AGENDA
CITY OF SHERIDAN
JUNE 15, 2020
REGULAR COUNCIL MEETING START 7:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Invocation to be given by Kevin Jones with the Grace Anglican Church

4. Roll Call of Members

5. Consideration of Agenda

6. Comments from the Public

7. Community Update

   A. Pledge Local Challenge - Sheridan County Chamber of Commerce CEO Dixie Johnson

8. Public Hearings

   A. Public Hearing for Resolution #22-20 - Vale Subdivision - Community Development Director Wade Sanner

      i. Consideration of Resolution #22-20 - Vale Subdivision

   B. Public Hearing for Resolution #21-20 - FY20 Budget Revision #2 - City Treasurer Karen Burtis

      i. Consideration of Resolution #21-20 - FY20 Budget Revision #2

   C. Public Hearing for Resolution #23-20 - Adoption of the FY21 Budget - City Treasurer Karen Burtis

      i. Consideration of Resolution #23-20 - Adoption of the FY21 Budget

9. Consent Agenda

   A. Minutes of Regular Council Meeting June 1st, 2020

B. Minutes of Special Council Meeting June 8th, 2020

C. Claims

10. Staff Update

A. Introduction of New City Administrator, Stuart McRae

B. Sales and Use Tax Update - City Treasurer Karen Burtis

OLD BUSINESS

11. Consideration for the Third and Final Reading of Ordinance #2217 Removing Unused Sections of City Code - City Attorney Brendon Kerns

NEW BUSINESS

12. Consideration of a One Cent Agreement with Sheridan County for the Impact Sheridan Program - City Attorney Brendon Kerns

13. Consideration of Resolution 14-20 Establishing Utility Rates for Sewer Service - Utilities Director Dan Roberts

14. Consideration of Resolution 15-20 Establishing Solid Waste Collection and Disposal Rates - Utilities Director Dan Roberts

15. Consideration of a Professional Services Contract with Burns & McDonnell for the Final Design and Bidding of the Landfill's T6/T7/T8 Cell Closure - Utilities Director Dan Roberts

16. Consideration of Professional Services Agreement with Interim City Administrator Mike Jackson - Human Resource Director Heather Doke

17. Consideration of Agreement with Sheridan County School District #2 for the Creation of the Sheridan Recreation District - City Attorney Brendon Kerns

18. Consideration of Emergency Ordinance #2222 - Alcohol Delivery - City Attorney Brendon Kerns

19. Council Comments and Requests for Future Agenda Items

20. Executive Session per Wyoming State Statute 16-4-405 (iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.

    Executive Session per Wyoming State Statute 16-4-405, To Consider Accepting or Tendering Offers Concerning Wages, Salaries, Benefits and Terms of Employment During All Negotiations.

21. Adjournment

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

Project Name:	Public Hearing for Resolution #22-20 - Vale Subdivision - Community Development Director Wade Sanner
From:	Wade Sanner, Community Development Director
To:	Mayor and Council
CC:	
Date:	06/09/2020

Recommendation:

Staff recommends that Mayor and Council approve Resolution #22-20 for Vale Subdivision, a request to subdivide one lot and portions of three lots into 3 total lots, zoned R-1 Residence District.

Potential Findings of Fact:

Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202:

1. The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.
2. The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.
3. Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.
4. All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.

Discussion:

Staff offers the following comments on final plat required findings:

1. The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.

This property falls completely within the City limits, so this condition does not apply.

2. The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.

Again, not applicable in this case, the property is within the city limits.

3. Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.

The proposed lots will allow for adequate setbacks and development on the lot for single-family residential uses. The property is zoned R-1. Any future improvement will be reviewed and approved through the building permit process as required.

4. All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

This subdivision is outside of the Airport influence area.

5. No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.

The Utilities Department has determined there is adequate water and sewer capacity to serve all three lots.

Staff has no further comments at this time.

Background:

The properties were originally platted as the Western Addition to Sheridan Wyoming Subdivision platted in 1892. The applicant is requesting to subdivide 14,334 square feet from 1 lot and portions of 3 lots into 3 lots.

The property lies at the northwest corner of Loucks Street and Highland Avenue. Along the west side of the property is Vale Avenue an unimproved dirt road. Abutting the north side of the property is an unimproved alley. Overhead powerlines run the length of the alley. The alley way is designated right-of-way, but has not been paved or improved. The subject property consists of the following addresses: 9 Vale Street, 989 West Loucks and an unaddressed property at the corner of Loucks Street and Highland Avenue.

Lot 1 (9 Vale Street):

The lot has an area of 2,550 square feet with a width of 34 feet and a length of 75 feet. The property located at 9 Vale Street contains a 656 square foot 1-story home built in 1969. The home faces Vale Street (west), and encroaches in to the alley by 3 feet. The home does not meet the front yard and sideyard setbacks for a home in the R-1 zone district. The new configuration of Lot 1 will have an area of 4,945 square feet, with the width to remain 34 feet, but the length will extend to 145 feet.

Variance 1: Per Appendix B, Sec. 505 of the Sheridan City Municipal Code, the depth-to-front ratio of lots shall not exceed 2.5 to 1. The applicant is requesting lot to have a depth-to-front ratio to be 4.16:1.

Variance 2: Per Appendix A, Sec. 4.1 of the Sheridan City Municipal Code, each one-family dwelling shall be located on a lot having an area of not less than six thousand (6,000) square feet. The applicant is requesting that the area of lot one being 4,945 square foot.

Variance 3: Per Appendix B, Sec. 505 of the Sheridan City Municipal Code, the minimum lot width at the building setback line in the R-1 zone district shall be sixty feet.

Lot 2 (989 West Loucks Street):
The existing lot has a 50 foot frontage and an area of 5,350 square feet. The reconfiguration of this lot will widen the frontage to 60 feet and widen the lot to 90 feet. The property contains a 732 square foot single-family home built in 1933. The home does not meet the sideyard setback on the east side of the property, and does not meet the frontyard setback for a home in the R-1 zone district. The proposed lot area will be 5,400 square feet. The new lot is proposed to have a depth-to-front ratio of 1.5:1.

Variance 1: Per Appendix A, Sec. 4.1 of the Sheridan City Municipal Code, each one-family dwelling shall be located on a lot having an area of not less than six thousand (6,000) square feet. The applicant is requesting that the area of lot two being 5,400 square foot.

Lot 3 (Not Addressed Vacant Lot):
Lot 3 is an irregularly shaped parcel that was created when Highland Drive was realigned. The parcel is 6,432 square feet with a lot width of 66 feet that tapers to 37 feet. The parcel is vacant. The applicant is proposing to reduce the lot area to 4,122 square feet with a lot width of 56 feet at the lots widest point and 35 feet at the narrowest point. The reduction of 2,310 square feet will be incorporated in to the square footage of Lot 1 and Lot 2, the proposed depth-to-front ratio of 1.77:1.

Variance 1: Per Appendix A, Sec. 4.1 of the Sheridan City Municipal Code, each one-family dwelling shall be located on a lot having an area of not less than six thousand (6,000) square feet. The applicant is requesting that the area of lot three being 4,122 square foot.

The applicant is requesting the subdivision to allow for financing of the homes, as well as clean up the existing property lines. The encroachment of the home on Lot 1 into the alleyway will be rectified in the future with a right-of-way vacation to be pursued after the approval of the subdivision. Lot 3 is proposed to remain vacant with no plans to construct a home on the lot.

Attachments

Vale Plat
Variance request letter
Aerial
Resolution 22-20

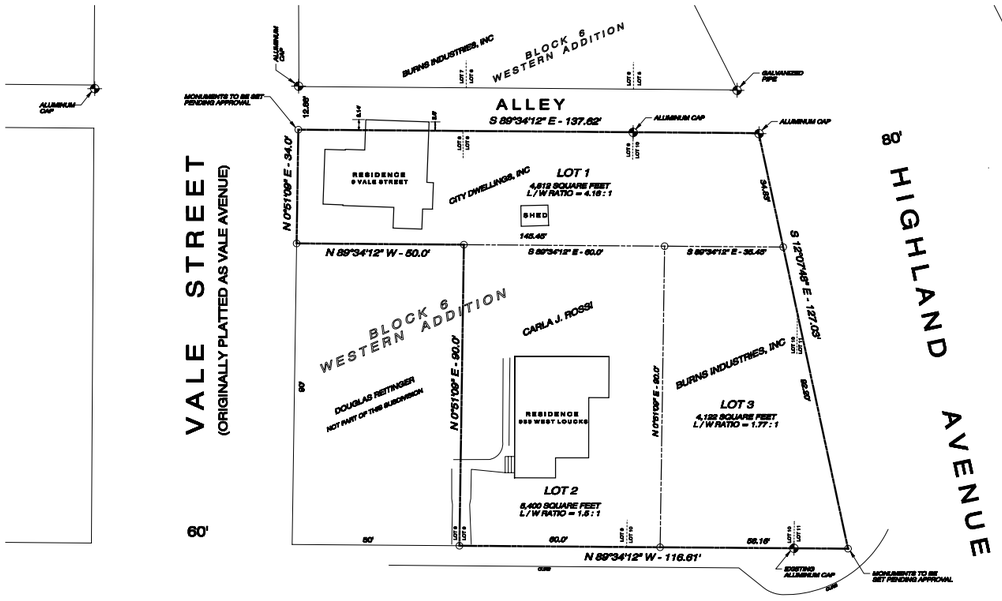
VALE SUBDIVISION

being a
REPLAT of LOT 9 and PORTIONS of LOTS 8, 10 and 11
BLOCK 6, WESTERN ADDITION
to the TOWN, now
CITY of SHERIDAN
SHERIDAN COUNTY, WYOMING

DETAIL

GRAPHIC SCALE 1"=20'
0 20 40 60

BASIS OF BEARING IS WYOMING STATE PLANE (EAST CENTRAL ZONE).
PROPERTY IS ZONED R-1.



CERTIFICATE of OWNERS

Know all men by these presents that the undersigned, Carla J. Rossi, City Dwellings, Inc and Burns Industries, Inc, being the owners, proprietors or parties of interest in the land shown on this plat, do hereby certify:

That the foregoing plat designated as Vale Subdivision, being a Replat of all of Lot 9 and Portions of Lots 8, 10 and 11, Block 6 of the Western Addition to the Town, now City of Sheridan, Sheridan County, Wyoming, and

That this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owners and proprietors; and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements, and

That the undersigned owners of the land shown and described on this plat do hereby dedicate to the City of Sheridan and its licensees for public use for the indicated purposes, all streets, alleys, easements and other public lands within the boundary lines of the plat, as indicated, and not already otherwise dedicated for public use.

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewers, water lines, gas lines, electric lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, 2020, by:

_____
Carla J. Rossi (owner)

State of Wyoming
County of Sheridan } ss

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Carla J. Rossi.

_____
NOTARY PUBLIC

My commission expires _____.

Also executed by:
City Dwellings, Inc (Owner)
by _____.

State of Wyoming
County of Sheridan } ss

On this _____ day of _____, 2020, before me personally appeared _____ to me personally known who, being duly sworn, did say that he is the _____ of City Dwellings, Inc and that he does hereby acknowledge said instrument to be the free act and deed of said City Dwellings, Inc.

_____
NOTARY PUBLIC

My commission expires _____.

Also executed by:
Burns Industries, Inc (Owner)
by _____.

State of Wyoming
County of Sheridan } ss

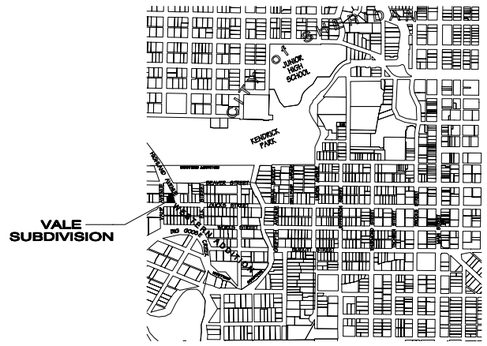
On this _____ day of _____, 2020, before me personally appeared _____ to me personally known who, being duly sworn, did say that he is the _____ of Burns Industries, Inc and that he does hereby acknowledge said instrument to be the free act and deed of said Burns Industries, Inc.

_____
NOTARY PUBLIC

My commission expires _____.

LOCATION

SCALE: 1" = 1000'



N

DECLARATION VACATING PREVIOUS PLATTING

This Plat is a replat of Lot 9 and Portions of Lots 8, 10 and 11, Block 6, Western Addition to the Town, now City of Sheridan, Sheridan County, Wyoming, as recorded in Drawer "W" of Plats, Map No. 1, of the records of the Sheridan County Clerk. All earlier plats of portions thereof encompassed by the boundaries of this plat are hereby vacated.

CERTIFICATE of SURVEYOR

State of Wyoming
County of Sheridan } ss

I, David L. Randall, of Sheridan, Wyoming do hereby certify that I am a duly registered Professional Engineer and Land Surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of the Vale Subdivision as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property performed by me in 2019 and 2020 and from records on file in the Sheridan County Clerk's Office, Sheridan, Wyoming; and that this map correctly represents all of the data shown hereon.

Registration No. 3159 PE & LS

_____
CIVIL ENGINEER and LAND SURVEYOR

CERTIFICATE of the CITY of SHERIDAN PLANNING COMMISSION

Reviewed by the City of Sheridan Planning Commission this _____ day of _____, 2020.

_____ _____
Attest: VICE-CHAIRMAN CHAIRMAN

DIRECTOR of PUBLIC WORKS CERTIFICATE of APPROVAL

This plat has been prepared in accordance with the requirements and procedures outlined in the subdivision regulations of the City of Sheridan, Wyoming and certified this ____ day of _____, 2020 by the Director of Public Works of Sheridan, Wyoming.

_____
Director of Public Works

CITY of SHERIDAN CERTIFICATE of APPROVAL

Approved by the City Council of the City of Sheridan, Wyoming, this _____ day of _____, 2020.

_____ _____
Attest: CITY CLERK MAYOR

CERTIFICATE of RECORDER

State of Wyoming
County of Sheridan } ss

This plat was filed for record in the Office of the Clerk and Recorder at _____ O'Clock __M., this ____ day of _____, 2020, and is duly recorded in Book _____, Page No. ___.

_____
COUNTY CLERK

PLAT
of the
VALE SUBDIVISION

being a
REPLAT
of
ALL of LOT 9 and PORTIONS of LOTS 8, 10 and 11
BLOCK 6
of
WESTERN ADDITION
to the
TOWN, now CITY of SHERIDAN
SHERIDAN COUNTY, WYOMING
for

CARLA J. ROSSI
1527 HIGHLAND AVENUE
SHERIDAN, WYOMING 82801
and
CITY DWELLINGS, INC
P.O. BOX 6027
SHERIDAN, WYOMING 82801
and
BURNS INDUSTRIES, INC
P.O. BOX 6027
SHERIDAN, WYOMING 82801

DRAWN BY REX RANDALL - MARCH 05, 2020
RANDALL ENGINEERING SURVEYS - SHERIDAN, WYOMING

RANDALL ENGINEERING SURVEYS
722 Monte Vista
Sheridan, Wyoming 82801
Phone 307-672-6003
Fax 307-672-6003

January 31, 2020

Sue Goodman, Planning Technician
55 Grinnell Plaza
City of Sheridan
Sheridan, Wyoming 82801

Re: Variance Requests for Lots in the Proposed Vale Subdivision being Submitted for City of Sheridan Approval.

This letter comes to you as a formal request for 3 proposed lots shown on the accompanying plat to be known as "Vale Subdivision". All 3 proposed lots and have a need for variances from requirements in the City of Sheridan Subdivision Regulations. Proposed configurations of all 3 lots are as follows:

Lot 1:

The current lot that is addressed as 9 Vale Street has an area of 2,550 square feet. It is restricted to a width of 34 feet and is now 75 feet in length. The Proposed Lot 1 would have an area of 4,812 square feet, which would allow for placement of an accessory structure such as a garage on the rear portion of the lot. That would make the property more usable and thus more desirable.

Variance requests for this lot are listed below:

The first variance is from the requirement to maintain a maximum of a 2½:1 ratio for lot depth to width. The proposal is to allow 4.16:1.

The second variance is from the required 6,000 square foot minimum for a lot in an R-1 zone. It is proposed as 4,812 square feet.

The third variance is from the required 60 foot minimum frontage for a lot width in and R-1 zone.

Lot 2:

This lot is addressed as 989 West Loucks Street.

This lot currently has a 50 foot frontage. It is proposed to be platted with a 60 foot frontage which meets the minimum standard. The lot is proposed to have a Length to Width ratio of 1.5:1 which is within acceptable standards. This lot will require a variance from the minimum square footage in an R-1 zone of 6,000 square feet. It now has an area of 5,350 square feet and is proposed to have an area of 5,400 square feet which is an improvement, but still shy of the minimum requirement.

Lot 3:

This existing parcel which is being replatted was created when Highland Avenue was realigned and portions of lots in Block 6 of the Western Addition were taken by the City for the project. This lot historically has been vacant and my understanding is that access to this lot is not allowed from Highland Avenue.

The current lot is 6,434 square feet in area and has a frontage on Loucks Street of 66.61 feet. It is proposed to have 4,122 square feet which means it requires a variance for in an R-1 zone which has a minimum of 6,000 square feet required. Its frontage would be reduced to 56.61 feet which also needs a variance from the 60 foot requirement in the regulations. The proposed lot will have a length to width ratio of 1.77:1 which satisfies the length to width ratio requirement.

This lot is not intended to be developed at this time.

The reduction in area for proposed Lot 3 is for the benefit of proposed Lot 1 which will become more usable.

If you have any questions or concerns do not hesitate to contact me.
Thank you.

Respectfully yours,



David L. Randall
Civil Engineer and Land Surveyor



CITY OF Sheridan WYOMING

Vale Subdivision

N

0 35 70 140 Feet

Name: sgoodman Date: 02/04/2020

CITY OF SHERIDAN
RESOLUTION 22-20

A RESOLUTION approving PL 20-7, the final plat of Vale Subdivision, dividing ± 14,334 square into 3 lots. Zoned R-1 Residence District, located at 989 Loucks Sttreet.

WHEREAS, the final plat of Vale subdivision has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations); with the exception of the variances from Sheridan City Code Appendix B §505(C)(1) requiring the depth-to-front ratio of lots shall not exceed 2.5 to 1, Appendix A §4.1(C) single-family homes located within the R-1 residential zone district shall be located on lots not less than six thousand (6,000) square feet, and City Code Appendix B §505(C)(1) requiring a minimum lot width at the building setback line to be sixty feet.

Now, therefore, be it resolved by the City Council of the City of Sheridan:

That the final plat of the Val Subdivision, dividing ± 14,334 square feet into 3 lots zoned R-1 Residence District, located at 989 Loucks Street.

Is hereby approved by vote of the City of Sheridan's City Council with the following variance:

> A variance from Sheridan City Code Appendix B §505(C)(1) requiring; the depth-to-front ratio of lots shall not exceed 2.5 to 1, Appendix A §4.1(C) single-family homes located within the R-1 residential zone district shall be located on lots not less than six thousand (6,000) square feet, and City Code Appendix B §505(C)(1) requiring a minimum lot width at the building setback line to be sixty feet.

In approving the variance from the depth to frontage ratio requirements and area variance, the City Council finds the following in accordance with SCC Appendix B §204(A).

1. The granting of the variance will not be detrimental to the public safety, health or welfare, or be injurious to other property;

2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property in the area; or because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;

3. The variance is necessary for reasonable development of the property in question and will alleviate a clearly demonstrable hardship.

In approving the Vale subdivision, the City Council finds the following as required by Sheridan City Code Appendix B §202:

A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.

B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variances granted.

C. The subdivision falls outside of the Airport Influence Area.

D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, APPROVED, AND ADOPTED this 13th day of June 2020.

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Public Hearing for Resolution #21-20 - FY20 Budget Revision #2 - City Treasurer Karen Burtis
From:	Karen Burtis, City Treasurer
To:	Mayor and Council
CC:	
Date:	05/12/2020

Recommendation:

Staff recommends the approval of Resolution #21-20 authorizing adjustments to the FY20 Budget.

Background:

During the current fiscal year, unanticipated income was received creating amounts available for potential budget expenditures. Unexpected expenditures occurred that need to be funded. Transfer of appropriations and modifications of estimated revenues and appropriations are needed as the year progresses and more definitive information is obtained. Resolution #21-20 is an accumulation of the previously mentioned items which need to be accounted for in the revised fiscal year 2020 budget. Resolution #21-20 shows the summarized amendments, revisions, and appropriations to the FY20 Budget.

Funding:

All funds are balanced with FY20 budgeted revenues, with the exception of the Sewer, Solid Waste, and Weed & Pest Funds. The Sewer Fund will use $4,500 of reserves to cover additional chemical costs related to e-coli. The Solid Waste Fund will use $48,956 of reserves to cover unexpected repairs to buildings and equipment. The Weed & Pest Fund will use $26,885 of budgeted revenue and $64,493 of reserves to cover an office remodel and equipment purchase.

Attachments

Resolution #21-20

Budget Revision Presentation

CERTIFIED RECORD

OF

PROCEEDINGS OF THE GOVERNING BODY OF

THE CITY OF SHERIDAN, WYOMING

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

A regular meeting of the governing body (the "Governing Body") of the City of Sheridan, State of Wyoming, was held at the regular meeting place of the Governing Body at 55 East Grinnell, Sheridan, Wyoming, on June 15, 2020, at the hour of 7:00 p.m. pursuant to notice and call duly given to each member of the Council.

The meeting was called to order by the Mayor, and upon roll call, the following members were present, constituting a quorum:

Mayor: _____
Council Members: _____
_____
_____
_____
_____
_____
Absent: _____

There was also present: _____

Thereupon the following proceedings, among others, were had and taken. The following resolution was introduced and read by title only

RESOLUTION NO. 21-20

A RESOLUTION ON FISCAL YEAR 2020 APPROPRIATIONS AND BUDGET REVISIONS

WHEREAS, the City of Sheridan adopted its FY2020 budget on June 17, 2019 (the "Budget");

WHEREAS, the City's Budget, requires additional amendments, revisions, and appropriations;

WHEREAS, a Notice of Public Hearing of such budget, together with the summary of said budget amendments, revisions, and appropriations was published in the Sheridan Press, a legal newspaper and of general circulation in the County on the 8th of June, 2020;

WHEREAS, a Public Hearing was held on such budget at the time and place specified in said Notice, and which time all interested parties were given an opportunity to be heard;

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appear in the Minutes of the Council.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Sheridan adopts the additional amendments to the Budget with the year ending June 30, 2020, as the amendments, revisions and appropriations are more specifically described on Exhibit A, attached hereto and incorporated herein.
2. Confirming that the mill levy will remain at 8 mills.
3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.
4. All resolutions, or parts thereof, inconsistent with this Resolution or within any of the documents hereby approved, are hereby repealed only to the extent of such

inconsistency. This repealer shall not be construed as reviving any resolution or part thereof.

5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED _____, 2020.

CITY OF SHERIDAN, WYOMING

_____
Roger Miller, Mayor

ATTESTED:

_____
Cecilia Good, City Clerk

A motion was made by Council Member _____ that the foregoing resolution be passed and adopted, and Council Member _____ seconded the motion.

The roll was called with following results:

Those voting YES: _____

Those voting NO: _____

A majority of the members elected to the Governing Body having voted for the passage and approval of the resolution, the Mayor declared the resolution duly passed and adopted. After consideration of other business to come before the Governing Body, the meeting was adjourned.

CITY OF SHERIDAN, WYOMING

_____
Roger Miller, Mayor

ATTESTED:

_____
Cecilia Good, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF SHERIDAN)

I, _____, the duly appointed, qualified, and acting City Clerk of the City of Sheridan, Wyoming (the "City"), do hereby certify:

1. The foregoing pages are true, correct and complete copies of the record of the proceedings of the Governing Body of the City, had and taken at a regular meeting thereof held at the regular meeting place of the Council at 55 East Grinnell, Sheridan, Wyoming, on _____, 2020, at the hour of 7:00 p.m., as recorded in the records of the Governing Body kept in my office.

2. The proceedings of the Governing Body were duly had and taken as therein shown, the meeting therein shown was duly held, due notice and call was given each member, and the persons therein named as present at the meeting were present as shown by the minutes.

3. Notice of the meeting has been given as required by statutes of the State of Wyoming relating to meetings of governmental agencies. (W.S. Sections 16-4-401 through 16-4-407.)

WITNESS my name and the seal of the City, on _____, 2020.

_____
Cecilia Good, City Clerk

EXHIBIT A

Summary of Revised FY20 Budget Appropriations

Fund	FY20 Current Budget Appropriations	Adjustments	FY20 Revised Budget Appropriations
General	13,105,828	245,734	13,351,562
Special Revenue	37,633,956	(801,131)	36,832,825
Enterprise	14,375,312	242,034	14,617,346
Debt Service	250,872	0	250,872
Total	65,365,968	(313,363)	65,052,605
Mill Levy - 8 Mills	1,580,800		1,580,800

Sheridan

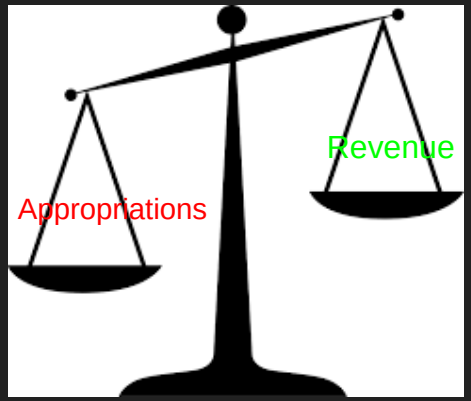
WYOMING

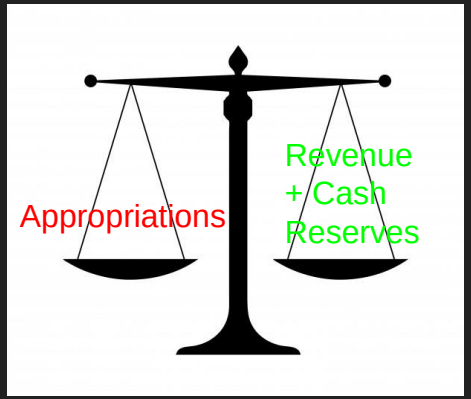
FY20 Budget
Revised Appropriations

- A fiscal year is the 12 month period used to keep accounting records - July 1 through June 30
- New budgets are created for each new fiscal year
- Budgets are buckets of money based on the revenue sources (property taxes, one cent, cap tax, federal grants, water & sewer fees)
- Each bucket is called a fund
- For the revenue in each fund, there is an appropriation to spend it



- Budgeted revenues must equal or exceed budgeted appropriations
- If budgeted appropriations exceed budgeted revenues, then cash reserves must be used to make up the difference





- City Council approves the appropriation budgets for each fund for each fiscal year
- The budgets can only be increased or decreased by the City Council
- When new revenue sources or additional revenue above what was budgeted are received, the budgets (both revenues and appropriations) have to be increased so those funds can be spent

Reasons for Revision #2 to FY20 Appropriations

- Record un-anticipated revenues
  - Sales Tax, Motor Vehicle Tax
- Record new grants and donations
  - Safe Rides, WY Urban & Community Forestry Scholarship, SRO & COPS grants
- Record transfers to Special Revenue and Golf Funds
  - From General Fund, One Cent Fund, Water Fund
- Record un-anticipated expenditures

Summary of FY20 Appropriation Adjustments

Fund	FY20 Current Budget Appropriations	Adjustments	FY20 Revised Budget Appropriations
General	13,105,828	245,734	13,351,562
Special Revenue	37,633,956	(801,131)	36,832,825
Enterprise	14,375,312	242,034	14,617,346
Debt Service	250,872	0	250,872
Total	65,365,968	(313,363)	65,052,605

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Total	65,365,968	(313,363)	65,052,605

* Special Revenue includes Grants & Loans, One Cent, Cap Tax and Public Benefit funds. All large city-wide capital projects are paid from the Special Revenue Fund.

General Fund Detail

City Attorney costs	41,000
Software Expense for Google services	45,000
Police Department equipment	1,060
Discretionary Account	(16,526)
Transfer to Golf Fund	75,200
Transfer to Special Revenue Fund for Train Engine Mitigation	100,000
Total General Fund adjustments	245,734

These appropriations are covered by:

- $180,949 of new revenue, and
- $64,785 of FY20 General Fund budgeted revenue

Summary of FY20
Special Revenue Appropriation Adjustments

Fund	FY20 Current Budget Appropriations	Adjustments	FY20 Revised Budget Appropriations
One Cent	5,956,143	(1,000,000)	4,956,143
Cap Tax	3,527,459	0	3,527,459
Public Benefits	973,825	0	973,825
Special Revenue	27,176,529	198,869	27,375,398
Total Special Revenue Funds	37,633,956	(801,131)	36,832,825

Special Revenue Funds Detail

Decrease in One Cent fund (YMCA contribution recorded twice)	(1,000,000)
Decrease Project Contributions for Pickleball Court project (recorded twice)	(25,880)
Increase Project Contributions for West Downtown project	31,749
Increase Police Department SRO and COPS grants	3,000
Transfer from Water Fund for BGWTP exterior siding project	5,000
Transfer from One Cent Fund for Train Engine Mitigation	85,000
Transfer from General Fund for Train Engine Mitigation	100,000
Total Special Revenue Funds adjustments	(801,131)

Enterprise Funds Detail

Sewer Fund - Additional costs for chemicals	4,500
Water Fund – Additional cost for repairs, chemicals, & BGWTP project	22,000
Solid Waste Fund - Additional costs for repairs to buildings and equipment	48,956
Golf Fund – Additional costs for contractual, equipment rentals & repairs	75,200
Weed & Pest Fund – Additional costs for equipment and office remodel	91,378
Total Enterprise Fund adjustments	242,034

These appropriations are covered by:

- $4,500 of FY20 Sewer Fund cash reserves
- $22,000 of FY20 Water Fund budgeted revenues
- $48,956 of FY20 Solid Waste Fund cash reserves
- $75,200 of Golf Fund revenue from the General Fund
- $26,885 of FY20 Weed & Pest Fund budgeted revenue and $64,493 of cash reserves

Questions?

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name: Public Hearing for Resolution #23-20 - Adoption of the FY21 Budget - City Treasurer Karen Burtis
From: Karen Burtis, City Treasurer
To: Mayor and Council
CC:
Date: 05/28/2020

Attachments

FY21 Budget Presentation
Proposed FY21 Budget

CITY OF Sheridan

WYOMING

FY21 Budget Presentation

Introduction

- Budget Message – Interim Administrator Mike Jackson

- Budget Detail – Karen Burtis City Treasurer

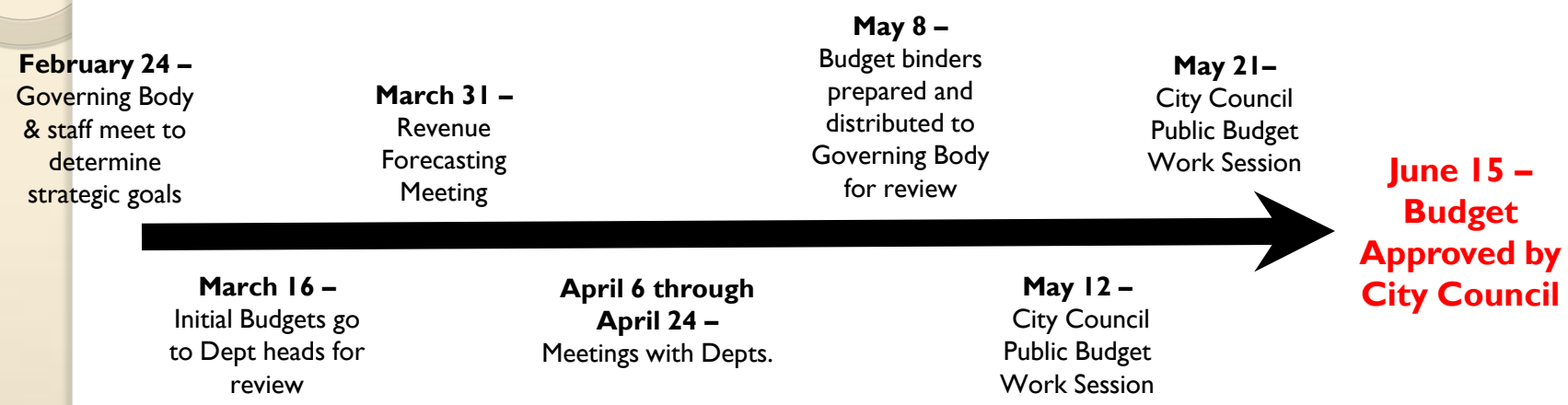
The Budget Serves Four Functions

1. It is a policy document -
   As a policy document, the budget makes specific attempts to link desired goals and policy to the day to day activities of the City staff
2. It is an operational guide -
   As you will note, departments have added narrative to help the Governing Body and the Citizens understand the various operations of the City.
3. It is a link to the general public -
   The budget provides a unique opportunity to allow and encourage public review of City operations and the budgeting process.
4. It is a legally required financial planning tool -
   In this light, developing and adopting a budget is Wyoming State law; a municipal budget must be adopted as a balanced budget.

Budget Preparation

- Impacts of COVID-19
- Statutory timing: July 1 - June 30
- Sales tax reporting

Budget Preparation Timeline



FY21 BUDGET SESSION MEETING SCHEDULE

Date	TIme	Duration (Hours)	Location	Department(s)	Department Head Attending	Budget Team
3/16/2020	EOD			Todd will have budgets to Department Heads		
3/30/2020	EOD			Budgets due to Todd		
3/31/2020	1:30 PM	2	PW War Room	Revenue forecast meeting - GF, One Cent, Direct Distribution, Public Benefit, Cap Tax		Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/6/2020	9:00 AM	2	Council Chambers	Weed & Pest/Golf/Parks/Cemetery/Rec District	Lane Thompson	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/6/2020	1:30 PM	2	Council Chambers	Weed & Pest/Golf/Parks/Cemetery/Rec District	Lane Thompson	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/8/2020	9:00 AM	1	Council Chambers	Municipal Court/Customer Service/IT	Dan Roberts	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/8/2020	2:00 PM	1.5	Council Chambers	Mayor/Attorney	Roger Miller, Brendon Kerns	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/10/2020	9:00 AM	1.5	Council Chambers	Police/Communications/Dog & Cat	Rich Adriaens	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/13/2020	8:30 AM	3	PW War Room	Building Dept./City Hall/Planning	Lane Thompson, CD Director	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/13/2020	1:00 PM	3	PW War Room	CIP	Lane Thompson	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/15/2020	1:30 PM	3	1st Floor Conference Room	Utilities	Dan Roberts	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/20/2020	8:30 AM	3	PW War Room	Clerk/Treasurer/HR/Administrator	Cecilia Good, Heather Doke	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/20/2020	2:00 PM	1.5	1st Floor Conference Room	Utilities	Dan Roberts	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/22/2020	8:30 AM	1.5	PW War Room	Fire Department	Gary Harnish	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/22/2020	1:30 PM	3	1st Floor Conference Room	Engineering/Streets/GIS/Snow Removal/City Service Shop/PW Admin.	Lane Thompson	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/24/2020	8:30 AM	2.5	PW War Room	Other/General/Supplemental/One Cent	Rich Adriaens, Gary Harnish, Cecilia Good, Lane Thompson	Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
4/29/2019	1:30 PM	2	1st Floor Conference Room	Projected Revenue - WAM updates		Karen Burtis, Todd Watkins, Mike Jackson, Mayor Miller
5/8/2020				Budget binders to Council Members		
5/12/2020	5:30 PM			Budget work session		
6/3/2020	12:00 PM			Public Hearing ad to Sheridan Press		
6/8/2020				Public Hearing advertisement		
6/15/2020	7:00 PM			Public Hearing		

How the City Approached the Budget

- Expected Revenue Reduction
- Operating budget reductions
- Revenue reinforced through reserves
- One Cent reductions
- Possible future reductions

A Discussion of Cash Reserves

- General Fund Reserve Policy 17-14
- Future restoration of General Fund reserves
- Potential long term revenue sources

General Fund tax structure

- Capital Improvements vs. Operations and maintenance
- General Fund sustainability

Kendrick Golf Course

- Kendrick Golf Course needs to be set on a path of greater cost recovery.

- RFP/New management plan in the works

Bright Future

- Sheridan truly is an extraordinary City and community.
- Business attraction, retention & expansion
- Sustainability is key

Recognition

- Mayor Miller & the Sheridan City Council
- Department Heads, City Clerk & City Attorney
- Citizens & the Business Community

Questions?



CITY OF Sheridan

WYOMING

FY21 PROPOSED BUDGET

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MESSAGE FROM THE INTERIM CITY ADMINISTRATOR

Dear Citizens, Mayor, City Council and Staff of Sheridan:

Extraordinary City – Extraordinary Times – Extraordinary Budget

The arrival of COVID-19 in February 2020 has been transformational in preparation of the 2021 Budget. Up until March 2020, and indeed through March 2020, the City was experiencing revenue receipts greater than 2020 budgeted amounts. When COVID-19 struck the U.S. a series of federal, state and local COVID-19 restrictions changed the way we do business and altered the way we live our lives. We learned a new phrase - "social distancing." Retail business was severely curtailed, and many businesses closed completely.

The effects of COVID-19 has impacted the preparation of the 2021 Budget. Municipal General Fund budgets are based on recurring revenue and recurring expenditures. Recurring income should fully support the recurring expenses. The City has supplemented recurring revenues with cash reserves and other non-recurring revenues. Further, it is maximizing its reliance on the Enterprise Funds. These should be warning signals to the City. For Sheridan, with lean staffing levels and efficient operations, the deficit is more of a revenue problem than it is a spending problem.

The statutory timing of the July 1 - June 30 fiscal year in Wyoming, the timing of COVID-19 and the fact that sales tax earnings are reported to the City two months after receipt all lead to an educated guess for forecasting 2021 revenues. These circumstances created a significant challenge to the City to develop and approve the 2021 Budget before the negative economic impact of COVID-19 is fully realized.

How the City Approached this Budget

The 2021 Budget was developed based on the following multi-level approach:

- The FY21 sales tax revenue estimates were reduced by 5% with an additional 20% reduction built into a "worst case scenario."
- Total revenues from all sources were reduced by 7%. This included substantial cuts to lottery revenue, pari-mutuel betting and others.
- All Departments reduced their proposed 2021 Budget expenditures by 9%.
- All Departments will forego the majority of capital purchases.
- Vacant positions will be scrutinized before filling and left vacant when possible.
- The City will utilize General Fund Cash Reserves and Direct Distribution Funds to augment revenue. This will protect the City from the worst-case scenario of a 25% reduction in Sales Tax.
- External agencies that receive One Cent Tax monies will see their allocations reduced by 25%.
- Additional reductions to personnel and other operating costs could come into play as the fiscal year 2021 progresses and it becomes apparent that Cash Reserves will be expended to support the General Fund.

- The 2021 approach is not sustainable into future years. This budget approach treats the revenue reductions as specific to COVID-19 and predicts a return to a more normal economy in late 2021. This contrasts with a long-protracted downturn or recession. If the economy signals longer term distress, further reduction of expenses will be required.

A Discussion of Cash Reserves

The city passed a General Fund Reserve Policy by Resolution #17-14 in 2014. This Resolution established an objective to increase and maintain a General Fund Reserve equal to 6 months of operating expenses. To date, the City has achieved approximately a 24% or approximately 3 months reserves. This amount will dip to 18.8% or approximately two months based on proposed transfers.

The Resolution allows the City to drop below 3 months reserves in "extreme emergency situations." The unprecedented emergency declaration of every U.S. State demonstrates that COVID-19 meets the threshold of "extreme emergency situations."

The City is required to develop a plan to restore General Fund Reserves following a crisis. I propose that the City redirect Franchise Fees to the General Fund when the debt for the Sheridan North Off-Ramp and Overpass project is paid. Having said that, in 2016, the City passed an ordinance dedicating Franchise Fees to Public Benefits projects. This is not sustainable. It is imperative that the City find additional ways to generate revenue and/or reduce already strained resources and services. Redirecting Franchise Fees to the General Fund would provide a $900,000 immediate and positive effect on the General Fund revenues.

I also recommend examination of fees for services provided to customers outside of the Corporate City limits. This would include Police dispatch services, pistol and rifle range, utilities for the jail, landfill and recycling operation, and specialized services such as swift water rescue. These are all potential areas for cost recovery. I believe this could begin with a mutual conversation with Sheridan County.

General Fund Tax Structure

The tax structure in Wyoming generally favors capital improvements over operations and maintenance. The City should take action to ensure that the General Fund is sustainable and can provide the level of service established by the legislative body. For example, the 2019 Park and Recreation Master Plan cites the need for 3.5 additional park maintenance positions to properly maintain the City's 353 acres of parks and open spaces and 16 miles of pathways. There is a 15-year backlog in park maintenance and the City's Street Preservation Program falls short by about $1.2 million per year. Virtually no funding is set aside for future facility replacement and renovation. The City should carefully examine the ratio of funds expended for new construction vs. ongoing maintenance and operations and establish reserves for future facility replacement.

MESSAGE FROM THE INTERIM CITY ADMINISTRATOR

Golf Course
The continued operation of Kendrick Golf Course at a significant loss to the City each year in excess of $250,000 is simply not sustainable. The Golf Course needs to be set on a path of greater cost recovery. The City is attempting to address this situation through a formal Request for Proposal and the establishment of a new management plan. If the Golf Course does not lessen its deficit, the City should re-evaluate its position in providing this service.

Bright Future
Sheridan truly is an extraordinary City and community. City Park and Recreation amenities, transportation infrastructure, gateway improvements into the City, well managed utilities, proximity and viewshed of the Bighorn Mountain Range, outstanding Public Safety, strong education resources, a growing manufacturing community, multiple accesses to the I-90 Corridor and unbelievably generous and giving organizations and people, just to name a few, have the City poised and ready for continued growth and success.

Additionally, there is an impressive array of public and private entities seeking to grow and retain business in Sheridan. The list of business attraction, expansion and retention success stories is amazing. This is critical because the fundamental way the City can increase revenue is through existing property and sales tax structures.

The strong statements included in this budget message are not intended to be a grim forecast but rather a heads-up to begin thinking about a more sustainable future for Sheridan. However, the City should consider fiscal actions now to stay ahead of the curve and prepare in advance for future financial downturns or reductions in State shared revenues.

Recognition
I would like to recognize Mayor Miller and the City Council for careful and thoughtful consideration of the 2021 Budget. I appreciate the hard work by the Finance Department in preparing this document and incorporating many new transparent and informative changes. The management team of the City consisting of all Department Heads, City Clerk and City Attorney, have done a tremendous and selfless job in constructing this budget during difficult times. Lastly, thank you to the Citizens and the Business Community for funding, supporting, and guiding the City of Sheridan to continued success.

