	Software Expense	3,736	4,090	4,600	7,290
23	Supplies	6,926	3,610	5,500	5,150
24	Office Supplies	338	63	500	550
25	Uniform Supplies	3,924	1,972	5,950	5,000
26	Gasoline Oil Diesel Supplies	66,392	61,113	60,000	84,000
27	Professional Services	39,883	31,041	34,790	47,950
28	Insurance Vehicle	7,552	9,209	7,500	10,100
29	Insurance Liability	3,527	3,245	3,600	3,600
30	Insurance - Claims	3,668	4,491	1,000	4,000
31	Travel, Training & Memberships	180	132	1,000	1,250
33	Uncollectible Accounts	(15,891)	-	-	-
34	Total Waste Collection Operations	864,527	723,558	879,940	1,042,540
35					
36	Capital Outlay - Improvements	-	-	-	15,000
37	Capital Outlay - Improvements	-	-	-	175,000
38	Capital Outlay - Machinery and Equip.	-	9,714	683,833	316,000
40	Total Waste Collection Capital	-	9,714	683,833	506,000
41					
42	Total Waste Collection	864,527	733,272	1,563,773	1,548,540

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.

FY23 Landfill Staffing		
Position	Headcount	FTE
Landfill Supervisor	1	1
Landfill Attendant	2	1.6
Landfill Technician	1	1
Landfill Equipment Operator III	1	1
Landfill Equipment Operator IV	4	4
Landfill Senior Equipment Operator	1	1

WHAT WE DO

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

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

FY23 BUDGET INITIATIVES

The FY23 budget includes all funding needed to continue the level of excellent service provided by the Landfill. This budget will provide funding to complete the landfill mall, remodel the administrative & shop building for better functionality, expand the litter fence boundary, and purchase a riding litter vacuum system.

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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	337,750	254,981	339,700	338,700
2	Part-time/Seasonal	55,048	19,532	56,500	71,000
3	Overtime	9,502	11,693	12,000	15,000
4	Payroll Taxes	28,418	21,593	30,400	31,400
5	Retirement	39,500	32,999	41,600	46,400
6	Unemployment and Worker's comp	6,363	1,848	4,400	10,300
7	Employee Insurance	99,742	77,463	101,100	106,400
8	Other Employee Expenses	230	664	500	500
9	Temporary Services Labor	708	13,452	8,000	12,000
13	Utilities	8,183	6,357	8,000	8,000
14	Repairs & Maint. - Buildings/grounds	12,449	22,939	16,000	10,000
15	Insurance Property	1,429	1,602	1,600	1,800
16	Telephone & Internet	4,759	2,771	5,470	5,800
17	Repairs & Maint. Vehicles/Equip.	193,363	141,990	120,000	188,900
19	Copier Costs	572	1,225	750	1,500
21	Equipment Non-capitalized	7,026	5,315	7,000	11,000
22	Computer Hardware	683	824	2,100	4,700
23	Software Expense	2,260	6,412	2,800	6,980
24	Supplies	24,552	15,400	35,100	38,500
25	Office Supplies	1,076	882	1,500	1,600
26	Uniform Supplies	3,242	4,084	6,000	6,300
27	Gasoline Oil Diesel Supplies	84,181	83,430	90,000	126,000
28	Professional Services	199,998	184,425	225,000	257,020
29	Insurance Vehicle	1,006	1,496	2,300	1,600
30	Insurance Liability	3,488	3,699	3,500	4,100
31	DEQ Finance Assurance Premium	2,430	3,240	3,700	8,210
32	Insurance - Claims	-	(2,050)	-	-
33	Travel, Training & Memberships	3,399	4,484	3,400	1,600
35	Total Landfill Operations	1,131,356	922,752	1,128,420	1,315,310
36					
37	Capital Outlay - Building	-	21,891	100,000	265,000
38	Capital Outlay - Improvements	-	-	-	18,000
40	Capital Outlay - Machinery and Equip.	-	-	475,000	50,000
41	Total Landfill Capital	-	21,891	575,000	333,000
42					
43	Total Landfill	1,131,356	944,643	1,703,420	1,648,310

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.

FY23 Recycling Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator II	2	2
Sanitation/Recycling Equipment Operator III	6	6
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

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

FY23 BUDGET INITIATIVES

The FY23 budget includes all funding needed to continue the level of excellent service provided by the Recycling Division. This budget will provide funding for replacing over 300, 90-gallon recycling containers, perform upgrades to the glass crusher facility turning it into a welding shop, the provision of an Administrative/ Restroom/Locker Room Facility, replace one roll-off truck, and one ½ ton pickup.

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 FY21	FY22 March YTD	Budget FY22	Budget FY23
1	Salaries and Wages	401,229	301,520	414,700	417,400
3	Overtime	19,931	22,071	17,600	20,000
4	Payroll Taxes	29,825	24,499	31,300	31,500
5	Retirement	45,517	38,323	47,500	47,800
6	Unemployment and Worker's comp	3,337	3,788	4,500	10,300
7	Employee Insurance	97,716	79,880	104,400	117,700
8	Other Employee Expenses	-	-	300	300
9	Temporary Services Labor	189,006	168,594	160,000	184,700
13	Utilities	11,191	7,512	9,800	11,500
15	Repairs & Maint. - Buildings/grounds	15,916	753	6,000	6,500
16	Telephone & Internet	1,528	774	1,300	1,400
18	Repairs & Maint. Vehicles/Equip.	55,949	27,548	48,000	37,000
20	Copier Costs	781	1,170	900	900
21	Equipment Rentals	1,020	-	2,000	2,000
22	Equipment Non-capitalized	-	-	7,000	24,000
24	Computer Hardware	165	-	1,200	1,200
25	Software Expense	4,348	3,789	4,600	4,930
26	Supplies	20,284	8,853	16,000	17,040
27	Office Supplies	338	29	230	300
28	Uniform Supplies	2,935	1,744	4,702	4,950
29	Gasoline Oil Diesel Supplies	36,531	37,336	40,000	56,000
31	Professional Services	11,953	6,784	16,000	12,700
32	Insurance Vehicle	2,039	2,102	2,300	2,300
33	Insurance Liability	3,661	3,387	3,700	3,700
34	Travel, Training & Memberships	492	173	750	750
36	Publications Advertising and Printing	240	-	360	300
37	Uncollectible Accounts	(1,130)	-	-	-
38	Total Recycling Operations	954,797	740,631	945,142	1,017,170
39					
40	Capital Outlay - Improvements	-	-	-	25,000
42	Capital Outlay - Improvements	-	-	-	175,000
43	Capital Outlay - Machinery and Equip.	27,995	261,174	366,890	216,000
45	Total Recycling Capital	27,995	261,174	366,890	416,000
46					
47	Total Recycling	982,792	1,001,805	1,312,032	1,433,170