Sincerely,

Mike Jackson, Interim City Administrator

SHERIDAN AT A GLANCE

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

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

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

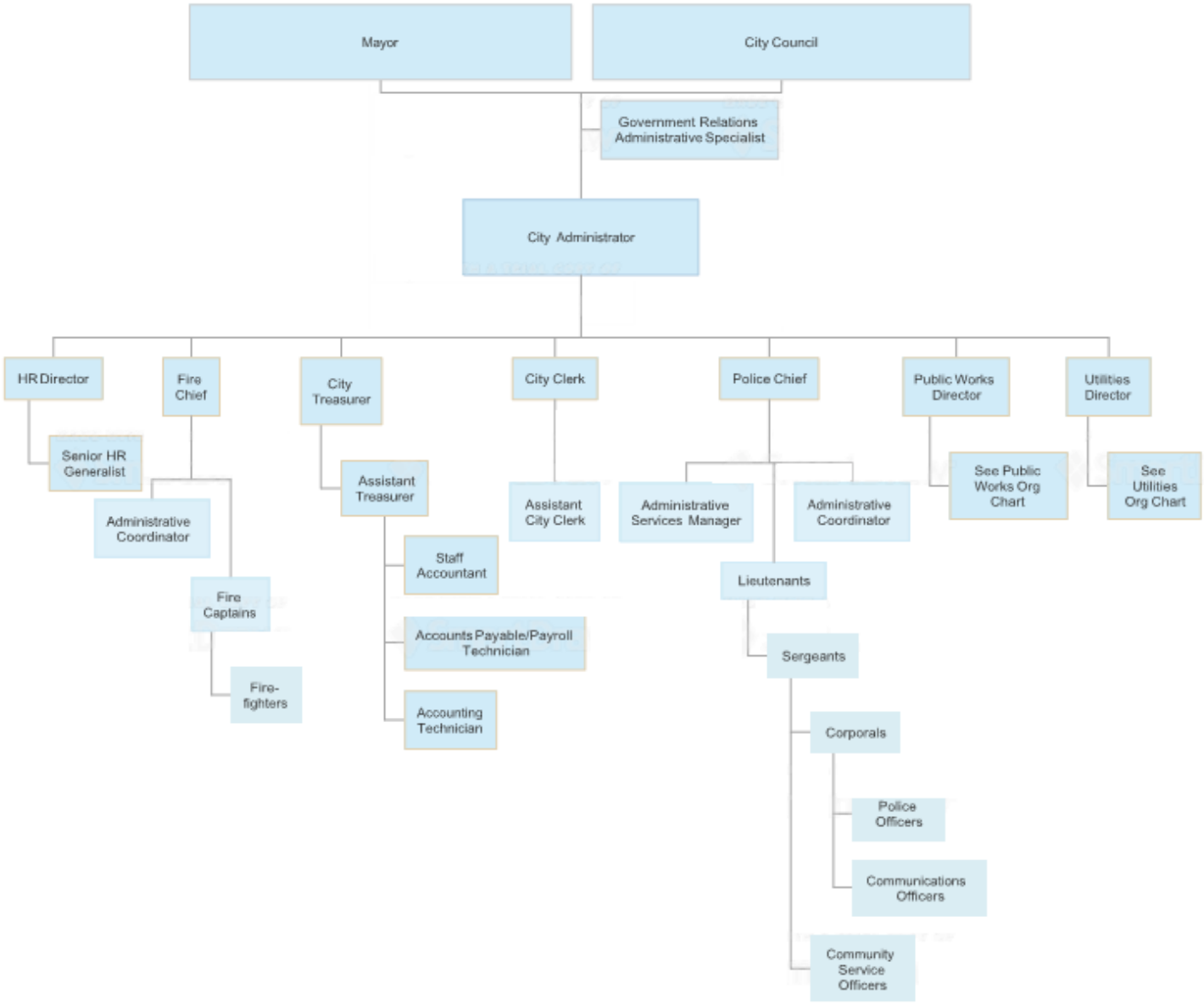
SERVICES
The City of Sheridan provides a full range of services including police and fire protection, construction and maintenance of streets and other infrastructure, parks and pathways, water and sewer services, and sanitation services.

KEY DEMOGRAPHICS

- Population: 17,849 people (2018 estimates)
- Median Age: 38.4 years
- Income: Median household income (2018) - $52,040; Per capita income (2018) - $31,635
- Home Values: Median house value (2018) - $217,900
- Rent vs. Own: Housing units occupied by their owner (2018) - 60.2%
- Education: High school or higher - 94.4%; Bachelor's degree or higher - 29.5%
- Top Ten Employers (as of April 2020):
  - Sheridan Memorial Hospital
  - Sheridan VA Health Care System
  - Sheridan County School District #2
  - Sheridan College
  - Walmart
  - City of Sheridan
  - Sugarland Enterprises
  - EMIT
  - Westview Health Care Center
  - County of Sheridan

SOURCES: https://www.census.gov/quickfacts/fact/table/sheridancitywyoming/PST045219, Sheridan County Chamber of Commerce

ORGANIZATIONAL CHART



STRATEGIC GOALS

Attainable Housing

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

Enhancement of East 5th Street Corridor and Railroad District

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

Parks and Recreation Master Plan Implementation

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

Downtown Property Opportunities

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

FY21 COUNCIL BUDGET GOALS

Research forming a Cemetery District
The City Council has expressed interest in staff researching the possibility of forming a Cemetery District and the advantages that this may bring to the City of Sheridan. These may include the reduction of expenditures from the General Fund.

Research the Feasibility of Using Solar Streetlights and Timing of Existing Streetlights
The City Council has requested that Staff look at the possible savings of energy costs by incorporating more solar, LED, and other green energy sources to our Streetlight System.

Examine a contract with Sheridan County for City dispatch services
The City Council has requested that staff look into the possible revenue generated by having a contract for dispatch services with the seven Sheridan County agencies the City currently serves for free.

Examine the Ability to use Inmates to Reduce Labor Costs in Recycling Center Operations
The City Council requested that staff look into the possibility of utilizing inmates from the Sheridan County Detention Center to provide services associated with the sorting line operations at the recycling center.

Evaluate the Costs of Recycling Services and Consider them for Possible Budget Reductions
The City Council requested that staff evaluate the total costs versus benefits of the City's recycling services for consideration of annual operating and capital budget reductions.

CITY COUNCIL



Roger Miller
Mayor



Richard Bridger
Council President



Thayer Shafer
Council Vice President



Patrick Henderson
Councilor



Aaron Linden
Councilor



Jacob Martin
Councilor



Clinton Beaver
Councilor

CITY ADMINISTRATION

Interim City Administrator – Mike Jackson

City Clerk – Cecilia Good

City Treasurer – Karen Burtis

HR Director – Heather Doke

Public Works Director – Lane Thompson

Utilities Director – Dan Roberts

Fire Chief – Gary Harnish

Police Chief – Richard Adriaens

BUDGET PROCESS

The City of Sheridan's Annual Budget is adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year-end.

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

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

In accordance with Wyoming Statute §16-4-104 and Charter Ordinance 2202, the City Administrator must prepare the tentative budget and file it with the Governing Body no later than May 15 of each year. The proposed budget shall be reviewed and considered by the Governing Body in a regular or special meeting called for this purpose. A public hearing shall be held no later than the third Tuesday in June. This year's public hearing was held on June 15, 2020. 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 FY21 budget contains 7 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 in addition to allocations to support agencies.

ONE CENT FUND
The One Cent Fund is also an operating fund. Revenues accounted for in the One Cent 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 an 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 and are restricted from being used 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 designed 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 fixed assets. Revenues accounted for in the Capital Projects Fund are derived from the Capital Facilities Tax (the 6th penny of sales and use tax), Optional One Cent Tax (the 5th penny of sales and use tax), and from Franchise Fees charged to public utility companies.

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.

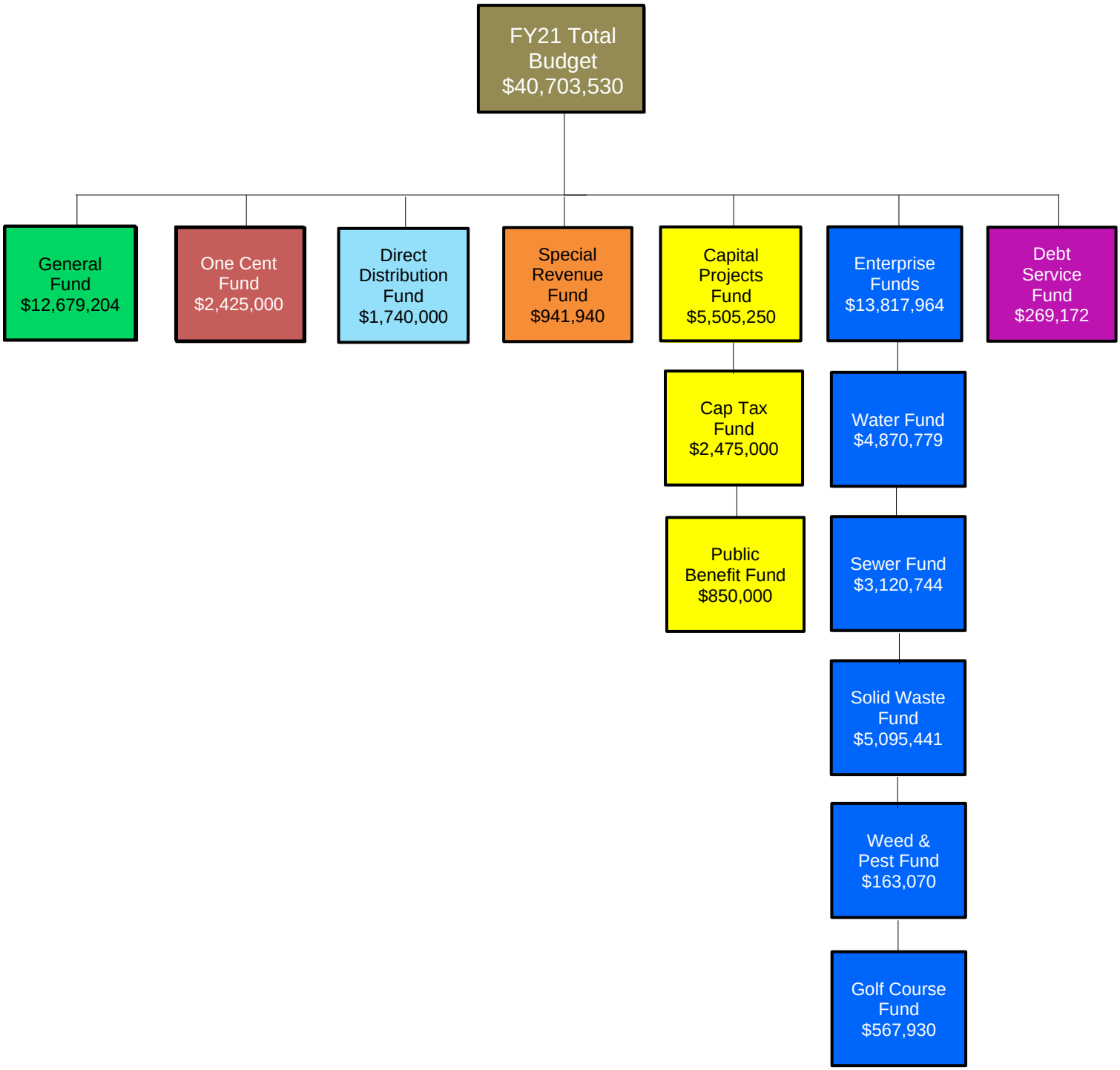
The Weed and Pest Fund is used to account for the revenues and expenditures associated with summertime spraying for mosquito control.

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



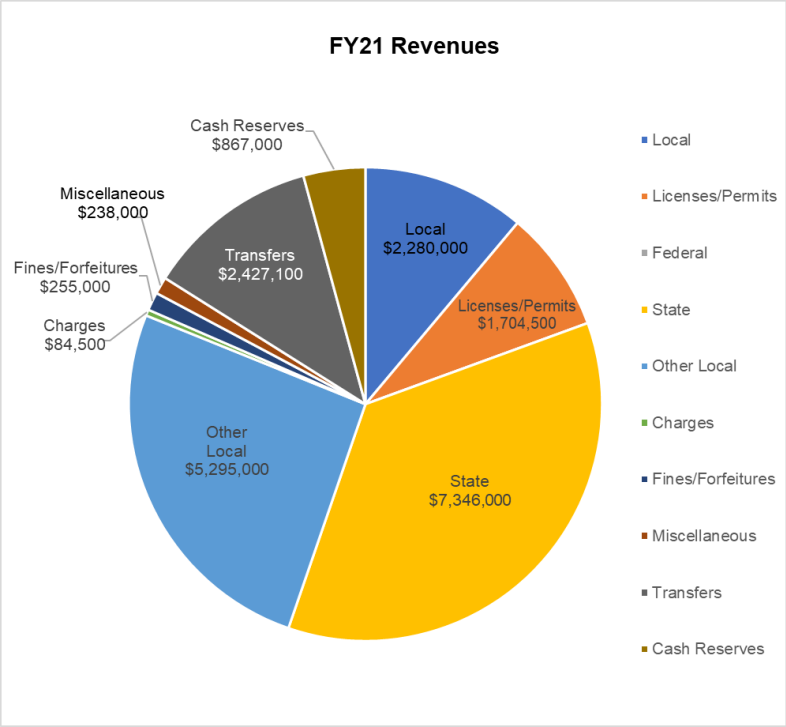
BUDGET ASSUMPTIONS

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 FY21 Budget Preparation Handbook on April 17, 2020 which includes estimates of various revenue sources for each municipality in the State of Wyoming. This handbook was used to assist in projecting FY21 revenues.

Revenues come from many different sources. The pie chart below shows the different sources and the anticipated amounts of each for FY21. Local sources include property taxes, motor vehicle registrations and the City's 10% share of the Countywide lodging tax. Other Local sources include Optional One Cent 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 or the transfer of revenue from one fund to another for expenditure.

For FY21, the total sales and use taxes (State, One Cent and Cap Tax) have been budgeted at a 25% reduction from the FY20 budgeted revenue. This is in reaction to the Covid-19 pandemic resulting in the closure of many businesses and the resulting reduction in sales and use tax. Also considered is the anticipated reduction in summer tourism, which will have an effect on the sales, use, and lodging taxes.



BUDGET ASSUMPTIONS

Expenditure Assumptions
Health insurance rates are increasing 13%. This increase is to be shared 50/50 between the City and employees. Thus, the shared expense will change from 80%/20% employer/employee to 76.55%/23.45% employer/employee. The approximate cost for the City across all funds is $102,000.

Worker's Compensation rates are decreasing from 1.37% to 1.14%. The approximate savings to the City is $26,400.

The Wyoming State Retirement System (WRS) contribution rates have increased .5% for all full-time employees except fire and law enforcement. Legislation was passed in 2018 to gradually increase contributions to a total of 1.5% (.75% for the employee and .75% for the employer) over a four-year period. The City elected to pay the employee's share of the increase in FY19 and FY20. The FY21 budget reflects the City paying the employee's share of the increase at a cost of $18,500 from the General Fund and $12,400 from other City funds.

WRS contribution rates have also increased for the Paid Firefighter B Plan. The increase is 1% for the employer and 1% for the employees. The City must pay the 1% employer increase per the state statute. The increase will cost the City $10,200 from the General Fund for FY21. This will be an annual increase until FY22.

The Law Enforcement Pension rates did not increase.

The FY21 budget includes a 1% pay increase for all city employees. This increase, including associated payroll tax/benefit costs, amounts to approximately $115,700. Also included is a one-step salary increase for employees based on performance reviews. This step is equivalent to a 1.25% increase totaling approximately $144,625 including associated payroll tax/benefit costs.

All City departments were asked to reduce their budget requests by 9% as a result of anticipated reductions in sales and use tax revenue. One-time expenditures for equipment or professional services were greatly reduced.

Use of Reserves
Currently, the FY21 budget includes the use of Undesignated General Fund reserves in the amount of $652,000 to help offset the reduction in revenues due to the COVID-19 pandemic. Also included are $215,000 of Designated General Fund reserves for the purchase of an ERP software system.

REVENUE & EXPENDITURE BY FUND

Fund	Fund Name	Type	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
10	General Fund	Revenue	10,692,167	9,282,002	11,161,612	9,388,000
		Transfers In	2,013,850	1,747,812	2,127,375	1,888,500
		Transfer In from Direct Distribution	-	-	-	538,600
		Cash Reserves	-	10,000	10,000	867,000
		Total Revenues & Transfers In	**12,706,017**	**11,039,814**	**13,298,987**	**12,682,100**
		Personnel	8,539,078	7,332,178	9,101,125	9,155,525
		Operating	2,943,429	2,474,880	3,322,482	2,963,295
		Capital	860,763	311,170	366,082	-
		Debt	-	-	-	-
		Transfers Out	136,748	237,105	316,139	560,384
		Total Expenditures & Trfr Out	**12,480,019**	**10,355,332**	**13,105,828**	**12,679,204**
		Revenues over Expenditures	**225,998**	**684,483**	**193,159**	**2,896**
11	One Cent	Revenue	3,601,128	3,206,352	3,600,000	2,700,000
		Transfers In	-	-	-	-
		Total Revenues & Transfers In	**3,601,128**	**3,206,352**	**3,600,000**	**2,700,000**
		Personnel	32,636	22,067	48,175	37,700
		Operating	2,125,449	1,649,480	2,460,599	1,128,355
		Capital	199,503	128,923	227,138	139,577
		Transfers Out	1,228,889	1,685,950	2,220,230	1,119,368
		Total Expenditures & Trfr Out	**3,586,477**	**3,486,421**	**4,956,143**	**2,425,000**
		Revenues over Expenditures	**14,651**	**(280,069)**	**(1,356,143)**	**275,000**
12	Dir Distribution	Revenue	1,762,809	1,769,549	1,769,549	1,740,000
		Transfers In	-	-	-	-
		Total Revenues & Transfers In	**1,762,809**	**1,769,549**	**1,769,549**	**1,740,000**
		Operating	871,478	701,059	1,058,444	807,400
		Capital	488,054	449,298	1,082,820	94,000
		Transfers Out	162,000	120,750	161,000	300,000
		Transfer Out to General Fund				538,600
		Total Expenditures & Trfr Out	**1,521,532**	**1,271,108**	**2,302,265**	**1,740,000**
		Revenues over Expenditures	**241,277**	**498,441**	**(532,716)**	**-**
20	Special Rev	Revenue	8,441,703	4,007,518	14,324,687	341,940
		Transfers In	6,304,301	5,900,283	7,839,341	-
		Cash Reserves	-	-	-	600,000
		Total Revenues & Transfers In	**14,746,004**	**9,907,801**	**22,164,028**	**941,940**
		Personnel	358,649	141,834	406,650	180,950
		Operating	729,724	132,241	1,266,759	631,990
		Capital	11,508,150	6,418,949	23,133,411	129,000
		Transfers Out	169,246	50,584	67,445	-
		Total Expenditures & Trfr Out	**12,765,769**	**6,743,608**	**24,874,265**	**941,940**
		Revenues over Expenditures	**1,980,235**	**3,164,193**	**(2,710,237)**	**-**
21	Cap Tax	**Revenue**	**3,427,459**	**3,054,631**	**3,300,000**	**2,475,000**
		Operating	-	-	-	-
		Capital	-	-	-	-
		Transfers Out	3,260,007	2,645,594	3,527,459	2,475,000
		Total Expenditures & Trfr Out	**3,260,007**	**2,645,594**	**3,527,459**	**2,475,000**
		Revenues over Expenditures	**167,452**	**409,037**	**(227,459)**	**-**

REVENUE & EXPENDITURE BY FUND

Fund	Fund Name	Type	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
22	Public Benefit	**Revenue**	**973,825**	**638,422**	**950,000**	**900,000**
		Operating	-	-	-	-
		Transfers Out	1,048,058	730,368	973,825	850,000
		Total Expenditures & Trfr Out	**1,048,058**	**730,368**	**973,825**	**850,000**
		Revenues over Expenditures	**(74,234)**	**(91,946)**	**(23,825)**	**50,000**
40	Capital Projects	**Transfers In**	**-**	**-**	**-**	**5,505,250**
		Capital	-	-	-	5,505,250
		Total Expenditures & Trfr Out	**-**	**-**	**-**	**5,505,250**
		Revenues over Expenditures	**-**	**-**	**-**	**-**
50	Sewer	Revenue	2,809,772	2,286,021	2,903,100	3,143,493
		Transfers In	-	-	-	240,000
		Total Revenues & Transfers In	**2,809,772**	**2,286,021**	**2,903,100**	**3,383,493**
		Personnel	960,964	870,655	999,750	1,005,850
		Operating	676,028	479,913	633,415	608,210
		Capital	85,453	39,544	57,700	620,000
		Debt	393,700	374,054	495,585	444,126
		Transfers Out	474,698	774,191	976,858	442,558
		Total Expenditures & Trfr Out	**2,590,843**	**2,538,357**	**3,163,308**	**3,120,744**
		Revenues over Expenditures	**218,930**	**(252,336)**	**(260,208)**	**262,749**
51	Water	Revenue	4,923,328	3,812,762	5,113,640	5,044,500
		Transfers In	35,858	35,858	35,858	35,858
		Total Revenues & Transfers In	**4,959,185**	**3,848,619**	**5,149,498**	**5,080,358**
		Personnel	1,469,023	1,201,391	1,498,900	1,490,600
		Operating	891,489	768,942	960,279	890,881
		Capital	124,905	99,895	218,500	66,645
		Debt	1,099,521	822,964	1,028,667	878,153
		Transfers Out	1,348,260	877,500	1,093,000	1,544,500
		Total Expenditures & Trfr Out	**4,933,197**	**3,770,692**	**4,799,346**	**4,870,779**
		Revenues over Expenditures	**25,988**	**77,928**	**350,152**	**209,579**
52	Solid Waste	**Revenue**	**5,318,762**	**4,536,801**	**5,685,800**	**5,359,585**
		Personnel	1,857,535	1,565,952	1,946,190	1,947,900
		Operating	1,156,984	1,018,811	1,256,035	1,170,438
		Capital	278,693	855,614	1,081,000	763,500
		Debt	1,083,224	412,302	412,303	412,303
		Transfers Out	727,000	823,333	1,018,000	801,300
		Total Expenditures & Trfr Out	**5,103,435**	**4,676,013**	**5,713,528**	**5,095,441**
		Revenues over Expenditures	**215,327**	**(139,212)**	**(27,728)**	**264,144**
53	Golf Course	Revenue	300,260	165,017	325,500	281,500
		Transfers In	204,800	160,264	213,685	286,430
		Total Revenues & Transfers In	**505,060**	**325,281**	**539,185**	**567,930**
		Operating	473,367	505,058	465,985	539,760
		Capital	3,500	7,328	45,000	-
		Debt	28,161	28,161	28,200	28,170
		Transfers Out	-	-	-	-
		Total Expenditures & Trfr Out	**505,028**	**540,546**	**539,185**	**567,930**
		Revenues over Expenditures	**32**	**(215,265)**	**-**	**-**

REVENUE & EXPENDITURE BY FUND

Fund	Fund Name	Type	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
54	Weed & Pest	**Revenue**	**187,494**	**152,294**	**186,830**	**187,250**
		Personnel	64,276	55,451	86,300	88,100
		Operating	44,246	16,069	48,270	48,970
		Capital	-	34,981	-	-
		Transfers Out	35,850	21,146	25,375	26,000
		Total Expenditures & Trfr Out	**144,372**	**127,647**	**159,945**	**163,070**
		Revenues over Expenditures	**43,122**	**24,647**	**26,885**	**24,180**
60	Debt Service	Revenue	57,588	80,738	87,800	106,100
		Transfers In	31,948	122,304	163,072	163,072
		Total Revenues & Transfers In	**89,536**	**203,042**	**250,872**	**269,172**
		Operating	1,700	1,700	1,700	1,700
		Debt	97,006	202,846	249,172	267,472
		Total Expenditures & Trfr Out	**98,706**	**204,546**	**250,872**	**269,172**
		Revenues over Expenditures	**(9,170)**	**(1,504)**	**-**	**-**

GENERAL FUND REVENUE DETAIL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Property Taxes	1,507,894	1,199,667	1,580,800	1,676,000
2	Sales Tax	3,869,275	3,470,531	3,905,000	2,929,000
3	Use Tax	321,061	272,793	359,000	269,000
4	Lodging Tax	61,395	53,441	66,000	34,000
5	Lodging Tax - Admin	-	-	45,000	40,000
6	Motor Vehicle	522,876	652,518	530,000	530,000
8	Cigarette Taxes	119,149	95,611	112,000	112,000
9	Gasoline Taxes	770,169	640,019	745,000	745,000
10	Mineral Royalties	778,509	595,198	764,000	688,000
11	Severance	647,357	485,518	648,000	583,000
12	State Lottery	157,949	57,132	165,000	80,000
13	Wyoming Pari-Mutuel Commission - HHR	317,747	171,191	310,000	200,000
14	WY Urban & Community Forestry Grant	5,000	4,000	4,000	-
18	WY Urban & Comm Forestry Scholarship	3,900	800	-	-
20	Sheridan Community Land Trust	4,500	-	-	-
21	Fire/VA/Public Education	151,597	129,999	152,000	160,000
22	Other County - E911	120,000	90,000	120,000	120,000
23	PD Contributions - Safe Ride	16,579	21,000	15,000	15,000
24	Cemetery Lots & Openings	56,387	38,811	62,000	62,000
25	Court Costs	15,281	12,151	42,000	15,000
26	Planning	16,810	16,650	15,000	15,000
27	Passport Fee	22,229	19,630	22,500	22,500
28	Building Permits and Inspections	683,325	458,844	650,000	650,000
30	Liquor License	73,906	67,439	68,000	68,000
31	Occupation License	80,500	58,525	70,000	70,000
32	Street & Curb & Other Licenses & Permits	1,540	1,364	1,500	1,500
33	Fines and Forfeitures	211,239	205,083	210,000	240,000
34	Contributions	3,000	-	-	-
35	Contributions - WAM Convention Sponsorships	9,503	-	-	-
37	Fire Dept Contributions	5,000	5,000	5,000	-
38	Interest	80,666	60,156	80,000	40,000
39	Appreciation/Depreciation	2	3	-	-
40	Other Miscellaneous	13,734	17,847	15,000	15,000
42	Other Miscellaneous - Street Repairs	7,672	6,667	8,000	8,000
43	Other Financing Sources	-	366,082	366,082	-
44	Sale of Fixed Assets	36,415	8,333	25,730	-
46	Transfer from 1 Cent	100,000	150,000	200,000	-
47	Transfer from Public Benefit	100,000	75,000	100,000	-
48	Transfer from Direct Distribution	-	-	-	538,600
49	Transfer from Water	683,000	577,500	693,000	704,500
50	Transfer from Solid Waste	722,000	598,333	718,000	751,300
51	Transfer from Sewer	373,000	325,833	391,000	406,700
52	Transfer from Golf	-	-	-	
53	Transfer from Weed & Pest	35,850	21,146	25,375	26,000
54	Cash Reserves	-	10,000	10,000	867,000
		12,706,017	11,039,814	13,298,987	12,682,100

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 FY21 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 - 27.1%
2. Property Tax - 14.2%
3. Fuel Tax - 6.3%
4. Transfer from Solid Waste Fund - 6.3%
5. Transfer from Water Fund - 6.0%
6. Mineral Royalties - 5.8%
7. Building Permits - 5.5%
8. Severance Tax - 4.9%
9. Motor Vehicle Tax - 4.5%
10. Transfer from Sewer Fund - 3.4%

LOCAL REVENUE

Property Tax
Property taxes are based on property value assessments set by the Sheridan County Assessor. The assessed value for 2020 (which will be collected from taxpayers during the fiscal year ended June 30, 2021) has not been set as of the preparation of this budget. However, in consultation with the Sheridan County Assessor, property tax revenue for FY21 is anticipated to increase by 6%.

Vehicle Tax
Vehicle taxes are collected by the Sheridan County Treasurer and are remitted to the City. Due to the uncertainties of the Coronavirus pandemic, revenues for FY21 projected to not 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 5.5% 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.

FY21 license and permit revenue has not increased over the FY20 budget.

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 (27.1%) 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 $0.13 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 $688,000 in FY21.

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 ($14,337,500) 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 $583,000 in FY21.

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

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. The FY20 receipts to date are considerably under budget. Therefore, the FY21 budget is being reduced to reflect this decreased revenue.

CHARGES

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

FINES/FORFEITURES

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

MISCELLANEOUS REVENUE

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

TRANSFERS

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

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

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

Due to the budgeted decrease in Sales and Use Tax revenue, Direct Distribution Funds are being used to help offset reductions in General Fund revenues.

OTHER FUND REVENUE SUMMARY

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

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

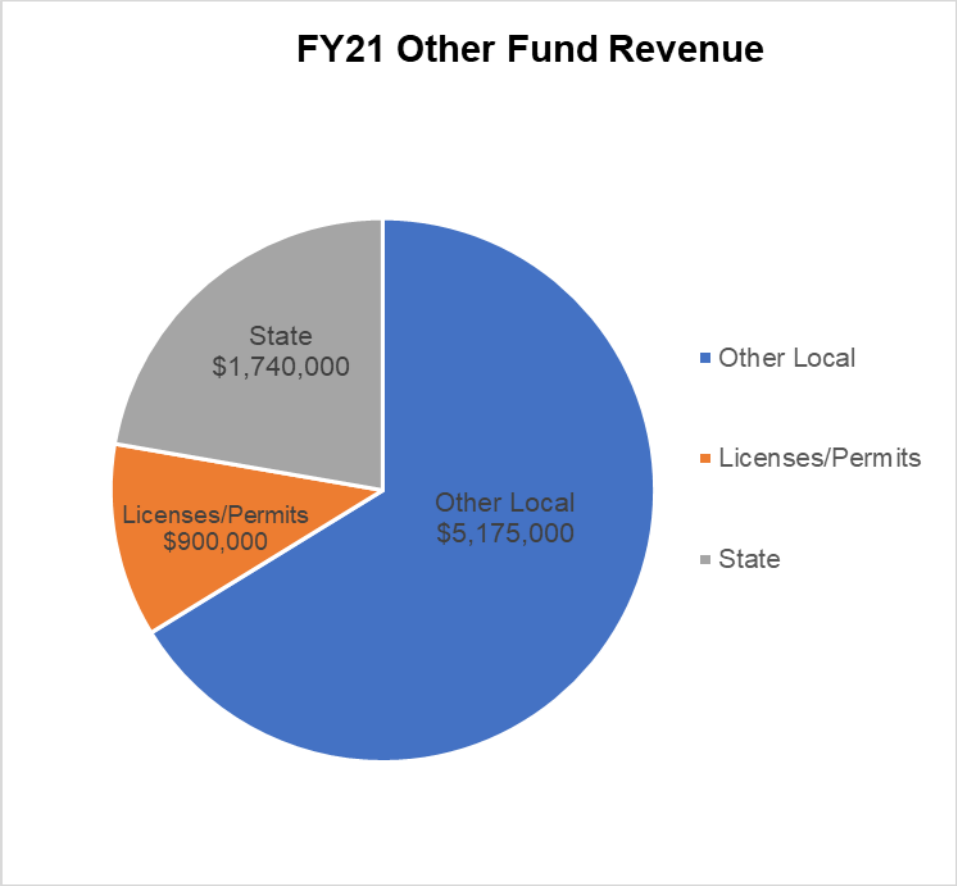
- **Other Local** - Optional One Cent Tax and Capital Facilities Tax
  - **Optional One Cent** - The Optional One Cent Tax is put before the voters every four years. It was last voted on in November 2018. In addition to funding local organizations, this revenue is used for public safety, public works, and parks and recreation. The Optional One Cent Tax is recorded in the One Cent Fund. Some One Cent Tax is transferred to the Capital Projects Fund to be used for funding capital projects identified in the Capital Improvement Plan.
  - **Capital Facilities Tax** - The Capital Facilities Tax was last voted on in November 2013. It will be up for vote again in November 2020. The Cap Tax is used to fund public works projects such as water/sewer line replacement, street replacement, roto mill & overlay, and park and pathway improvements. Cap Tax revenue is recorded in the Cap Tax Fund and then transferred to the Capital Projects Fund where it is used for funding capital projects identified in the Capital Improvement Plan.

- **State Revenue** - Direct Distribution
  - **Direct Distribution** - This source of this revenue is essentially "over-the-cap" mineral revenues that flow through the state general fund to this account prior to the Budget Session. The Governor may "recommend" a supplemental funding amount, and the Legislature may choose to appropriate the funding. In the current Biennium the Wyoming Legislature approved $105M for direct distributions split into two payments per fiscal year. The Wyoming Association of Municipalities Budget Preparation Handbook released April 17, 2020 reports that Direct Distribution will be $1,801,056. However, the City is budgeting conservatively at $1,740,000.

OTHER FUND REVENUE SUMMARY

Top Other Fund Revenue Sources for the City of Sheridan

1. One Cent Sales Tax - 34.5%
2. Capital Facilities Tax - 31.7%
3. Direct Distribution - 22.3%
4. Franchise Fees - 11.5%



ONE CENT FUND DETAIL

Line #	Account Description	Department Name	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Sales Tax 1%	Revenue	1,736,979	1,517,626	1,850,000	2,475,000
2	Use Tax 1%	Revenue	284,247	239,279	300,000	225,000
3	Sales Tax 1% - Out of State	Revenue	1,544,358	1,426,577	1,450,000	-
6	Interest	Revenue	35,545	22,871	-	-
9	**Total One Cent Fund Revenue**		**3,601,128**	**3,206,352**	**3,600,000**	**2,700,000**
10						
18	Software Expense - IT	Information Technology	-	-	492	-
22	Repairs & Maint. - Other - SPAC	Other General	10,917	4,918	11,000	11,000
23	Publications Advertising and Printing - SPAC	Other General	4,657	4,968	5,061	3,600
24	Professional Services - SPAC	Other General	12,004	10,000	24,450	13,400
25	Supplies - SPAC	Other General	1,827	755	1,850	2,000
26	Housing/Comm Dev. - Abatement	Other General	450	225	19,469	-
27	Sheridan County Juvenile Justice JPB	Other General	115,556	82,500	110,000	82,500
28	Sheridan Arts Council	Other General	1,333	1,500	1,500	1,125
29	Advocacy & Resource Center	Other General	6,667	7,500	10,000	7,500
30	Habitat for Humanity of the Eastern Bighorns	Other General	8,889	7,500	10,000	7,500
31	SAGE Community Arts	Other General	-	6,000	8,000	6,000
33	Sheridan County Chamber of Commerce	Other General	17,778	18,750	25,000	18,750
34	Forward Sheridan	Other General	17,778	7,500	10,000	7,500
35	Downtown Sheridan Association	Other General	26,667	12,500	25,000	18,750
36	Sheridan County Historical Society	Other General	19,556	11,250	15,000	11,250
38	Sheridan Community Land Trust	Other General	13,333	16,130	15,000	11,250
39	North Main Association	Other General	44,444	18,750	25,000	18,750
40	Sheridan County Conservation District	Other General	-	7,500	10,000	7,500
41	Sheridan County (Airport Service)	Other General	267,193	121,044	350,000	400,000
42	WY Technology Business Center	Other General	80,000	-	80,000	60,000
43	NE WY Growth Alliance	Other General	46,000	-	46,000	-
44	Northern Wyoming Community College District	Other General	-	75,000	100,000	75,000
45	YMCA Aquatic Center	Other General	1,000,000	1,000,000	1,000,000	-
46	SEEDA Administrator	Other General	36,704	-	1,296	-
48	Northern Wyoming Mental Health	Other General	4,444	-	-	-
49	VOA (Homeless Shelter)	Other General	4,444	-	-	-
50	Child Development Center	Other General	6,667	5,625	7,500	5,625
51	Sheridan County Public Health	Other General	4,444	-	-	-
52	Sheridan Health Center (Free Clinic)	Other General	3,556	-	-	-
53	The Hub on Smith	Other General	80,000	60,000	80,000	65,000
54	Compass Center for Families (CASA)	Other General	6,667	7,500	10,000	10,000
58	Contingency	Other General	5,930	-	199,791	61,055
60	Sheridan Health Center	Other General	-	15,000	20,000	15,000
67	Trfr to Spec Rev - WYO Hallmark Renovation	Other General	-	83,112	83,112	-
69	Salaries and Wages - SRO SCSD2	Police	13,837	9,496	18,781	15,700
70	Salaries and Wages - COPS	Police	10,983	7,051	19,594	12,200
71	Overtime - SRO SCSD2	Police	18	-	100	100
72	Overtime - COPS	Police	210	46	200	200
73	Payroll Taxes - SRO SCSD2	Police	185	129	300	300
74	Payroll Taxes - COPS	Police	159	100	200	200
75	Retirement - SRO SCSD2	Police	1,610	1,103	1,800	1,900
76	Retirement - COPS	Police	1,301	825	1,400	1,500
77	Unemployment & Worker's comp - SRO SCSD2	Police	382	162	500	200
78	Unemployment and Worker's comp - COPS	Police	297	127	400	200
79	Employee Insurance - SRO SCSD2	Police	2,499	2,074	3,300	3,500
80	Employee Insurance - COPS	Police	1,156	954	1,600	1,700
84	Repairs & Maint. - Other - Police Dept	Police	22,830	3,616	16,550	14,000
88	Professional Services - Police Dept	Police	-	-	-	20,000

ONE CENT FUND DETAIL

Line #	Account Description	Department Name	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
90	Capital Outlay - Improvements - Police Dept	Police	-	16,941	30,500	30,000
91	Capital Outlay - Machinery and Equip. - Police	Police	144,724	36,610	98,632	59,942
92	Trfr to General Fund - PD Remodel Reimbursement	Police	100,000	-	-	-
93	Trfr to Debt Service - E911 Phone Loan	Police	-	24,088	32,118	32,118
97	Utilities - Animal Shelter	Animal Shelter	12,529	9,055	12,000	12,000
98	Insurance Property - Animial Shelter	Animal Shelter	1,441	915	1,550	1,000
99	Telephone & Internet - Animal Shelter	Animal Shelter	1,471	1,095	2,200	1,500
101	Repairs & Maint. - Other - Animal Shelter	Animal Shelter	18,728	412	3,714	2,250
103	Dog and Cat Shelter Support	Animal Shelter	63,250	37,500	50,000	34,250
105	Repairs & Maint. - Buildings/grounds - Fire Dept	Fire	17,372	22,121	40,000	20,000
106	Repairs & Maint. Vehicles/Equip. - Fire Dept	Fire	18,064	7,509	20,000	32,700
107	Repairs & Maint. - Other - Fire Dept	Fire	10,398	8,183	15,000	-
108	Equipment Non-capitalized - Fire Dept	Fire	14,885	23,175	32,055	34,600
109	Capital Outlay - Machinery and Equip. - Fire	Fire	49,967	74,015	86,120	-
114	Professional Services - Fire Dept	Fire	6,003	-	-	-
115	Trfr to Cap Proj - Aerial Ladder Fire Truck	Fire	-	-	-	-
116	Trfr to Spec Rev - Exhaust Capture System	Fire	47,000	-	-	-
118	Professional Services - Engineering	Engineering	20,246	-	9,754	-
121	Professional Services - Planning	Planning	23,339	-	-	-
141	Trfr to Gen Fund - C&C Tire Reimbursement	Streets	-	150,000	200,000	-
142	Trfr to Debt Service - N Sheridan Interchange	Streets	-	54,000	72,000	72,000
143	Trfr to Cap Proj - Street Overlay Program	Streets	-	-	-	615,250
144	Trfr to Cap Proj - N Sheridan Interchange	Streets	-	-	-	50,000
145	Trfr to Cap Proj - Bridge Repair	Streets	-	-	-	25,000
146	Trfr to Cap Proj - Hillslide Stabilization	Streets	-	-	-	50,000
147	Trfr to Cap Proj - Main St Lane Configuration	Streets	-	-	-	175,000
148	Trfr to Cap Proj - Community Drainage	Streets	-	-	-	50,000
149	Trfr to Spec Rev - Street Overlay Program	Streets	438,000	337,500	450,000	-
154	Trfr to Spec Rev - N Sheridan Interchange	Streets	190,000	107,250	143,000	-
159	Trfr to Spec Rev - E 5th St Corridor	Streets	100,000	168,750	225,000	-
163	Trfr to Spec Rev - CIP Master Plan Study	Streets	48,889	-	-	-
164	Trfr to Spec Rev - Main St Lane Configuration	Streets	-	56,250	75,000	-
166	Trfr to Spec Rev - Community Drainage	Streets	50,000	33,750	45,000	-
173	Professional Services - Park Improvements	Parks	15,356	2,365	3,000	3,000
177	Capital Outlay - Impr - Park Improvements	Parks	4,811	1,357	11,886	-
179	Capital Outlay - Machinery and Equip.	Parks	-	-	-	49,635
181	Trfr to Cap Proj - Blacktooth Park	Parks	-	-	-	50,000
182	Trfr to Cap Proj - Malcolm Wallop Park	Parks	-	-	-	-
184	Trfr to Spec Rev - City Crushing Project	Parks	25,000	-	-	-
185	Trfr to Spec Rev - Pathways	Parks	-	52,500	70,000	-
186	Trfr to Spec Rev - Army Corps of Engineers	Parks	125,000	150,000	200,000	-
187	Trfr to Spec Rev - Gateway Park	Parks	25,000	-	-	-
189	Trfr to Spec Rev - Blacktooth Park	Parks	-	251,250	335,000	-
190	Trfr to Spec Rev - Kendrick Park Improvements	Parks	-	75,000	100,000	-
191	Trfr to Spec Rev - Park Improvements	Parks	50,000	37,500	50,000	-
192	Trfr to Spec Rev - Malcolm Wallop Park Habitat	Parks	-	75,000	100,000	-
194	Trfr to Spec Rev - Kendrick Park Pool Design	Parks	30,000	30,000	40,000	-
197	Contractual Services - Rec District	Recreation District	25,000	25,000	25,000	25,000
198	Utilities - Tennis Bubble - Rec District	Recreation District	6,633	6,119	8,367	8,000
203	**Total One Cent Fund Expenditures**		**3,586,477**	**3,486,421**	**4,956,143**	**2,425,000**
204	**Revenues over Expenditures**		**14,651**	**(280,069)**	**(1,356,143)**	**275,000**

DIRECT DISTRIBUTION FUND DETAIL

Line #	Account Description	Department Name	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Direct Distribution	Revenue	1,762,809	1,769,549	1,769,549	1,740,000
3	**Total Supplemental Revenue**		**1,762,809**	**1,769,549**	**1,769,549**	**1,740,000**
4						
7	Other Employee Exp - Safety	Human Resources	27,915	1,872	20,000	-
10	Contractual Services	Administration	12,500	-	-	-
12	Professional Services	Clerk	80,318	15,345	47,428	20,000
16	Trfr to Cap Proj - ERP Software	Treasurer	-	-	-	-
17	Computer Hardware	Information Technology	4,300	39,649	43,500	6,500
18	Software Expense	Information Technology	4,550	-	-	-
20	Capital Outlay - Machinery and Equip	Information Technology	21,722	2,110	10,978	-
21	Repairs & Maint. - Other	City Hall	1,625	-	-	-
23	Capital Outlay - Improvements	City Hall	44,409	-	3,644	-
24	Trfr to Spec Rev - City Hall Boilers	City Hall	-	37,500	50,000	-
26	Professional Services	Other General	120,000	110,000	120,000	120,000
27	Publications Advertising and Printing	Other General	16,257	10,089	23,543	18,000
29	Transfer to General Fund	Police	-	-	-	538,600
31	Contractual Services	Police	67,600	65,504	78,000	64,000
32	Repairs & Maint. Vehicles/Equip	Police	52,144	33,734	50,000	50,000
33	Computer Hardware	Police	3,613	27,657	30,400	11,600
36	PD Range	Police	16,007	1,809	17,500	12,000
37	PD Lab	Police	3,459	3,972	6,000	6,000
38	Professional Services	Police	27,983	25,595	28,000	-
39	Capital Outlay - Improvements	Police	13,676	24,740	24,740	-
40	Capital Outlay - Machinery and Equip	Police	110,848	68,793	239,064	-
43	Repairs & Maint. - Buildings/grounds	Fire	2,201	-	-	-
45	Computer Hardware	Fire	1,992	2,180	3,000	2,800
47	Professional Services	Fire	15,088	30,197	39,944	31,000
48	Public Safety	Fire	2,976	2,395	3,000	3,000
50	Trfr to Cap Proj - Self-Contained Breathing Apparatus	Fire	-	-	-	300,000
51	Trfr to Spec Rev - Exhaust Sys	Fire	-	60,750	81,000	-
54	Equipment Non-capitalized	Cemetery	-	-	-	2,000
56	Software Expense	Cemetery	-	-	-	2,400
57	Supplies	Cemetery	-	2,531	2,000	-
58	Gasoline Oil Diesel Supplies	Cemetery	239	-	-	-
59	Professional Services	Cemetery	6,500	5,768	8,000	5,600
61	Capital Outlay - Machinery and Equip	Cemetery	15,459	-	76,132	18,500
64	Professional Services	Engineering	39,195	24,879	60,805	-
67	Computer Hardware	Planning	1,640	-	-	-
68	Professional Services	Planning	14,125	3,528	51,721	6,000
69	Transfer to Special Revenue Project	Planning	25,000	22,500	30,000	-
70	Professional Services	GIS	32,783	17,930	47,218	45,000
72	Concrete Repair	Streets	53,307	57,485	70,000	70,000
73	Equipment Rentals	Streets	23,432	54,364	54,000	60,000
76	Capital Outlay - Machinery and Equip	Streets	264,472	297,033	698,250	55,000
77	Transfer to Special Revenue Project	Streets	37,000	-	-	-
78	Contract Snow Hauling	Snow Removal	60,954	-	75,000	-
79	Supplies	Snow Removal	94,622	66,126	70,000	70,000
80	Professional services	Snow Removal	-	54,203	-	75,000
83	Software Expense	City Service Shop	-	-	-	31,500
84	Supplies	City Service Shop	14,982	11,632	24,834	15,000
87	Supplies	Parks	18,077	1,333	34,551	30,000
89	Professional Services	Parks	51,094	31,282	50,000	50,000
91	Capital Outlay - Machinery and Equip	Parks	17,469	56,622	30,012	20,500
92	Transfer to Golf Course	Golf Course	100,000	-	-	-
93	**Total Direct Distribution Expenditures**		**1,521,532**	**1,271,108**	**2,302,265**	**1,740,000**
94	**Revenues over Expenditures**		**241,277**	**498,441**	**(532,716)**	**-**

SPECIAL REVENUE FUND DETAIL

Line #	Account Description	DEPTNAME	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Revenue		8,441,703	4,007,518	14,324,687	341,940
2	Cash Reserves		-	-	-	600,000
3	Transfer from General Fund		-	32,625	43,500	-
4	Transfer from One Cent Fund		1,128,890	1,457,862	1,916,112	-
5	Transfer from Cap Tax Fund		3,260,007	2,645,594	3,527,459	-
6	Transfer from Public Benefit Fund		948,058	655,368	873,825	-
7	Transfer from Other Projects		169,246	50,584	67,445	-
8	Transfer from Direct Distribution		62,000	120,750	161,000	-
9	Transfer from Water Fund		665,260	300,000	400,000	-
10	Transfer from Solid Waste Fund		5,000	225,000	300,000	-
11	Transfer from Sewer Fund		65,840	412,500	550,000	-
12	**Total Special Revenue Fund Revenue**		**14,746,004**	**9,907,801**	**22,164,028**	**941,940**
13						
14	Capital Outlay - Impr - City Hall Boilers	City Hall	-	296	75,000	-
15	Capital Outlay - Improvements	Other General	131,560	94,223	118,726	100,000
16	Part-time/Seasonal Wages	Trolley Car	7,611	5,822	9,900	9,900
17	Payroll Taxes	Trolley Car	582	445	700	700
18	Unemployment and Worker's Comp	Trolley Car	230	89	350	350
19	Other Employee Expenses	Trolley Car	-	-	100	100
20	Repairs & Maint. Vehicles/Equip	Trolley Car	460	-	4,100	4,100
21	Gasoline Oil Diesel Supplies	Trolley Car	1,575	1,078	2,300	2,300
22	Insurance Vehicle	Trolley Car	59	82	70	90
23	Salaries and Wages	Travel and Tourism	133,469	-	152,300	-
24	Part-time/Seasonal Wages	Travel and Tourism	18,597	-	18,000	-
25	Overtime	Travel and Tourism	1,404	-	1,000	-
26	Payroll Taxes	Travel and Tourism	11,586	-	11,700	-
27	Retirement	Travel and Tourism	13,197	-	12,700	-
28	Unemployment and Worker's Comp	Travel and Tourism	4,225	-	4,300	-
29	Employee Insurance	Travel and Tourism	19,301	-	23,500	-
30	Contractual Services	Travel and Tourism	57,320	-	54,000	600,000
31	Telephone & Internet	Travel and Tourism	2,922	-	3,800	-
32	Repairs & Maint. - Other	Travel and Tourism	850	-	1,000	-
33	Supplies	Travel and Tourism	11,977	-	12,000	-
34	Office Supplies	Travel and Tourism	13,216	-	7,000	-
35	Insurance Liability	Travel and Tourism	1,440	-	1,440	-
36	Publications Advertising and Printing	Travel and Tourism	240,698	-	275,000	-
37	Miscellaneous	Travel and Tourism	5,180	-	-	-
38	Economic Dev.	Travel and Tourism	67,325	-	95,000	-
39	Salaries and Wages - SRO SCSD2	Police	45,987	42,267	45,800	46,900
40	Salaries and Wages - COPS	Police	34,708	32,898	35,800	36,600
41	Overtime - SRO SCSD2	Police	771	513	700	700
42	Overtime - EUDL	Police	14,954	15,178	18,000	18,000
43	Overtime - Tobacco Grant	Police	1,119	302	5,000	5,000
44	Overtime - Alcohol Inspection	Police	3,130	2,878	5,000	5,100
45	Overtime - COPS	Police	644	759	500	700
47	Overtime - HWY	Police	14,701	12,561	22,500	20,000
51	Payroll Taxes - SRO SCSD2	Police	625	583	700	700
52	Payroll Taxes - EUDL	Police	206	211	300	300
53	Payroll Taxes - Tobacco Grant	Police	16	4	100	100
54	Payroll Taxes - Alcohol Inspection	Police	44	40	100	100
55	Payroll Taxes - COPS	Police	501	477	600	600
56	Payroll Taxes - HWY	Police	207	175	1,000	500
58	Retirement - SRO SCSD2	Police	5,433	4,971	5,400	5,500
60	Retirement - EUDL	Police	1,459	1,764	1,600	2,000
62	Retirement - Tobacco Grant	Police	130	35	400	400
64	Retirement - Alcohol Inspection	Police	364	334	400	600
66	Retirement - COPS	Police	4,108	3,911	4,200	4,300
68	Retirement - HWY	Police	1,613	1,460	3,000	3,000

SPECIAL REVENUE FUND DETAIL

70	Unemployment & Worker's comp - SRO SCSD	Police	1,295	557	1,300	600
72	Unemployment and Worker's Comp - EUDL	Police	408	214	600	400
73	Unemployment and Worker's comp - Tobacco (	Police	19	10	100	100
74	Unemployment and Worker's Comp - Alcohol In	Police	87	39	100	100
75	Unemployment and Worker's comp - COPS	Police	979	438	1,000	500
76	Unemployment and Worker's Comp - HWY	Police	411	169	1,500	500
77	Employee Insurance - SRO SCSD2	Police	9,550	8,432	9,800	10,400
79	Employee Insurance - EUDL	Police	137	121	300	300
85	Employee Insurance - Tobacco Grant	Police	-	-	400	400
86	Employee Insurance - Alcohol Inspection	Police	51	36	400	200
87	Employee Insurance - COPS	Police	4,598	4,005	4,600	4,900
88	Employee Insurance - HWY	Police	192	135	1,000	500
89	Contractual Services - EUDL	Police	8,113	8,400	12,200	12,000
90	Contractual Services - HWY	Police	475	-	1,000	500
93	Uniform Supplies - Bullet Proof Vests	Police	2,400	2,452	3,882	3,000
94	Crime Prevention - Crime Stoppers	Police	-	-	8,883	-
95	Miscellaneous - K-9 Unit	Police	-	-	5,122	-
96	Miscellaneous - Tobacco Grant	Police	770	300	2,500	2,500
97	Miscellaneous - Alcohol Inspection	Police	1,380	1,660	2,500	2,400
98	Other - Shop with a Cop	Police	2,920	4,600	6,477	5,000
99	Capital Outlay - Improvements - PD Remodel	Police	1,548	-	-	-
101	Capital Outlay - Machinery and Equip - EUDL	Police	4,200	-	-	-
105	Capital Outlay - Mach and Equip - HLS	Police	27,775	-	29,000	29,000
106	Capital Outlay - Machinery and Equip - HWY	Police	-	16,739	17,577	-
107	Transfer to Other Projects	Police	-	647	862	-
109	Transfer to Other Projects	Police	-	1,346	1,795	-
110	Capital Outlay - Improvements	Animal Shelter	-	-	58,500	-
111	Public Safety	Fire	-	-	1,224	-
113	Capital Outlay - M&E - Exhaust Capture Sys	Fire	-	376	208,952	-
114	Capital Outlay - Improvements	Cemetery	8,880	-	-	-
115	Transfer to Other Projects	Cemetery	3,296	-	-	-
116	Transfer to Other Projects	Engineering	1	-	-	-
117	Transfer to Other Projects	Engineering	1	-	-	-
118	Professional services - Brownsfield Study	Planning	6,876	-	1,011	-
119	Professional services - Renewable Energy Stud	Planning	30,275	-	4,030	-
120	Outside Services - Downtown Dev Initiative	Building: Permits/Ins	25,000	3,119	30,000	-
123	Capital Outlay - Improvements - 319 Funding	Streets	8,637	2,507	47,762	-
124	Capital Outlay - Impr - Mill/Crook	Parks	4,892	-	-	-
125	Capital Outlay - Impr - Kendrick Park Impr	Parks	27,740	-	4,821	-
127	Capital Outlay - Impr - Park Improvements	Parks	35,700	9,832	34,877	-
128	Capital Outlay - Impr - DoubleDay	Parks	1,941	-	-	-
129	Capital Outlay - Impr - Thorne-Rider Park	Parks	-	12,084	-	-
130	Trfr to Other Projects - Mill/Crook	Parks	399	-	-	-
131	Eqmt Non-capitalized - Traffic Striping & Signs	Capital Projects	-	-	9,180	-
132	Professional Services - City Crushing Project	Capital Projects	52,207	-	-	-
133	Prof Services - Capital Impr Program	Capital Projects	71,360	4,897	17,129	-
134	Prof Services - Main St Lane Configuration	Capital Projects	-	54,113	75,000	-
135	Prof Services - Parks & Rec Master Plan	Capital Projects	70,107	8,978	20,426	-
137	Prof Services - Army Corps of Engineers Study	Capital Projects	46,820	37,663	600,386	-
140	Travel, Training & Memberships - ERP System	Capital Projects	-	4,899	10,000	-
141	Cap Outlay - Infra - Raw Sewage Pumps	Capital Projects	-	-	64,000	-
144	Cap Outlay - Infra - E Downtown Impr	Capital Projects	-	12,270	73,000	-
149	Cap Outlay - Infra - Loucks St & Waterline	Capital Projects	1,945,747	15,444	35,375	-
150	Cap Outlay - Infra - W 5th St Reconstruction	Capital Projects	21,885	-	2,639	-
151	Cap Outlay - Impr - Watershed Control	Capital Projects	-	8,026	46,000	-
152	Cap Outlay - Impr - 4MG Tank Repairs	Capital Projects	155,819	-	-	-
153	Cap Outlay - Impr - WWTP Dewatering	Capital Projects	69,756	-	-	-
155	Cap Outlay - Impr - Meter Replacement	Capital Projects	497,044	-	-	-
156	Cap Outlay - Impr - BGWTP Upgrades	Capital Projects	-	264	57,785	-
157	Cap Outlay - Impr - SWTP Hydrochlorite Tank	Capital Projects	-	82,317	99,790	-
161	Cap Outlay - Impr - BGWTP HypoChlorite	Capital Projects	-	-	200,000	-
162	Cap Outlay - Impr - Street Overlay Program	Capital Projects	309,248	666,091	1,126,488	-
164	Cap Outlay - Impr - Landfill Cell Closures	Capital Projects	-	186,512	4,475,000	-

SPECIAL REVENUE FUND DETAIL

166	Cap Outlay - Impr - Conv WTP Upgrades	Capital Projects	29	-	-	-
167	Cap Outlay - Impr - West Downtown	Capital Projects	860,093	2,366	18,914	-
168	Cap Outlay - Impr - N Sheridan Interchange	Capital Projects	2,013,672	282,309	1,650,193	-
169	Cap Outlay - Impr - Landfill Remediation	Capital Projects	-	-	125,000	-
172	Cap Outlay - Impr - Mydland-Dome PRVs	Capital Projects	23,739	-	-	-
173	Cap Outlay - Impr - Holloway St Construction	Capital Projects	869	-	-	-
174	Cap Outlay - Impr - N End Infrastructure Extens	Capital Projects	3,177,254	741,741	969,163	-
176	Cap Outlay - Impr - BGWTP Utilidor	Capital Projects	-	8,716	390,000	-
177	Cap Outlay - Impr - E 5th St Corridor	Capital Projects	28,438	127,300	1,039,858	-
179	Cap Outlay - Impr - Downtown Parking Dev	Capital Projects	-	-	13,953	-
180	Cap Outlay - Impr - Traffic Striping & Signs	Capital Projects	-	10,087	15,682	-
181	Cap Outlay - Impr - Hillslide Stabilization	Capital Projects	1,503,126	3,701,913	8,280,296	-
182	Cap Outlay - Impr - Pathways	Capital Projects	4,305	5,431	709,981	-
183	Cap Outlay - Impr - Gateway Park	Capital Projects	-	-	25,000	-
184	Cap Outlay - Impr - Blacktooth Park	Capital Projects	2,000	107,678	712,674	-
185	Cap Outlay - Impr - Kendrick Park Impr	Capital Projects	44,106	23,625	155,894	-
186	Cap Outlay - Impr - Park Improvements	Capital Projects	45	123,085	173,821	-
187	Cap Outlay - Impr - Malcolm Wallop Park Habit	Capital Projects	-	19,760	348,441	-
188	Cap Outlay - Impr - Sheridan Pathway Connect	Capital Projects	-	1,480	227,459	-
189	Cap Outlay - Impr - Kendrick Pool Design	Capital Projects	50	88,374	119,950	-
191	Cap Outlay - Impr - Train Abatement	Capital Projects	-	1,119	-	-
192	Cap Outlay - Impr - Decker Rd Prop Cleanup	Capital Projects	64,519	-	16,546	-
195	Cap Outlay - Impr - Community Drainage	Capital Projects	-	10,130	95,000	-
198	Cap Outlay - Impr - Pathways	Capital Projects	-	-	6,850	-
199	Cap Outlay - Water Lines - Hydropower	Capital Projects	18,963	6,450	9,368	-
200	Cap Outlay - Water Lines - E Downtown Impr	Capital Projects	14,088	700	32,129	-
201	Cap Outlay - Water Lines - Leapard St	Capital Projects	459,737	43,146	285,846	-
206	Cap Outlay - WL - Creek Crossing Replacemer	Capital Projects	-	-	151,465	-
207	Cap Outlay - WL - 5th St Waterline Replaceme	Capital Projects	386	-	-	-
209	Cap Outlay - SL - Creek Crossing Replacemen	Capital Projects	40,361	6,558	384,639	-
210	Cap Outlay - SL - Sewer Main Slip Lining	Capital Projects	-	-	400,000	-
211	Trfr to Other Projects - 4MG Tank Repairs	Capital Projects	22,765	-	-	-
212	Trfr to Other Projects - WWTP Dewatering	Capital Projects	-	93	123	-
213	Trfr to Other Projects - Meter Replacement	Capital Projects	-	498	664	-
214	Trfr to Other Projects - WWTP Generator	Capital Projects	46	-	-	-
216	Trfr to Other Projects - Digestive Sludge Pumps	Capital Projects	-	48,000	64,000	-
217	Trfr to Other Projects - Service Center	Capital Projects	4,002	-	-	-
218	Trfr to Other Projects - Lewis Street	Capital Projects	65,642	-	-	-
220	Trfr to Other Projects - Conv WTP Upgrades	Capital Projects	8,870	-	-	-
222	Trfr to Other Projects - West Downtown	Capital Projects	641	-	-	-
223	Trfr to Other Projects - E Downtown Impr	Capital Projects	33,816	-	-	-
227	Trfr to Other Projects - Holloway St Constructio	Capital Projects	16,012	-	-	-
230	Trfr to Other Projects - E 5th St Infrastructure	Capital Projects	6,601	-	-	-
231	Trfr to Other Projects - WYO Hallmark Reno	Capital Projects	1	-	-	-
232	Trfr to Other Projects - N Park Stream Impr	Capital Projects	7,154	-	-	-
233	**Total Special Revenue Fund Expenditures**		**12,757,769**	**6,743,608**	**24,874,265**	**941,940**
234	**Revenues over Expenditures**		1,988,235	3,164,193	(2,710,237)	-

CAP TAX FUND DETAIL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Capital Facilities Tax	3,413,002	3,043,262	3,300,000	2,475,000
2	Interest	14,457	11,369	-	-
3	**Total Cap Tax Fund Revenue**	**3,427,459**	**3,054,631**	**3,300,000**	**2,475,000**
4					
22	Trfr to Cap Proj - S Downtown Neighborhood	-	-	-	100,000
23	Trfr to Cap Proj - N Sheridan Interchange	-	-	-	1,840,000
24	Trfr to Cap Proj - E 5th St Corridor	-	-	-	300,000
25	Trfr to Cap Proj - N Heights Waterline	-	-	-	235,000
31	Trfr to Spec Rev - West Downtown	175,000	-	-	-
33	Trfr to Spec Rev - N Sheridan Interchange	2,490,000	862,500	1,150,000	-
36	Trfr to Spec Rev - Loucks St & Waterline	260,007	-	-	-
44	Trfr to Spec Rev - E 5th St Corridor	-	487,500	650,000	-
45	Trfr to Spec Rev - Hillslide Stabilization	285,000	675,000	900,000	-
46	Trfr to Spec Rev - Sheridan Pathway Connection	-	170,594	227,459	
47	Trfr to Spec Rev - Pathways	-	450,000	600,000	-
49	Trfr to Spec Rev - Kendrick Park Improvements	50,000	-	-	-
50	**Total Cap Tax Fund Expenditures**	**3,260,007**	**2,645,594**	**3,527,459**	**2,475,000**
51	**Revenues over Expenditures**	**167,452**	**409,037**	**(227,459)**	**-**

PUBLIC BENEFIT FUND DETAIL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Franchise Tax	973,825	638,422	950,000	900,000
2	**Total Public Benefit Fund Revenue**	**973,825**	**638,422**	**950,000**	**900,000**
3					
5	Trfr to Cap Proj - Street Overlay Program	-	-	-	200,000
6	Trfr to Cap Proj - N Sheridan Interchange	-	-	-	600,000
7	Trfr to Cap Proj - Malcolm Wallop Park	-	-	-	-
8	Trfr to Cap Proj - Sheridan Pathway Connection	-	-	-	50,000
9	Transfer to General Fund - Support Costs	100,000	75,000	100,000	-
11	Trfr to Spec Rev - Street Overlay Program	200,000	150,000	200,000	-
12	Trfr to Spec Rev - N Sheridan Interchange	150,000	375,000	500,000	-
14	Trfr to Spec Rev - Loucks St & Waterline	175,000	-	-	-
15	Trfr to Spec Rev - E 5th St Corridor	90,000	-	-	-
16	Trfr to Spec Rev - Parks & Rec Master Plan	50,000	-	-	-
18	Trfr to Spec Rev - Army Corps of Engineers	125,000	-	-	-
20	Trfr to Spec Rev - Blacktooth Park	100,000	75,000	100,000	-
21	Trfr to Spec Rev - Kendrick Park Improvements	50,000	-	-	-
22	Trfr to Spec Rev - Park Improvements	-	16,579	22,106	-
23	Trfr to Spec Rev - DoubleDay Sports Complex	8,058	1,289	1,719	-
26	Trfr to Spec Rev - Kendrick Park Pool Design	-	37,500	50,000	-
28	**Total Public Benefit Fund Expenditures**	**1,048,058**	**730,368**	**973,825**	**850,000**
29	**Revenues over Expenditures**	**(74,234)**	**(91,946)**	**(23,825)**	**50,000**

CAPITAL PROJECTS FUND DETAIL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Transfers From General Fund				215,000
2	Transfers From One Cent				1,015,250
3	Transfers From Capital Facilities Tax				2,475,000
4	Transfers From Public Benefit				850,000
5	Transfers From Direct Distribution				300,000
6	Transfers From Water Fund				600,000
7	Transfers From Solid Waste Fund				50,000
8	**Total Capital Projects Fund Revenue**				**5,505,250**
9					
10	Capital Outlay - M&E - ERP Software				215,000
11	Capital Outlay - M&E - SCBA				300,000
12	Capital Outlay - M&E - Ladder Fire Truck				-
13	Cap Outlay - Impr - Watershed Control				50,000
14	Cap Outlay - Impr - Street Overlay Program				865,250
15	Cap Outlay - Impr - Landfill Cell Closures				50,000
16	Cap Outlay - Impr - S. Downtown Neighborhood				100,000
17	Cap Outlay - Impr - N Sheridan Interchange				2,490,000
18	Cap Outlay - Impr - E 5th St Corridor				300,000
19	Cap Outlay - Impr - Bridge Repair				25,000
20	Cap Outlay - Impr - Hillslide Stabilization				50,000
21	Cap Outlay - Impr - Main St Lane Configuration				175,000
22	Cap Outlay - Impr - Blacktooth Park				50,000
23	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements				-
24	Cap Outlay - Impr - Sheridan Pathway Connection				50,000
25	Cap Outlay - Impr - Community Drainage				50,000
26	Cap Outlay - WL - N Heights Waterline				735,000
27	**Total Capital Projects Fund Expenditures**				**5,505,250**
28	**Revenues over Expenditures**	-	-	-	-

DEBT SERVICE FUND DETAIL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	E911 Contribution	-	25,000	25,000	25,000
2	Specail Assessment	298	-	-	-
3	Specail Assessment	-	3,133	-	-
4	Special Assessment #77	40,872	23,717	33,000	31,700
5	Special Assessment #78	8,680	7,469	29,800	49,400
6	Interest & Penalties SID	202	-	-	-
7	Interest & Penalties SID	-	3,117	-	-
8	Interest & Penalties SID 77	5,104	14,627	-	-
9	Interest & Penalties SID 78	2,432	3,675	-	-
10	Transfer from General Fund	31,948	44,216	58,954	58,954
11	Transfer from One Cent Fund	-	24,088	32,118	32,118
12	Transfer from One Cent Fund	-	54,000	72,000	72,000
13	**Total Debt Service Fund Revenue**	**89,536**	**203,042**	**250,872**	**269,172**
14					
15	Miscellaneous - SID #77	700	700	700	700
16	Miscellaneous - SID #78	1,000	1,000	1,000	1,000
17	Debt Service Principal - CAT Leases	21,450	25,330	35,977	37,460
18	Debt Service Principal - SID #77	35,000	75,000	20,000	20,000
19	Debt Service Principal - SID #78	10,000	10,000	20,000	40,000
20	Principal - CWSRF #164 - N Sheridan Interchar	-	-	-	-
21	Principal - FIB Loan - E911 Phone System	-	56,697	56,697	47,811
22	Debt Service Interest - CAT Leases	10,498	17,825	22,977	21,494
23	Debt Service Interest - SID #77	11,420	9,123	12,300	11,000
24	Debt Service Interest - SID #78	8,638	8,450	8,800	8,400
25	Interest - CWSRF #164 - N Sheridan Interchang	-	-	72,000	72,000
26	Interest - FIB Loan - E911 Phone System	-	421	421	9,307
27	**Total Debt Service Fund Expenditures**	**98,706**	**204,546**	**250,872**	**269,172**
28	**Revenues over Expenditures**	(9,170)	(1,504)	-	-

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 approve 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 2019 assessed value of $203,378,055, the City’s debt limit of 4% of the assessed valuation of the taxable property is $8,135,122. The debt limit for the Sewer Fund is $16,270,244. There is no limit for the Water Fund. The 2020 assessed values are not yet finalized, but the County Assessor is estimating a 6% increase. This would lead to a new assessed value of $215,580,738. The City’s capital leases do not count towards its legal debt limit.

The City takes advantage of low interest loans from the State Loan Investment Board to fund many of the capital projects it undertakes. Many of these loans have principal forgiveness of up to 50%. The payments on these loans are budgeted and paid for through their respective Funds, except for the General Fund debt which is budgeted in the Debt Service Fund Below is a chart showing the estimated debt by Fund, the estimated balance as of June 30, 2020, and the next three year’s estimated payments.

Fund	Estimated Balance June 30, 2020	Estimated FY21 Payment	Estimated FY22 Payment	Estimated FY23 Payment
Debt Service Fund	$2,454,035	$129,118	$204,203	$204,203
Water Fund	$10,994,265	$1,008,933	$866,017	$866,017
Sewer Fund	$5,848,606	$495,585	$450,231	$450,231
Solid Waste Fund	$206,299	$211,457	$0	$0

DEBT SUMMARY

The City incurs debt in the form of capital leases on equipment through the General Fund (Streets Department), Water Fund, Solid Waste Fund, and Golf Course Fund. The payments on capital lease obligations are budgeted and paid through their respective Funds, except for the General Fund debt which is budgeted in the Debt Service Fund. Below is a chart showing the balance as of June 30 ,2020 and the next three year's lease payments.

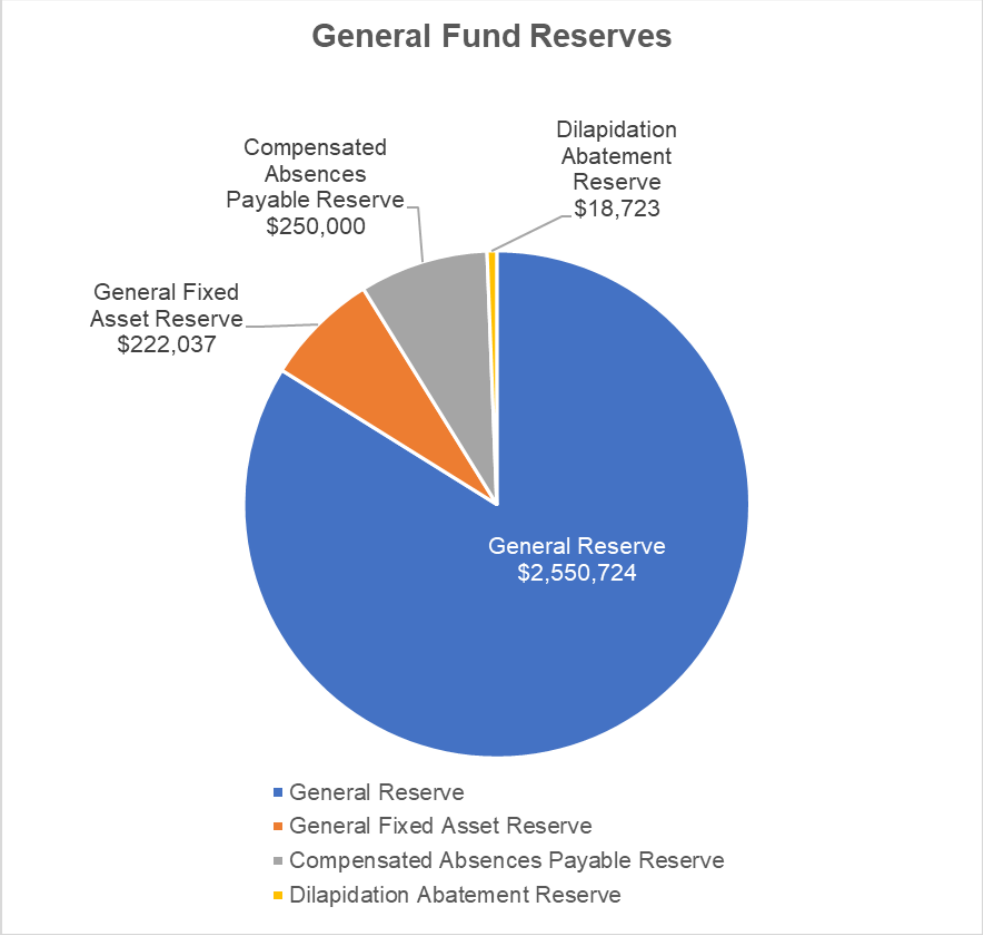
Fund	Estimated Balance June 30, 2020	Estimated FY21 Payment	Estimated FY22 Payment	Estimated FY23 Payment
Debt Service Fund	$503,895	$58,954	$58,953	$58,953
Water Fund	$135,264	$19,734	$19,734	$19,734
Solid Waste Fund	1,137,767	$200,846	$200,846	$200,846
Golf Course Fund	$167,183	$28,200	$28,200	$125,727

CASH RESERVES

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

The General Fund Reserve as of June 30, 2019 is comprised of four different funds as shown in the pie chart below. They are the General Reserve ($2,550,724), the General Fixed Asset Replacement Reserve ($222,037), the Compensated Absence Payable Reserve ($250,000), and the Dilapidation Abatement Reserve ($18,723).

These four amounts equal 24% of the FY21 General Fund Budget of $12,679,204. The anticipated revenue reduction will be offset by $652,000 of the General Fund Reserve. This will decrease the Reserve to $2,389,484, or 18.8%, of the FY21 General Fund Expenditure Budget.



EXPENDITURE SUMMARY BY DEPARTMENT

Line #	Dept#	Department Name	General Fund Budget FY21	One Cent Budget FY21	Direct Distribution Budget FY21	Total Dept Budget FY21
1	1100	Mayor/City Council	154,200	-	-	154,200
2	1200	Municipal Court	166,790			166,790
3	1300	Human Resources	263,350		-	263,350
4	1310	Administration	157,840	-	-	157,840
5	1320	Clerk	224,750		20,000	244,750
6	1321	Elections	60,000			60,000
7	1330	Treasurer	786,890	-	-	786,890
8	1340	Information Technology	219,800	-	6,500	226,300
9	1350	Attorney	115,570			115,570
10	1360	City Hall	99,625		-	99,625
11	1370	Other General	68,950	920,055	676,600	1,665,605
12	1905	Discretionary	34,000	-		34,000
13	2400	Police	2,962,400	193,760	143,600	3,299,760
14	2430	Police Communications	645,650			645,650
15	2450	Animal Shelter	-	51,000		51,000
16	2500	Fire & Rescue	1,611,620	87,300	336,800	2,035,720
17	3647	Cemetery	155,720		28,500	184,220
19	4620	PW Admin & Engineering	461,410	-	-	461,410
20	4630	Planning	199,795	-	6,000	205,795
21	4631	GIS	-		45,000	45,000
22	4632	Building: Permits/Inspections	503,310	-		503,310
23	4640	Streets	1,702,004	1,037,250	185,000	2,924,254
24	4641	Snow Removal	390,250		145,000	535,250
25	4644	City Service Shop	284,760	-	46,500	331,260
26	4662	Customer Service	511,460			511,460
27	5646	Parks	460,830	102,635	100,500	663,965
28	5690	Recreation District	151,800	33,000		184,800
29	5692	Golf Course	286,430	-	-	286,430
30		**Total Funding**	**12,679,204**	**2,425,000**	**1,740,000**	**16,844,204**

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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.

FY21 Mayor/City Council Staffing		
Position	**Headcount**	**FTE**
Mayor	1	1
City Council Members	6	6
Government Relations Administrative Specialist	1	1

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue operations and the level of service previously provided by the Governing Body.

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

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

MAYOR/CITY COUNCIL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	95,007	90,659	107,700	108,800
3	Payroll Taxes	7,139	6,795	8,300	8,400
4	Retirement	3,565	4,261	5,100	5,500
5	Unemployment and Worker's comp	1,595	811	2,000	1,200
6	Employee Insurance	8,379	10,821	13,000	13,800
9	Telephone & Internet	870	1,433	1,000	1,400
10	Repairs & Maint. Vehicles/Equip.	31	638	2,500	900
11	Copier Costs	549	516	2,000	-
12	Computer Hardware	1,509	1,399	1,650	900
13	Supplies	637	673	500	500
14	Office Supplies	-	138	-	1,600
15	Professional Services	200	-	-	-
16	Insurance Vehicle	51	91	60	100
17	Insurance Liability	1,011	1,001	1,020	1,000
18	Travel, Training & Memberships	8,170	6,044	13,500	9,400
19	Publications Advertising and Printing	1,235	619	1,700	700
21	**Total General Fund**	**129,947**	**125,899**	**160,030**	**154,200**

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.

FY21 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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 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 long-term goal is to purchase and implement e-citations in a cooperative project with the PD. This paperless and more efficient method of producing and tracking citations would greatly benefit both departments.

MUNICIPAL COURT

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	37,316	32,968	39,100	40,000
4	Overtime	347	150	300	300
5	Payroll Taxes	2,757	2,429	3,000	3,000
6	Retirement	3,780	3,517	4,200	4,500
7	Unemployment and Worker's comp	1,040	456	1,100	500
8	Employee Insurance	16,403	14,159	17,100	18,200
10	Telephone & Internet	675	531	725	700
11	Computer Hardware	-	-	-	-
12	Software Expense	25,977	29,664	42,300	4,500
14	Office Supplies	1,737	380	2,100	1,800
15	Professional Services	90,203	68,325	83,600	92,120
16	Insurance Liability	348	364	350	370
17	Travel, Training & Memberships	-	22	825	800
19	Miscellaneous	(20)	-	-	-
20	**Total General Fund**	**180,563**	**152,965**	**194,700**	**166,790**

ADMINISTRATION

MISSION STATEMENT
The mission of Administration is to unify the goals of the community, elected officials and staff to provide high quality services and infrastructure to enrich the lives of Sheridan citizens and support the prosperity of businesses.

FY21 Administration Staffing		
Position	**Headcount**	**FTE**
City Administrator	1	1

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

FY21 BUDGET ACCOMPLISHMENTS
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, professional staff; instill high levels of innovation in city facilities and services and continuously search for new and more efficient ways to provide service.

ADMINISTRATION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	157,841	91,287	99,800	124,500
4	Overtime	51	56	-	-
5	Payroll Taxes	11,425	5,449	6,100	9,600
6	Retirement	15,840	7,251	8,300	13,900
7	Unemployment and Worker's comp	4,421	1,335	1,600	1,400
8	Employee Insurance	10,806	6,450	11,100	1,400
9	Employee Allowance - Housing/Car	4,800	2,000	2,000	-
10	Contractual Services	24,650	-	-	-
11	Telephone & Internet	3,025	1,814	2,900	2,900
13	Computer Hardware	-	1,399	-	-
16	Office Supplies	2,600	1,324	2,600	800
18	Professional Services	1,967	46,089	105,140	1,000
19	Insurance Liability	1,477	1,481	1,480	1,340
20	Travel, Training & Memberships	8,321	2,202	4,800	500
22	Publications Advertising and Printing	602	561	1,000	500
24	**Total General Fund**	**247,825**	**168,804**	**246,820**	**157,840**
25					
30	**Direct Distribution Fund**				
31	Contractual Services	12,500	-	-	-
33	**Total Direct Distribution Fund**	**12,500**	**-**	**-**	**-**

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!

FY21 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 insurance policies and claims.

FY21 BUDGET ACCOMPLISHMENTS
This budget provides Human Resources with essential tools to retain a professional and effective staff, both in and out of the department.

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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	141,170	123,550	146,600	149,900
4	Payroll Taxes	10,518	9,132	11,300	11,500
5	Retirement	14,164	13,121	15,600	16,700
6	Unemployment and Worker's comp	3,900	1,698	4,100	1,700
7	Employee Insurance	28,016	24,174	29,100	30,800
9	Other Employee Exp - Wellness	13,452	17,321	22,000	14,000
10	Other Employee Exp - Safety	7,501	-	10,000	1,000
12	Contractual Services	14,702	10,638	13,500	-
13	Telephone & Internet	2,455	1,922	2,500	2,500
14	Copier Costs	1,039	1,071	1,000	-
15	Computer Hardware	-	800	900	-
18	Office Supplies	1,672	1,389	2,000	1,280
20	Professional Services	6,256	2,000	6,000	12,000
21	Insurance Liability	1,320	1,363	1,320	1,370
22	Travel, Training & Memberships	6,901	7,702	9,000	5,000
23	Job Recruitment Costs	17,251	33,290	25,000	15,100
24	Publications Advertising and Printing	276	409	500	500
25	**Total General Fund**	**270,592**	**249,581**	**300,420**	**263,350**
26					
27	**Direct Distribution Fund**				
28	Other Employee Exp - Safety	27,915	1,872	20,000	-
31	**Total Direct Distribution Fund**	**27,915**	**1,872**	**20,000**	**-**

CLERK

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

FY21 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.

FY21 BUDGET ACCOMPLISHMENTS
This budget will assist with the continuity of operations within the Clerk's Office. This budget includes contractual payments to software providers, election costs for FY21, 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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	93,120	82,971	97,600	125,100
4	Overtime	59	149	400	400
5	Payroll Taxes	6,688	5,963	7,500	9,600
6	Retirement	9,350	8,768	10,400	14,000
7	Unemployment and Worker's comp	6,240	1,130	2,800	1,400
8	Employee Insurance	16,588	16,259	20,500	26,400
11	Telephone & Internet	1,516	1,350	1,800	2,100
13	Copier Costs	2,563	2,156	5,000	-
14	Computer Hardware	730	605	-	1,800
15	Software Expense	9,079	12,230	9,200	14,300
17	Office Supplies	3,935	4,534	4,500	4,000
18	Gasoline Oil Diesel Supplies	9	-	-	-
19	Professional Services	3,486	4,292	13,500	1,000
20	Insurance Liability	875	908	880	1,150
21	Travel, Training & Memberships	8,026	6,885	7,000	2,500
23	Publications Advertising and Printing	21,567	16,078	23,500	21,000
24	**Total General Fund**	**183,833**	**164,277**	**204,580**	**224,750**
25					
26	**Direct Distribution Fund**				
27	Professional Services	80,318	15,345	47,428	20,000
28	**Total Direct Distribution Fund**	**80,318**	**15,345**	**47,428**	**20,000**

ELECTIONS

MISSION STATEMENT
Conduct election processes according to statutory and regulatory requirements.

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses anticipated to be paid to the County for the 2020 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

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Office Supplies	-	6,697	-	-
3	Professional Services	-	19,341	-	60,000
4	Insurance Liability	-	1,136	-	-
5	Publications Advertising and Printing	-	2,196	-	-
6	**Total General Fund**	**-**	**29,371**	**-**	**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

FY21 Treasurer Staffing		
Position	**Headcount**	**FTE**
City Treasurer	1	1
Assistant City Treasurer	1	1
Staff Accountant	1	1
Accounts Payable/Payroll Technician	1	1
Accounting Technician	1	1

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

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the Treasurer's Office. It also includes $215,000 of Designated Fund Balance to go towards the future purchase of a new City-wide accounting and financial software system.

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

TREASURER

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	275,019	274,848	326,200	332,200
4	Overtime	1,048	1,402	1,400	1,400
5	Payroll Taxes	20,131	20,536	25,000	25,500
6	Retirement	27,736	29,338	34,700	37,000
7	Unemployment and Worker's comp	11,211	3,798	9,100	3,700
8	Employee Insurance	31,603	29,882	35,900	38,100
10	Telephone & Internet	2,687	2,825	3,400	3,500
11	Copier Costs	1,747	1,519	1,700	-
12	Computer Hardware	3,093	1,737	900	-
13	Software Expense	325	496	325	43,200
14	Supplies	6,362	10,193	9,000	-
15	Office Supplies	-	112	-	5,050
16	Professional services	108,452	110,069	124,000	76,400
17	Insurance Liability	2,803	3,034	2,810	3,840
18	Travel, Training & Memberships	2,684	4,825	6,000	2,000
19	Publications Advertising and Printing	-	42	300	-
20	Trfr to Cap Proj - ERP Software	-	-	-	215,000
21	Trfr to Spec Rev - ERP Software	-	7,500	10,000	-
22	**Total General Fund**	**494,900**	**502,157**	**590,735**	**786,890**
23					
24	**Direct Distribution Fund**				
28	Trfr to Cap Proj - ERP Software	-	-	-	-
29	**Total Direct Distribution Fund**	**-**	**-**	**-**	**-**
30					
31	**Capital Projects Fund**				
32	Capital Outlay - M&E - ERP Software	-	-	-	215,000
33	**Total Capital Projects Fund**	**-**	**-**	**-**	**215,000**

CUSTOMER SERVICE

MISSION STATEMENT

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

FY21 Customer Service Staffing		
Position	**Headcount**	**FTE**
Customer Service Supervisor	1	1
Customer Service Specialist	3	3

WHAT WE DO

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

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

Other specific functions include:

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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 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 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

Department goals consist of creating and implementing a formal Public Information Program aimed at expanding the content and methods used to inform, educate and serve the community, in addition to developing a project scope and budget to provide increased security to the Customer Service work area. An additional goal is implementing a utility billing and cash receipts software from the selected enterprise software solution vendor for the accounting and financial system.

CUSTOMER SERVICE

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	165,005	143,992	170,900	174,800
4	Overtime	2,442	1,027	2,400	2,400
5	Payroll Taxes	12,462	10,804	13,100	13,400
6	Retirement	16,800	15,401	18,200	19,500
7	Unemployment and Worker's comp	4,625	1,998	4,800	2,000
8	Employee Insurance	18,384	15,737	18,900	20,000
9	Temporary Services Labor	9,707	-	-	-
12	Telephone & Internet	1,550	1,225	1,620	1,650
14	Copier Costs	1,768	1,227	1,500	1,400
16	Computer Hardware	3,650	-	500	3,600
17	Software Expense	61,992	65,755	64,300	68,370
18	Supplies - Passports	2,667	1,826	1,850	2,100
19	Office Supplies	3,588	2,412	4,500	3,650
20	Professional services	183,376	148,884	185,500	191,540
21	Insurance Liability	1,536	1,589	1,550	1,600
22	Travel, Training & Memberships	4,065	44	4,200	4,200
23	Publications Advertising and Printing	53	1,588	1,000	1,250
25	**Total General Fund**	**493,671**	**413,508**	**494,820**	**511,460**

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget is intended not to increase above the FY20 budgeted amount. However, the costs of collecting bargaining and arbitration are always unknown.

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

ATTORNEY

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	**General Fund**				
2	Outside Services - Arbitration	-	-	-	-
3	Professional services	142,755	103,271	110,000	115,570
4	**Total General Fund**	**142,755**	**103,271**	**110,000**	**115,570**

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.

FY21 Information Technology Staffing		
Position	**Headcount**	**FTE**
Information Technology Manager	1	1

WHAT WE DO

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

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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes expenses to continue the level of service previously provided by the IT Department. This includes ongoing renewals of critical software and hardware systems, such as our WatchGuard Firewall, Carbon Black endpoint defense (AV), Beyond Trust remote management/support system, ShadowProtect server backup software, and adding SIEM system logging software. Additionally, the budget accounts for continued upgrades of servers, storage arrays, and network infrastructure (switches and routers).

LONG-TERM GOALS

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

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INFORMATION TECHNOLOGY

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	78,208	67,470	80,200	84,000
3	Part-time/Seasonal Wages	-	3,039	6,000	-
4	Payroll Taxes	5,793	5,227	6,200	6,500
5	Retirement	7,847	7,165	8,600	9,400
6	Unemployment and Worker's comp	2,083	969	2,300	1,000
7	Employee Insurance	11,352	9,958	11,700	12,400
8	Contractual Services	-	-	-	-
9	Telephone & Internet	1,863	1,143	2,000	2,000
10	Computer Hardware	18	2,982	2,480	180
11	Software Expense	30,259	49,662	14,000	57,650
12	Supplies	528	613	500	1,500
13	Office Supplies	-	29	250	250
14	Professional services	29,646	24,925	44,000	43,000
15	Insurance Liability	729	745	730	770
16	Travel, Training & Memberships	-	-	2,000	1,000
17	Publications Advertising and Printing	-	69	-	150
18	Capital Outlay - Machinery and Equip.	-	-	-	-
19	**Total General Fund**	**168,326**	**173,995**	**180,960**	**219,800**
20					
21	**One Cent Fund**				
25	Software Expense	-	-	492	-
28	**Total One Cent Fund**	**-**	**-**	**492**	**-**
29					
30	**Direct Distribution Fund**				
31	Computer Hardware	4,300	39,649	43,500	6,500
32	Software Expense	4,550	-	-	-
34	Capital Outlay - Machinery and Equip	21,722	2,110	10,978	-
35	**Total Direct Distribution Fund**	**30,572**	**41,760**	**54,478**	**6,500**
36					
37	**Total IT**	**198,898**	**215,755**	**235,930**	**226,300**

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.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes general maintenance, utilities, and cleaning services.

LONG-TERM GOALS
The long-term goals of the City Hall budget are to continue to maintain and update the facility. This will include new windows, LED lighting, and other energy saving updates.

CITY HALL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
3	Utilities	21,272	15,632	20,000	18,000
4	Insurance Property	9,710	6,594	10,400	7,000
5	Repairs & Maint. Vehicles/Equip.	-	821	-	-
6	Repairs & Maint. - Other	19,696	15,961	21,000	12,500
7	Copier & Printer Costs	-	-	-	11,215
8	Equipment Rental		-		3,590
9	Supplies	2,392	2,910	5,000	4,000
10	Office Supplies	-	-	-	3,210
11	Professional Services	42,839	24,815	40,000	40,000
12	Insurance Vehicle	73	103	80	110
14	Capital Outlay - Buildings	825,358	-	-	-
15	**Total General Fund**	**921,340**	**66,836**	**96,480**	**99,625**
16					
17	**Direct Distribution Fund**				
18	Repairs & Maint. - Other	1,625	-	-	-
21	Capital Outlay - Improvements	44,409	-	3,644	-
22	Trfr to Spec Rev - City Hall Boilers	-	37,500	50,000	-
23	**Total Direct Distribution Fund**	**46,034**	**37,500**	**53,644**	**-**
24					
25	**Special Revenue Fund**				
26	Capital Outlay - Impr - City Hall Boilers	-	296	75,000	-
27	**Total Special Revenue Fund**	**-**	**296**	**75,000**	**-**

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 One Cent contributions to outside organizations.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes funding for the employee recognition party, employee drug screenings, citywide liability insurance, and WAM memberships. It also includes One Cent 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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Other Employee Expenses	15,921	11,002	15,000	13,650
5	Insurance Property	19,337	15,125	20,710	20,000
6	Professional Services	22,210	32,432	32,900	22,900
7	Insurance Liability	889	10,528	900	12,400
10	Economic Dev. - WAM Convention	25,177	-	-	-
13	**Total General Fund**	**83,533**	**69,087**	**69,510**	**68,950**
14					
15	**One Cent Fund**				
17	Repairs & Maint. - Other - SPAC	10,917	4,918	11,000	11,000
18	Supplies - SPAC	1,827	755	1,850	2,000
19	Professional Services - SEEDA Admin	36,704	-	1,296	-
21	Publications Advertising and Printing - SPAC	4,657	4,968	5,061	3,600
22	Professional Services - SPAC	12,004	10,000	24,450	13,400
23	Housing/Comm Dev. - Abatement	450	225	19,469	-
24	Sheridan County Juvenile Justice JPB	115,556	82,500	110,000	82,500
25	Sheridan Arts Council	1,333	1,500	1,500	1,125
26	Advocacy & Resource Center	6,667	7,500	10,000	7,500
27	Habitat for Humanity of the Eastern Bighorns	8,889	7,500	10,000	7,500
28	SAGE Community Arts	-	6,000	8,000	6,000
30	Sheridan County Chamber of Commerce	17,778	18,750	25,000	18,750
31	Forward Sheridan	17,778	7,500	10,000	7,500
32	Downtown Sheridan Association	26,667	12,500	25,000	18,750
33	Sheridan County Historical Society	19,556	11,250	15,000	11,250
35	Sheridan Community Land Trust	13,333	16,130	15,000	11,250
36	North Main Association	44,444	18,750	25,000	18,750
37	Sheridan County Conservation District	-	7,500	10,000	7,500
38	Sheridan County (Airport Service)	267,193	121,044	350,000	400,000
39	WY Technology Business Center	80,000	-	80,000	60,000
40	NE WY Growth Alliance	46,000	-	46,000	-
41	Northern Wyoming Community College District	-	75,000	100,000	75,000
42	YMCA Aquatic Center	1,000,000	1,000,000	1,000,000	-
43	Northern Wyoming Mental Health	4,444	-	-	-
44	VOA (Homeless Shelter)	4,444	-	-	-
45	Child Development Center	6,667	5,625	7,500	5,625
46	Sheridan County Public Health	4,444	-	-	-
47	Sheridan Health Center (Free Clinic)	3,556	-	-	-
48	The Hub on Smith	80,000	60,000	80,000	65,000
49	Compass Center for Families (CASA)	6,667	7,500	10,000	10,000
53	Contingency	5,930	-	199,791	61,055
55	Sheridan Health Center	-	15,000	20,000	15,000
62	Trfr to Spec Rev - WYO Hallmark Renovation	-	83,112	83,112	-
63	**Total One Cent Fund**	**1,847,905**	**1,585,528**	**2,304,030**	**920,055**
64					
65	**Direct Distribution Fund**				
68	Professional Services	120,000	110,000	120,000	120,000
69	Publications Advertising and Printing	16,257	10,089	23,543	18,000
71	Transfer to General Fund	-	-	-	538,600
73	**Total Direct Distribution Fund**	**136,257**	**120,089**	**143,543**	**676,600**
74					
75	**Special Revenue Fund**				
78	Professional Services - SPAC	8,000	-	-	-
79	Capital Outlay - Improvements - SPAC	131,560	94,223	118,726	100,000
82	**Total Special Revenue Fund**	**139,560**	**94,223**	**118,726**	**100,000**

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.

FY21 BUDGET ACCOMPLISHMENTS

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 when he was in Sheridan to install our most recent addition to the permanent collection, Autumn's Challenge and his On-Loan submission, Dare to Dream. Chris pointed out that a number of other communities—Gillette, Casper, Cheyenne, Green River, and Cody—have attempted to create programs similar to ours, but not one of them has even come close to achieving what we have.

LONG-TERM GOALS

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

SHERIDAN PUBLIC ARTS COMMITTEE (SPAC)

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	**One Cent Fund**				
2	Repairs & Maint. - Other	10,917	4,918	11,000	11,000
3	Supplies	1,827	755	1,850	2,000
4	Publications Advertising and Printing	4,657	4,968	5,061	3,600
5	Professional services	12,004	10,000	24,450	13,400
6	**Total One Cent Fund Expenditures**	**29,405**	**20,641**	**42,361**	**30,000**
7					
8	**Special Revenue Fund**				
9	Public Arts Contributions	156,098	84,890	90,000	100,000
10	Other Miscellaneous	2,719	-	-	-
11	**Total Special Revenue Fund Revenue**	**158,817**	**84,890**	**90,000**	**100,000**
12					
13	Professional Services	8,000	-	-	-
14	Capital Outlay - Improvements	131,560	94,223	118,726	100,000
15	**Total Special Rev Fund Expenditures**	**139,560**	**94,223**	**118,726**	**100,000**

TROLLEY CAR

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

FY21 Trolley Car Staffing		
Position	**Headcount**	**FTE**
Trolley Driver	4	.25

WHAT WE DO
The City owns two trolley cars. The trolley service is managed by the Sheridan County Chamber of Commerce. The Trolleys are used for community events and private functions.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided. The cost of running the trolleys is completely reimbursed to the City by the Sheridan County Chamber of Commerce.

TROLLEY CAR

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	**Special Revenue Fund**				
3	Part-time/Seasonal Wages	7,611	5,822	9,900	9,900
4	Payroll Taxes	582	445	700	700
5	Unemployment and Worker's Comp	230	89	350	350
6	Other Employee Expenses	-	-	100	100
7	Repairs & Maint. Vehicles/Equip	460	-	4,100	4,100
8	Gasoline Oil Diesel Supplies	1,575	1,078	2,300	2,300
9	Insurance Vehicle	59	82	70	90
12	**Total Special Revenue Fund**	**10,516**	**7,518**	**17,520**	**17,540**

DISCRETIONARY

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

WHAT WE DO
Sheridan County, the City of Sheridan, the Town of Ranchester, The Town of Dayton, and The Town of Clearmont receive up to 10% of the total lodging tax collected within each community.
By statute these amounts shall be used for general revenue within the governmental entity. Some of the community events supported by the Mayor's Office include, but are not limited to:

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue promoting Community Events.

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

DISCRETIONARY

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Economic Dev.	45,441	46,226	70,000	34,000
4	**Total General Fund**	**45,441**	**46,226**	**70,000**	**34,000**
5					
6	**Special Revenue Fund**				
7	Salaries and Wages	133,469	-	152,300	-
8	Part-time/Seasonal Wages	18,597	-	18,000	-
9	Overtime	1,404	-	1,000	-
10	Payroll Taxes	11,586	-	11,700	-
11	Retirement	13,197	-	12,700	-
12	Unemployment and Worker's Comp	4,225	-	4,300	-
13	Employee Insurance	19,301	-	23,500	-
14	Contractual Services	57,320	-	54,000	600,000
15	Telephone & Internet	2,922	-	3,800	-
16	Repairs & Maint. - Other	850	-	1,000	-
17	Supplies	11,977	-	12,000	-
18	Office Supplies	13,216	-	7,000	-
19	Insurance Liability	1,440	-	1,440	-
20	Publications Advertising and Printing	240,698	-	275,000	-
21	Miscellaneous	5,180	-	-	-
22	Economic Dev.	67,325	-	95,000	-
23	**Total Special Revenue Fund**	**602,708**	**-**	**672,740**	**600,000**

POLICE

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

FY21 Police Staffing		
Position	**Headcount**	**FTE**
Police Chief	1	1
Administrative Coordinator	1	1
Administrative Services Manager	1	1
Police Lieutenant	2	2
Police Sergeant	5	5
Police Corporal	5	5
Police Officer	16	16
Community Service Officer	2	2
Evidence Technician	1	1
Records Technician	2	2

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

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget resulted in a reduction of personnel and equipment purchases, while maintaining a high level of police service. One (1) police officer position, three (3) patrol vehicles ($135,000), removal of Eticketing system in FY20 ($45,000), and a $10,000 reduction in crime prevention have been removed from the budget, with no anticipated reductions in police services.

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. Purchase of an E-ticketing solution to expedite the process of issuing citations to violators will, creating more efficiencies in high-visibility enforcement. The current inventory of portable police radios is at end-of-life and no longer supported for repair, soon to be non-functional. New portable radios

are required to be purchased for integration into WYOLink and to maintain compliance with P25 compatible regulation.

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	1,820,158	1,574,301	1,974,100	1,973,300
4	Overtime	30,326	18,943	34,000	25,000
5	Overtime - DRE	117	-	-	-
6	Payroll Taxes	44,191	38,065	48,700	49,200
7	Payroll Taxes - DRE	2	-	-	-
8	Retirement	206,768	178,405	224,800	226,300
9	Retirement - DRE	14	-	-	-
10	Unemployment and Worker's comp	51,011	21,974	54,400	21,600
11	Unemployment and Worker's comp - DRE	3	-	-	-
12	Employee Insurance	378,191	338,075	448,500	455,200
14	Employee Allowance - Housing/Car	5,400	4,500	5,400	5,400
16	Utilities	27,144	17,087	23,000	23,000
17	Insurance Property	7,560	4,898	8,100	5,000
18	Telephone & Internet	30,396	24,506	30,000	30,000
21	Repairs & Maint. - Radio	1,503	1,406	1,500	1,500
22	Equipment Non-capitalized	1,940	-	730	-
24	Supplies	11,816	10,667	17,000	15,000
25	Office Supplies	8,218	5,807	9,500	9,000
26	Uniform Supplies	13,415	8,017	13,500	12,000
27	Gasoline Oil Diesel Supplies	47,265	34,229	46,000	43,000
30	Crime Prevention	33,666	23,485	30,000	20,000
32	Insurance Vehicle	1,641	2,641	1,760	3,000
33	Insurance Liability	22,664	23,159	22,700	22,900
34	Insurance - Claims	5,882	1,264	-	-
35	Travel, Training & Memberships	17,065	22,140	36,000	20,000
38	Publications Advertising and Printing	789	72	2,000	2,000
41	Capital Outlay - Machinery and Equip.	35,405	311,170	366,082	-
44	**Total General Fund**	**2,802,551**	**2,664,809**	**3,397,772**	**2,962,400**
45					
46	**One Cent Fund**				
50	Repairs & Maint. - Other	22,830	3,616	16,550	14,000
54	Professional Services - Police Dept	-	-	-	20,000
56	Capital Outlay - Improvements	-	16,941	30,500	30,000
57	Capital Outlay - Machinery and Equip.	144,724	36,610	98,632	59,942
58	Transfer to General Fund	100,000	-	-	-
59	Transfer to Debt Service Fund	-	24,088	32,118	32,118
61	Salaries and Wages - SRO SCSD2	13,837	9,496	18,781	15,700
62	Overtime - SRO SCSD2	18	-	100	100
63	Payroll Taxes - SRO SCSD2	185	129	300	300
64	Retirement - SRO SCSD2	1,610	1,103	1,800	1,900
65	Unemployment & Worker's comp - SRO SCSD2	382	162	500	200
66	Employee Insurance - SRO SCSD2	2,499	2,074	3,300	3,500
67	Salaries and Wages - COPS	10,983	7,051	19,594	12,200
68	Overtime - COPS	210	46	200	200
69	Payroll Taxes - COPS	159	100	200	200
70	Retirement - COPS	1,301	825	1,400	1,500
71	Unemployment and Worker's comp - COPS	297	127	400	200
72	Employee Insurance - COPS	1,156	954	1,600	1,700
75	**Total One Cent Fund**	**300,191**	**103,322**	**225,975**	**193,760**

POLICE

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
77	**Direct Distribution Fund**				
81	Contractual Services	67,600	65,504	78,000	64,000
82	Repairs & Maint. Vehicles/Equip	52,144	33,734	50,000	50,000
83	Computer Hardware	3,613	27,657	30,400	11,600
86	PD Range	16,007	1,809	17,500	12,000
87	PD Lab	3,459	3,972	6,000	6,000
88	Professional Services	27,983	25,595	28,000	-
89	Capital Outlay - Improvements	13,676	24,740	24,740	-
90	Capital Outlay - Machinery and Equip	110,848	68,793	239,064	-
92	Transfer to Special Revenue Project	-	-	-	-
93	**Total Direct Distribution Fund**	**295,330**	**251,804**	**473,704**	**143,600**
94					
95	**Special Revenue Fund**				
97	Salaries and Wages - SRO SCSD2	45,987	42,267	45,800	46,900
98	Overtime - SRO SCSD2	771	513	700	700
99	Payroll Taxes - SRO SCSD2	625	583	700	700
100	Retirement - SRO SCSD2	5,433	4,971	5,400	5,500
101	Unemployment & Worker's comp - SRO SCSD2	1,295	557	1,300	600
102	Employee Insurance - SRO SCSD2	9,550	8,432	9,800	10,400
103	Miscellaneous - K-9 Unit	-	-	5,122	-
105	Uniform Supplies - Bullet Proof Vests	2,400	2,452	3,882	3,000
109	Other - Shop with a Cop	2,920	4,600	6,477	5,000
110	Overtime - EUDL	14,954	15,178	18,000	18,000
111	Payroll Taxes - EUDL	206	211	300	300
112	Retirement - EUDL	1,459	1,764	1,600	2,000
113	Unemployment and Worker's Comp - EUDL	408	214	600	400
114	Employee Insurance - EUDL	137	121	300	300
116	Contractual Services - EUDL	8,113	8,400	12,200	12,000
118	Capital Outlay - Machinery and Equip - EUDL	4,200	-	-	-
120	Overtime - Tobacco Grant	1,119	302	5,000	5,000
122	Payroll Taxes - Tobacco Grant	16	4	100	100
124	Retirement - Tobacco Grant	130	35	400	400
126	Unemployment and Worker's comp - Tobacco Grant	19	10	100	100
128	Employee Insurance - Tobacco Grant	-	-	400	400
130	Miscellaneous - Tobacco Grant	770	300	2,500	2,500
131	Overtime - Alcohol Inspection	3,130	2,878	5,000	5,100
132	Payroll Taxes - Alcohol Inspection	44	40	100	100
133	Retirement - Alcohol Inspection	364	334	400	600
134	Unemployment and Worker's Comp - Alcohol Inspection	87	39	100	100
135	Employee Insurance - Alcohol Inspection	51	36	400	200
137	Miscellaneous - Alcohol Inspection	1,380	1,660	2,500	2,400
143	Salaries and Wages - COPS	34,708	32,898	35,800	36,600
144	Overtime - COPS	644	759	500	700
145	Payroll Taxes - COPS	501	477	600	600
146	Retirement - COPS	4,108	3,911	4,200	4,300
147	Unemployment and Worker's comp - COPS	979	438	1,000	500
148	Employee Insurance - COPS	4,598	4,005	4,600	4,900

POLICE

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
151	Capital Outlay - Mach and Equip - HLS	27,775	-	29,000	29,000
152	Overtime - HWY	14,701	12,561	22,500	20,000
153	Payroll Taxes - HWY	207	175	1,000	500
154	Retirement - HWY	1,613	1,460	3,000	3,000
155	Unemployment and Worker's Comp - HWY	411	169	1,500	500
156	Employee Insurance - HWY	192	135	1,000	500
157	Contractual Services - HWY	475	-	1,000	500
159	Capital Outlay - Machinery and Equip - HWY	-	16,739	17,577	-
163	Transfer to Other Projects	-	647	862	-
164	Crime Prevention - Crime Stoppers	-	-	8,883	-
165	Capital Outlay - Improvements - PD Remodel	1,548	-	-	-
167	Transfer to Other Projects	-	1,346	1,795	-
168	**Total Special Revenue Fund**	**198,026**	**171,620**	**263,999**	**224,400**
174					
175	**Debt Service Fund**				
176	Principal - FIB Loan - E911 Phone System	-	56,697	56,697	47,811
177	Interest - FIB Loan - E911 Phone System	-	421	421	9,307
178	**Total Debt Service Fund**	**-**	**57,118**	**57,118**	**57,118**

POLICE COMMUNICATIONS

MISSION STATEMENT

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

FY21 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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget had no immediate increases or reductions. Staffing levels were reduced by 4 FTE in the FY11 budget. This position has a high historical turnover rate, but we are currently fully staffed. Required annual certifications for various job duties, along with initial training costs, mandate a consistent training program and related budget.

LONG-TERM GOALS

The long-term goal of the communications division is to continue to provide emergency call response and resource allocation to the residents and visitors of the City of Sheridan and Sheridan County. No large-scale projects or expenditures are required at this time due to the recent remodel of the communications center, and upgrade of both radio and phone systems. The potential for growth within the communications center could facilitate futuristic ideals of regional dispatch services to multiple agencies in northeast Wyoming.

POLICE COMMUNICATIONS

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	**General Fund**				
2	Salaries and Wages	360,735	319,163	420,300	421,800
3	Part-time/Seasonal Wages	3,922	1,852	-	-
4	Overtime	36,066	28,324	35,000	35,000
5	Payroll Taxes	29,457	25,821	32,200	32,300
6	Retirement	45,130	36,986	48,900	49,100
7	Unemployment and Worker's comp	1,295	529	2,400	500
8	Employee Insurance	65,836	54,203	79,000	98,200
9	Contractual Services	294	-	-	-
10	Telephone & Internet	455	174	500	500
13	Supplies	2,176	1,769	2,250	2,250
14	Travel, Training & Memberships	5,224	1,767	6,000	6,000
15	**Total General Fund**	**550,589**	**470,588**	**626,550**	**645,650**

ANIMAL SHELTER

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

WHAT WE DO
In 2019 we brought 1,393 animals out of the elements and into a safe haven until they could be adopted or reclaimed by their owners.

- Provided low cost Spay Neuter certificates to families who love their pets
- Received funding for hosting our own spay neuter clinic in 2020
- Added everyday training for dogs for successful adoption
- Pairing senior dogs and cats with Senior Citizens
- Partnered with the Hub's meals on wheels to provide and deliver pet food
- House pets until a family member or friend was found
- Started a "Stray to Service" program to transform the lives of Veterans
- A new roof will be installed, 50% of the cost was donated by local businesses

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the City to the Animal Shelter. Due to recent budget constraints the Shelter will be removing a $11,600 request for funds that would have gone towards the purchase and install of a new covered dog run.

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. The safe housing and shelter for many abandoned displaced pets. Continued growth to meet the needs of the Sheridan community.

ANIMAL SHELTER

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Transfer to Special Revenue Fund	-	25,125	33,500	-
3	**Total General Fund**	**-**	**25,125**	**33,500**	**-**
4					
5	**One Cent Fund**				
6	Utilities	12,529	9,055	12,000	12,000
7	Insurance Property	1,441	915	1,550	1,000
8	Telephone & Internet	1,471	1,095	2,200	1,500
10	Repairs & Maint. - Other	18,728	412	3,714	2,250
12	Dog and Cat Shelter Support	63,250	37,500	50,000	34,250
14	**Total One Cent Fund**	**97,419**	**48,977**	**69,464**	**51,000**
15					
16	**Special Revenue Fund**				
17	Capital Outlay - Improvements	-	-	58,500	-
18	**Total Special Revenue Fund**	**-**	**-**	**58,500**	**-**

FIRE

MISSION STATEMENT
Sheridan Fire-Rescue personnel will prepare to respond, serve, and advance within the organization.

FY21 Fire Staffing		
Position	**Headcount**	**FTE**
Fire Chief	1	1
Administrative Coordinator	1	1
Fire Captain	3	3
Firefighter I - EMT B	3	3
Firefighter I - EMT I	3	3
Firefighter II - EMT B	1	1
Firefighter II - EMT I	4	4
Firefighter II - EMT P	1	1

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

- Structure fires
- Wildland fires
- Emergency medical incidents
- Hazardous materials incidents (we share Wyoming Region 1 Hazmat with Campbell County Fire Department)
- Swift water rescue
- High and low angle rope rescue
- We provide automatic aid countywide for structure fires and mutual aid as requested on all other responses

In addition, we provide:

- Origin and Cause investigation of all fires as required by state statute
- Extensive training in all listed disciplines, pre-incident planning of target hazards
- A community Risk Reduction effort that encompasses a variety of public education and public assistance programs

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the Fire Department. It also includes $300,000 of Direct Distribution funds to go towards the replacement of our Self-Contained Breathing Apparatus in the event we are not successful obtaining a FEMA grant application for that purchase.

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, fill the vacant Division Chief of operations, 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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	1,090,465	897,968	1,091,500	1,097,900
3	Overtime	57,975	42,809	45,000	50,000
4	Payroll Taxes	18,837	15,644	19,100	19,200
5	Retirement	131,059	121,259	138,100	152,200
6	Unemployment and Worker's comp	31,712	12,958	30,300	12,100
7	Employee Insurance	163,762	138,346	167,600	174,800
8	Contractual Services	5,441	3,498	6,600	2,550
9	Utilities	14,028	9,115	15,000	14,000
10	Repairs & Maint. - Buildings/grounds	7,520	3,902	9,000	-
11	Insurance Property	5,020	3,691	5,380	4,000
12	Telephone & Internet	11,271	10,619	13,200	13,200
13	Repairs & Maint. Vehicles/Equip.	20,082	11,302	20,000	-
15	Copier & Printer Costs	-	-	-	3,600
16	Equipment Non-capitalized	4,593	-	5,407	-
18	Software Expense	4,633	4,241	4,100	5,150
19	Supplies	9,063	3,864	12,000	9,000
20	Office Supplies	3,560	2,189	3,800	3,090
21	Uniform Supplies	8,572	4,249	8,000	8,000
22	Gasoline Oil Diesel Supplies	8,206	5,856	8,100	8,100
23	EMS Supplies	6,481	3,979	6,400	6,400
25	Insurance Vehicle	2,289	3,532	2,450	3,800
26	Insurance Liability	10,063	10,153	10,070	10,030
27	Travel, Training & Memberships	7,489	6,544	12,500	8,500
28	Publications Advertising and Printing	1,032	704	1,200	-
30	CPR	5,049	4,631	6,000	6,000
31	**Total General Fund**	**1,628,201**	**1,321,050**	**1,640,807**	**1,611,620**
32					
33	**One Cent Fund**				
34	Repairs & Maint. - Buildings/grounds	17,372	22,121	40,000	20,000
35	Repairs & Maint. Vehicles/Equip.	18,064	7,509	20,000	32,700
36	Repairs & Maint. - Other	10,398	8,183	15,000	-
37	Equipment Non-capitalized	14,885	23,175	32,055	34,600
38	Professional Services	6,003	-	-	-
39	Capital Outlay - Machinery and Equip.	49,967	74,015	86,120	-
42	Trfr to Cap Proj - Aerial Ladder Fire Truck	-	-	-	-
43	Trfr to Spec Rev - Exhaust Capture System	47,000	-	-	-
44	**Total One Cent Fund**	**163,690**	**135,003**	**193,175**	**87,300**
45					
46	**Direct Distribution Fund**				
47	Repairs & Maint. - Buildings/grounds	2,201	-	-	-
49	Computer Hardware	1,992	2,180	3,000	2,800
51	Professional Services	15,088	30,197	39,944	31,000
52	Public Safety	2,976	2,395	3,000	3,000
54	Trfr to Cap Proj - Self-Contained Breathing Apparatus	-	-	-	300,000
55	Trfr to Spec Rev - Exhaust Capture System	-	60,750	81,000	-
56	**Total Direct Distribution Fund**	**22,258**	**95,522**	**126,944**	**336,800**
57					
58	**Special Revenue Fund**				
60	Public Safety	-	-	1,224	-
62	Capital Outlay - M&E - Exhaust Capture Sys	-	376	208,952	-
63	**Total Special Revenue Fund**	**-**	**376**	**210,176**	**-**
65					
66	**Capital Projects Fund**				
67	Capital Outlay - M&E - SCBA	-	-	-	300,000
68	Capital Outlay - M&E - Ladder Fire Truck	-	-	-	-
69	**Total Capital Projects Fund**	**-**	**-**	**-**	**300,000**

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.

FY21 Public Works/Engineering Staffing		
Position	**Headcount**	**FTE**
Public Works Director	1	1
Administrative Coordinator	1	1
City Engineer	1	1
Engineering Technician	1	1

WHAT WE DO
The Public Works Administration and Engineering provide many essential functions for the City of Sheridan. These include the administration of the Capital Improvement Plan, review of engineering design documents, coordination of street maintenance, annual levee inspections, project oversight, project bidding, budget for ongoing projects, grant funding, traffic services, community updates on projects both upcoming and ongoing, storm sewer planning and mapping, coordination with utility department for projects, review of engineering design of subdivisions, and general engineering support for all other divisions within the City.

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

FY21 BUDGET ACCOMPLISHMENTS
While being very conservative, the FY21 budget includes expenses to continue the level of service previously provided by the Public Works Administration/Engineering department.

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

PUBLIC WORKS ADMINISTRATION/ENGINEERING

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	288,270	260,634	306,400	309,700
3	Part-time/Seasonal Wages	9,406	6,573	6,500	-
4	Overtime	408	117	300	300
5	Payroll Taxes	21,735	19,531	24,400	24,000
6	Retirement	27,100	26,671	32,600	34,500
7	Unemployment and Worker's comp	8,196	3,691	8,700	3,500
8	Employee Insurance	51,330	48,926	58,800	66,700
10	Contractual Services	14,495	3,473	10,000	700
11	Telephone & Internet	4,831	3,711	6,300	5,000
12	Repairs & Maint. Vehicles/Equip.	1,582	-	1,500	1,000
13	Repairs & Maint. - Other	266	-	400	400
14	Supplies	5,994	2,511	4,000	910
15	Office Supplies	436	-	500	500
16	Gasoline Oil Diesel Supplies	767	666	1,100	1,000
17	Professional Services	-	-	50,000	5,000
18	Insurance Vehicle	82	115	90	120
19	Insurance Liability	2,700	2,850	2,710	2,830
20	Travel, Training & Memberships	1,395	1,073	10,000	5,000
22	Publications Advertising and Printing	360	-	250	250
23	**Total General Fund**	**439,354**	**380,542**	**524,550**	**461,410**
24					
25	**One Cent Fund**				
27	Professional Services	20,246	-	9,754	-
28	**Total One Cent Fund**	**20,246**	**-**	**9,754**	**-**
29					
30	**Direct Distribution Fund**				
32	Professional Services	39,195	24,879	60,805	-
36	**Total Direct Distribution Fund**	**39,195**	**24,879**	**60,805**	**-**
37					
38	**Special Revenue Fund**				
45	Transfer to Other Projects	1	-	-	-
46	Transfer to Other Projects	1	-	-	-
47	**Total Special Revenue Fund**	**2**	**-**	**-**	**-**

PLANNING

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

FY21 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.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the Planning Office.

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

PLANNING

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	130,602	89,951	133,800	128,200
3	Part-time/Seasonal Wages	1,769	3,315	4,500	-
4	Overtime	226	332	225	225
5	Payroll Taxes	9,401	7,174	10,600	9,900
6	Retirement	13,127	8,983	14,300	14,300
7	Unemployment and Worker's comp	3,644	1,304	3,900	1,500
8	Employee Insurance	28,997	18,142	30,100	31,900
9	Employee Allowance - Housing/Car	-	7,773	-	-
10	Contractual Services	4,072	848	15,000	-
11	Telephone & Internet	1,460	940	1,500	1,500
12	Repairs & Maint. Vehicles/Equip.	71	25	1,500	1,500
14	Supplies	15	923	1,000	1,000
15	Office Supplies	69	1,581	2,000	2,590
16	Gasoline Oil Diesel Supplies	355	161	500	500
17	Professional Services	-	1,050	10,000	-
19	Insurance Liability	1,221	1,244	1,230	1,180
20	Travel, Training & Memberships	2,267	2,754	4,500	3,500
22	Publications Advertising and Printing	2,919	1,505	4,000	2,000
24	**Total General Fund**	**200,215**	**148,005**	**238,655**	**199,795**
25					
26	**One Cent Fund**				
29	Professional Services	23,339	-	-	-
30	**Total One Cent Fund**	**23,339**	**-**	**-**	**-**
31					
32	**Direct Distribution Fund**				
33	Computer Hardware	1,640	-	-	-
34	Professional Services	14,125	3,528	51,721	6,000
36	Trfr to Spec Rev - Downtown Dev Initiative	25,000	22,500	30,000	-
37	**Total Direct Distribution Fund**	**40,765**	**26,028**	**81,721**	**6,000**
38					
39	**Special Revenue Fund**				
42	Professional services - Brownsfield Study	6,876	-	1,011	-
43	Professional services - Renewable Energy Study	30,275	-	4,030	-
45	**Total Special Revenue Fund**	**37,151**	**-**	**5,041**	**-**

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.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the current program.

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	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	**General Fund**				
4	Professional Services	44,758	24,778	45,000	-
5	**Total General Fund**	**44,758**	**24,778**	**45,000**	**-**
6					
7	**Direct Distribution Fund**				
8	Professional Services	32,783	17,930	47,218	45,000
9	**Total Direct Distribution Fund**	**32,783**	**17,930**	**47,218**	**45,000**

BUILDING PERMITS AND INSPECTIONS

MISSION STATEMENT

The Building Department's mission is to ensure commercial buildings and residential structures are constructed, altered, and maintained in the City of Sheridan to meet recognized standards for quality of life and building safety. To facilitate this responsibility, we provide a full range of plan review and construction inspection services based on the International Building Codes.

FY21 Building Permits and Inspections Staffing		
Position	**Headcount**	**FTE**
Building Official	1	1
Inspector I	1	1
Inspector II	1	1
Permit Technician II	1	1
Plans Examiner II	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

FY21 BUDGET ACCOMPLISHMENTS

The Building Department receives and reviews all permits for buildings within the City of Sheridan. They review the plans and issue the permits. The Building Department also performs inspections during construction to the buildings and structures meet the standards required by the code.

LONG-TERM GOALS

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

BUILDING PERMITS AND INSPECTIONS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	274,794	223,475	286,500	293,200
4	Overtime	1,551	1,106	2,100	2,100
5	Payroll Taxes	19,845	16,286	22,000	22,500
6	Retirement	27,392	23,596	30,500	32,600
7	Unemployment and Worker's comp	7,643	3,089	8,000	3,300
8	Employee Insurance	56,154	49,492	58,000	67,600
10	Outside Services - PayPal	3,060	1,835	2,200	-
12	Telephone & Internet	8,310	6,528	8,200	7,000
13	Repairs & Maint. Vehicles/Equip.	1,172	25	2,500	1,000
14	Repairs & Maint. - Other	460	-	500	200
15	Computer Hardware	4,679	1,780	2,100	1,000
16	Software Expense	-	-	-	57,280
17	Supplies	2,566	1,772	2,000	1,000
18	Office Supplies	68	1,078	3,000	400
19	Gasoline Oil Diesel Supplies	2,831	1,793	3,500	2,000
20	Professional Services	12,750	14,616	16,000	2,200
21	Insurance Vehicle	164	230	180	250
22	Insurance Liability	2,588	2,665	2,590	2,680
23	Travel, Training & Memberships	5,330	5,188	8,000	4,000
24	Staff Licenses & Certifications	1,148	1,044	3,500	2,000
25	Publications Advertising and Printing	1,260	905	2,500	1,000
26	**Total General Fund**	**433,766**	**356,503**	**463,870**	**503,310**
27					
33	**Special Revenue Fund**				
34	Outside Services - Downtown Dev Initiative	25,000	3,119	30,000	-
35	**Total Special Revenue Fund**	**25,000**	**3,119**	**30,000**	**-**

STREETS

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

FY21 Streets Staffing		
Position	**Headcount**	**FTE**
Street Maintenance Superintendent	1	.75
Administrative Assistant		.5
Street Maintenance Supervisor	1	.75
Traffic & Sign Supervisor	1	.95
Equipment Operator I	1	.75
Equipment Operator II	5	3.75
Equipment Operator III	2	1.5
Senior Street Equipment Operator	1	.75
Sign Technician I	2	1.9

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

FY21 BUDGET ACCOMPLISHMENTS
Adding a full-time employee to enable having enough operators to provide continuous coverage during snow events and ensure proper maintenance and repair of the storm sewer/levee system.

The Streets Department would also like to increase the chip seal to a level that will maintain acceptable surface conditions of paved streets and prevent future deterioration of street surfaces, preventing costly full depth replacement.

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

STREETS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	532,051	391,940	525,800	506,900
3	Part-time/Seasonal Wages	-	-	4,600	8,100
4	Overtime	7,949	8,647	6,500	6,500
5	Payroll Taxes	39,160	29,028	40,700	39,200
6	Retirement	52,508	42,543	55,600	56,100
7	Unemployment and Worker's comp	14,865	5,516	14,800	5,700
8	Employee Insurance	141,754	104,356	144,400	139,500
9	Temporary Services Labor	2,631	-	3,500	3,500
11	Utilities	24,686	20,494	35,000	27,000
12	Repairs & Maint. - Buildings/grounds	11,171	6,354	10,000	10,000
13	Insurance Property	1,231	947	1,320	1,100
14	Telephone & Internet	7,778	5,340	7,000	7,000
16	Utilities - Other than Building	223,845	128,937	200,000	180,000
17	Repairs & Maint. Vehicles/Equip.	104,048	94,280	95,000	95,000
19	Repairs & Maint. - Traffic/Signs/Eqpt	48,874	44,906	82,000	80,000
20	Hot Plant Aggregate (fuel/oil/rock)	64,314	59,201	66,000	77,000
23	Storm Sewer/Flood Control	30,043	20,497	25,000	25,000
24	Chip Seal	111,357	139,958	140,000	220,000
25	Durapatcher Aggregate (Chips/Oil)	28,105	30,073	32,000	32,000
26	Copier Costs	3,415	2,887	2,600	3,600
27	Equipment Rentals	12,117	9,110	10,000	13,000
28	Equipment Non-capitalized	2,217	2,719	3,000	3,000
29	Computer Hardware	-	1,611	-	-
31	Supplies	10,993	13,753	40,000	12,000
32	Office Supplies	2,337	1,451	2,200	1,980
33	Gasoline Oil Diesel Supplies	43,549	39,904	48,000	48,000
34	Professional Services	16,128	10,421	20,000	20,000
35	Insurance Vehicle	4,228	5,489	4,530	6,000
36	Insurance Liability	6,018	6,155	6,020	5,870
37	Insurance - Claims	2,000	945	-	-
38	Travel, Training & Memberships	5,694	6,376	7,500	9,500
40	Publications Advertising and Printing	-	-	500	500
50	Transfer to Debt Service Fund	31,948	44,216	58,954	58,954
51	**Total General Fund**	**1,587,014**	**1,278,052**	**1,692,524**	**1,702,004**
52					
53	**One Cent Fund**				
71	Trfr to Gen Fund - C&C Tire Reimbursement	-	150,000	200,000	-
72	Trfr to Debt Service - N Sheridan Interchange	-	54,000	72,000	72,000
73	Trfr to Cap Proj - Street Overlay Program	-	-	-	615,250
74	Trfr to Cap Proj - N Sheridan Interchange	-	-	-	50,000
75	Trfr to Cap Proj - Bridge Repair	-	-	-	25,000
76	Trfr to Cap Proj - Hillslide Stabilization	-	-	-	50,000
77	Trfr to Cap Proj - Main St Lane Configuration	-	-	-	175,000
78	Trfr to Cap Proj - Community Drainage	-	-	-	50,000
79	Trfr to Spec Rev - Street Overlay Program	438,000	337,500	450,000	-
84	Trfr to Spec Rev - N Sheridan Interchange	190,000	107,250	143,000	-
89	Trfr to Spec Rev - E 5th St Corridor	100,000	168,750	225,000	-
93	Trfr to Spec Rev - CIP Master Plan Study	48,889	-	-	-
94	Trfr to Spec Rev - Main St Lane Configuration	-	56,250	75,000	-
96	Trfr to Spec Rev - Community Drainage	50,000	33,750	45,000	-
97	**Total One Cent Fund**	**826,889**	**907,500**	**1,210,000**	**1,037,250**

STREETS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
99	**Direct Distribution Fund**				
104	Concrete Repair	53,307	57,485	70,000	70,000
105	Equipment Rentals	23,432	54,364	54,000	60,000
108	Capital Outlay - Machinery and Equip	264,472	297,033	698,250	55,000
109	Transfer to Special Revenue Project	37,000	-	-	-
110	**Total Direct Distribution Fund**	**378,211**	**408,882**	**822,250**	**185,000**
111					
112	**Special Revenue Fund**				
125	Capital Outlay - Improvements - 319 Funding	8,637	2,507	47,762	-
135	**Total Special Revenue Fund**	**8,637**	**2,507**	**47,762**	**-**
137					
138	**Cap Tax Fund**				
148	Trfr to Cap Proj - S Downtown Neighborhood	-	-	-	100,000
149	Trfr to Cap Proj - N Sheridan Interchange	-	-	-	1,840,000
150	Trfr to Cap Proj - E 5th St Corridor	-	-	-	300,000
151	Trfr to Cap Proj - N Heights Waterline	-	-	-	235,000
157	Trfr to Spec Rev - West Downtown	175,000	-	-	-
159	Trfr to Spec Rev - N Sheridan Interchange	2,490,000	862,500	1,150,000	-
162	Trfr to Spec Rev - Loucks St & Waterline	260,007	-	-	-
170	Trfr to Spec Rev - E 5th St Corridor	-	487,500	650,000	-
171	Trfr to Spec Rev - Hillslide Stabilization	285,000	675,000	900,000	-
172	Trfr to Spec Rev - Multi-Use Pathway	-	170,594	227,459	-
173	**Total Cap Tax Fund**	**3,210,007**	**2,195,594**	**2,927,459**	**2,475,000**
174					
175	**Public Benefit Fund**				
176	Trfr to Cap Proj - Street Overlay Program	-	-	-	200,000
177	Trfr to Cap Proj - N Sheridan Interchange	-	-	-	600,000
178	Trfr to Spec Rev - Street Overlay Program	200,000	150,000	200,000	-
179	Trfr to Spec Rev - N Sheridan Interchange	150,000	375,000	500,000	-
181	Trfr to Spec Rev - Loucks St & Waterline	175,000	-	-	-
182	Trfr to Spec Rev - E 5th St Corridor	90,000	-	-	-
183	**Total Public Benefit Fund**	**615,000**	**525,000**	**700,000**	**800,000**
184					
185	**Debt Service Fund**				
187	Miscellaneous - SID #77	700	700	700	700
188	Miscellaneous - SID #78	1,000	1,000	1,000	1,000
189	Debt Service Principal - CAT Leases	21,450	25,330	35,977	37,460
192	Debt Service Principal - SID #77	35,000	75,000	20,000	20,000
193	Debt Service Principal - SID #78	10,000	10,000	20,000	40,000
195	Debt Service Interest - CAT Leases	10,498	17,825	22,977	21,494
198	Debt Service Interest - SID #77	11,420	9,123	12,300	11,000
199	Debt Service Interest - SID #78	8,638	8,450	8,800	8,400
200	Interest - CWSRF #164 - N Sheridan Interchange	-	-	72,000	72,000
201	**Total Debt Service Fund**	**98,706**	**147,428**	**193,754**	**212,054**

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SNOW REMOVAL

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

FY21 Streets Staffing		
Position	**Headcount**	**FTE**
Street Maintenance Superintendent	1	.25
Administrative Assistant		.2
Street Maintenance Supervisor	1	.25
Traffic & Sign Supervisor	1	.05
Equipment Operator I	1	.25
Equipment Operator II	5	1.25
Equipment Operator III	2	.5
Senior Street Equipment Operator	1	.25
Sign Technician I	2	.1

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the Streets Department

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

SNOW REMOVAL

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	107,018	174,718	141,900	135,400
3	Overtime	14,827	24,664	30,000	30,000
4	Payroll Taxes	8,915	14,579	10,700	10,200
5	Retirement	12,312	21,174	14,800	14,800
6	Unemployment and Worker's comp	3,367	2,732	3,900	1,500
7	Employee Insurance	26,181	44,641	37,200	34,900
9	Telephone & Internet	8	29	50	50
10	Repairs & Maint. Vehicles/Equip.	30,953	51,458	32,000	32,000
12	Equipment Rental	9,450	-	75,000	-
13	Supplies	66,221	2,020	65,000	45,500
14	Gasoline Oil Diesel Supplies	25,455	16,195	25,000	25,000
15	Professional Services	400	8,221	5,000	60,500
16	Insurance Vehicle	344	141	370	400
19	**Total General Fund**	**305,450**	**360,573**	**440,920**	**390,250**
20					
21	**Direct Distribution Fund**				
22	Equipment Rental	60,954	-	75,000	-
23	Supplies	94,622	66,126	70,000	70,000
24	Professional services	-	54,203	-	75,000
26	**Total Direct Distribution Fund**	**155,576**	**120,328**	**145,000**	**145,000**

CITY SERVICE SHOP

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

FY21 City Service Shop Staffing		
Position	**Headcount**	**FTE**
Shop Supervisor	1	1
Administrative Assistant	1	.3
Mechanic II	2	2

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

FY21 BUDGET ACCOMPLISHMENTS
The software for the fuel system is very outdated and needs to be replaced. This software has been unsupported for many years and is becoming less reliable.

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

CITY SERVICE SHOP

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	163,869	142,172	169,100	171,500
3	Overtime	3,336	946	3,300	3,300
4	Payroll Taxes	12,323	10,353	12,800	12,900
5	Retirement	15,025	13,269	14,600	15,300
6	Unemployment and Worker's comp	4,690	1,968	4,600	1,900
7	Employee Insurance	37,984	35,161	42,000	44,800
10	Utilities	18,460	14,979	18,000	17,000
11	Insurance Property	592	412	640	590
13	Equipment Non-capitalized	3,275	3,486	7,000	7,000
15	Software Expense	3,469	270	3,500	3,500
17	Office Supplies	133	151	400	400
19	Professional Services	1,838	3,962	2,500	2,500
20	Insurance Liability	1,506	1,544	1,510	1,570
21	Insurance - Claims	1,000	21,506	-	-
22	Travel, Training & Memberships	407	1,450	2,000	2,000
24	Publications Advertising and Printing	318	-	1,500	500
25	**Total General Fund**	**268,225**	**251,627**	**283,450**	**284,760**
26					
33	**Direct Distribution Fund**				
35	Software Expense	-	-	-	31,500
36	Supplies	14,982	11,632	24,834	15,000
40	**Total Direct Distribution Fund**	**14,982**	**11,632**	**24,834**	**46,500**

CEMETERY

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

FY21 Cemetery Staffing		
Position	**Headcount**	**FTE**
Parks & Outdoor Facilities Superintendent	1	.15
Cemetery Coordinator	1	1
Seasonal Cemetery Worker	2	2

WHAT WE DO
The Cemetery staff works with the public to sell cemetery plots and provide information during a very tough time. The Cemetery staff maintain the buildings and grounds, including mowing, trimming, and irrigation. They also open and close graves for burials and coordinate with the local funeral homes. In the winter months, staff maintains the roadways to keep them clear of snow

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to update the irrigation controllers for the Cemetery.

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

CEMETERY

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	50,191	45,661	51,900	56,300
3	Part-time/Seasonal Wages	21,651	19,546	24,300	24,300
4	Overtime	1,714	1,615	1,500	1,500
5	Payroll Taxes	5,531	5,022	5,900	6,200
6	Retirement	5,210	5,021	5,600	6,300
7	Unemployment and Worker's comp	2,020	937	2,200	900
8	Employee Insurance	12,581	10,699	12,800	13,500
9	Temporary Services Labor	11,919	4,677	8,000	-
11	Utilities	14,016	7,844	14,000	14,000
12	Repairs & Maint. - Buildings/grounds	1,558	3,049	1,800	1,800
13	Insurance Property	857	545	920	600
14	Telephone & Internet	2,455	2,212	2,500	2,500
15	Repairs & Maint. Vehicles/Equip.	7,518	1,406	3,500	3,500
16	Repairs & Maint. - Irrigation	12,520	19,333	12,000	12,000
17	Equipment Non-capitalized	6,430	909	5,000	2,500
18	Supplies	3,796	4,712	4,000	4,000
19	Office Supplies	-	-	400	400
20	Gasoline Oil Diesel Supplies	3,276	3,385	3,500	3,750
22	Insurance Vehicle	173	130	190	150
23	Insurance Liability	443	483	450	520
24	Travel, Training & Memberships	1,265	-	1,000	1,000
28	**Total General Fund**	**165,124**	**137,186**	**161,460**	**155,720**
29					
30	**Direct Distribution Fund**				
33	Equipment Non-capitalized	-	-	-	2,000
35	Software Expense	-	-	-	2,400
36	Supplies	-	2,531	2,000	-
37	Gasoline Oil Diesel Supplies	239	-	-	-
38	Professional Services	6,500	5,768	8,000	5,600
40	Capital Outlay - Machinery and Equip	15,459	-	76,132	18,500
42	**Total Direct Distribution Fund**	**22,198**	**8,299**	**86,132**	**28,500**
43					
44	**Special Revenue Fund**				
46	Capital Outlay - Improvements	8,880	-	-	-
47	Transfer to Other Projects	3,296	-	-	-
49	**Total Special Revenue Fund**	**12,176**	**-**	**-**	**-**

PARKS

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

FY21 Parks Staffing		
Position	**Headcount**	**FTE**
Parks & Outdoor Facilities Superintendent	1	.7
City Arborist	1	.25
Senior Grounds Maintenance Worker	1	1
Grounds Maintenance Worker I	2	2
Grounds Maintenance Worker II	1	1

WHAT WE DO
The Parks Department cares for the city parks, playgrounds, natural open spaces, dog parks, and the pathway system. The Parks Department also cares for the elk and buffalo in Kendrick Park. The responsibilities of the Parks Department grow annually as new areas are added. These include the landscaping along West 5th Street, the North Sheridan Interchange, the upcoming East 5th Street Project, and Blacktooth Park. The Parks Department coordinates with many other entities within the City of Sheridan for the many special events that occur each year.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the Parks Department. It includes some additions to allow for the care of the added areas.

LONG-TERM GOALS
The long-term goals of the Parks Department are to continue to provide exceptional maintenance of the parks and open spaces. Continued implementation of the *Parks and Recreation Facilities Master Plan* is a priority. Lastly, aging playground equipment and other amenities need to be considered for replacement.

PARKS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Salaries and Wages	163,971	173,489	202,800	211,200
3	Part-time/Seasonal Wages	40,764	18,066	23,800	23,800
4	Part-time/Seasonal Wages - Parks Internship	2,426	6,776	7,300	7,300
5	Overtime	1,142	1,345	1,000	1,500
6	Payroll Taxes	15,384	14,284	17,350	18,050
7	Payroll Taxes - Parks Internship	186	518	550	550
8	Retirement	18,007	18,568	21,600	23,500
9	Unemployment and Worker's comp	9,500	3,337	6,250	2,450
10	Unemployment & Worker's comp - Parks Intern	36	108	250	250
11	Employee Insurance	32,533	38,134	45,900	48,500
12	Utilities	19,080	12,977	18,500	18,500
13	Repairs & Maint. - Buildings/grounds	41,700	32,700	42,000	32,000
14	Insurance Property	1,328	1,140	1,430	1,200
15	Telephone & Internet	3,478	2,590	3,600	4,500
16	Repairs & Maint. Vehicles/Equip.	16,541	19,678	14,000	14,500
17	Repairs & Maint. - Irrigation	3,714	5,123	6,000	6,000
18	Equipment Non-capitalized	6,015	6,275	8,000	5,000
19	Computer Hardware	873	645	1,000	2,000
20	Software Expense	-	1,500	-	-
21	Supplies	32,335	28,539	30,000	19,000
22	Office Supplies	731	750	1,200	1,200
23	Gasoline Oil Diesel Supplies	7,513	7,007	12,000	12,000
25	Professional Services - Tree Inventory Grant	10,000	-	-	-
26	Insurance Vehicle	307	263	330	400
27	Insurance Liability	1,691	1,886	1,700	1,930
28	Insurance - Claims	-	2,107	-	-
29	Travel, Training & Memberships	5,100	3,957	4,500	5,000
31	Publications Advertising and Printing	436	365	500	500
36	**Total General Fund**	**434,789**	**402,127**	**471,560**	**460,830**
37					
38	**One Cent Fund**				
42	Professional Services	15,356	2,365	3,000	3,000
46	Capital Outlay - Impr - Park Improvements	4,811	1,357	11,886	-
48	Capital Outlay - Machinery and Equip.	-	-	-	49,635
50	Trfr to Cap Proj - Blacktooth Park	-	-	-	50,000
51	Trfr to Cap Proj - Malcolm Wallop Park	-	-	-	-
53	Trfr to Spec Rev - City Crushing Project	25,000	-	-	-
54	Trfr to Spec Rev - Pathways	-	52,500	70,000	-
55	Trfr to Spec Rev - Army Corps of Engineers	125,000	150,000	200,000	-
56	Trfr to Spec Rev - Gateway Park	25,000	-	-	-
58	Trfr to Spec Rev - Blacktooth Park	-	251,250	335,000	-
59	Trfr to Spec Rev - Kendrick Park Improvements	-	75,000	100,000	-
60	Trfr to Spec Rev - Park Improvements	50,000	37,500	50,000	-
61	Trfr to Spec Rev - Malcolm Wallop Park Habitat	-	75,000	100,000	-
63	Trfr to Spec Rev - Kendrick Park Pool Design	30,000	30,000	40,000	-
66	**Total One Cent Fund**	**275,167**	**674,972**	**909,886**	**102,635**

PARKS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
68	**Direct Distribution Fund**				
71	Supplies	18,077	1,333	34,551	30,000
73	Professional Services	51,094	31,282	50,000	50,000
75	Capital Outlay - Machinery and Equip	17,469	56,622	30,012	20,500
76	**Total Direct Distribution Fund**	**86,640**	**89,237**	**114,564**	**100,500**
77					
78	**Special Revenue Fund**				
82	Capital Outlay - Impr - Mill/Crook	4,892	-	-	-
85	Capital Outlay - Impr - Kendrick Park Impr	27,740	-	4,821	-
86	Capital Outlay - Impr - Park Improvements	35,700	9,832	34,877	-
87	Capital Outlay - Impr - DoubleDay	1,941	-	-	-
89	Capital Outlay - Impr - Thorne-Rider Park	-	12,084	-	-
90	Trfr to Other Projects - Mill/Crook	399	-	-	-
91	**Total Special Revenue Fund**	**70,672**	**21,917**	**39,698**	**-**
93					
94	**Cap Tax Fund**				
96	Trfr to Spec Rev - Pathways	-	450,000	600,000	-
98	Trfr to Spec Rev - Kendrick Park Improvements	50,000	-	-	-
99	**Total Cap Tax Fund**	**50,000**	**450,000**	**600,000**	**-**
100					
101	**Public Benefit Fund**				
102	Transfer to General Fund - Support Costs	100,000	75,000	100,000	-
103	Trfr to Cap Proj - Malcolm Wallop Park	-	-	-	-
104	Trfr to Cap Proj - Sheridan Pathway Connection	-	-	-	50,000
105	Trfr to Spec Rev - Parks & Rec Master Plan	50,000	-	-	-
107	Trfr to Spec Rev - Army Corps of Engineers	125,000	-	-	-
109	Trfr to Spec Rev - Blacktooth Park	100,000	75,000	100,000	-
110	Trfr to Spec Rev - Kendrick Park Improvements	50,000	-	-	-
111	Trfr to Spec Rev - Park Improvements	-	16,579	22,106	-
112	Trfr to Spec Rev - DoubleDay Sports Complex	8,058	1,289	1,719	-
115	Trfr to Spec Rev - Kendrick Park Pool Design	-	37,500	50,000	-
116	**Total Public Benefit Fund**	**433,058**	**205,368**	**273,825**	**50,000**

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REC DISTRICT

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

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget is the same as previous years.

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

REC DISTRICT

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**General Fund**				
2	Contractual Services	146,500	103,625	146,500	146,500
4	Insurance Property	2,298	1,544	2,470	1,600
5	Telephone & Internet	3,659	2,958	3,500	3,700
8	**Total General Fund**	**152,457**	**108,127**	**152,470**	**151,800**
9					
10	**One Cent Fund**				
11	Contractual Services	25,000	25,000	25,000	25,000
12	Utilities - Tennis Bubble	6,633	6,119	8,367	8,000
15	**Total One Cent Fund**	**31,633**	**31,119**	**33,367**	**33,000**

GOLF COURSE

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

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to pay the existing contracts for the Golf Course. The City has partnered with the golf pro to bring a new superintendent to the course.

LONG-TERM GOALS
The long-term goal for Kendrick Golf Course is to create and advertise a Request for Proposals for a new contract. Another goal is to keep the quality of the course rising while reducing the yearly subsidy.

GOLF COURSE

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Driving Range	16,417	7,437	16,600	10,000
2	Golf Cart Rent	54,291	25,804	62,400	50,000
3	Golf Course Fees	224,073	127,353	244,000	220,000
4	Other charges	4,166	344	-	1,000
6	Golf Cart Barn Rent	813	2,900	2,000	500
7	Rents	500	-	500	-
10	Transfer from General Fund	104,800	160,264	213,685	286,430
13	Transfer from Direct Distribution	100,000	-	-	-
14	**Total Golf Fund Revenue**	**505,060**	**325,281**	**539,185**	**567,930**
15					
16	Contractual Services	395,308	375,359	402,435	422,560
17	Utilities	18,561	13,414	20,000	20,000
18	Repairs & Maint. - Buildings/grounds	8,980	18,085	10,000	5,000
19	Insurance Property	1,266	893	1,360	1,000
20	Telephone & Internet	2,114	1,585	2,500	2,500
21	Repairs & Maint. Vehicles/Equip.	-	22,302	-	-
23	Equipment Rentals	-	39,144	-	40,000
24	Software Expense	-	-	-	4,400
25	Supplies	6,141	13,816	7,500	14,000
26	Gasoline Oil Diesel Supplies	28,336	15,605	5,300	25,000
27	Professional Services	12,298	4,619	16,000	4,500
28	Insurance Vehicle	363	235	390	300
30	Publications Advertising and Printing	-	-	500	500
32	Capital Outlay - Improvements	-	6,259	15,000	-
33	Capital Outlay - Machinery and Equip.	3,500	1,069	30,000	-
36	Debt Service Principal	25,832	21,948	22,000	22,670
39	Debt Service Interest	2,328	6,212	6,200	5,500
40	Transfer to General Fund	-	-	-	-
41	**Total Golf Fund Expenses**	**505,028**	**540,546**	**539,185**	**567,930**
42					
43	**General Fund**				
44	Transfer to Golf	104,800	160,264	213,685	286,430
45	**Total General Fund**	**104,800**	**160,264**	**213,685**	**286,430**
46					
51	**Direct Distribution Fund**				
52	Transfer to Golf Course	100,000	-	-	-
53	**Total Direct Distribution Fund**	**100,000**	**-**	**-**	**-**

WEED AND PEST

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

FY21 Weed and Pest Staffing		
Position	**Headcount**	**FTE**
Parks & Outdoor Facilities Superintendent	1	.15
Weed & Pest Technician	1	.75

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget funds the Weed and Pest Department to be able to provide a high level of service for both the Weed and Pest and Community Forestry Programs.

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

WEED AND PEST

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	WY Dept of Ag - Emergency Insect Mgmt Grant	6,000	5,580	5,580	6,000
2	Weed & Pest Control Tax	161,864	127,754	162,000	162,000
3	Mosquito Control	19,630	16,477	19,250	19,250
4	Interest	-	2,483	-	-
5	**Total Weed & Pest Fund Revenue**	**187,494**	**152,294**	**186,830**	**187,250**
6					
7	Salaries and Wages	41,349	38,423	44,100	46,000
8	Part-time/Seasonal Wages	6,282	4,793	22,900	22,900
9	Overtime	567	(886)	1,200	1,200
10	Payroll Taxes	3,618	3,122	5,200	5,300
11	Retirement	4,279	4,084	4,700	5,200
12	Unemployment and Worker's comp	1,368	597	1,900	800
13	Employee Insurance	6,813	5,318	6,300	6,700
15	Utilities	1,345	944	1,200	1,200
16	Repairs & Maint. - Buildings/grounds	-	-	1,000	1,000
17	Insurance Property	91	58	100	150
18	Telephone & Internet	1,277	1,251	1,800	1,800
19	Repairs & Maint. Vehicles/Equip.	6,094	4,198	2,000	2,200
21	Equipment Non-Capitalized	588	-	2,000	2,000
22	Supplies	1,292	796	2,500	2,000
23	Office Supplies	-	-	300	300
24	Gasoline Oil Diesel Supplies	2,636	1,637	2,100	2,500
25	Chemical and Material Supplies	19,783	4,975	25,000	25,000
26	Chemical and Material Supplies - Mgmt Grant	7,145	660	5,580	6,000
27	Professional Services	989	700	1,000	1,000
28	Insurance Vehicle	103	142	120	200
29	Insurance Liability	362	409	370	420
30	Travel, Training & Memberships	608	178	2,200	2,200
31	Publications Advertising and Printing	1,932	120	1,000	1,000
32	Uncollectible Accounts	1	-	-	-
35	Transfer to General Fund - Support Costs	35,850	21,146	25,375	26,000
37	**Total Weed & Pest Fund Expenses**	**144,372**	**127,647**	**159,945**	**163,070**

PROJECTS

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

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	**Special Revenue Fund**				
3	Eqmt Non-capitalized - Traffic Striping & Signs	-	-	9,180	-
4	Professional Services - City Crushing Project	52,207	-	-	-
5	Prof Services - Capital Impr Program	71,360	4,897	17,129	-
6	Prof Services - Main St Lane Configuration	-	54,113	75,000	-
7	Prof Services - Parks & Rec Master Plan	70,107	8,978	20,426	-
8	Prof Services - Army Corps of Engineers Study	46,820	37,663	600,386	-
9	Travel, Training & Memberships - ERP System	-	4,899	10,000	-
11	Cap Outlay - Infra - Raw Sewage Pumps	-	-	64,000	-
14	Cap Outlay - Infra - E Downtown Impr	-	12,270	73,000	-
15	Cap Outlay - Infra - Loucks St & Waterline	1,945,747	15,444	35,375	-
18	Cap Outlay - Infra - W 5th St Reconstruction	21,885	-	2,639	-
23	Cap Outlay - Impr - Watershed Control	-	8,026	46,000	-
24	Cap Outlay - Impr - 4MG Tank Repairs	155,819	-	-	-
25	Cap Outlay - Impr - WWTP Dewatering	69,756	-	-	-
26	Cap Outlay - Impr - Meter Replacement	497,044	-	-	-
27	Cap Outlay - Impr - BGWTP Upgrades	-	264	57,785	-
29	Cap Outlay - Impr - SWTP Hydrochlorite Tank	-	82,317	99,790	-
30	Cap Outlay - Impr - BGWTP HypoChlorite	-	-	200,000	-
31	Cap Outlay - Impr - Street Overlay Program	309,248	666,091	1,126,488	-
35	Cap Outlay - Impr - Landfill Cell Closures	-	186,512	4,475,000	-
36	Cap Outlay - Impr - Conv WTP Upgrades	29	-	-	-
38	Cap Outlay - Impr - West Downtown	860,093	2,366	18,914	-
40	Cap Outlay - Impr - N Sheridan Interchange	2,013,672	282,309	1,650,193	-
41	Cap Outlay - Impr - Landfill Remediation	-	-	125,000	-
42	Cap Outlay - Impr - Mydland-Dome PRVs	23,739	-	-	-
43	Cap Outlay - Impr - Holloway St Construction	869	-	-	-
46	Cap Outlay - Impr - N End Infrastructure Extension	3,177,254	741,741	969,163	-
47	Cap Outlay - Impr - BGWTP Utilidor	-	8,716	390,000	-
48	Cap Outlay - Impr - E 5th St Corridor	28,438	127,300	1,039,858	-
50	Cap Outlay - Impr - Downtown Parking Dev	-	-	13,953	-
51	Cap Outlay - Impr - Traffic Striping & Signs	-	10,087	15,682	-
53	Cap Outlay - Impr - Hillslide Stabilization	1,503,126	3,701,913	8,280,296	-
54	Cap Outlay - Impr - Pathways	4,305	5,431	709,981	-
55	Cap Outlay - Impr - Gateway Park	-	-	25,000	-
56	Cap Outlay - Impr - Blacktooth Park	2,000	107,678	712,674	-
57	Cap Outlay - Impr - Kendrick Park Impr	44,106	23,625	155,894	-
58	Cap Outlay - Impr - Park Improvements	45	123,085	173,821	-
59	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	-	19,760	348,441	-
60	Cap Outlay - Impr - Sheridan Pathway Connection	-	1,480	227,459	-
61	Cap Outlay - Impr - Kendrick Pool Design	50	88,374	119,950	-
62	Cap Outlay - Impr - Train Abatement	-	1,119	-	-
63	Cap Outlay - Impr - Decker Rd Prop Cleanup	64,519	-	16,546	-
65	Cap Outlay - Impr - Community Drainage	-	10,130	95,000	-
66	Cap Outlay - Impr - Pathways	-	-	6,850	-
69	Cap Outlay - Water Lines - Hydropower	18,963	6,450	9,368	-
72	Cap Outlay - Water Lines - E Downtown Impr	14,088	700	32,129	-
73	Cap Outlay - Water Lines - Leapard St	459,737	43,146	285,846	-

PROJECTS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
74	Cap Outlay - WL - Creek Crossing Replacements	-	-	151,465	-
75	Cap Outlay - WL - 5th St Waterline Replacement	386	-	-	-
80	Cap Outlay - SL - Creek Crossing Replacement	40,361	6,558	384,639	-
81	Cap Outlay - SL - Sewer Main Slip Lining	-	-	400,000	-
83	Trfr to Other Projects - 4MG Tank Repairs	22,765	-	-	-
84	Trfr to Other Projects - WWTP Dewatering	-	93	123	-
85	Trfr to Other Projects - Meter Replacement	-	498	664	-
86	Trfr to Other Projects - WWTP Generator	46	-	-	-
87	Trfr to Other Projects - Digestive Sludge Pumps	-	48,000	64,000	-
88	Trfr to Other Projects - Service Center	4,002	-	-	-
90	Trfr to Other Projects - Lewis Street	65,642	-	-	-
91	Trfr to Other Projects - Conv WTP Upgrades	8,870	-	-	-
92	Trfr to Other Projects - West Downtown	641	-	-	-
94	Trfr to Other Projects - E Downtown Impr	33,816	-	-	-
96	Trfr to Other Projects - Holloway St Construction	16,012	-	-	-
97	Trfr to Other Projects - E 5th St Infrastructure	6,601	-	-	-
101	Trfr to Other Projects - WYO Hallmark Reno	1	-	-	-
104	Trfr to Other Projects - N Park Stream Impr	7,154	-	-	-
105	**Total Special Revenue Fund**	**11,661,320**	**6,442,032**	**23,335,104**	**-**
106					
119	**Capital Projects Fund**				
120	Cap Outlay - Impr - Watershed Control	-	-	-	50,000
121	Cap Outlay - Impr - Street Overlay Program	-	-	-	865,250
122	Cap Outlay - Impr - Landfill Cell Closures	-	-	-	50,000
123	Cap Outlay - Impr - S. Downtown Neighborhood	-	-	-	100,000
124	Cap Outlay - Impr - N Sheridan Interchange	-	-	-	2,490,000
125	Cap Outlay - Impr - E 5th St Corridor	-	-	-	300,000
126	Cap Outlay - Impr - Bridge Repair	-	-	-	25,000
127	Cap Outlay - Impr - Hillslide Stabilization	-	-	-	50,000
128	Cap Outlay - Impr - Main St Lane Configuration	-	-	-	175,000
129	Cap Outlay - Impr - Blacktooth Park	-	-	-	50,000
130	Cap Outlay - Impr - Malcolm Wallop Park Habitat Enhancements	-	-	-	-
131	Cap Outlay - Impr - Sheridan Pathway Connection	-	-	-	50,000
132	Cap Outlay - Impr - Community Drainage	-	-	-	50,000
133	Cap Outlay - WL - N Heights Waterline	-	-	-	735,000
134	**Total Capital Projects Fund**	**-**	**-**	**-**	**4,990,250**

Line #	Project Number	Projects	FY-21 Funding Appropriations										
			Water Fund	Sewer Fund	Solid Waste Fund	Public Benefit	CAP Tax	Optional 1%	Total 2021 Funding	Existing Project Funds	2021 and Existing Funds Combined	Estimated Project Cost
1	5709	Blacktooth Park Improvments						50,000	50,000	685,000	735,000	2,400,000
2	5716	Pathways Adams Ranch Coffeen Ave.				50,000			50,000	227,000	277,000	1,700,000
3	4759	East 5th Street Corridor					300,000		300,000	2,364,764	2,664,764	2,700,000
4	4729	N Sheridan Interchange				600,000	1,840,000	50,000	2,490,000		2,490,000	12,000,000
5	4701	Street Maintenance & Preservation	50,000			200,000		615,250	865,250		865,250	1,000,000
6	4724	South Downtown Improvements					100,000		100,000		100,000	9,310,000
7	5714	Wallop Park Habitat Enhancements				-		-	-	347,000	347,000	550,000
8	4762	Bridge Repair						25,000	25,000		25,000	700,000
9	4761	North Heights Waterline Replacement	500,000				235,000		735,000		735,000	6,200,000
10	5319	Main Street Lane Configuration						175,000	175,000		175,000	350,000
11	5727	Community Drainage Improvements						50,000	50,000	50,000	100,000	95,000
12	4501	Watershed Control	50,000						50,000		50,000	
13	4713	Landfill Cell Closure			50,000				50,000		50,000	
14	5317	Emergency Hillslide Stabilization						50,000	50,000	9,500,000	9,550,000	10,000,000
		TOTAL =	**600,000**	**-**	**50,000**	**850,000**	**2,475,000**	**1,015,250**	**4,990,250**	**13,173,764**	**18,164,014**	**47,005,000**

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).

FY21 BUDGET ACCOMPLISHMENTS

With approval of the proposed FY21 budget the Water Enterprise Fund will generate the necessary revenues to fund the expenses projected within all its operating divisions while ensuring operating and capital reserve balance targets are met; and our minimum debt service coverage ratios are exceeded.

LONG-TERM GOALS

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

WATER FUND

FY21 Water Fund Summary

		Actual	FY20	Budget	Budget
		FY19	April YTD	FY20	FY21
Line #					
1	**Water Revenue**	**4,959,185**	**3,848,619**	**5,149,498**	**5,080,358**
2					
3	Water Admin	2,613,573	2,010,630	2,510,387	2,730,429
5	Source of Supply	170,486	192,436	242,975	184,100
6	Water Distribution	655,930	523,847	631,830	624,030
7	SAWS	245,978	142,612	228,725	215,200
8	Sheridan WTP	735,285	525,664	675,345	643,080
9	Big Goose WTP	511,946	375,504	510,084	473,940
12	**Total Water Expenses**	**4,933,197**	**3,770,692**	**4,799,346**	**4,870,779**
13					
14	**Revenues over Expenses**	**25,988**	**77,928**	**350,152**	**209,579**

FY21 Water Fund Detailed Revenue

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
9	SAWS Contribution - Watershed Control Plan	668	1,218	-	-
10	SAWS Contribution-Sodium Hypochlorite Tank Repl SWTP	-	8,852	-	-
12	Other County - SAWS	981,570	629,220	893,500	912,200
14	Water Sales	3,320,639	2,832,995	3,560,400	3,650,000
15	Water Connection Charges	56,155	32,581	32,640	39,800
16	Water Card /Hydrant Sales	100,865	68,881	110,000	91,000
19	Hydropower Revenue	22,889	12,918	32,000	27,500
20	PIFF	305,450	166,442	228,900	180,000
21	Interest	88,451	59,448	90,000	30,000
23	Appreciation/Depreciation	780	174	-	-
24	Other Miscellaneous	18,209	33	166,200	-
25	Sale of Fixed Assets	27,651	-	-	114,000
28	Transfer from Sewer	35,858	35,858	35,858	35,858
30	**Total Water Fund Revenue**	**4,959,185**	**3,848,619**	**5,149,498**	**5,080,358**

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.

FY21 Water Administration Staffing		
Position	**Headcount**	**FTE**
Utilities Director	1	.4
Administrative Coordinator	1	.4
Project Engineer	1	.6
Utility Services Coordinator	1	.6
Utility Services Technician	1	.36

WHAT WE DO

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

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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes expenses to support the mission of this division and the level of service it provides to the Water Enterprise. These expenses primarily consist of software licenses and subscriptions in order to conduct day to day operations and necessary functions within the Utilities Department. This budget will further support the development of our Asset Management Program within Cityworks, provide cash funding for the Water Enterprises portion of several Capital Improvement projects, such as the Street Overlay Program, Watershed Control Program, and the North Heights Waterline replacement project, increase overall fund balance, maintain established reserve balances, cover the Water Enterprise's debt service obligations, and provide allocations to the General Fund for administrative support.

LONG-TERM GOALS

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

WATER ADMINISTRATION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	182,091	155,917	178,000	162,700
2	Part-time/Seasonal Wages	-	-	-	-
3	Overtime	440	662	400	400
4	Payroll Taxes	12,889	11,610	13,700	12,500
5	Retirement	17,809	16,792	18,900	18,100
6	Unemployment and Worker's comp	4,920	2,175	5,000	1,800
7	Employee Insurance	31,089	26,587	29,200	30,700
9	Outside Services	-	-	-	-
10	Insurance Property	-	-	-	-
11	Telephone & Internet	3,072	2,836	2,800	2,856
12	Repairs & Maint. Vehicles/Equip.	175	564	600	500
14	Copier Costs	1,791	413	1,950	-
16	Computer Hardware	25	664	900	450
17	Software Expense	22,464	22,485	31,100	33,300
18	Supplies	1,996	1,379	2,400	2,200
19	Office Supplies	913	429	1,050	1,000
20	Uniform Supplies	221	-	350	300
21	Gasoline Oil Diesel Supplies	1,572	957	1,800	1,800
22	Professional Services	25,458	59,866	94,100	30,000
24	Insurance Vehicle	49	69	60	70
25	Insurance Liability	1,614	1,654	1,650	1,490
27	Travel, Training & Memberships	3,977	5,060	3,960	7,410
28	Job Recruitment Costs	-	-	-	-
29	Publications Advertising and Printing	47	47	800	200
31	Uncollectible Accounts	(511)	-	-	-
32	**Total Water Admin Operations**	**312,101**	**310,166**	**388,720**	**307,776**
33					
36	Capital Outlay - Watershed Control	4,691	-	-	-
62	Capital Outlay - Machinery and Equip.	-	-	-	-
66	**Total Water Admin Capital**	**4,691**	**-**	**-**	**-**
67					
68	Principal - DWSRF #37	32,786	33,711	33,711	34,553
69	Principal - DWSRF #110	81,245	83,009	83,009	85,056
70	Principal - 20" Big Goose	52,832	54,153	54,153	55,506
71	Principal - PMTF Loan	16,256	16,657	16,657	17,068
73	Principal - DWSRF #101	18,794	18,950	18,950	19,132
76	Principal - CAT Leases	13,394	13,916	13,917	14,459
78	Principal - CWSRF #154	-	34,978	34,978	34,978
79	Principal - DWSRF Loans	44,801	-	-	-
80	Principal - DWSRF #165	383	18,365	20,634	18,818
81	Principal - DWSRF #155	-	54,095	54,096	54,096
82	Principal - DWSRF #156	31,120	31,120	31,121	31,121
83	Principal - DWSRF #135	-	17,525	17,525	17,963
84	Principal - DWSRF #148	-	11,955	11,955	12,250
85	Principal - DWSRF #123	103,209	97,345	97,345	99,746

WATER ADMINISTRATION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
86	Principal - DWSRF #187	-	-	76,500	-
87	Principal - DWSRF #157	-	-	-	19,095
88	Principal - DWSRF #199	164	17,887	17,888	18,328
89	Principal - DWSRF #166	-	15,773	15,773	16,162
90	Principal - DWSRF #208	-	-	60,000	29,917
91	Principal - JPA Loans	32,374	33,939	33,939	35,507
92	Interest - DWSRF #37	6,308	5,383	5,383	4,541
93	Interest - DWSRF #110	29,946	28,182	28,183	26,136
94	Interest - 20" Big Goose	16,488	15,167	15,167	13,814
95	Interest - PMTF Loan	9,515	9,114	9,114	8,703
96	Interest - DWSRF #101	2,902	2,746	2,747	2,565
99	Interest - CAT Leases	6,340	5,818	5,818	5,276
100	Interest - DWSRF Loans	22,674	-	-	-
101	Interest - DWSRF #165	43,161	2,100	13,236	11,015
102	Interest - DWSRF #135	-	7,856	7,857	7,419
103	Interest - DWSRF #148	-	6,096	6,097	5,802
104	Interest - DWSRF #123	492,360	56,978	56,978	54,577
105	Interest - DWSRF #187	-	-	46,000	52,000
106	Interest - DWSRF #157	-	64,739	64,739	11,183
107	Interest - DWSRF #199	4,932	5,956	5,956	10,728
108	Interest - DWSRF #166	-	8,270	8,270	7,881
109	Interest - DWSRF #208	-	15,209	25,000	8,355
110	Interest - JPA Loans	37,536	35,971	35,971	34,403
111	**Total Water Admin Debt**	**1,099,521**	**822,964**	**1,028,667**	**878,153**
112					
113	Transfer to General Fund - Support Costs	683,000	577,500	693,000	704,500
114	Trfr to Cap Proj - Watershed Control	-	-	-	50,000
115	Trfr to Cap Proj - Street Overlay Program	-	-	-	50,000
116	Trfr to Cap Proj - N Heights Waterline	-	-	-	500,000
118	Trfr to Spec Rev - Watershed Control	46,000	-	-	-
121	Trfr to Spec Rev - Meter Replacement	1,500	-	-	-
122	Trfr to Spec Rev - Sheridan Hydropower	14,000	-	-	-
123	Trfr to Spec Rev - BGWTP Hypochlorite Conv	-	150,000	200,000	-
124	Trfr to Spec Rev - Street Overlay Program	50,000	37,500	50,000	-
133	Trfr to Spec Rev - Leopard St Waterline	10,000	-	-	-
135	Trfr to Spec Rev - Creek Crossing Replacement	-	112,500	150,000	-
138	Trfr to Spec Rev - BGWTP Utilidor	390,000	-	-	-
140	Trfr to Spec Rev - CIP Master Plan Study	2,760	-	-	-
141	Transfer to Sewer Fund	-	-	-	240,000
143	**Total Water Admin Transfer**	**1,197,260**	**877,500**	**1,093,000**	**1,544,500**
144					
145	**Total Water Admin**	**2,613,573**	**2,010,630**	**2,510,387**	**2,730,429**

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SOURCE OF SUPPLY

MISSION STATEMENT
The Source of Supply Division is committed to 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.

FY21 Source of Supply Staffing		
Position	**Headcount**	**FTE**
Water Supply & Treatment Superintendent	1	.4
Office Assistant (P/T)	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, and 8 other state licensed operators that are 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 routinely conduct 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. Twin Lakes has a capacity of 3,400 acre-feet of water; and, the City and SAWS own water in Big Goose Park Reservoir and Dome Lake Reservoir.

FY21 BUDGET ACCOMPLISHMENTS
The FY21 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 drain line to divert sand and gravel to our settling basin preventing discharge permit violations from DEQ.

LONG-TERM GOALS
The Source of Supply Division's plan is to further develop our Cityworks asset management program, tailoring it to meet division needs, conduct a review and analysis of power consumption, devise a strategic plan to reduce power costs, and optimize the supply process.

SOURCE OF SUPPLY

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	77,558	69,470	78,800	81,900
2	Part-time/Seasonal Wages	3,932	3,687	8,600	8,100
3	Overtime	1,961	1,336	1,600	1,600
4	Payroll Taxes	6,071	5,423	6,700	6,800
5	Retirement	8,197	7,683	9,000	9,500
6	Unemployment and Worker's comp	2,285	998	2,500	1,000
7	Employee Insurance	16,832	13,473	18,200	17,400
9	Utilities	8,068	7,763	9,000	9,000
10	Repairs & Maint. - Buildings/grounds	1,134	3,092	6,500	6,500
11	Insurance Property	3,735	2,381	4,000	2,400
12	Telephone & Internet	3,507	3,559	3,650	4,125
13	Repairs & Maint. Vehicles/Equip.	2,646	11,080	11,100	3,300
14	Repairs & Maint. - Infrastructure	8,211	13,070	5,000	8,000
16	Copier Costs	-	1,285	850	-
17	Equipment Non-capitalized	1,383	2,897	2,100	2,500
19	Supplies	1,934	1,353	2,200	2,200
20	Office Supplies	168	299	200	250
21	Uniform Supplies	320	464	675	675
22	Gasoline Oil Diesel Supplies	3,036	1,618	1,500	1,500
23	Professional Services	12,038	13,878	17,500	14,000
24	Insurance Vehicle	41	65	50	70
25	Insurance Liability	795	810	800	830
26	Travel, Training & Memberships	1,679	1,751	2,450	2,450
27	**Total Source of Supply Operations**	**165,530**	**167,436**	**192,975**	**184,100**
28					
30	Capital Outlay - Buildings	-	-	25,000	-
31	Capital Outlay - Improvements	4,956	-	-	-
32	Capital Outlay - Machinery and Equip.	-	25,000	25,000	-
33	**Total Source of Supply Capital**	**4,956**	**25,000**	**50,000**	**-**
37					
38	**Total Source of Supply**	**170,486**	**192,436**	**242,975**	**184,100**

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.

FY21 Water Distribution Staffing		
Position	**Headcount**	**FTE**
Utility Maintenance Superintendent	1	.65
Administrative Assistant (P/T)	1	.53
Utility Maintenance Supervisor	1	.45
Utility Maintenance Operator I	1	.45
Utility Maintenance Operator III	7	3.15

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

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service currently provided by Utility Maintenance including upgrading two bulk water sales units to accept credit cards with connectivity to City Hall; and continuing with the replacement of four fire hydrants, a number of older mainline valves and developing new leak detection systems. Crews will relocate a SCADA control panel and upgrade approximately three water storage level indicators to reduce power consumption at the North Low Reservoirs. The hydro/vac truck will be replaced with a new, updated and more efficient model. This equipment is shared with Wastewater Collection and used for hydro excavation and sewer maintenance.

LONG-TERM GOALS
The long-term goal is to focus efforts on fully implementing data collection and management for all city-owned assets as they relate to Utilities Maintenance operations. Further objectives include investigating water pipe assessments for future replacements and installing permanent leak correlation devices in locations where leaks frequently occur.

WATER DISTRIBUTION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	226,577	186,347	233,800	243,100
2	Part-time/Seasonal Wages	13,005	15,604	21,600	22,000
3	Overtime	20,634	16,540	19,000	19,000
4	Payroll Taxes	18,462	15,282	19,300	19,800
5	Retirement	24,744	21,294	24,700	26,700
6	Unemployment and Worker's comp	7,135	2,942	7,000	2,900
7	Employee Insurance	58,346	52,542	70,600	64,100
10	Utilities	30,155	19,991	27,000	25,000
11	Repairs & Maint. - Buildings/grounds	2,630	1,495	2,000	2,000
12	Insurance Property	2,032	1,295	2,180	1,700
13	Telephone & Internet	9,519	7,365	8,800	8,800
15	Repairs & Maint. Vehicles/Equip.	7,544	7,294	9,000	9,000
16	Repairs & Maint. - Infrastructure	50,257	62,947	45,000	50,000
17	Copier Costs	496	418	600	500
18	Equipment Non-capitalized	5,402	6,050	5,000	5,000
19	Computer Hardware	1,690	1,946	1,920	-
20	Software Expense	16,989	17,417	18,200	15,600
21	Supplies	34,721	38,769	38,000	39,000
22	Office Supplies	895	391	950	800
23	Uniform Supplies	2,921	3,141	3,300	3,300
24	Gasoline Oil Diesel Supplies	18,543	12,200	18,000	15,900
25	Professional services	9,224	8,691	11,000	11,000
26	Insurance Vehicle	1,281	1,539	1,380	1,600
27	Insurance Liability	2,064	2,343	2,100	2,430
28	Insurance - Claims	-	-	5,000	5,000
29	Travel, Training & Memberships	7,566	5,082	7,600	9,000
31	Publications Advertising and Printing	129	-	800	800
32	**Total Water Distribution Operations**	**572,959**	**508,925**	**603,830**	**604,030**
33					
34	Capital Outlay - Infrastructure	-	-	10,000	20,000
35	Capital Outlay - Buildings	38,600	10,200	12,000	-
38	Capital Outlay - Machinery and Equip.	44,370	4,722	6,000	-
46	**Total Water Distribution Capital**	**82,971**	**14,922**	**28,000**	**20,000**
47					
48	**Total Water Distribution**	**655,930**	**523,847**	**631,830**	**624,030**

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.

FY21 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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service currently provided by Utility Maintenance including water main flushing, monthly chlorine residual testing, pump station, and system maintenance.

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

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

SAWS

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	107,965	63,885	95,800	98,500
2	Part-time/Seasonal Wages	3,730	48	-	-
3	Overtime	5,556	2,884	4,600	4,600
4	Payroll Taxes	8,383	5,098	7,400	7,600
5	Retirement	11,301	7,496	10,200	11,000
6	Unemployment and Worker's comp	3,210	947	2,700	1,100
7	Employee Insurance	24,712	17,299	26,700	26,900
10	Utilities	26,959	18,267	25,000	24,000
11	Repairs & Maint. - Buildings/grounds	-	-	5,000	3,000
12	Insurance Property	3,778	2,418	4,050	2,500
13	Telephone & Internet	1,040	552	1,500	1,500
15	Repairs & Maint. - Infrastructure	21,378	10,120	16,500	15,000
19	Supplies	7,981	9,428	11,000	11,000
20	Chemical and Material Supplies	435	-	975	1,100
21	Professional Services	15,463	3,279	6,200	6,500
22	Insurance Liability	1,088	891	1,100	900
25	**Total SAWS Operations**	**242,978**	**142,612**	**218,725**	**215,200**
26					
28	Capital Outlay - Buildings	3,000	-	10,000	-
29	**Total SAWS Capital**	**3,000**	**-**	**10,000**	**-**
30					
31	**Total SAWS**	**245,978**	**142,612**	**228,725**	**215,200**

SHERIDAN WATER TREATMENT PLANT

MISSION STATEMENT

The Sheridan Water Treatment Plant is committed to 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.

FY21 Sheridan Water Treatment Plant Staffing		
Position	**Headcount**	**FTE**
Water Supply & Treatment Superintendent	1	.3
Office Assistant (P/T)	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator III	1	1
Water Treatment Plant Operator IV	2	2

WHAT WE DO

The Sheridan Water Treatment Plant is responsible for producing high quality drinking water for City and SAWS customers with a capacity of 18 million gallons per day. Our constant goal is to provide our customers with a safe and dependable supply of drinking water which meets or exceeds the requirements of the Federal Safe Drinking Water Act (SDWA). This is done by continuous monitoring and testing for such contaminants as bacteria, turbidity, organic, and inorganic compounds.

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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes operational expenses to continue the level of service currently provided by the Water Supply and Treatment Division. We are working to get the flooring replaced and resurfaced in applicable areas. We want to install four basin turbidimeters to help increase troubleshooting capabilities and promote more efficient operation. We have prepared for an increase in chemical usage related to the recent mudslide in Big Goose Canyon.

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, conduct a review and analysis of plant power consumption, devise a strategic plan to reduce power costs, and optimize the treatment process.

SHERIDAN WATER TREATMENT PLANT

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	196,364	158,617	197,500	196,000
2	Part-time/Seasonal Wages	6,810	6,248	8,200	7,700
3	Overtime	5,956	4,787	6,400	6,400
4	Payroll Taxes	15,695	12,810	15,800	15,200
5	Retirement	21,580	17,827	21,600	21,800
6	Unemployment and Worker's comp	6,018	2,424	5,700	2,200
7	Employee Insurance	49,742	38,815	47,700	50,200
11	Utilities	56,744	41,529	54,000	50,500
12	Repairs & Maint. - Buildings/grounds	8,900	6,509	12,000	9,000
13	Insurance Property	11,131	7,077	11,920	7,200
14	Telephone & Internet	9,980	9,695	9,800	11,800
16	Repairs & Maint. Vehicles/Equip.	2,428	11,981	5,500	5,500
17	Repairs & Maint. - Infrastructure	23,088	16,320	18,000	18,750
19	Copier Costs	-	1,285	850	-
20	Equipment Non-capitalized	5,899	6,348	6,150	6,150
21	Computer Hardware	2,498	134	-	-
22	Software Expense	2,496	3,311	2,400	3,250
23	Supplies	8,521	8,065	8,000	8,000
24	Office Supplies	1,408	1,508	1,500	1,500
25	Uniform Supplies	1,041	777	1,275	1,275
26	Gasoline Oil Diesel Supplies	5,781	3,705	5,400	5,400
27	Chemical and Material Supplies	129,611	85,250	105,000	130,000
28	Professional services	30,847	22,388	28,000	28,000
29	Insurance Vehicle	243	240	270	250
30	Insurance Liability	1,871	1,912	1,880	1,860
31	Travel, Training & Memberships	6,101	2,353	5,600	5,600
33	Publications Advertising and Printing	246	3,719	2,900	2,900
35	**Total Sheridan WTP Operations**	**610,998**	**475,631**	**583,345**	**596,435**
36					
37	Capital Outlay - Infrastructure	-	-	36,000	46,645
38	Capital Outlay - Buildings	-	24,000	24,000	-
40	Capital Outlay - Machinery and Equip.	29,287	26,033	32,000	-
41	**Total Sheridan WTP Capital**	**29,287**	**50,033**	**92,000**	**46,645**
42					
43	Trfr to Spec Rev - Sodium Hydrochlorite Tank	95,000	-	-	-
44	**Total Sheridan WTP Transfer**	**95,000**	**-**	**-**	**-**
45					
46	**Total Sheridan WTP**	**735,285**	**525,664**	**675,345**	**643,080**

BIG GOOSE WATER TREATMENT PLANT

MISSION STATEMENT

The Big Goose Water Treatment Plant is committed to 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.

FY21 Big Goose Water Treatment Plant Staffing		
Position	**Headcount**	**FTE**
Water Supply & Treatment Superintendent	1	.3
Office Assistant (P/T)	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator III	3	3

WHAT WE DO

The Big Goose Water Treatment Plant is responsible for producing high quality drinking water for City and SAWS customers with a capacity of 4.5 million gallons per day. Our constant goal is to provide our customers with a safe and dependable supply of drinking water which meets or exceeds the requirements of the Federal Safe Drinking Water Act (SDWA). This is done by continuous monitoring and testing for such contaminants as bacteria, turbidity, organic, and inorganic compounds.

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.

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes operational expenses to continue the level of service currently provided by the Water Supply and Treatment Division. We will complete the utilidor project to mitigate a single point of failure in the plant water supply piping. We want to install two basin turbidimeters to help increase troubleshooting capabilities and promote more efficient operation. We have prepared for an increase in chemical usage related to the recent mudslide in Big Goose Canyon.

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, conduct a review and analysis of plant power consumption, devise a strategic plan to reduce power costs and optimize the treatment process, and devise a plan to effectively turn the plant into a batch plant for more efficient operations and cost reduction.

BIG GOOSE WATER TREATMENT PLANT

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	173,604	155,676	179,000	188,900
2	Part-time/Seasonal Wages	4,415	3,739	8,200	7,700
3	Overtime	5,816	4,688	5,600	5,600
4	Payroll Taxes	13,029	11,705	14,400	14,700
5	Retirement	18,127	17,110	19,600	21,000
6	Unemployment and Worker's comp	5,031	2,241	5,200	2,200
7	Employee Insurance	47,002	40,684	50,000	51,200
12	Utilities	36,768	27,716	36,000	30,000
13	Repairs & Maint. - Buildings/grounds	4,478	2,208	4,500	4,500
14	Insurance Property	9,706	6,164	10,400	7,000
15	Telephone & Internet	8,654	9,672	8,200	11,900
16	Repairs & Maint. Vehicles/Equip.	4,147	3,248	4,800	4,500
17	Repairs & Maint. - Infrastructure	20,945	17,754	19,500	24,750
19	Copier Costs	-	1,285	850	-
20	Equipment Non-capitalized	9,158	2,688	9,500	9,500
21	Computer Hardware	820	-	-	-
22	Software Expense	2,306	3,311	2,400	3,240
23	Supplies	6,508	5,129	6,500	6,500
24	Office Supplies	583	452	500	500
25	Uniform Supplies	1,509	1,438	1,650	1,650
26	Gasoline Oil Diesel Supplies	3,398	1,857	2,650	2,500
27	Chemical and Material Supplies	50,795	28,833	49,500	48,000
28	Professional Services	20,578	13,199	24,000	20,000
29	Insurance Vehicle	178	137	200	200
30	Insurance Liability	1,658	1,741	1,660	1,800
31	Travel, Training & Memberships	6,733	2,889	6,074	6,100
32	Job Recruitment Costs	-	-	-	-
33	Publications Advertising and Printing	-	-	700	-
34	**Total Big Goose WTP Operations**	**455,946**	**365,563**	**471,584**	**473,940**
35					
36	Capital Outlay - Infrastructure	-	-	-	
37	Capital Outlay - Buildings	-	-	30,000	-
38	Capital Outlay - Machinery and Equip.	-	9,940	8,500	-
40	**Total Big Goose WTP Capital**	**-**	**9,940**	**38,500**	**-**
41					
42	Trfr to Spec Rev - BGWTP Upgrades	56,000	-	-	-
43	Trfr to Spec Rev - Conv WTP Upgrades	-	-	-	-
44	**Total Big Goose WTP Transfer**	**56,000**	**-**	**-**	**-**
45					
46	**Total Big Goose WTP**	**511,946**	**375,504**	**510,084**	**473,940**

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.

FY21 BUDGET ACCOMPLISHMENTS
With approval of the proposed FY21 budget the Sewer Enterprise Fund will generate the necessary revenues to fund the expenses projected within all its operating divisions while ensuring operating and capital reserve balance targets are met; and minimum debt service coverage ratios are exceeded.

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

SEWER FUND

FY21 Sewer Fund Summary

		Actual	FY20	Budget	Budget
		FY19	April YTD	FY20	FY21
Line #					
1	**Sewer Revenue**	**2,809,772**	**2,286,021**	**2,903,100**	**3,383,493**
2	**Capital Reserves to fund Projects**		**261,000**	**261,000**	**-**
3	**Total Revenues & Reserves**	**2,809,772**	**2,547,021**	**3,164,100**	**3,383,493**
4					
5	Sewer Admin	1,065,063	1,299,879	1,694,848	1,088,094
7	WW Collection	540,320	430,132	482,550	868,980
8	WW Treatment	985,459	808,346	985,910	1,163,670
9	**Total Sewer Expenses**	**2,590,843**	**2,538,357**	**3,163,308**	**3,120,744**
10					
11	**Revenues over Expenses**	**218,930**	**8,664**	**792**	**262,749**

FY21 Sewer Fund Detailed Revenue

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	Grease/Septage Fees	66,987	58,824	77,000	75,500
2	Sewer Fees	2,394,115	2,058,144	2,489,400	2,573,600
3	Sewer Inspection Fees	14,620	4,500	5,600	5,600
4	PIFF	282,650	139,312	190,000	165,000
5	Interest	37,671	25,241	34,000	15,000
6	Other Miscellaneous	12,139	-	107,100	232,793
7	Sale of Fixed Assets	1,590	-	-	76,000
8	Transfer from Water	-	-	-	240,000
9	**Total Sewer Fund Revenue**	**2,809,772**	**2,286,021**	**2,903,100**	**3,383,493**

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.

FY21 Sewer Administration Staffing		
Position	**Headcount**	**FTE**
Utilities Director	1	.2
Administrative Coordinator	1	.2
Project Engineer	1	.4
Utility Services Coordinator	1	.4
Utility Services Technician	1	.4

WHAT WE DO

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

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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes expenses to support the mission of this division and the level of service it provides to the Sewer Enterprise. These expenses primarily consist of software licenses and subscriptions in order to conduct day to day operations and necessary functions within the Utilities Department. This budget will further support the development of our Asset Management Program, generate revenue to support future capital projects, increase overall fund balance, maintain established reserve balances, cover the Sewer Enterprise's debt service obligations, and provide allocations to the General Fund for administrative support.

LONG-TERM GOALS

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

SEWER ADMINISTRATION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	109,776	88,778	118,500	107,100
3	Overtime	-	-	250	250
4	Payroll Taxes	7,752	6,586	9,100	8,200
5	Retirement	10,683	9,527	12,600	12,000
6	Unemployment and Worker's comp	2,952	1,229	3,300	1,200
7	Employee Insurance	19,137	15,308	20,900	20,700
10	Telephone & Internet	1,974	1,728	1,900	1,950
11	Repairs & Maint. Vehicles/Equip.	114	87	400	300
13	Copier Costs	1,194	276	1,375	-
14	Computer Hardware	17	443	600	300
15	Software Expense	14,976	15,012	19,900	22,240
16	Supplies	1,029	768	1,650	1,300
17	Office Supplies	617	253	650	600
18	Uniform Supplies	147	-	250	200
19	Gasoline Oil Diesel Supplies	918	700	1,000	1,000
20	Professional Services	20,951	6,716	26,000	18,000
21	Insurance Vehicle	33	46	40	50
22	Insurance Liability	1,076	1,103	1,100	980
24	Travel, Training & Memberships	3,042	3,043	2,640	4,940
26	Publications Advertising and Printing	32	32	250	100
27	Uncollectible Accounts	246	-	-	-
28	**Total Sewer Admin Operations**	**196,666**	**151,634**	**222,405**	**201,410**
29					
34	Principal - CWSRF109	61,961	61,961	61,961	61,961
35	Principal - CWSRF 47	59,391	60,804	60,804	62,324
37	Principal - CWSRF #152	127,809	127,425	127,425	130,567
38	Principal - CWSRF #164	-	-	30,000	-
39	Principal - CWSRF #166	82	5,920	5,920	6,066
40	Principal - CWSRF #168	-	-	84,000	37,798
43	Interest - CWSRF47	11,122	9,710	9,710	8,190
45	Interest - CWSRF #152	129,943	74,584	74,584	71,442
46	Interest - CWSRF #164	-	-	10,000	52,000
47	Interest - CWSRF #166	3,390	1,180	1,181	3,551
48	Interest - CWSRF #168	-	32,471	30,000	10,227
50	**Total Sewer Admin Debt**	**393,700**	**374,054**	**495,585**	**444,126**
51					
52	Transfer to General Fund - Support Costs	373,000	325,833	391,000	406,700
54	Trfr to Spec Rev - Digestive Sludge Pumps	64,000	-	-	-
57	Trfr to Spec Rev - Sewer Creek Crossing	-	112,500	150,000	-
58	Trfr to Spec Rev - Sewer Main Slip Lining	-	300,000	400,000	-
59	Trfr to Spec Rev - CIP Master Plan Study	1,840	-	-	-
60	Transfer to Water Fund	35,858	35,858	35,858	35,858
61	**Total Sewer Admin Transfer**	**474,698**	**774,191**	**976,858**	**442,558**
62					
63	**Total Sewer Admin**	**1,065,063**	**1,299,879**	**1,694,848**	**1,088,094**

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.

FY21 Wastewater Collection Staffing		
Position	**Headcount**	**FTE**
Utility Maintenance Superintendent	1	.35
Administrative Assistant (P/T)	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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service currently provided by Utility Maintenance including the repair of four sanitary sewer mains, the rehabilitation of six manholes and accomplishing a 40% cleaning of the entire collection system. The annual chemical root control project will occur in autumn to help prevent root growth in the pipe system and minimize sewage back-ups. The large sewer cleaning machine/vac truck will be replaced with a new, updated and more efficient model. This equipment is shared with Water Distribution and used for hydro excavation.

LONG-TERM GOALS
Investigate technology platforms that will allow for metering of wastewater and can remotely monitor usage within the MiNet software. Continue to explore opportunities for trenchless technology systems with sewer pipe lining and rehabilitation of the City's aging wastewater infrastructure.

WASTEWATER COLLECTION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	162,578	176,451	172,200	179,000
2	Part-time/Seasonal Wages	13,267	10,539	11,800	12,100
3	Overtime	13,958	8,384	11,000	11,000
4	Payroll Taxes	13,411	14,056	13,900	14,200
5	Retirement	17,696	19,738	18,200	19,700
6	Unemployment and Worker's comp	5,072	2,690	5,000	2,100
7	Employee Insurance	47,719	47,963	51,000	54,300
12	Utilities	9,226	7,317	8,000	8,500
13	Repairs & Maint. - Buildings/grounds	2,128	2,484	2,500	2,000
14	Insurance Property	1,355	863	1,450	1,100
15	Telephone & Internet	2,974	2,842	2,800	3,000
16	Repairs & Maint. Vehicles/Equip.	9,349	8,385	13,000	10,000
17	Repairs & Maint. - Infrastructure	8,225	16,541	10,000	11,000
18	Copier Costs	188	149	600	500
19	Equipment Non-capitalized	4,937	3,740	5,000	5,000
20	Computer Hardware	1,000	-	1,280	1,400
21	Software Expense	5,111	1,836	7,100	7,000
22	Supplies	5,695	3,323	7,000	7,000
23	Office Supplies	68	103	500	500
24	Uniform Supplies	2,529	2,844	3,300	3,300
25	Gasoline Oil Diesel Supplies	4,744	3,556	6,000	5,000
26	Professional Services	74,009	82,225	81,400	82,500
27	Insurance Vehicle	854	1,026	920	1,030
28	Insurance Liability	1,631	1,679	1,700	1,750
29	Insurance - Claims	81,643	3,790	30,000	20,000
30	Travel, Training & Memberships	5,773	4,460	4,900	6,000
31	**Total WW Collection Operations**	**495,140**	**426,984**	**470,550**	**468,980**
32					
33	Capital Outlay - Buildings	25,600	-	8,000	-
34	Capital Outlay - Machinery and Equip.	19,580	3,148	4,000	400,000
38	**Total WW Collection Capital**	**45,180**	**3,148**	**12,000**	**400,000**
39					
40	**Total WW Collection**	**540,320**	**430,132**	**482,550**	**868,980**

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.

FY21 Wastewater Treatment Staffing		
Position	**Headcount**	**FTE**
Wastewater Treatment Superintendent	1	1
Wastewater Treatment Operator IV	2	2
WWTP Laboratory Coordinator	1	1
WWTP Maintenance Mechanic Coordinator	1	1
WWTP Maintenance Mechanic Technician	1	1
WWTP Maintenance Mechanic	1	1

WHAT WE DO

The WWTP 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.

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes expenses to continue the high level of maintenance and repairs required for a conventional activated sludge plant, which also includes expenses for wastewater treatment process requirements and for regulatory testing and reporting. Our facility continues to be proactive in expanding our SCADA technology, maintaining efficiency for future community growth.

LONG-TERM GOALS

Future regulatory requirements for our community will require us to look forward in the future for more advanced methods of treatment. This technology will provide the WWTP with new methods required for nutrient removal, which could include anoxic basin, oxidation basin retrofit and finishing basin to meet possible State of Wyoming regulations. In the short term we will be upgrading raw sewage pumps to improve overall efficiency and upgrading the influent inorganic removal system (Rotamat) to meet future growth needs for our community.

WASTEWATER TREATMENT

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	Salaries and Wages	366,213	323,957	373,000	381,500
3	Overtime	443	458	600	600
4	Payroll Taxes	26,383	23,040	28,400	29,000
5	Retirement	36,858	34,000	39,400	42,200
6	Unemployment and Worker's comp	10,169	4,395	10,300	4,200
7	Employee Insurance	96,898	83,556	100,300	106,500
10	Utilities	171,432	113,426	145,000	145,000
11	Repairs & Maint. - Buildings/grounds	3,695	-	3,800	3,000
12	Insurance Property	14,129	9,084	15,130	10,000
13	Telephone & Internet	8,420	6,782	8,400	8,200
15	Repairs & Maint. Vehicles/Equip.	1,318	3,517	3,800	4,200
16	Repairs & Maint. - Infrastructure	55,707	39,639	58,000	63,000
17	Equipment Rentals	-	90	300	300
18	Equipment Non-capitalized	1,500	1,025	1,500	1,500
19	Computer Hardware	2,100	2,098	2,000	1,030
20	Software Expense	2,493	2,331	2,000	2,000
21	Supplies	10,765	6,156	9,000	7,000
22	Office Supplies	1,193	1,047	1,500	1,500
23	Uniform Supplies	1,477	1,466	2,000	1,500
24	Gasoline Oil Diesel Supplies	7,239	6,923	8,500	8,800
25	Chemical and Material Supplies	87,350	81,939	87,000	88,500
26	Professional services	32,165	21,995	31,500	25,000
27	Insurance Vehicle	632	615	680	650
28	Insurance Liability	3,358	3,447	5,000	3,490
30	Travel, Training & Memberships	3,247	967	3,100	5,000
33	**Total WW Treatment Operations**	**945,187**	**771,950**	**940,210**	**943,670**
34					
35	Capital Outlay - Infrastructure	17,033	-	-	-
36	Capital Outlay - Buildings	23,240	17,942	27,000	10,000
38	Capital Outlay - Machinery and Equip.	-	18,454	18,700	210,000
39	**Total WW Treatment Capital**	**40,273**	**36,396**	**45,700**	**220,000**
40					
41	**Total WW Treatment**	**985,459**	**808,346**	**985,910**	**1,163,670**

SOLID WASTE FUND

MISSION STATEMENT

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

WHAT WE DO

The Utilities Department Solid Waste Enterprise Fund represents the administrative and operational divisions that oversee and conduct the daily operations of the City's residential and commercial solid waste collection and disposal operations to include curbside recycling collection, drop-site recycling collection, recycling center operation, and operation of a landfill that serves all of Sheridan County. The Solid Waste Enterprise Fund is made of the following divisions:

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

FY21 BUDGET ACCOMPLISHMENTS

With approval of the proposed FY21 budget the Solid Waste Enterprise Fund will generate the necessary revenues to fund the expenses projected within all its operating divisions while ensuring operating and capital reserve balance targets are met; and, minimum debt service coverage ratios are exceeded.

LONG-TERM GOALS

The long-term goals of the Solid Waste Enterprise Fund are to keep waste disposal rates as low as possible (at or below the median for WY) for our customers while ensuring a level of service that exceeds their expectation. Another goal is to improve our Asset Management Program to support the production of a long-term Capital Improvement Plan that aligns with facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SOLID WASTE FUND

FY21 Solid Waste Fund Summary

		Actual	FY20	Budget	Budget
		FY19	April YTD	FY20	FY21
Line #					
1	**Solid Waste Revenue**	**5,318,762**	**4,536,801**	**5,685,800**	**5,359,585**
2					
3	Solid Waste Admin	2,069,735	1,418,266	1,676,533	1,501,078
4	Waste Collection	1,071,192	1,563,272	1,758,765	1,159,953
5	Landfill	1,084,717	896,765	1,143,300	1,052,816
6	Recycling	877,792	797,709	1,134,930	1,381,594
7	**Total Solid Waste Expenses**	**5,103,435**	**4,676,013**	**5,713,528**	**5,095,441**
8					
9	**Revenues over Expenses**	**215,327**	**(139,212)**	**(27,728)**	**264,144**

FY21 Solid Waste Fund Detailed Revenue

		Actual	FY20	Budget	Budget
Line #	Account Description	FY19	April YTD	FY20	FY21
1	Landfill - Public	1,065,081	880,773	1,081,000	1,128,000
2	Sanitation	3,464,467	2,964,410	3,496,800	3,753,800
3	Interest	59,816	44,715	60,000	22,500
4	Appreciation/Depreciation	9	23	-	-
5	Recycling Commodity Sales	102,710	42,682	110,000	50,000
8	Recycling other - Landfill	113,059	67,308	75,000	100,000
9	Recycling Sorting Fees	2,893	2,043	2,700	2,370
10	Curbside Recycling Fees	252,523	212,121	256,300	260,795
11	Recycling Container Rent	38,611	32,709	38,500	40,020
12	Other Miscellaneous	2,485	2,068	5,500	2,100
13	Sale of Fixed Assets	217,110	287,950	560,000	-
14					
15	**Total Solid Waste Fund Revenue**	**5,318,762**	**4,536,801**	**5,685,800**	**5,359,585**

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.

FY21 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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes expenses to continue the level of service previously provided by the Solid Waste Division.

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

SOLID WASTE ADMINISTRATION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	141,904	119,074	143,700	180,300
2	Overtime	696	1,128	1,200	1,200
3	Payroll Taxes	10,285	8,805	11,000	13,800
4	Retirement	14,001	12,796	15,300	20,100
5	Unemployment and Worker's comp	3,955	1,656	4,000	2,000
6	Employee Insurance	29,032	21,001	24,700	35,000
8	Telephone & Internet	1,050	875	1,200	1,050
9	Copier Costs	3,667	1,722	3,880	3,600
10	Computer Hardware	157	339	400	300
11	Software Expense	1,150	1,000	1,200	1,500
12	Office Supplies	109	143	400	214
13	Professional Services	31,041	66	14,500	10,000
14	Insurance Liability	1,316	1,337	1,350	1,650
15	Insurance - Claims	250	152	5,000	227
16	Travel, Training & Memberships	3,880	1,795	2,400	2,400
17	Publications Advertising and Printing	17,019	10,743	16,000	14,134
18	**Total Solid Waste Admin Operations**	**259,511**	**182,630**	**246,230**	**287,475**
32					
33	Debt Service Principal - Grinder/Excavator US Bank	88,797	-	-	-
34	Debt Service Principal - CWSRF-086	293,033	-	-	-
35	Debt Service Principal - CWSRF 083	64,092	-	-	-
40	Debt Service Principal - Cat 930K Loader	114,500	25,018	25,018	25,819
41	Debt Service Principal - CAT Leases	257,101	44,723	44,723	46,155
42	Debt Service Principal - CWSRF Loans	196,893	201,268	201,268	206,299
43	Debt Service Principal - Landfill Compactor	-	109,468	109,468	91,104
44	Debt Service Interest - Grinder/Excavator US Bank	1,188	-	-	-
45	Debt Service Interest - CWSRF 086	7,506	-	-	-
46	Debt Service Interest - CWSRF 083	1,646	-	-	-
50	Debt Service Interest - Cat 930K Loader	14,399	5,220	5,220	4,419
51	Debt Service Interest - CAT Leases	29,505	10,509	10,509	9,077
52	Debt Service Interest - CWSRF Loans	14,564	10,189	10,189	5,158
53	Debt Service Interest - Landfill Compactor	-	5,908	5,908	24,272
54	**Total Solid Waste Admin Debt**	**1,083,224**	**412,302**	**412,303**	**412,303**
55					
56	Transfer to General Fund - Support Costs	722,000	598,333	718,000	751,300
57	Trfr to Cap Proj - Landfill Cell Closures & Cell 10 Dev	-	-	-	50,000
59	Trfr to Spec Rev - Landfill Cell Closures & Cell 10 Dev	-	131,250	175,000	-
60	Trfr to Spec Rev - Landfill Remediation & Investigation	-	93,750	125,000	-
61	Trfr to Spec Rev - CIP Master Plan Study	5,000	-	-	-
63	**Total Solid Waste Admin Transfer**	**727,000**	**823,333**	**1,018,000**	**801,300**
64					
65	**Total Solid Waste Admin**	**2,069,735**	**1,418,266**	**1,676,533**	**1,501,078**

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.

FY21 Waste Collection Staffing		
Position	**Headcount**	**FTE**
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator I	2	2
Sanitation/Recycling Equipment Operator II	4	4
Sanitation/Recycling Equipment Operator III	2	2
Sanitation & Recycling Equipment Operator II	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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes expenses to continue the level of service previously provided by the Solid Waste Collection Division and to ensure that current and futures services are met.

LONG-TERM GOALS

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

WASTE COLLECTION

Line #	Account Description	Actual FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	369,704	330,309	374,900	386,000
2	Part-time/Seasonal Wages	255	-	-	-
3	Overtime	20,737	19,252	12,240	12,400
4	Payroll Taxes	28,164	24,675	28,700	29,100
5	Retirement	38,593	35,813	39,900	42,200
6	Unemployment and Worker's comp	10,829	4,708	10,400	4,200
7	Employee Insurance	80,412	61,998	93,900	71,600
8	Other Employee Expenses	60	-	300	300
12	Utilities	758	626	600	706
13	Repairs & Maint. - Buildings/grounds	5,401	3,359	5,000	11,000
14	Telephone & Internet	1,379	1,076	1,230	1,273
16	Repairs & Maint. Vehicles/Equip.	83,494	72,496	100,000	100,000
17	Repairs & Maint. - Other	6	-	-	-
18	Copier Costs	737	928	725	1,144
19	Equipment Non-capitalized	28,112	65,286	101,000	50,000
21	Computer Hardware	365	968	1,400	300
22	Software Expense	2,207	2,069	8,600	4,600
23	Supplies	7,208	5,302	6,000	5,500
24	Office Supplies	294	193	350	550
25	Uniform Supplies	3,757	3,949	5,950	5,950
26	Gasoline Oil Diesel Supplies	71,732	49,032	69,000	68,000
27	Professional Services	38,328	39,591	36,000	30,600
28	Insurance Vehicle	2,955	4,481	3,170	5,000
29	Insurance Liability	3,352	3,488	3,400	3,530
30	Insurance - Claims	2,000	6,653	-	-
31	Travel, Training & Memberships	660	241	1,000	1,000
33	Uncollectible Accounts	564	-	-	-
34	**Total Waste Collection Operations**	**802,065**	**736,493**	**903,765**	**834,953**
35					
36	Capital Outlay - Improvements	-	-	25,000	25,000
37	Capital Outlay - Machinery and Equip.	269,127	826,779	830,000	300,000
39	**Total Waste Collection Capital**	**269,127**	**826,779**	**855,000**	**325,000**
40					
41	**Total Waste Collection**	**1,071,192**	**1,563,272**	**1,758,765**	**1,159,953**

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.

FY21 Landfill Staffing		
Position	**Headcount**	**FTE**
Landfill Supervisor	1	1
Landfill Attendant	1	1
Landfill Technician	1	1
Senior Landfill Equipment Operator	1	1
Landfill Equipment Operator II	1	1
Landfill Equipment Operator III	2	2
Landfill Equipment Operator IV	1	1
Landfill Equipment Operator I (P/T)	1	.8

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

FY21 BUDGET ACCOMPLISHMENTS

The FY21 budget includes all expenses needed to continue the level of excellent service provided by the Landfill.

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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	312,120	267,991	330,300	327,700
2	Part-time/Seasonal Wages	46,948	39,446	55,900	54,200
3	Overtime	27,592	10,642	17,850	16,000
4	Payroll Taxes	28,434	22,862	29,600	29,300
5	Retirement	35,204	29,703	37,100	36,500
6	Unemployment and Worker's comp	11,015	4,437	10,700	4,200
7	Employee Insurance	97,532	80,884	123,500	103,100
8	Other Employee Expenses	83	318	500	500
9	Temporary Services Labor	8,371	2,936	4,600	4,000
13	Utilities	10,151	6,750	10,000	8,000
14	Repairs & Maint. - Buildings/grounds	8,158	7,554	5,500	11,000
15	Insurance Property	826	569	890	600
16	Telephone & Internet	4,763	4,680	4,500	5,470
17	Repairs & Maint. Vehicles/Equip.	106,559	114,091	105,000	105,000
19	Copier Costs	609	738	1,000	756
21	Equipment Non-capitalized	8,305	6,449	8,500	7,500
22	Computer Hardware	3,205	54	-	-
23	Software Expense	2,260	612	6,500	2,800
24	Supplies	12,749	12,333	25,400	25,000
25	Office Supplies	1,996	1,003	3,500	3,500
26	Uniform Supplies	6,457	5,116	6,000	6,000
27	Gasoline Oil Diesel Supplies	98,180	67,654	90,000	90,000
28	Professional Services	245,450	193,821	220,000	200,000
29	Insurance Vehicle	2,366	1,987	2,540	2,300
30	Insurance Liability	3,547	3,592	3,550	3,490
31	DEQ Finance Assurance Premium	810	1,620	1,620	2,500
32	Insurance - Claims	-	5,791	-	-
33	Travel, Training & Memberships	1,027	3,135	2,750	3,400
35	**Total Landfill Operations**	**1,084,717**	**896,765**	**1,107,300**	**1,052,816**
36					
37	Capital Outlay - Improvements	-	-	36,000	-
40	**Total Landfill Capital**	**-**	**-**	**36,000**	**-**
41					
42	**Total Landfill**	**1,084,717**	**896,765**	**1,143,300**	**1,052,816**

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.

FY21 Recycling Staffing		
Position	**Headcount**	**FTE**
Sanitation/Recycling Supervisor	1	.5
Senior Sanitation/Recycling Equipment Operator	2	2
Sanitation/Recycling Equipment Operator I	2	2
Sanitation/Recycling Equipment Operator II	1	1
Sanitation/Recycling Equipment Operator III	4	4

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

FY21 BUDGET ACCOMPLISHMENTS
The FY21 budget includes all expenses needed to continue the level of excellent service provided by the Recycling Division. As such, the Material Recovery Facility collects, transports, processes and markets over 2,200 tons of recyclable materials annually.

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 FY19	FY20 April YTD	Budget FY20	Budget FY21
1	Salaries and Wages	369,503	325,611	393,900	400,700
3	Overtime	21,191	19,178	17,300	17,600
4	Payroll Taxes	27,938	24,538	30,200	30,200
5	Retirement	38,278	35,595	41,900	43,900
6	Unemployment and Worker's comp	10,668	4,616	11,000	4,400
7	Employee Insurance	82,545	59,234	87,000	82,200
8	Other Employee Expenses	160	20	210	210
9	Temporary Services Labor	146,422	128,759	168,000	158,000
13	Utilities	12,165	8,184	11,000	9,612
15	Repairs & Maint. - Buildings/grounds	7,376	3,713	6,500	21,000
16	Telephone & Internet	1,380	1,045	1,350	1,225
18	Repairs & Maint. Vehicles/Equip.	42,941	54,758	48,000	50,000
20	Copier Costs	965	1,028	1,000	1,294
21	Equipment Non-capitalized	1,235	117	3,000	3,000
23	Computer Hardware	365	968	1,400	500
24	Software Expense	9,437	9,451	9,500	4,600
25	Supplies	15,027	13,212	13,000	15,000
26	Office Supplies	686	212	300	231
27	Uniform Supplies	4,620	3,499	5,800	4,702
28	Gasoline Oil Diesel Supplies	47,090	32,823	49,000	49,000
30	Professional Services	22,318	36,189	39,500	39,000
31	Insurance Vehicle	1,771	1,960	1,900	2,300
32	Insurance Liability	3,411	3,664	3,420	3,670
33	Travel, Training & Memberships	692	501	750	750
36	Uncollectible Accounts	41	-	-	-
37	**Total Recycling Operations**	**868,227**	**768,874**	**944,930**	**943,094**
38					
39	Capital Outlay - Improvements	9,566	-	25,000	25,000
41	Capital Outlay - Machinery and Equip.	-	28,835	165,000	413,500
43	**Total Recycling Capital**	**9,566**	**28,835**	**190,000**	**438,500**
44					
45	**Total Recycling**	**877,792**	**797,709**	**1,134,930**	**1,381,594**

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Minutes of Regular Council Meeting June 1st, 2020
From:	
To:	Mayor and Council
CC:	Cecilia Good, City Clerk
Date:	

Attachments

Minutes 6.1.20

CITY OF SHERIDAN, WYOMING

MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **June 1st, 2020**

1. Mayor Roger Miller called the meeting to order at 7:00 P.M.

2. The Pledge of Allegiance to the Flag was led by Mayor Roger Miller.

3. The invocation was given by Tony Forman with Cornerstone Church.

4. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Council President Rich Bridger, Council Vice President Thayer Shafer, Councilor Jacob Martin, Councilor Aaron Linden, Councilor Clint Beaver, and Councilor Patrick Henderson. Members of staff attending included Interim City Administrator Mike Jackson, City Treasurer Karen Burtis, Public Works Director Lane Thompson, Utilities Director Dan Roberts, City Clerk Cecilia Good, and various other City staff.

5. Councilor Shafer moved, seconded by Councilor Bridger to approve the agenda. Council approved the agenda: voice vote; unanimous.

6. Comments from the Public

A. There were no comments from the public.

7. Community Update

A. An update on the Sheridan County Conservation District update was provided by Carrie Rogaczewski.

8. Staff Update

A. An update on COVID-19 was provided by Chief of Police Rich Adriaens.

B. A project update was given by Public Works Director Lane Thompson.

C. Community Development Director Wade Sanner provided a Census Update to Council.

9. Public Hearings

A. Mayor Miller opened a Public Hearing at 7:48 P.M. for Resolution #20-20, Restoration Ranch Minor Subdivision. Community Development Director Wade Sanner updated the Council on the development. There were no comments from the public. The Public Hearing was closed at 7:53 P.M.

i. Councilor Martin moved, seconded by Councilor Linden to approve Resolution #20-20, Restoration Ranch Minor Subdivision. Council approved the motion: roll call vote: unanimous.

10. Mayor Roger Miller then read aloud the consent items:

A. Minutes of Special Council Meeting May 18th, 2020

B. Minutes of Regular Council Meeting May 18th, 2020

C. Minutes of Special Council Meeting May 21st , 2020

D. Minutes of Special Council Meeting May 27th , 2020

E. Claims

City of Sheridan		
Claims paid on 06/02/20		
Sum of Amount		
Vendor Name	Description	Total
A & M Service & Supply Inc.	Labor Belt Toner Box for Printer in Steves Office	275.75
A Plus Plumbers & Appliance Repair	repaired mop sink in basement/materials for water cooler install	2,125.00
Ace Hardware-Newkirk	parts and supplies	324.50
A-Line Roofing and Exteriors	New roof for Animal Shelter-half funded by donatio	24,262.28
AlphaGraphics of Wyoming	COVD-19 Floor graphic vinyls, foam boards, signs	1,073.15
AM Signal, Inc.	crosswalk signal repair - signs	770.00
Amazon Capital Services #A33MIR27FEZN42	Floor Standing Poster Display Stand Sign Holder/phone headset/air compressor	635.45
American Maid	April Monthly Cleaning and Extra Sanitizing Visits	1,500.00
American Planning Assoc	Zoning Practice magazine	95.00
American Welding & Gas, Inc.	acetylene, oxygen/drill bits	152.23
Arrow Survey Group, Inc	R&O 2020 Highland Hill-Misc #4701/Levee Repair Project	3,950.00
Association of State Floodplain Managers	member dues	80.00
Bear Paw Embroidery	Sweatshirt and 4 Shirts for Tony T - Recycling	131.00
Bentley Systems	FlowMaster/WaterGems Software Subs 6.8.20-9.7.20	1,040.25
Bighorn Design Studio, LLC	screen printing on safety tees - st	414.00
Black Bear Construction	Statue base	1,800.00
Bloedorn Lumber	plywood barricade repairs sign	55.51
Bluemel Plumbing & Heating	Water Heater for Recycle Center	930.52
Brian's Boot & Shoe	Boots	550.80
Buckingham Lumber Co Inc	rough treated lumber	5,600.00
Buffalo Golf Club, Inc.	toro tri-pled and toro 5400 fairway mower	4,300.00
Burns & Mc Donnell	Cell 10 and T1-T Closure - April 2020	1,477.50
Carquest Auto Parts	parts and supplies	442.45
CED- Consolidated Electrical Distributers Inc.	gaskets, conduit	29.12
Charlie Stump	Deposit Refund/180 E Montana St.	75.61
Chemtrade Chemicals US LLC	truckloads of Alum-Sulfate /SWTP	13,459.83
Christopher Johnson & Rose Chavez	Deposit Refund/615 N Gould St.	32.66
CMI-Teco	coolant level sensor unit 7.8 wc	250.26
Cody Miech	Deposit Refund/814 N Custer St. # 104	31.46
Collection Professionals Inc.	CPI Acct # 1885-4/1/2020-4/30/2020	748.32
Communication Technologies	Analog Radio for Scale House and Handheld Radio/labor and parts	1,719.43
Craftco Metals Services Inc	Remove and Replace pedestal top	1,329.87
Crescent Electric	1000 ft 16 gauge wire, pulley, connectors	512.68
Dana Kepner Company	valve seat wrench,water main repair saddle	4,205.00
D-H Technologies, LLC	Adapter and Office Phone Adjustment	75.00
Dixon Land Management and Consulting Inc	Mowing	1,460.00
DPC Industries, Inc.	Chlorine tank rental	50.00
Employ, LLC	Temporary Labor	6,773.22
Energy Laboratories, Inc	City BacT Testing May	172.00
Enviro-Clean Intermountain, LLC	wear kit easy mount unit 2.43 st	322.31
Fastenal Company	parts and supplies	171.64
Fletcher Construction Co	boom truck rental/pump replacement	420.00
Floyd & Phyllis Fleming	Balance Refund/5071 Coffeen Ave.	5.02
Foot of the Bighorns	Running Shoes for KJohnson Inv 71383	120.00
Frank Ayers	Uniform Boot Reimbursement	150.00
Fremont Motor Sheridan	rear toe link replaced, headlamp, brakes rotors	1,828.76
Grainger, Inc.	t-shirt st supplies	12.09
Hach Company	lab testing material	699.94
Haley Harper	Deposit Refund/1366 Holmes Ave.	71.02
Hawkins Inc	polymer	2,466.00

Home Depot Credit Services	supplies	1,383.42
James & Cassie Gammel	Balance Refund/1126 Cross Creek Ct.	1,093.36
Jeff Hickock	Park Open Container Permit Refund	50.00
Jill W Chase	SPAC Cooordinator May 2020	1,000.00
John Deere Financial #1111308145	parts and supplies	1,286.74
KCR Enterprises LLC	powerlock coupler shop tools	39.95
Keller North America, Inc.	Hillslide Project - Stabilization Phase 1 - #5317	820,959.23
Kilpatrick Creations Inc.	Uniforms	1,137.25
Knecht Home Center	supplies	1,762.36
Kois Brothers Equipment, Co.	bearing washer spacer unit 3.7 wc	142.47
L J Wright Ironworks & Design, Inc.	fabricate machine for hot plant	997.84
Landon's Greenhouse & Nursery, Inc.	lilac, elm, scarlet oak, Golf Course Tournament	1,000.25
Vendor Name	Description	Total
Luke A Goddard	Medical Doctor Coverage for June 2020	500.00
Matt Niemi	Deposit Refund/748 N Gould St.	19.61
Memorial Hospital of Sheridan County	Occupational Health Testing	626.25
Midwest Laboratories, Inc.	Compost Testing	451.00
Morrison-Maierle, Inc.	NSI -Utilites & Enhancements CA #4729	13,831.75
Motorola Solutions, Inc.	Milestone #3 of E911 phone contract	36,608.20
Mullinax Concrete Service & Irrigation	830.65 ac rock & Sand for recycle-landfill paving	27,518.13
Napa Auto Parts	parts and supplies	630.64
Nicholas Vialpando	Honorarium Vialpando SPAC Sculpture	1,000.00
Norco, Inc	supplies	2,299.80
Office Shop Inc	Copier charges	140.68
Office Shop Leasing	Lease Payments	143.02
OMP Engineering Inc.	PRV repairs, submersible pressure transducers	6,737.00
One-Call of Wyoming	Tickets for April CDC Code CSH	352.50
Pavement Markings LLC	city parking lot restripe - signs restripe grinnell	900.00
Peak Pest Solutions LLC	Pest Control Big Goose Plant & Intake - May	210.00
Plains Tire & Battery	Tires	1,951.25
Powder River Heating & Air Conditioning, Inc	1.5 Service call hours for furnaces	165.00
Powder River Power Co	supplies	104.39
Prestfeldt Surveying LLC	N Sheridan Interchange Misc #4729	6,300.00
Prothman	City Administrator Search/Interim CA Salary	11,626.66
Raftelis Financial Consultants, Inc.	Proj. R-SHWY2003.00 Water PIF Analysis	2,058.75
Randall Engineering Surveys	ACOE #84-99 Levee Repair Project/Survey consult services	5,550.50
Respond First Aid Systems of Wyoming	first aide bandages cough drops - csc	36.04
Rhonda M Gould	Hemming of 4 pairs of pants for Boone	30.00
Servall Uniform & Linen Supply	Rug cleaning	492.03
Seth Martinsen	Balance Refund/514 E Burkitt St.	27.77
Shaunessey Reeves	cleaning from April 22 thru April 29,2020	200.00
Sheridan Commercial Co.	supplies	779.88
Sheridan County Public Health	Hep A and B - Russ B - Landfill	20.00
Sheridan County Treasurer	SkyWest Air Service January-March 2020 Subsidy	79,885.26
Sheridan Econ-O-Wash	uniform laundry Bates- Pierce	66.00
Sheridan Lock & Key	duplicate keys made	14.80
Sheridan Motor Inc	rotate tires change oil alignment - unit 1.44 pd	182.70
Sheridan Seed Co., Inc.	tough lawn for city parks	945.00
Source Office & Technology	Office supplies	1,494.79
Steady Stream Hydrology, Inc.	ACOE 1135 Design #5705	450.00
Steve's Truck Service Inc	Replace actuator-gaskets-fuel filter-E2 Inv 90787	4,563.09
Tire Rama	Tires and repairs	252.93
Top Office Products Inc	Copier charges forSharp May 2020	415.77
Total Comfort Heating &	furnace repair, heat run installation 476 Marion	802.45
Tri State Truck & Equipment, Inc	sealing ring unit 3.38 land fill	87.28
Trihydro Corporation	Monitoring well Sampling and Reporting April 2020	3,069.94
Van Diest Supply Company	milestone, tordon, herbicide, esplande, briquets	13,089.54

Vertical Door Solutions, Inc.	Serviced Garage Door and Added Stripping	176.30
VRM, Inc.	Parts and Labor	2,911.29
Wagner Ranch Services, LLC	Blacktooth Park Phase 1-CA #5709	221,740.02
WARWS	2020 Annual Training Conference	395.00
Water Products, Inc	Water	24.00
Western Emulsions, Inc.	4.61 ton durapatch oil - st	2,120.60
Winsupply of Sheridan Wy Co	tap saddle, sprinkler parts	741.25
WWC Engineering, A Division of	ACOE Storm Water Outfall Project-#1020	7,384.75
Wyoming Electric, Inc.	LED Lights at Landfill	1,215.00
Wyoming Machinery Co	Parts and Labor	1,596.96
Wyoming State Fire Marshal's Office	Inspector and Code Enforcement 8th Edition	146.51
Xtreme Auto Body, Inc	Repair to 2-34 due to Compactor Damage	2,803.20
Grand Total		1,387,914.78
Sum of Amount		
Vendor Name	Description	TOTAL
Brian James Golf Professional LLC	2020 Management fee, April, May Golf Pro fee	31,400.00
CenturyLink Communications, LLC	SCADA & Extensions Lines	529.40
Mike Jackson	Interim CA Reimbursement for Travel home	385.54
Montana Dakota Utilities	Numerous Electric Bills	13,924.74
Simplifile, LC	Electronic filing - Sheridan County	14.00
Wyoming Society of Certified	WY CPAs membership dues - TW 5/1/20-4/30/21	150.00
Grand Total		46,403.68
Sum of Amount		
Vendor Name	Description	Total
Caterpillar Financial	CAT 140M2 Motor Grader Streets Payment #5	15,797.84
CenturyLink Communications, LLC	SCADA Lines and Extensions	762.08
Justin Bishop	Turf Management Services - May 2020	5,583.33
Montana Dakota Utilities	Numerous Electric Bills	4,514.01
Pitney Bowes Inc	Postage for March & April 2020	1,200.00
Wilcox Abstract & Title	Hillslides Project-Misc #5317	1,000.00
Grand Total		28,857.26
City of Sheridan		
Regular Payroll paid on 05/22/20		
Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 05.22.20	360.00
Aflac	Regular Payroll 05.22.20	1,313.37
Blue Cross Blue Shield of Wyoming	Regular Payroll 05.22.20	76,776.76
Circuit Court of Sheridan	Regular Payroll 05.22.20	416.43
CITCO FCU	Regular Payroll 05.22.20	2,795.13
First Federal Savings Bank	Regular Payroll 05.22.20	9,764.92
HealthEquity, Inc.	Regular Payroll 05.22.20	2,639.71
IRS 941	Regular Payroll 05.22.20	67,403.70
LOCAL 276, IAFF	Regular Payroll 05.22.20	800.00
Minnesota Child Support Payment Cent	Regular Payroll 05.22.20	203.50
Nationwide	Regular Payroll 05.22.20	34.28
Office of Child Support Enforcement (S	Regular Payroll 05.22.20	185.54
Optum Bank, Inc.	Regular Payroll 05.22.20	647.93
Orchard Trust	Regular Payroll 05.22.20	3,572.96
Security State Bank	Regular Payroll 05.22.20	468.76
Sunlight Federal Credit Union	Regular Payroll 05.22.20	1,792.52
Vantagepoint Transfer Agents 300698	Regular Payroll 05.22.20	7,677.53
VSP	Regular Payroll 05.22.20	1,153.26
Workers' Safety &	Regular Payroll 05.22.20	4,831.67
Wyoming Retirement System	Regular Payroll 05.22.20	63,331.95
Wyoming State Disbursement Unit	Regular Payroll 05.22.20	1,064.93
Grand Total		247,234.85

Councilor Shafer moved, seconded by Councilor Martin for the approval of the consent agenda. Council approved the motion for approval of the consent agenda: voice vote; unanimous.

Old Business:

11. City Attorney Brendon Kerns updated Council on the second reading of Ordinance #2217, Removing Unused Sections of City Code. Motion to approve Ordinance #2217 on Second Reading was made by Councilman Bridger, seconded by Councilman Henderson; roll call vote, unanimous.

12. City Attorney Brendon Kerns updated Council on the Third and Final Reading of Ordinance #2214, Addressing Fees within City Code. Motion to approve Ordinance #2214 on Third and Final Reading was made by Councilman Shafer, seconded by Councilman Martin; roll call vote, unanimous.

New Business:

13. City Attorney Brendon Kerns updated the Council on Emergency Ordinance #2220, pertaining to Alcohol Delivery. Councilor Linden moved, seconded by Councilor Shafer to approve the Emergency Ordinance #2220; roll call vote, unanimous.

14. Discussion of Wyoming Technology Business Center (WTBC) One Cent Funding. City Attorney Brendon Kerns updated the Council on WTBC and the draft agreements presented to Council between the City of Sheridan and the WTBC. Scot Rendall presented information on WTBC, now known as Impact Sheridan.

15. City Engineer Hanns Mercer updated the Council on the Kroe Lane/North Sheridan Avenue Intersection Project. Motion to approve the award to Wagner Ranch Services, LLC made by Councilman Beaver seconded by Councilman Shafer; voice vote, unanimous.

16. Consideration of Resolution 24-20, Adopting a Master Fee Schedule. City Clerk Cecilia Good updated the Council on the Resolution. Motion to approve Resolution #24-20 was made by Councilman Bridger, seconded by Councilman Shafer; voice vote, unanimous.

17. Council Comments and Requests for Future Agenda Items.

A. Mayor Miller explained the due to Covid-19, measures will be put in place to institute social distancing restrictions during the election and related activities. Councilor Shafer mentioned a mailing received encouraging voting by absentee.

B. Councilor Henderson talked about how good downtown looks and expressed optimism for things turning around in the community. He also discussed the section of road on Lewis St. that is badly damaged. Public Works Director Thompson stated that the City is waiting for materials in order to make permanent repairs.

C. Mayor Miller discussed starting a One Cent committee to address the One Cent process. He also discussed a meeting held by NEWY regarding drafting a communication to the Mayor for Direct Distribution, progress made by SEEDA, and Forward Sheridan will no longer be functional as of March 31st.

18. Adjournment. Motion to adjourn made by Councilor Shafer and seconded by Mayor Henderson. Voice vote, unanimous. Meeting adjourned at 8:54 P.M.

APPROVED:

_____

Roger Miller, Mayor

ATTEST:

_____

City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Minutes of Special Council Meeting June 8th, 2020
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

minutes 6.8.20

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **5:00 P.M.** **June 8th, 2020**

Mayor Roger Miller called the meeting to order at 5:02 P.M.

The Pledge of Allegiance to the Flag was led by Mayor Miller.

Council Attendance: Mayor Roger Miller and Councilors Clint Beaver, Rich Bridger, Jacob Martin, Aaron Linden, Thayer Shafer, and Patrick Henderson. Others in Attendance: Human Resources Director Heather Doke, Assistant City Clerk Candace Ainslie, Interim City Administrator Mike Jackson, Fire Chief Gary Harnish, Governmental Relations Administrative Specialist Bev Leichtnam.

Councilor Shafer moved, seconded by Councilor Martin to adjourn into Executive Session per State Statute WY Stat § 16-4-405 ; To Consider Accepting or Tendering Offers Concerning Wages, Salaries, Benefits and Terms of Employment During All Negotiations.

Upon conclusion of the discussion, Councilor Shafer moved, seconded by Councilor Beaver to adjourn the meeting. Council approved the motion; voice vote: unanimous. Council adjourned the Special Meeting at 5:34 P.M.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Claims
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Prepaids
Payroll
Claims

City of Sheridan
Prepaids paid on 05/29/2020

Sum of Amount		
Vendor Name	**Description**	Total
Nicole Hamilton	ACH return	**30.00**
Grand Total		**30.00**

City of Sheridan
Prepaids paid on 06/04/20

Sum of Amount		
Vendor Name	**Description**	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	**793.24**
Montana Dakota Utilities	Numerous Electric Bills	**15,576.67**
ProPet Distributors, Inc.	Litter pickup bags/redo lost check 13403	**3,351.00**
Grand Total		**19,720.91**

City of Sheridan
Regular Payroll paid on 06/05/2020

Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 06.05.20	360.00
Aflac	Regular Payroll 06.05.20	1,355.91
Blue Cross Blue Shield of Wyoming	Regular Payroll 06.05.20	86,824.76
Circuit Court of Sheridan	Regular Payroll 06.05.20	317.52
CITCO FCU	Regular Payroll 06.05.20	2,795.13
Delta Dental of Wyoming	Regular Payroll 06.05.20	13,090.00
First Federal Savings Bank	Regular Payroll 06.05.20	9,712.84
First Northern Bank of Wyoming	Regular Payroll 06.05.20	208.34
HealthEquity, Inc.	Regular Payroll 06.05.20	2,691.80
Idaho Child Support Receipting	Regular Payroll 06.05.20	11.54
IRS 941	Regular Payroll 06.05.20	70,519.93
LegalShield	Regular Payroll 06.05.20	30.90
LOCAL 276, IAFF	Regular Payroll 06.05.20	800.00
Minnesota Child Support Payment Cent	Regular Payroll 06.05.20	203.50
Nationwide	Regular Payroll 06.05.20	34.28
Office of Child Support Enforcement (SI	Regular Payroll 06.05.20	185.54
Optum Bank, Inc.	Regular Payroll 06.05.20	647.93
Orchard Trust	Regular Payroll 06.05.20	3,922.96
Police Protective Assoc.	Regular Payroll 06.05.20	60.00
Security State Bank	Regular Payroll 06.05.20	572.93
Sunlight Federal Credit Union	Regular Payroll 06.05.20	1,792.52
Vantagepoint Transfer Agents 300698	Regular Payroll 06.05.20	7,715.75
VSP	Regular Payroll 06.05.20	1,142.41
Workers' Safety &	Regular Payroll 06.05.20	5,007.65
Wyo Educator's Benefit Trust	Regular Payroll 06.05.20	1,170.88
Wyoming Retirement System	Regular Payroll 06.05.20	65,874.28
Wyoming State Disbursement Unit	Regular Payroll 06.05.20	857.24
Grand Total		277,906.54

City of Sheridan
Claims paid on 06/16/2020

Sum of Amount		
Vendor Name	Description	Total
A Plus Plumbers & Appliance Repair	steamer thru sewer line/insulating lines for chiller	1,920.90
Ace Hardware-Newkirk	Supplies	153.45
ACT Communications	Crime Stoppers June Monthly Fee	34.23
Advocacy & Resource Ctr	4th quarter One Cent allocation	2,500.00
Agosto, Inc.	G Suite - Subscription Term 6.3.20-7.2.20	2,792.50
AlphaGraphics of Wyoming	paper for Council minutes/Social Media May	1,370.00
Amanda Tilden	Deposit Refund/345 Smith St.	68.04
Amazon Capital Services #A33MIR27FEZN42	Stand Up Desk and Mounts/boots/supplies	391.01
American Maid	Cleaning	5,675.00
American Welding & Gas, Inc.	Parts and supplies	551.58
Andrew Fried	Reimb Fire Inspector I Renewal Inv 100872999	347.90
Andrew W Lindberg	Reimb running shoes for ALindberg	96.56
Asphalt Drum Mixers, Inc.	refractory board - hot plant	199.91
Atlantic Roofing	Southeast booster roof repair	6,200.00
Automation & Electronics, Inc.	Scada Cyber Attack	1,766.95
Axis Forensic Toxicology, Inc	Lab results - 20P003171	308.00
B&B Leasing Company	Copier Leases	310.51
Barbara Hawkins & Jeanne Guinn	Deposit Refund/628 Gladstone St.	76.42
Big Horn Sanitation	portable toilets for park areas	79.60
Black Tooth Brewing Company, LLC	Refund FA-CPR Classes Jesse Woods-Ruth Martin	110.00
Bloedorn Lumber	plywood - salt shed - csc	29.71
Bluemel Plumbing & Heating	service call at KGC for general repairs	867.25
Bob Brotherton	Balance Refund/327 S. Tschirgi St.	9.61
Brian's Boot & Shoe	Boots	320.00
Burns & Mc Donnell	Cost Analysis Reports for PAYT - Conference Calls	1,406.50
Bustech, Inc	computer cables	11.95
Carquest Auto Parts	Parts and supplies	1,552.94
Central Wyoming College	college classes and book	714.95
Chemtrade Chemicals US LLC	truckload of Alum-Sulfate / SWTP	6,825.32
Child Development Center	4th quarter One Cent allocation	1,875.00
Christi Miller	Balance Refund/222 W. Loucks St.	70.69
City Dwellings	Balance Refund/1463 Woodworth St.	8.50
Coca-Cola Bottling Company High Country	UM pallet of water	347.20
Colter Mouw	Deposit Refund/453 N Custer St.	45.96
Compass - Center for Families	4th quarter One Cent allocation	2,500.00
County Trash	Reduction to Revenue 1320 Victoria St. - J Buttler	295.88
County Trash, LLC	Biweekly Dumpter Pick-up BGWTP	110.00
CPU IIT	Sonic Wall security Bundle and 1 yr subscription	649.00
Craftco Metals Services Inc	repair bent skid steer fork, pump shaft	678.73
Crescent Electric	Mini Lamp,conduit/fuses	378.81
CS Consulting	Confine Space Rescue Equipment for station	917.45
DeBolt Consulting	Monthly Service Agreement, May	300.00
Dennis Lockard	Plan Review Services February to May 2020	1,519.00
Dixie State University	Phone Exam and USB Report - 20P002095	350.00
Dixon Land Management and Consulting Inc	mowing City green spaces	2,300.00
Dog and Cat Shelter	4th quarter One Cent allocation	12,500.00
Doug Carlton	Balance Refund/2313 Pheasant Draw Rd.	11.25
Doug Rideout	Newcastle Mlni Conference Per Diem Reimbursmt	127.50
Dowl	Main St-Right Sizing Conceptual Design/E 5th Corridor	1,821.25
Downtown Sheridan Assoc	4th quarter One Cent allocation	6,250.00
DXP Enterprises, Inc.	Annual servicing of Mako Air Compressor at station/annual flow test	2,046.20
EMH Pro Cleaning	Janitorial and Sanitizing - May 2020	1,650.00
Employ, LLC	Temporary Labor	8,581.57
Engineering Associates	5th St Sewer Creek Crossing-Design/BGWTP Utilidor-Design & Bidding	21,088.25
EZ Flex Sports Mats	18` X 29` X 1 5/8` wrestling mat, cleaner and mop	2,732.60
Falcon Environmental Corporation	Retaining rings	33.00
Farmers Co-op Oil Co.	Fuel for May 2020	24,646.50
Fastenal Company	Parts and supplies	1,800.49
First Interstate Bank - Mastercard	Credit Card Charges for May 2020	19,314.57
Fletcher Construction Co	boom truck rental for cemetery pump work	210.00
Foot of the Bighorns	Running shoes for GLegler Inv 72613	110.00
Garrett & Company Inc.	engineered wood surfacing	3,900.00

Vendor Name	Description	Total
Grainger, Inc.	Shirts/soil moisture tester	614.12
Granite Peak Pump Service	work on cemetery pump system	584.76
Green Carpet Sod Co	sod for cemetery	222.00
Greg Loftus	Deposit Refund/428 Kingfisher Ave.	32.60
Gregory A Luhman	Reimb leatherman for GLuhman Inv 6444264	17.99
Habitat for Humanity	4th quarter One Cent allocation	2,500.00
Hach Company	Chlorine Free Reagents (2 Pkg of 100)	45.38
Harold Cox	Open Container Permit Refund	50.00
Hawkins Inc	process chemical	4,762.07
Heather Blakemann	Deposit Refund/522 W Burkitt St.	15.51
High Land Inc.	Replace 3 quarter backflow	319.53
Homer R Scott	Balance Refund/1127 Cross Creek Ct.	193.24
iBEAM Construction Cameras	Hillslides Project-Misc #5317	222.90
J S Machine and Welding	Manufacture stainless steel aerator shafts	1,950.00
J5 Plumbing & Heating Inc	Band shell water meter installation	471.92
Jill Moriarty	Deposit Refund/595 Wyoming Ave.	24.52
John Deere Financial #1111308145	stall mats & supplies	417.04
John H Addlesperger	Balance Refund/1746 Weeping Willow Ln.	5.00
John Masters	Balance Refund/1845 Frackleton St.	55.51
John T Banks	two honorariums for public arts sculptures	2,000.00
Jonathan P Syring	Reimb helmet liner JSyring Inv E1968273	9.45
Kayla Laramore	Deposit Refund/1218 S Sheridan Ave.	8.50
Kilpatrick Creations Inc.	Clothing for Firemen Inv 187167	1,318.75
Klay Condos	Reimb running shoes for Condos	17.00
Knecht Home Center	brown versa lok	155.28
Knife River	greens sand, truck time, fuel charges	3,193.24
Kois Brothers Equipment, Co.	air cylinder unit 3.38 landfill roller/belt assembly /filter	2,528.19
KXK Construction	Scott, Loucks, Brundage, Sugarland Drive - st	3,700.00
Landon's Greenhouse & Nursery, Inc.	Bulk organic compost, flowers, fertilizer, trees	15,111.20
LJS Concrete & Excavating LLC	WTP Hypochlorite Tank Replacement #4553	2,090.00
Marci Buckley	Balance Refund/1130 S. Thurmond St.	26.78
Margaret Fletcher	Balance Refund/117 Johnson St.	50.02
Marlene Schmidt	Deposit Refund/1155 N Main St.	8.55
Master's Touch	painting of wall around new water cooler	125.00
MC2 Engineering	WDT Reconstruction Project- #4725	385.00
Medicine Train. LLC	Balance Refund/1375 Ridgeway Ave.	56.91
Megan Perkins	Deposit Refund/247 W Burkitt St.	30.55
Memorial Hospital of Sheridan County	Pharmacy supplies for ambulances P4557 Inv 4002	111.88
Mia Mikesell	Refund/354 W Heald St.	24.73
Michael Vigil	Deposit Refund/1220 Val Vista St.	65.40
Midland Implement Co Inc	toro nozzle	108.00
Midwest Laboratories, Inc.	Compost Testing	1,201.00
Mike Chavez	Deposit Refund/143 W Colorado St.	42.93
Motorola Solutions, Inc.	Remote Unix to Windows Server Migration	14,060.00
MTH Properties, LLC	Balance Refund/917 Illinois St.	5.61
Mullinax Concrete Service & Irrigation	coupling for cemetery pump, soil and gravel/rock for asphalt	37,373.86
Nalco Company	Polymer- SWTP	388.30
Napa Auto Parts	Parts and supplies	1,200.28
Nathan Petron	Deposit Refund/1264 Rosewood Ct.	57.04
Nicole Opitz	Deposit Refund/327 S. Tschirgi	48.55
Norco, Inc	Uniforms and supplies	1,589.18
North Main Association	4th quarter One Cent allocation	6,250.00
O'Dell Construction	Overpayment Refund/Building Permit	8,971.34
Office Shop Inc	contract and overage for 4/25-5/24/20 engineering	314.91
Office Shop Leasing	Lease Payments	182.11
Only Co., LLC	City Council Video Work - May 2020	1,500.00
Pace Analytical Services, LLC	Bac T, Haloacetic, Alum Crystal testing	1,655.00
Pavement Markings LLC	Restripe parking at Kendrick Park area	2,032.50
Pepsi of Gillette/Sheridan	water - st	267.00
Peterson Pacific Corporation,	Belt Chain and Teeth for Grinder 4-76	1,028.70
Plains Tire & Battery	Tires and repairs	1,815.72
Powder River Heating & Air Conditioning, Inc	Labor for service for Furnace at BGWTP/Heater for SWTP	4,406.00
Powder River Power Co	Parts and supplies	1,822.28
Proforce Law Enforcement	Patriot Factory Constable Rifles	14,536.08
Prothman	Interim CA Salary/CA Recruitment	6,929.69
Public Safety Center, Inc.	disposable exam gloves and rifle boxes for evidenc	369.19
Regan Haswell	Balance Refund/2151 Skyview West Dr.	32.85
Respond First Aid Systems of Wyoming	UM first aid restock	40.66

Vendor Name	Description	Total
Rhonda M Gould	Sewed stripes on shirt for Waugh	12.50
Ridgepoint Consulting, LLC	KROE Lane Project Design & CA/R&O Pro Serv/E Downtown Waterline	11,260.00
Rock-N-Rescue	Replace rescue equipment for station	323.43
Rosenbauer South Dakota, LLC.	Replace rub rail for E2 CBrutlag	119.60
Safe Rescue, LLC	DragNLife Harness-tripod arizona vortex hobble str	981.00
Sarah Mountain	Balance Refund/424 S. 2nd St.	167.86
SCS Engineers	Tipping Fee Study - May 2020	6,124.80
Secretary of State	Notary Fees - Wilson and Nelson	60.00
Secure Shred	Shredding - 5/14/20	137.34
Senior Citizens Council	4th quarter One Cent allocation	20,000.00
Servall Uniform & Linen Supply	Rug cleaning	353.80
Shaunessey Reeves	Cleaning	1,050.00
Sheridan Commercial Co.	Parts and supplies	2,060.56
Sheridan Community Land Trust	4th quarter One Cent allocation	3,750.00
Sheridan County Chamber of Commerce	4th quarter One Cent allocation	6,250.00
Sheridan County Conservation District	4th quarter One Cent allocation	2,690.00
Sheridan County Historical Society and Museum	4th quarter One Cent allocation	3,750.00
Sheridan County Juvenile Justice	4th quarter One Cent allocation	27,500.00
Sheridan County Treasurer	repair and equipment purchases for goose creek	3,467.67
Sheridan Econ-O-Wash	laundry services	130.00
Sheridan Electric LLC	Labor to Disconnect Glass Crusher/Repairs/pathway lighting	4,620.00
Sheridan Health Center	4th quarter One Cent allocation	5,000.00
Sheridan Lock & Key	1 deadbolt and 5 keys for parks building	15.00
Sheridan Motor Inc	filter, battery, oil changes, lube, pads & rotors	2,654.86
Sheridan Newspapers Inc	Ads	4,951.77
Sherwin Williams	paint for park office	104.84
Signature Equipment Corp.	suction elbow wear black unit 4.90 st	1,349.99
Source Office & Technology	Ink, lens cleaner	93.76
Sterling Computer Corporation	Chromebox for training room/PC's and Monitors for Parks	1,942.00
Steven Rassmussen	Balance Refund/559 1/2 Coffeen Ave	60.91
Sugarland Estates	Balance Refunds	3,881.77
Superior Signals Inc.	mini bar amber - split parks and weed and pest	513.42
Swagit Productions, LLC	Video Recording Svcs - May 2020	1,295.00
Tanios Seghali	Deposit Refund/819 Emerson St.	90.00
Thatcher Company	Soda Ash	9,360.00
Thomas J Klepperich	Municipal Court Judge Billing, May 2020	1,300.00
Tim Koble	Refund/2028 Bungalow Village Ln.	209.07
Tire Rama	Tires and repairs	1,996.48
Titan Machinery Inc.	seat belt kit unit 4.48 recycle/May/June Rental Roller	2,497.86
Todd & Becky Olson	Balance Refund/939 W 10th St.	33.96
Tongue River Stone Inc.	48.76 tons chips - st	1,072.72
Top Office Products Inc	Copy charges	258.32
Tri State Truck & Equipment, Inc	rubber spring unit 3.38 landfill	1,505.00
Trihydro Corporation	Hillslides Project-Misc #5317	167.00
TW Enterprises, Inc	Replace control panel on Fire Training Trailer CB	616.84
Visionary Communications	Internet at BGWTP and Intake	399.10
VRM, Inc.	Repairs	5,394.20
Weed Warriors	mow and trim woodland park - flemming - flood	395.00
Will & Danielle Nichols	Balance Refund/375 Adkins Ave.	5.00
Winsupply of Sheridan Wy Co	Parts and supplies	1,616.62
WYCore, LLC	Balance Refund/1943 Edwards Dr. #B	33.94
Wyoming Assoc Rural Water	Newcastle mini- conference	209.00
Wyoming Machinery Co	Alternator for Small Loader/Filters/cartridge for dozer	932.01
Wyoming Rents	saw blades, fuel jug, rental	85.00
Yonkee & Toner, LLP	Firefighter Arbitration Expenses	500.00
Zach McLain	Reimb running shoes for ZMcLain Inv 7465845	105.95
Zach Stewart	Deposit Refund/753 S. Sheridan Ave.	33.18
Zowada Plumbing & Heating Inc	City Hall Boiler Replacement #4760	35,601.25
Zowada Recycling & Steel, LLC	flat iron for hot plant/3/8 plate hot plant	147.16
Grand Total		488,846.03

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Sales and Use Tax Update - City Treasurer Karen Burtis
From:	Karen Burtis, City Treasurer
To:	Mayor and Council
CC:	
Date:	05/28/2020

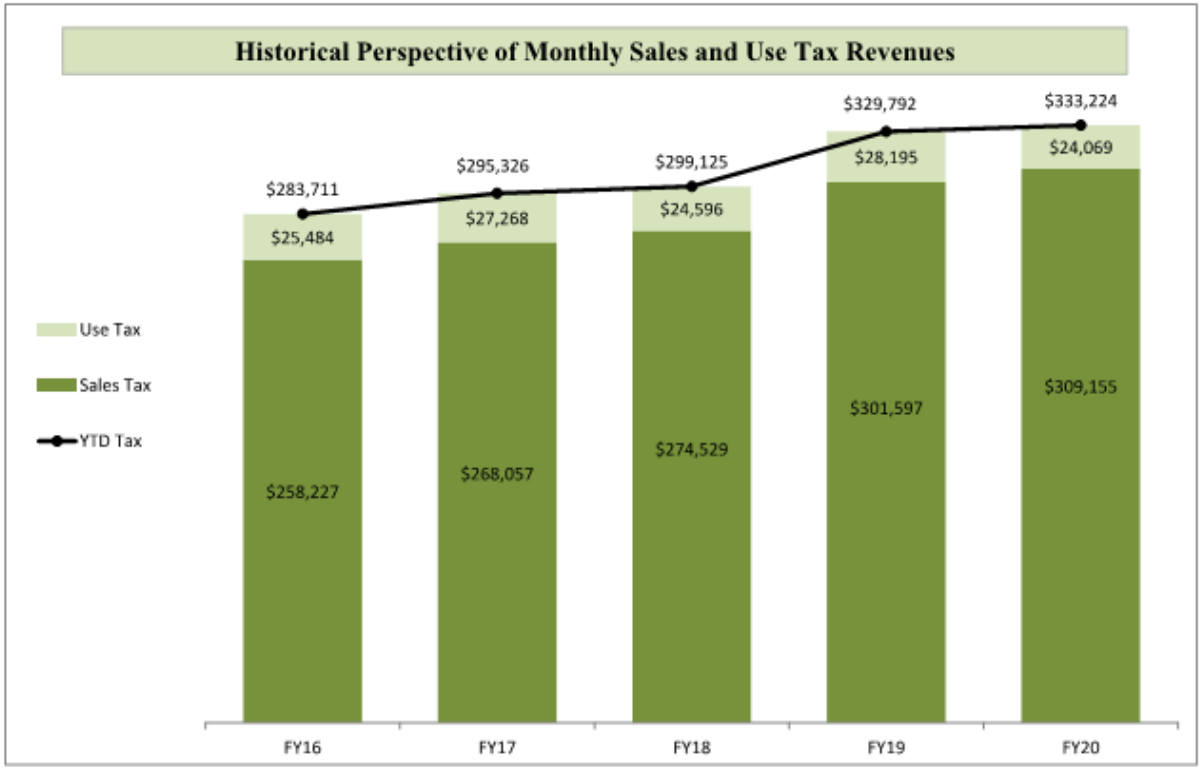
Attachments

Sales & Use Tax Graphs

City of Sheridan
Tax Revenue Report
June 2020

General Fund Monthly Sales and Use Tax Revenues

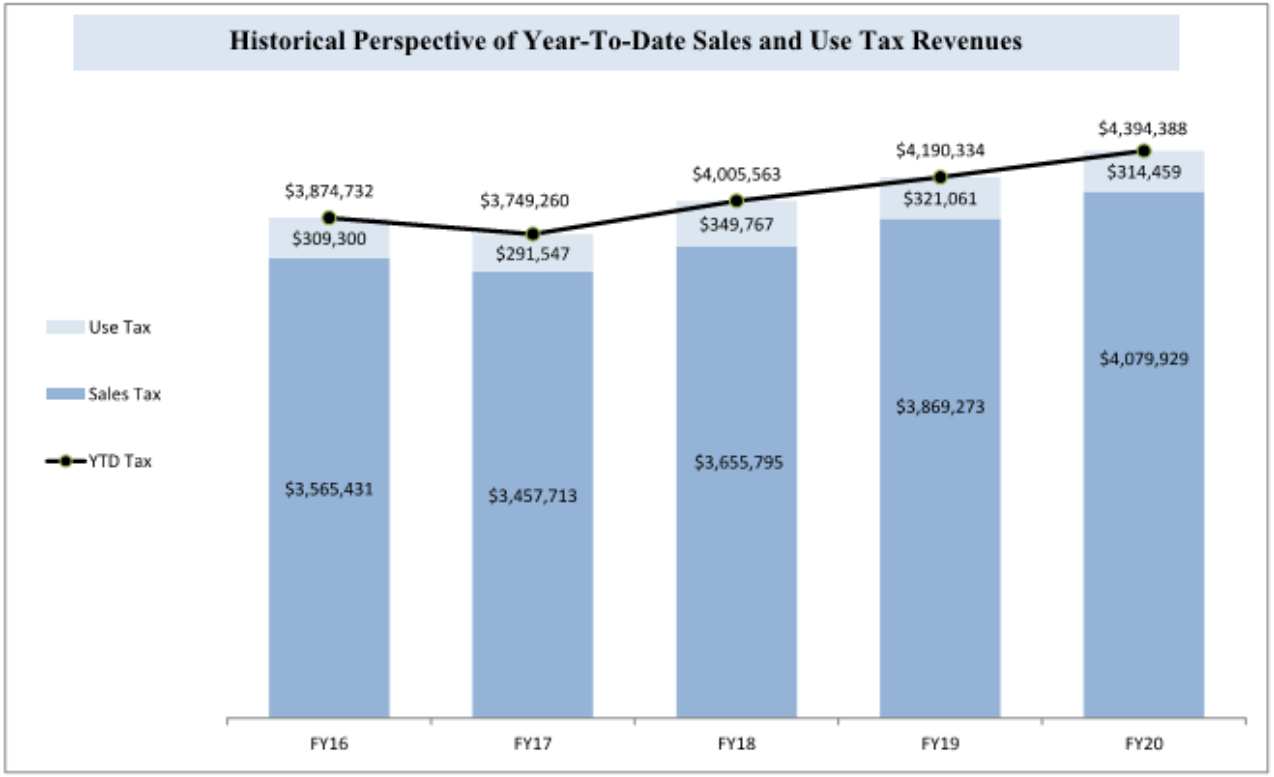
	Budgeted Revenues Jun-20	Actual Revenues Jun-20	Prior Year Actual Revenues Jun-19	Variance FY19 - FY20
Sales Tax	$292,485	$309,155	$301,597	2.5%
Use Tax	$27,751	$24,069	$28,195	-14.6%
Total	**$320,235**	**$333,224**	**$329,792**	**1.0%**



City of Sheridan
Tax Revenue Report
June 2020

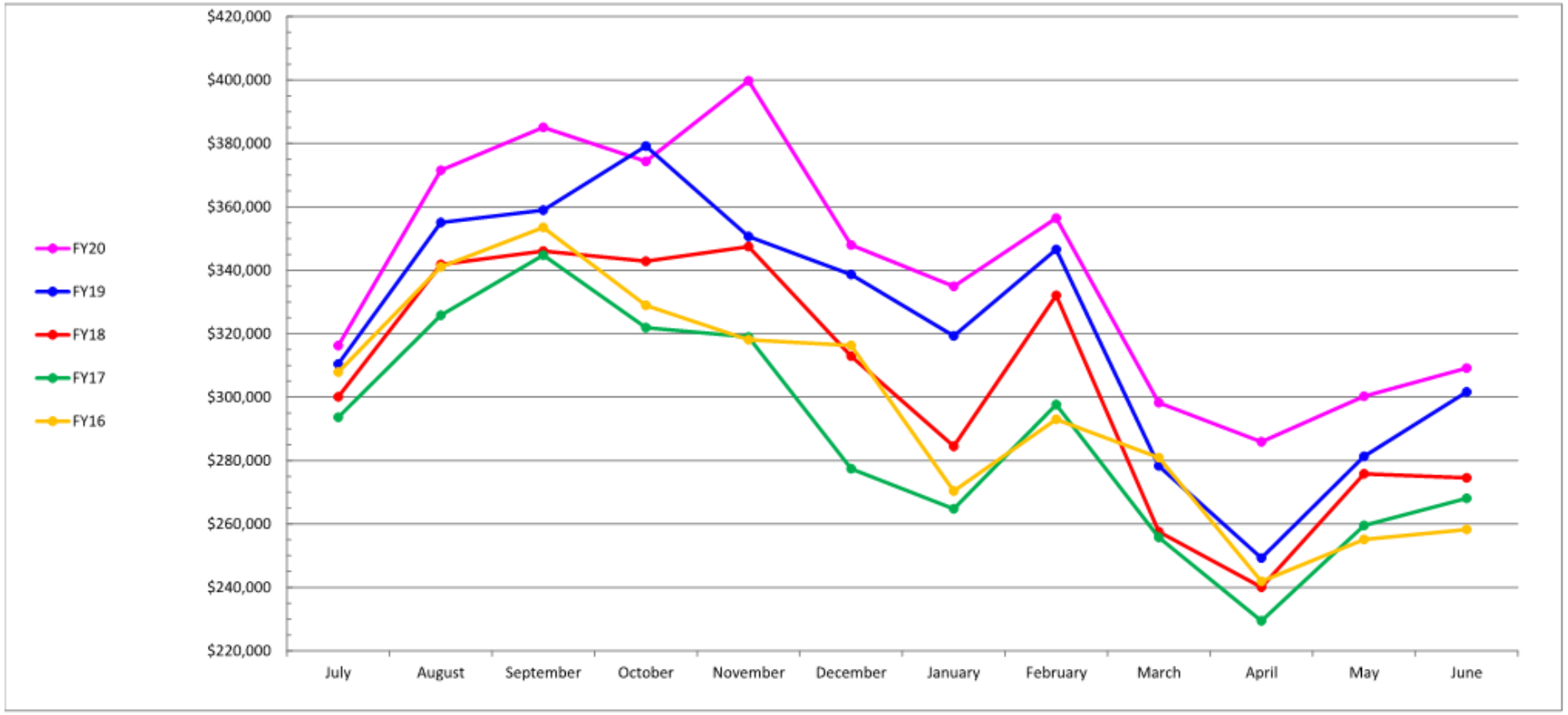
General Fund Year-To-Date Sales and Use Tax Revenues

	Budgeted Revenues YTD FY20	Actual Revenues YTD FY20	Prior Year Actual Revenues YTD FY19	Variance FY19 - FY20
Sales Tax	$3,905,000	$4,079,929	$3,869,273	5.4%
Use Tax	$359,000	$314,459	$321,061	-2.1%
Total	**$4,264,000**	**$4,394,388**	**$4,190,334**	**4.9%**



City of Sheridan
Tax Revenue Report
June 2020

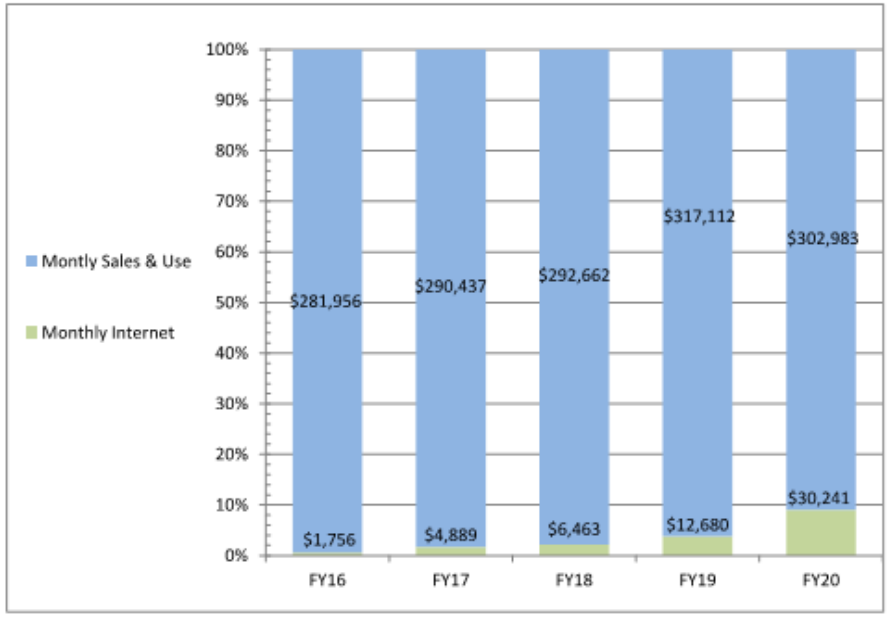
General Fund Monthly Sales Tax Revenue by Year



City of Sheridan
Tax Revenue Report
June 2020

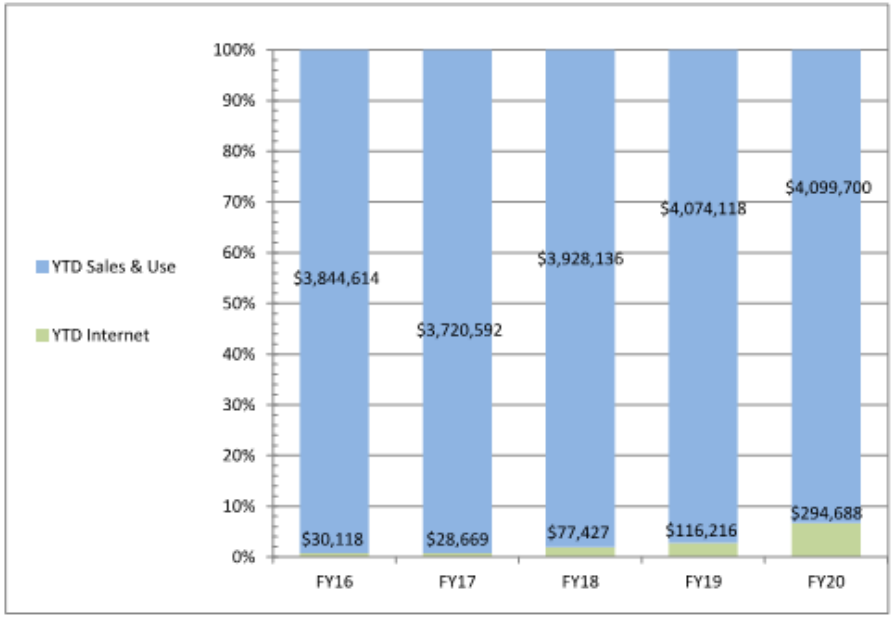
Monthly Internet Tax Compared to Total Sales & Use Tax

	FY18 Jun-18	FY19 Jun-19	FY20 Jun-20	Variance FY19 - FY20
Internet Tax	$6,463	$12,680	$30,241	138.5%
Sales & Use Tax	$292,662	$317,112	$302,983	-4.5%
Total Tax	$299,125	$329,792	$333,224	1.0%
Percentage	2.16%	3.84%	9.08%	136.0%

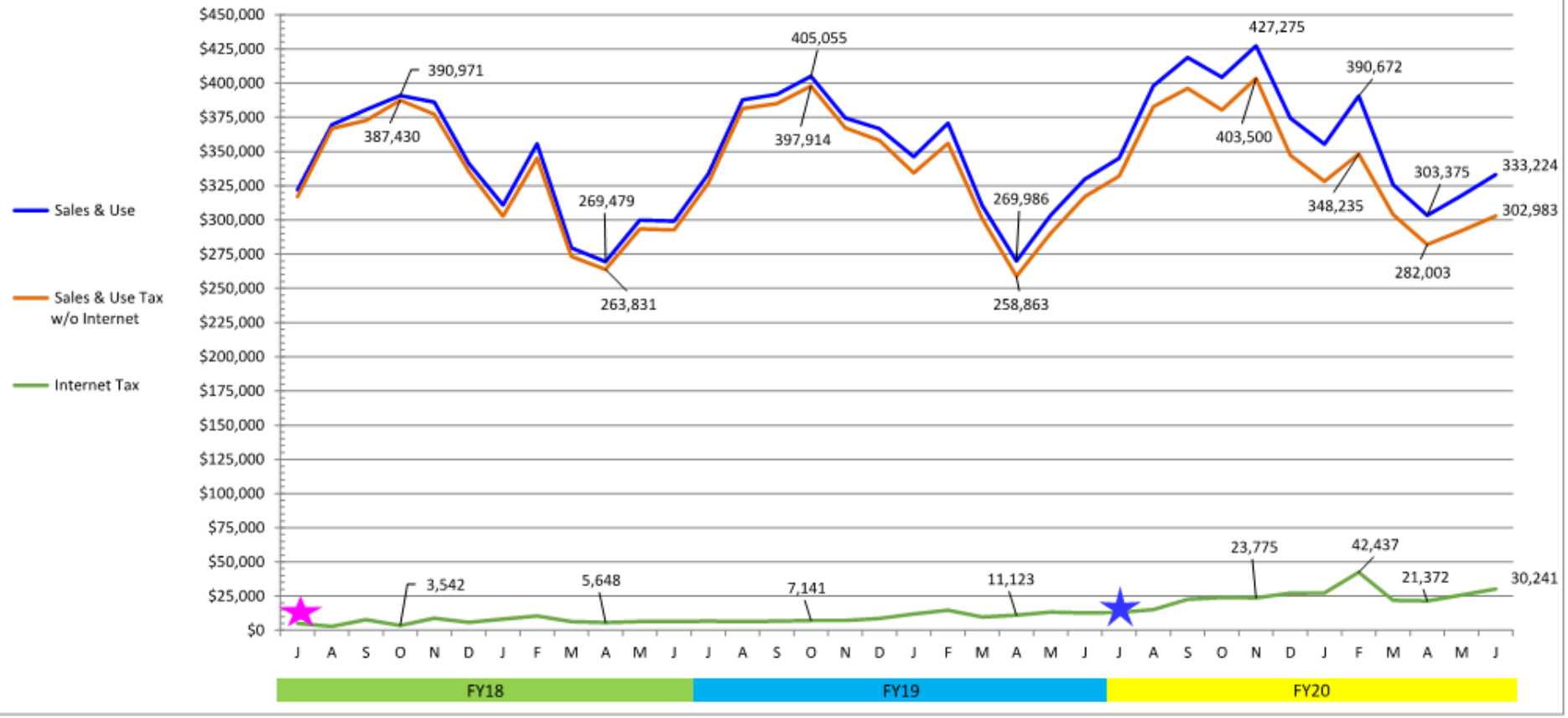


YTD Internet Tax Compared to Total Sales & Use Tax

	FY18 YTD	FY19 YTD	FY20 YTD	Variance FY19 - FY20
Internet Tax	$77,427	$116,216	$294,688	153.6%
Sales & Use Tax	$3,928,136	$4,074,118	$4,099,700	0.6%
Total Tax	$4,005,563	$4,190,334	$4,394,388	4.9%
Percentage	1.93%	2.77%	6.71%	141.8%



Sales & Use Tax vs. Internet Tax Comparison
FY18 - FY20



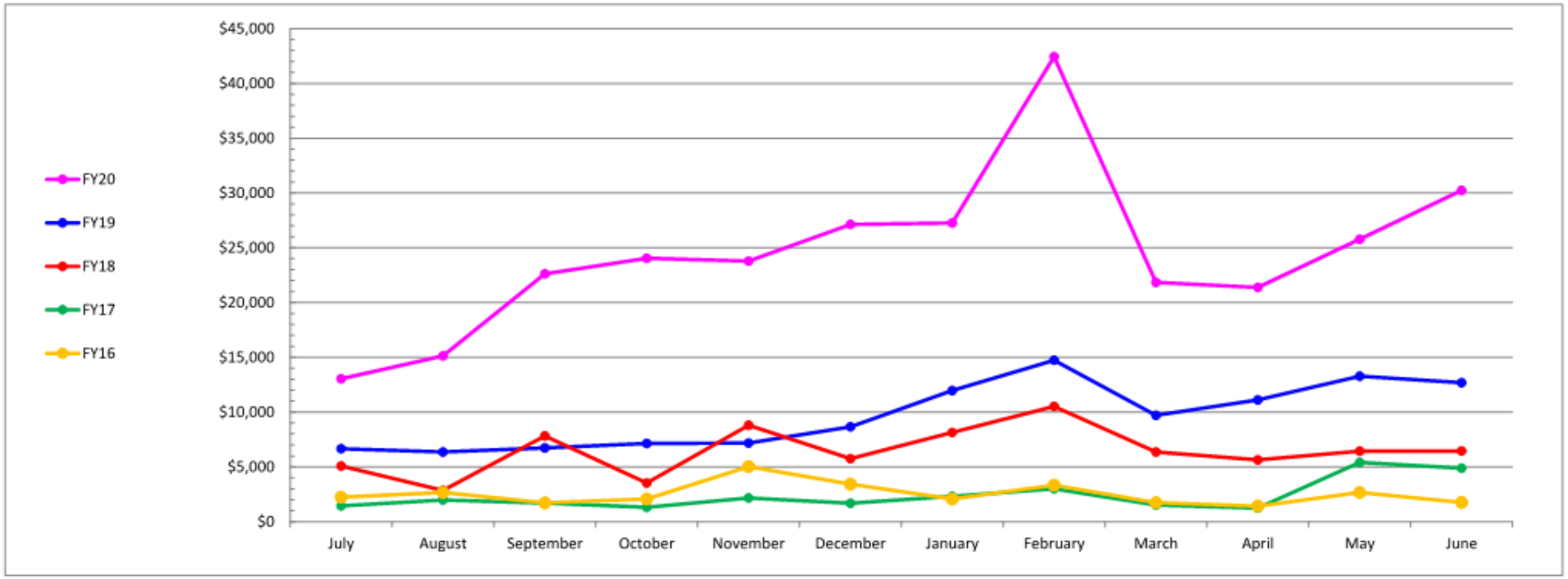
4/1/17 - Amazon voluntarily collects sales tax

7/1/17 - State of WY House Bill 19 enacted

7/1/19 - State of WY House Bill 69 enacted

City of Sheridan
Tax Revenue Report
June 2020

Monthly Internet Tax Revenue by Year



City of Sheridan
Sales & Use Tax Revenue Report
June 2020

Select Municipalities Comparison

	FY19	FY20	%
Sheridan	$329,792	$333,224	1.0%
Buffalo	$109,825	$82,505	-24.9%
Riverton	$167,204	$174,851	4.6%
Gillette	$1,767,521	$1,460,864	-17.3%
Douglas	$837,428	$559,162	-33.2%
Casper	$1,544,516	$1,264,368	-18.1%
Cheyenne	$1,593,636	$1,416,690	-11.1%
Laramie	$442,854	$417,321	-5.8%
Jackson	$399,608	$340,258	-14.9%
Cody	$218,604	$189,174	-13.5%
Green River	$439,270	$369,472	-15.9%
Rock Springs	$808,552	$680,901	-15.8%

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Attorney

MEMORANDUM

Project Name:	Consideration for the Third and Final Reading of Ordinance #2217 Removing Unused Sections of City Code - City Attorney Brendon Kerns
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	
Date:	

Attachments

Ordinance #2217

Ordinance 2217

AN ORDINANCE REPEALING UNNECESSARY AND OUTDATED PROVISIONS OF CITY OF SHERIDAN ORDINANCES IN CHAPTER 2, CHAPTER 5 and CHAPTER 14 CONCERNING PUBLIC DANCES AND THE CITY TRAVEL AND TOURISM BOARD, SPECIFICALLY;

WHEREAS, the City of Sheridan has identified specific portions of the City code which are no longer applicable, necessary or relevant.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

Chapter 2-82 through 2-90 are hereby repealed and reserved and titled as follows:

2-82 Reserved

2-83 Reserved

2-84 Reserved

2-85 Reserved

2-86 Reserved

2-87 Reserved

2-88 Reserved

2-89 Reserved

2-90 Reserved

Chapter 5-12 through 5-16 are hereby repealed and shall be reserved and titled as follows:

5-12 Reserved

5-13 Reserved

5-14 Reserved

5-15 Reserved

5-16 Reserved

Chapter 14-11 is hereby repealed and shall be reserved.

WHEREUPON, a motion was passed and the Ordinance declared adopted this ____ day of _____ _____, 2020.

CITY OF SHERIDAN, WYOMING

_____
Mayor

ATTEST:

_____
City Clerk

FIRST READING:

SECOND READING:

PUBLISHED:

EFFECTIVE THE _____ DAY OF _____, 2020.

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Consideration of a One Cent Agreement with Sheridan County for the Impact Sheridan Program - City Attorney Brendon Kerns
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Agreement with the County for One Cent Funds

CITY OF SHERIDAN ONE CENT FUNDING AGREEMENT

This Agreement is made by and between the City of Sheridan, a political subdivision of the State of Wyoming, ("City") and Sheridan County, Wyoming (the "Recipient").

WHEREAS, City has determined that the services provided by the Recipient in Sheridan, Wyoming, as hereinafter set forth, are of direct benefit to the welfare of the City of Sheridan and its residents, and that the City should assist in the funding thereof for the term of this Agreement.

NOW, THEREFORE, the City and Recipient do hereby agree as follows:

Section 1: RECIPIENT'S OBLIGATIONS.

a) SERVICES TO BE PROVIDED. Recipient agrees that, as a condition of receiving funds from the City, it will provide to the City of Sheridan and its residents, the following services:

- The Recipient shall perform and provide the necessary services to ensure the operation of the "Incubator" an organization established between Sheridan County and the University of Wyoming.

b) REPORTING. Recipient shall utilize generally accepted accounting procedures and practices, maintain books and all other documents, to sufficiently and accurately reflect all transactions of any nature to this Agreement. Such books, records, and other documents shall be available for inspection by City at Recipient's office upon reasonable notice and Recipient shall retain all such books, records, and other documents relevant to the services and funding relevant to this Agreement during the term of this Agreement for not less than five years thereafter or as otherwise required by law. Recipient shall assist the City, as reasonable, in the event City desires to audit Recipient. Additionally Recipient is required to provide the City the following reports:

- No less than annually, file a written report with the City Clerk's Office detailing the services provided pursuant to this agreement, the expenditure of funding, and the results achieved through the assistance of funding. The receipt of the report is required to receive funding, subject to Council approval, as specified in Section 2 as this agreement prescribes.
- A copy of the Federal Form 990, if required, within thirty (30) days of filing with the Internal Revenue Service.
- Upon the City's request, a representative of the Recipient shall give a report to the City of Sheridan's Governing Body on how funds are being used for their intended purpose.

c) POLITICAL ACTIVITY. Recipient shall not engage in any partisan political activity designed to bolster any political party or its specific political platform. Recipient may provide written or verbal information to individuals or candidates upon request provided such information is made available to the public at large on an equal basis. Recipient may

sponsor public forums organized to educate the general public on issues relevant the activities subject to this Agreement.

Section 2: CITY OBLIGATIONS. In consideration of the services to be provided by the Recipient to the City and its residents during fiscal year 2020 and fiscal years 2021 through 2022, the City will pay the Recipient the sum of Dollars ($) for services in fiscal year 2020 and the sum of Dollars ($) annually beginning in fiscal year 2021 to assist in the funding thereof subject to the availability of funds detailed in Section 4 below. The payment shall be made to Recipient on a quarterly basis by dividing the total obligation into 4 equal payments subject to section 4 of this agreement.

Section 3: TERM. This Agreement shall be backdated to January 1, 2020 and ends June 30, 2022, unless terminated in accordance with the provisions herein.

Section 4: AVAILABILITY OF FUNDS. The obligations of the parties are conditioned upon the availability of funds appropriated or allocated for use under this Agreement by the City from any governmental source. Whether funds are available for appropriation are solely in the discretion of the City. The City's payments are intended to be distributed on a quarterly basis with the final quarter payment to be made once the determination that sufficient funds are available or prorated if funds are not sufficient for full distribution. If funds are not allocated and available as needed for the parties to perform this Agreement, the Agreement may be terminated at the end of the period for which funds, if any, are available. Each party shall notify the other party at the earliest possible time if the Agreement will or may be affected by a shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any future payments due or damages as a result of termination under this section.

Section 5: GENERAL COVENANTS.

a) NON WAIVER. Any waiver by City of any breach of covenant herein to be kept and performed by Recipient shall not be deemed as a continuing waiver and shall not operate to prevent City from declaring a forfeiture for any succeeding breach, either of the same or other covenant.
b) MODIFICATION. No modification of the terms of this Agreement shall be effective unless such modification is in writing and signed and dated by the parties and attached to the Agreement for the year in effect.
c) ASSIGNMENT. This Agreement is not assignable.
d) TERMINATION. This Agreement may be terminated:
    a. by either party at any time if the other party breaches this Agreement; or
    b. by either party upon thirty (30) days written notice to the other party of intent to terminate; or
    c. upon mutual written agreement by the parties.
e) NOTICES. Notices shall be sufficient if sent by United States Mail, postage prepaid, and addressed to as follows:

If to City:	If to Sheridan County:
City Clerk's Office	_____
PO Box 848	_____

Sheridan, WY 82801 Sheridan, WY 82801
or delivery in person.

f) COMPLIANCE WITH LAWS. Recipient shall comply with all applicable municipal, state, and federal ordinances, laws, rules, and regulations as they are now or as they are enacted, and shall not engage in any practice which may have the effect of discriminating against any entity on the basis of disability, age, sex, race, creed, color, national origin, ancestry, or religion.

g) INDEMNITY. Recipient shall indemnify, defend, and hold harmless City from and against any and all claims of any nature whatsoever arising from or in connection with the performance of any duties by Recipient related in any way to this Agreement.

h) GOVERNMENTAL IMMUNITY. Nothing in this Agreement shall in any way be deemed a waiver of any of the requirements or immunities provided by the Wyoming Governmental Claims Act.

i) CHOICE OF LAWS. The laws of the State of Wyoming govern this Agreement. Any litigation of this Agreement shall occur within the Fourth Judicial District of the State of Wyoming.

j) INDEPENDENCE OF AGREEMENT. Recipient is a Government Agency and nothing herein is intended, or should be construed as creating a relationship of partners, agency, representative, or employee/employer for any purpose.

k) THIRD PARTIES. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status.

l) PARAGRAPH HEADINGS. The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

m) FORCE MAJEURE. Neither party shall be liable for failure to perform under this Agreement if such a failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but not limited to acts of public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

Section 5: ENTIRE AGREEMENT. This document constitutes the entire agreement of the parties.

ANY PERSON SIGNING CERTIFIES THAT HE OR SHE HAS BEEN PROPERLY AUTHORIZED TO ENTER INTO THIS AGREEMENT BY HIS OR HER RESPECTIVE PARTY. ADDITIONALLY, RECIPIENT CERTIFIES THAT IT IS A STATE OF WYOMING GOVERNMENT AGENCY.

Dated and made effective on: _____, 2020.

CITY OF SHERIDAN, WYOMING **SHERIDAN COUNTY, WYOMING**

Mayor

Board Chairman

ATTEST:

City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Consideration of Resolution 14-20 Establishing Utility Rates for Sewer Service - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	
Date:	06/04/2020

Recommendation:

Staff recommends the Mayor and City Council approve Resolution 14-20 establishing utility rates for sewer service as defined and authorized by Sections 28-1, 4.6, and 43 of the Sheridan City Code. This Resolution supersedes previous Resolution 34-19 and amends the Master Fee Schedule establishing the same, and would be effective January 1, 2021.

Background:

The City has historically conducted financial plan updates for its Sewer Enterprise Funds every three years. In 2018, the City updated its Sewer Enterprise financial plan utilizing industry standard rate analysis practices. The associated update to the rate model involved a thorough evaluation of present and future fiscal obligations of the Sewer Fund and determined the rate adjustments necessary for the City of Sheridan to effectively operate and maintain the utility system long into the future.

The 2018 rate analysis recommended annual increases of 2.75% to sewer rates beginning in FY19. In keeping with these recommendations, 2.75% increase to sewer rates occurred in January of 2019, in January 2020, and confirmed as necessary again in January 2021. A 2.75% increase to sewer rates is reflected in Resolution 14-20 for City Council's consideration.

The proposed adjustment to sewer rates will result in an increase of $.55 on the average, monthly sewer bill. Resolution 15-20 is presented for the Mayor and City Council's consideration. If approved, the new rates would go into effect on January 1, 2021.

Attachments

Resolution 14-20

RESOLUTION 14-20

UTILITY RATES FOR SEWER SERVICE

A Resolution establishing and directing the levy, charge and collection of connection charges, plant investment fees, and utility rates for sewer service as defined and authorized by Sections 28-1, 4.6, and 43 of the Sheridan City Code, 1959. This Resolution supersedes Resolution 34-19 and amends the Master Fee Schedule. The effective date of this Resolution is January 1, 2021, unless otherwise provided within.

WHEREAS, Resolution 34-19 established the City of Sheridan's connection charges, plant investment fees and utility rates for City sewer service; and

WHEREAS, a Master Fee Schedule reflects the City of Sheridan's connection charges, plant investment fees and utility rates for City sewer service; and

WHEREAS, Resolution 14-20 shall supersede Resolution 34-19 and amend the Master Fee Schedule; and establish the City of Sheridan's connection charges, plant investment fees, and utility rates for sewer service.

Section 1.

Plant Investment Fee for Connection to the Municipal Sewer System

All persons hereinafter applying for permission to connect to the municipal sewer system or to increase the size or number of connections thereto, shall first pay to the City a sewer plant investment fee for each premises to be served, based upon the size and number of water meters installed, to be installed or which would be required upon the premises to be served, in accordance with the amount or amounts set forth in the following schedule:

Water Meter Size	*Customer Class*	*AWWA M22 Max Flow Rates (gpm)*	*3/4" equivalency ratio*	*Sewer Plant Investment Fee*	
				Inside City	*Outside City*
¾"	Small Commercial	30	0.41	$ 1,020.00	$ 2,040.00
¾"	Small Multi-Family	30	0.66	1,650.00	3,300.00
¾"	Single-Family Residential & All Other	30	1.00	2,500.00	5,000.00
1"	All	50	1.67	4,180.00	8,360.00
1½"	All	100	3.33	8,320.00	16,640.00
2"	All	160	5.33	13,320.00	26,640.00
3"	All	350	11.67	29,180.00	58,360.00
4"	All	630	21.00	52,500.00	105,000.00
6"	All	1,300	43.33	108,320.00	216,640.00
8"	All	2,400	80.00	200,000.00	400,000.00

Provided where the "small multi-family" customer class is defined as duplexes, mixed use developments (like commercial businesses that possess residential apartments), mobile home parks, trailer courts, motels, hotels and all other multi-family apartment units that share a single tap and service line from the City's sewer main.

Provided where the "small commercial" customer class is defined as office buildings that are served by a single tap and service line.

Where the size or number of meters upon any premises is to be increased, the plant investment fee shall be an amount equal to the difference between the scheduled amount for the existing meter or meters and the scheduled amount for the meter or meters to be installed.

All consumer connections to the sanitary sewer mains shall be made by and at the expense of the consumer under the supervision of a licensed master plumber, upon payment of an inspection fee of fifty dollars ($50.00).

Where the premises to be served do not have municipal water service, and where water from private sources is to be discharged to the municipal sewer, the plant investment fee for sewer service shall be computed on the basis of the size or number of meters which would have been required to service the premises with municipal water.

Section 2.

The following rates are established, and shall be charged and paid on a monthly basis for all sanitary sewer service from the municipal sanitary sewer system.

SEWER UTILITY RATES
Minimum Charges

Meter Size (inches)	*Sewer Contributions Allowed With Minimum (Gallons)*	*Monthly Minimum Charge*	
		Inside City	*Outside City*
¾	1,500	$13.82	$27.63
1	3,000	$21.05	$42.14
1½	6,000	$32.74	$65.47
2	9,000	$44.34	$88.65
3	22,000	$93.55	$186.39
4	37,000	$151.46	$302.91
6	75,000	$299.06	$598.13
8	150,000	$598.13	$1196.27

(a) For sewer use in excess of the minimum sewer contribution included in the minimum charge, the following charges shall be made.

Charge Per 1,000 Gallons	
Inside City	*Outside City*
$2.77	$5.58

(b) The charges for private sewer discharge at the city wastewater treatment plant are as follows:

Septage Disposal	$ 75.00	per 1,000 gallons
Grease Disposal	$ 275.00	per 1,000 gallons

(c) The customer's monthly sewage contribution for residential and multi-unit customers is to be based upon the customer's water usage during the winter for four billing periods in the months of December, January, February and March and redetermined annually on or about April 1st.

(d) Sewer service charges for other than residential and multi-unit customers are to be based upon the indicated water usage plus any water contributed from private wells. In the event that any customer can show (by meter) that a portion of the metered water does not enter the sanitary sewer system, the customer(s) are to be charged for only that volume entering the sanitary sewers. The customer may be required to install a meter in his system to record the difference between sewage and non-sewage flows.

(e) A surcharge is to be imposed on individual, commercial and/or industrial customers for contributed sewage strength in excess of two hundred twenty-five mg/l five-day biochemical oxygen demand and two hundred twenty-five mg/l suspended solids. If the industrial waste is delivered to the wastewater treatment plant for private sewer discharge, this surcharge shall be in addition to the fee identified in (c) above. The surcharge is to be based upon the following formula:

$$S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$$

Where:

S	=	Surcharge in dollars.
V_s	=	Sewage volume in 1000 gallons.
Z	=	Unit charge for BOD (Z = 0.0007273).
BOD_5	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD_5 strength in mg/l by weight.
Y	=	Unit charge for suspended solids (Y = 0.001818).
SS	=	Suspended solids strength index in mg/l by weight.
225	=	Allowed SS strength in mg/l by weight.

(f) A statement for charges for sewer service shall be dated and sent out to users at regular intervals. Such statements shall be added to and made a part of the water bill, if customers receive water service from the city or by separate billing if water service is from other than the city. Provisions of this code relative to the payment of delinquent water bills shall also apply to delinquent sewer bills in all aspects, including the discontinuance of water service for nonpayment of sewer charges. Any payment received for combined water and sewer bills which are for less than the sum of the water and sewer bills shall be first applied to the sewer charge, and any remainder to the water charge.

For customers not receiving city water service, these same provisions shall apply, except that instead of discontinuance of water, a one-dollar ($1.00) late charge shall be added to the next bill at the time of billing, to cover additional accounting costs. If a sewer charge is not paid in nine months a lien shall be filed on the property for the balance then due, plus filing fees. If the lien is not paid in fifteen months, the service line shall be disconnected from the city's main and plugged. Service shall not be restored until the account is paid in full plus the actual cost of disconnecting the service line. Reconnection shall be the responsibility of the owner. If such disconnection is required, the city shall notify the agency furnishing water to the premises of the action to be taken.

(g) Owners or agents in charge of business blocks or other buildings occupied by more than one tenant using water from the same service pipe and/or discharging sewage through the same service sewer shall be required to pay the same rate for the whole of such building, unless a separate water meter is installed for each tenant. In case of a delinquent bill by a tenant the owner shall be responsible for the charges.

(h) If the city executed all agreements with the owner or developer of property, wherein utility facilities are installed with sufficient excess capacities in order to serve other properties, the city shall be entitled to collect from the owners or developer of such other properties served, amounts proportionate to the service rendered. Such collection shall be for the benefit of the party contracting for, and installing, the oversized facility.

Such agreements shall be for a fixed period of time and may include interest or other charges above the amount expended. The city Utilities Director is empowered to execute such agreements on behalf of the city.

(i) These rates and charges are established so that each user class pays its proportionate share of the costs of wastewater treatment services and the city Utilities Director is directed to annually review the charge structure to assure that proportionality between user classes is maintained and to recommend modifications as appropriate. Each user shall be notified annually by the city of its user charges.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

CITY OF SHERIDAN, WYOMING

_____

Roger Miller, Mayor

ATTEST:

_____

Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Consideration of Resolution 15-20 Establishing Solid Waste Collection and Disposal Rates - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	
Date:	06/04/2020

Recommendation:

Staff recommends the Mayor and City Council approve Resolution 15-20 establishing and directing the collection of rates, fees, and charges for municipal solid waste and recycling services as defined and authorized by Sections 12-2 and 12-3 of the Sheridan City Code. This Resolution supersedes previous Resolution 35-19 and amends the Master Fee Schedule establishing the same, and would be effective July 1, 2020.

Background:

The City has annually maintained a Solid Waste Enterprise Fund financial plan. This plan is reviewed, updated and an analysis of rates and fees conducted every three years.

The Solid Waste Enterprise Fund's financial plan was recently updated in 2019 utilizing industry standard rate analysis and practices. The developed rate model represents a thorough evaluation of present and future fiscal obligations of the Solid Waste Enterprise and determines the revenue requirements and corresponding rate adjustments necessary for the City of Sheridan to effectively operate and maintain its solid waste collection and disposal services long into the future.

The financial plan and rate model demonstrates that increases to residential collection rates, commercial collection rates and landfill tipping (disposal) fees are necessary in order to maintain adequate operating reserve balances while building Capital Replacement Reserve Fund and Closure/Post Closure Fund balances to fund future landfill remediation projects, cell closures and development of new waste disposal cells.

The recommended rate adjustments necessary to meet these fiscal obligations are as follows:

Fiscal Year

Rate Type	2021	2022	2023	2024
Residential Collection	2.95%	2.95%	2.95%	2.95%
Commercial Collection	2.95%	2.95%	2.95%	2.95%
Landfill	2.95%	2.95%	2.95%	2.95%

The fiscal obligations identified and used in developing these projected rate adjustments are based on many factors involving revenue projections, grant and loan proceeds, O & M expenses, reserve fund balance requirements (operating, closure/post closure, and capital reserves) and necessary capital expenditures. As such, these factors must be evaluated and adjusted/truthed annually in order to confirm rate adjustments projected for future years (years beyond next FY) before being presented to the City Council for formal approval through resolution.

Resolution 15-20 establishes solid waste rates, fees and charges reflecting only the recommended increases for FY2021. A summary of the impact of the recommended adjustments on some typical rate types is as follows:

Rate Type	Current Rate	Proposed FY 2021	$ Increase	% Increase
Residential Collection ($/mo.)	$20.33	$20.93	$0.60/mo	2.95%
Commercial Collection ($/mo.) basic 2-yd. container, once per week collection	$91.32	$94.01	$2.69/mo	2.95%
Landfill Tipping Feee ($/ton)	$112.50	$115.82	$3.32/ton	2.95%

Resolution 15-20 is presented for the Mayor and City Council's consideration. If approved, the new rates would go into effect on July 1, 2020.

Attachments

Resolution 15-20

RESOLUTION 15-20

SOLID WASTE COLLECTION AND DISPOSAL RATES

A Resolution establishing and directing the levy, charge and collection of service fees for the supervision and removal of garbage or refuse as defined and authorized by Section 12-2 and 12-3, of the Sheridan City Code, and for the collection and marketing of recyclable material collected by the City of Sheridan Solid Waste Division (CSSWD). This Resolution supersedes Resolution 35-19; amends portions of prior resolutions where in conflict; and amends the Master Fee Schedule. The effective date of this Resolution is July 1, 2020, unless otherwise provided within.

WHEREAS, Resolution 35-19 established the City of Sheridan's landfill tipping fees and residential and commercial sanitation collection rates; and

WHEREAS, a Master Fee Schedule reflects the City of Sheridan's landfill tipping fees and residential and commercial sanitation collections rates; and

WHEREAS, Resolution 15-20 shall supersede Resolution 35-19 and amend the Master Fee Schedule; and establish the City of Sheridan's landfill tipping fees and residential and commercial sanitation collection rates.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN HEREBY ESTABLISH:

Section 1:

A. COMMERCIAL: The City of Sheridan will collect and dispose of solid waste six (6) days per week. Routine collections shall be made once per week, per account. Additional Collections within the week may be scheduled and will be charged in accordance with the fees set forth and incorporated in Exhibit "A".

   All refuse must be deposited in approved waste containers provided by the CSSWD. It shall be the duty of every owner, agent, lessee, renter, or purchaser of any building or premises (excluding vacant lots) within the corporate limits, to maintain in good order and clean condition, for the exclusive use of such building or premises any containers provided by the CSSWD.

   If one container is not sufficient to hold the quantity of garbage accumulated between collections, larger or additional container(s) shall be provided by the CSSWD. No such container(s) shall be allowed to overflow, or be so maintained that refuse may be blown or scattered about in any way.

B. RESIDENTIAL: The City of Sheridan will provide a once per week collection for residential customers. All refuse must be bagged and deposited in approved waste containers provided by the CSSWD. In the event a resident requests additional container(s) an additional fee will be assessed as set forth and incorporated in Exhibit "A". Containers must be placed curbside by 6:00 a.m. on the scheduled collection day and removed from the curb within 24 hours after they have been emptied.

Section 2:

Starting July 1, 2020, the following services and fees shall be levied, charged and collected by the City of Sheridan for the supervision and removal of garbage or refuse as defined and authorized by sections 12-2 and 12-3 of the Sheridan City Code, 1959 to wit:

A. PRIVATE HAULERS

   1. Fees are set forth and incorporated in Exhibit "A".

   2. A licensed solid waste hauler may provide collection service under terms and conditions as specified in the license issued by the City.

B. RESIDENTIAL SANITATION, COLLECTION & DISPOSAL

   1. Fees are set forth and incorporated in Exhibit "A".

C. COMMERCIAL SANITATION, COLLECTION & DISPOSAL

1. Fees are set forth and incorporated in Exhibit "A".

2. The following shall apply to Businesses with two (2) cubic yard containers or larger:

    a. Multi container discount: Accounts currently having multiple containers that are two (2) cubic yards or greater in size shall receive a 10% discount off the total monthly sanitation bill.

    b. Businesses shall provide adequate space for four (4) cubic yard containers or larger as needed for refuse and shall provide adequate space for collection vehicles to safely service each container as scheduled. If adequate space cannot be provided due to the physical characteristics (i.e. overhead wires, confined space, or limited access) of existing sites that have been established prior to July 1, 2007; and,

        I. reasonable alternate locations cannot be established, as determined by the Solid Waste Manager, and

        II. in good faith the owner, agent, lessee, renter, or purchaser of any building or establishment or premises has demonstrated willingness to comply, or

        III. demonstrates unreasonable hardship to comply

    may petition the City Solid Waste Manager to use a 2-yard container or less for weekly collection and may qualify for the "Multi container" discount listed in Section 2(C)2 (a) if the container size is two (2) cubic yards.

Accounts without adequate containers with more than five (5) minutes pickup time will be charged per hour based on time accounting by the CSSWD.

3. Businesses with 15-gallon to 32-gallon containers, will be charged a once per week collection, per container fee.

    Additional collections per week will be performed at customer's request and charged a service charge for each additional collection. If it is determined by the Solid Waste Manager that there is not adequate room for a 2-yard container, charges may not exceed those equivalent to 4, 15-gallon to 32-gallon containers.

4. Businesses that share containers or have no containers shall be charged at a base rate per month.

5. Businesses on routes serviced automated containers as follows:

    a. At the discretion of the Solid Waste Manager, Businesses may use a residential container when accessibility, ease of collection, safety of employees, or aesthetics are considered to be within the best interest of the City and the business.

    b. Businesses who share a residential container, once per week collection, per container, per month.

    c. Businesses who have sole use of a residential container, once per week collection, per container, per month.

        Additional collections per week will be performed at customer's request and charged a service charge per additional collection.

    d. Businesses operated from a residence that occupy less than twenty percent (20%) of the square footage of the residence shall be considered incidental to the residence and no additional commercial rate will be assessed to the account.

6. Businesses in the Downtown Sheridan District whose buildings include secondary dwelling units or apartments shall be charged at the appropriate commercial rate. No additional fees shall be assessed for the incidental residential use in these buildings.

7. Seasonal businesses, such as RV Parks, which operate six (6) continuous months during the year, or less, may reduce sanitation rates during non-business season by discontinuing water service or by changing its account to a residential basis.

D. RECYCLING

1. Fees are set forth and incorporated in Exhibit "A".

2. Accounts which have a signed "Recycling Agreement" with the City of Sheridan on file, to recycle cardboard, paper, plastics, and other recyclable materials that are regularly collected by the City of Sheridan Recycling Division,

   I. can provide satisfactory proof of internal recycling within their business, or

   II. can provide proof that their established business produces minimal or no recyclable materials, or

   III. disposes of material that has been deemed unsuitable in quantity and/or quality by the Recycling Department

   May be discounted 20% off the monthly sanitation bill. Violation of the "Recycling Agreement" will remove the discount from the monthly billing.

3. The Sanitation/Recycling Division may from time to time verify that adequate recycling as agreed upon under Section 2(C)2(b) is occurring and that the recycling agreement is in compliance.

4. Businesses with a front-load or rear-load recycling container furnished by the City of Sheridan shall be charged a per month rental fee per container.

5. Businesses with roll-off recycling containers furnished by the City of Sheridan shall be charged a per cubic yard, per month rental fee per container.

E. SPECIAL PICK-UPS

1. Non-scheduled pick-ups will be charged per hour as set forth and incorporated in Exhibit "A".

F. NOTIFICATION OF ACCOUNT CHANGES

1. It shall be the responsibility of each account holder to notify the City of Sheridan Customer Service Division regarding any change in status of a business or building that results in a change in sanitation charges. The City will from time to time confirm charges to accounts based on collection frequency and number and types of containers. Billing adjustments will be made as necessary.

Section 3:

The following rules, regulations, practices and fees shall apply at the City of Sheridan Solid Waste Disposal Facility (SWDF) for the delivery and disposal of municipal solid waste.

A. All waste delivered to the City of Sheridan SWDF will be secured, covered or in a closed container. Materials delivered which are not secured, covered or in a closed container will be assessed a surcharge per load as set forth and incorporated in Exhibit "A".

B. Charge accounts must be established in writing at the landfill office prior to use at the SWDF.

C. The SWDF will be open Monday through Saturday from 7:30 AM to 5:30 PM all year and Sundays from 1:00 PM to 4:00 PM from April 1st through October 31st.

   The SWDF will be closed Sundays from November 1st through March 31st and on the following holidays:

New Years Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

D. Regulated hazardous materials will not be accepted at the SWDF

E. Salvaging by private individuals is prohibited at the City of Sheridan SWDF.

1. Landfill Reuse Items

    a. In a cooperative effort with nonprofit organizations to reduce, reuse, and recycle usable items that are in good condition (as determined by landfill staff) may be donated by landfill customers to the landfill for resale or reuse and the landfill may sell or donate reusable donated materials to nonprofit organizations for resale or reuse.

    b. Reuse items may be sold or donated at the discretion of the Solid Waste Manager.

Section 4:

Special conditions which apply to all sanitation services provided by the City of Sheridan.

A. Any collection service rendered to a non-resident of the City shall be billed at twice the fee charged a resident of the City for the same type and class of service.

B. When it is requested that City personnel enter upon private property to carry out trash or refuse, any rate established by these schedules shall be increased by 50%.

C. Free use of the SWDF may be granted to those individuals and/or organizations under the following conditions:

1. Any person receiving and paying for regular scheduled sanitation services wishing to deposit unusual trash and refuse at the SWDF without payment of the regular disposal fee shall present proof of residency within the City of Sheridan by providing the following items as a form of ID.

    a. Current City water bill with complete name, address, and account number listed; or

    b. Current gas/electric bill with name and address listed; and

    c. Photo ID (such as Driver's License)

    Any person receiving and paying for regular scheduled sanitation services wishing to deposit unusual trash and refuse at the SWDF without payment of the regular disposal fee shall present proof of residency within the City of Sheridan by providing the following items as a form of ID.

    A database shall be maintained and updated monthly to reflect owner/tenant changes to each address and to track the number of times customers use this service. Customers may use this service a maximum of 6 times per year to dispose of up to 1-ton of unusual trash per visit. This service shall begin January 1st of each year and shall expire on December 31st of each year.

    Residential customers that do not receive either a water bill or a gas/electric bill (such as apartments and trailer courts) may participate in this program if the managers of such facilities sign up for the service by contacting the landfill staff and completing the necessary signup information.

    Unusual refuse and trash is defined as that resulting from seasonal or periodic clean up of the owner's premises, garden trash, lawn, hedge or tree trimmings, discarded furniture, fixtures, appliances, automotive parts, or other articles not ordinarily considered normal household or business waste.

2. An individual or organization, who's unusual trash or refuse comprises more than a single load from a single project during the utility billing period, may solicit and use the current utility billing receipts from other's utility accounts under the following conditions:

    a. There is a demonstrated need and the project enhances the health, safety and welfare of the community;

    b. The project is not for profit and no individuals involved in trash or refuse handling or disposal are paid for these services;

    c. Approval shall be granted for a single project only. No ongoing free use of the SWDF shall be allowed under this provision;

    d. The specific utility accounts to be used in the project shall be identified and provided to City Staff prior to any free disposal. One free use of the SWDF shall be allowed for each billing receipt; and

    e. The project receives approval from the City Council at a regularly scheduled meeting.

3. City Council may, at its discretion, waive all landfill fees for an individual or organization with a demonstrated special need.

4. Persons enjoying the privilege of the free use of the SWDF shall segregate waste in accordance with SWDF guidelines and dispose waste at the direction of SWDF personnel.

5. No free use of the SWDF shall be furnished to any person engaged in a business wherein the disposal of waste, trash or other materials is a requirement or part of the service furnished by said business, except for those materials incorporated into the composting process.

    Examples: Wrecking or salvaging operations, construction trash and debris, dead animal disposal, etc.

6. Free use of the SWDF will be provided during the months of September, October, and November for the disposal of game animals or the remains of game animals.

D. No hazardous materials will be collected by the CSSWD including but not limited to:

1. Waste oil, white goods, vehicles or parts, lawn mowers, motorcycles, scrap metal, toxic liquids, or any regulated materials precluded by regulation to be disposed in the municipal waste stream.

E. Non-automated Residential Areas and Commercial Areas without adequate space, as determined by the Utilities Director:

1. Containers shall be of metal or durable plastic and shall be equipped with close fitting lids or covers to render them wind proof, water proof, and rodent proof. Such containers shall be kept covered at all times and any security necessary to prevent upsetting or pilfering by dogs or other animals shall be provided by the owner.

2. Containers shall not be less than 15-gallons in size and capacity, nor more than 32-gallons in size and capacity, and full weight shall be less than 75 pounds.

EXHIBIT "A"
SOLID WASTE COLLECTION & DISPOSAL RATES AND FEES

PRIVATE HAULERS	
Private Hauler License	$200.00/yr
Sorting & Handling Fee	$42.79/ton

RESIDENTIAL SANITATION, COLLECTION & DISPOSAL	
Single Family Waste Container/Once Per Week Collection	$20.93/mo
Additional Single Family Waste Container/Once Per Week Collection	$9.41/mo
Multi-Family* (per unit) Waste Container/Once Per Week/Each Individual Unit *Apartments and mobile home parks with individual billing accounts.	$20.93/mo
Multi-Family* (entire facility @ 1 collection point) Waste Container/Once Per Week/Collection for 1st Unit; <u>OR</u> Owner may request a Commercial rate as specified below. *Apartments and mobile home parks.	$20.93/mo
Additional Multi-Family (entire facility @ 1 collection point) Waste Container/Once Per Week Collection	$9.41/mo
<u>Roll-Off Containers</u> Initial Delivery Fee Hook Fee Each Time Container Is Emptied Landfill Tipping Fee Container Rental* *If Container is not emptied for a two week period (14 days), a charge shall be applied beginning with the last date of disposal service and continuing until the Container is removed or serviced	 $51.00/container (+) plus $175.00 (+) plus LISTED FEE $7.00/daily
Non-Scheduled Pick-Ups* *One Sanitation Truck and 2 Staff Members	$83.60/hr (min. $40.60)

COMMERCIAL SANITATION, COLLECTION & DISPOSAL
Monthly charge for 2 cubic yard (CY) containers or larger shall be calculated using the following formula: ($10.848 x C x P x 52 week) / 12 Months C = Container size in cubic yards and P = Number of collection times per week (i.e. a 2 CY container picked up 1 time per week will be billed as $10.848 x 2 x 1 x 52 / 12 = $94.016/mo)

Accounts Without Adequate Containers/In Excess of 5 Minutes Pickup Time	$83.52/hr
15-Gallon to 32-Gallon Containers/Once Per Week Collection	$23.74/mo
Shared Containers or, No Containers (Base Rate)	$24.44/mo
Shared 300-Gallon Container, or Residential Container/ Once per Week Collection	$24.44/mo
Sole Use of Residential Automated Container/Once per Week	$48.83/mo/per container
<u>Roll-Off Containers</u> Initial Delivery Fee Hook Fee Each Time Container Is Emptied Landfill Tipping Fee Container Rental* *If Container is not emptied for a two week period (14 days), a charge shall be applied beginning with the last date of disposal service and continuing until the Container is removed or serviced	 $51.00/container (+) plus $175.00 (+) plus LISTED FEE $7.00/daily
Non-Scheduled Pick-Ups* *One Sanitation Truck and 2 Staff Members	$83.60/hr (min. $40.60)

RECYCLING	
Curbside Recycling (Single Family/Multi-Family)	$3.00/mo/per billing account
Front Load/Rear Load Recycling Containers	$11.14/mo/per container
Roll-Off Recycling Containers	$1.68/CY/per mo

CITY OF SHERIDAN LANDFILL FEE SCHEDULE	
Municipal Solid Waste	$115.82/ton
Construction & Demolition Material (Tier 1)* *Disposal of Demolition Waste for Projects Located within City Limits that Have a Valid Demolition Permit Issued by the City. Applies Only to Demolition Waste Material Suitable to be Ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind).	NO CHARGE/ UP TO 100 TONS
Construction & Demolition Material (Tier 2)* *Other Grindable Construction and Demolition Waste Material Suitable to be Ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind)	$51.17/ton
Construction & Demolition Material (Tier 3)* *Disposal of construction and demolition material that cannot be run through the grinder without sorting.	$115.82/ton
Concrete (without rebar)	$22.75/ton
Tires (must be removed from rims, no truck or oversized tires will be accepted)	$164.80/ton

Special Service Fee	$22.65/ton (min. $22.65)
Material 100 lbs, or less* *Any chargeable material brought into the SWDF except waste delivered to the Convenience Center.	$5.87/ton (min. $5.87)
Convenience Center Refuse Disposal	Min. of $5.00, up to 10 bags $0.50/per additional bag
Compostables, Grass Clippings, Tree Branches (24" Max Diameter), Leaves, Etc.	NO CHARGE
Certified Decommissioned White Goods, Abandoned Vehicles or Parts, Lawn Mowers, Motorcycles and Clean Scrap Metal, Free from any and all Liquid	NO CHARGE
Non-Decommissioned Refrigerators or Refrigeration Units	$28.41/ea
Residential Waste Oil/5-Gallon Limit	NO CHARGE
Commercial Waste Oil/ 5-Gallon Limit	Cost (+) 25%
Unsecured/Not Contained Materials	$11.00/cars & pickup trucks
	$50.00/all other vehicles (incl. trailers)
Residential E-Waste	NO CHARGE
Commercial E-Waste (CESQG)	Cost (+) 25%
Residential Household Hazardous Waste	NO CHARGE
Commercial Household Hazardous Waste	Cost (+) 25%
Asbestos (Friable & Non-Friable)	$115.82/ton
Petroleum Contaminated Soil	$44.99/ton
Brick & Cinder Block (no concrete)	$5.66/ton

PURCHASE FROM THE LANDFILL & COMPOST YARD	
Screened Compost	$34.08/ton or, lb. for lb. exchange of green waste for compost
Unscreened Compost	$17.09/ton or, lb. for lb. exchange of green waste for compost
Coarse Wood Chips	$5.77/CY
Medium Wood Chips	$11.43/CY
Fine Wood Chips	$16.99/CY
Evergreen Chips	$8.03/CY
Crushed Concrete/Asphalt	$11.32/ton
Whole Brick	$0.31/ea
Crushed Brick	$11.32/ton

REUSE ITEMS	
Pallets/Lots	$5.66/pallet/lot
Large Individual Items (not including metal items)	$5.66/ea
Large Metal Items (i.e. appliances)	Cost of Current Metal Bid (+) 25% per ton

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

CITY OF SHERIDAN, WYOMING

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

Project Name:	Consideration of a Professional Services Contract with Burns & McDonnell for the Final Design and Bidding of the Landfill's T6/T7/T8 Cell Closure - Utilities Director Dan Roberts
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	
Date:	06/04/2020

Recommendation:

Staff recommends the Mayor and City Council authorize a Professional Services Contract with Burns & McDonnell in the amount of $54,209.00 to perform the final design and bidding for the Sheridan Landfill T6/T7/T8 Cell Closure project.

Background:

In 2017, Wyoming's Solid Waste Rules and Regulations (SWRR) were updated to require landfill permits to be for the lifetime of the facility. The permitting process requires all future landfill cell closures and new cell development (projects) within the landfill being permitted to be proven viable through design. Proving the viability of future landfill projects requires a 70% design effort of each, thus obtaining a lifetime permit, consisting of multiple projects, which requires much more work to be done upfront with the permit application.

The City initiated the landfill's lifetime permitting process in 2017 by entering into a contract for professional services with Burns & McDonnell to prepare the permit application. Within the scope of the contract work, the preliminary design of the Sheridan Landfill's T6/T7/T8 Cell Closure, for reasons described above, had to be conducted and has since been completed.

Since the Landfill's cells T6/T7/T8 are no longer active cells, Wyoming's SWRR requires these cells to be closed (capped/covered with a geosynthetic liner in this case) and enter into post closure monitoring for 30 years.

This Contract for Professional Services (attached), prepared for the Mayor and City Council's consideration, will authorize Burns & McDonnell to complete the final design work for the T6/T7/T8 Cell Closures project and obtain contractor bids for construction which is expected to occur in January 2021.

Funding:

Funding for this work has been appropriated from the Solid Waste Enterprise Fund into the "Landfill Cell Closures & Cell 10 Development" capital project fund. This project fund currently has $4.2M acquired from CWSRF funding (2.5% interest with 25% principal forgiveness), where $3.4M is designated specifically for the final design and construction of T6/T7/T8 Cell Closure. The FY21 budget proposes to appropriate an additional $50,000 into this capital project fund for supplemental funding to complete the final design and bidding of this project.

Attachments

CONTRACT FOR PROFESSIONAL SERVICES

FOR

Sheridan Landfill Final Design and Bidding of T6/T7/T8 Cell Closure

This Contract, made and entered into on _____, by and between the following:

City of Sheridan, a Municipal Corporation, Sheridan, Wyoming 82801, hereinafter designated the Owner

and

Burns & McDonnell Engineering Company, Inc., a professional corporation, hereinafter designated the Consultant.

WITNESSETH:

WHEREAS, the Owner has need for an Engineering Consultant and;

WHEREAS, the Owner has authority to contract for consulting engineering services, and;

WHEREAS, the Consultant represents that he is qualified to perform such services, is in compliance with the Wyoming Statutes relating to the registration of professional engineers and is willing to furnish such services to the Owner;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

1. **CONSULTANT RIGHTS AND DUTIES**: the Consultant's duties and responsibilities include the following:

   A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Consultant's portion of the project as defined in Section 3 - Scope of Work, and to prepare and deliver to the Owner all plans, specifications, bid documents and other material as designated herein.

   B. Ascertain such information as may have a bearing on the work from local units of government, utility companies and private organizations and shall be authorized to procure information from other authorities besides the Owner, but shall keep the Owner advised as to the extent of these contacts and the results thereof.

   C. Prepare and present such information as may be pertinent and necessary, in order for the Owner to pass critical judgment on the features of the work. The Consultant shall make changes, amendments or revisions in the detail of the work as may be required by the Owner. When alternates are being considered, the Owner shall have the right of selection.

   D. Consultant shall exercise reasonable skill, care, and diligence in the performance of its work and carry out its responsibilities in accordance with the standards of sound engineering and, Local, State and National standards and policies currently in use at the time of performance of the work.

E. To perform professional services in connection with the project and will serve as the Owner's representative in those phases of the project to which this agreement applies.

F. Where federal funds are involved, the necessary provisions to meet all applicable requirements will be complied with and documents secured and placed in the bidding documents.

G. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Consultant. Reports will be submitted in a timely manner to permit prompt resolution of problems.

H. The Owner shall have the right of review and examine Consultant's work and records pertaining to this project accounting at all reasonable times.

I. Name a Project Manager who shall be the liaison between the Owner and the Consultant. For this project the Project Manager designated is: Bradley A. Coleman

J. If the Consultant fails to meet the foregoing standards, Consultant will perform at its own cost, and without reimbursement from Owner, the professional services necessary to correct errors and omissions. Corrections are to be reported to Consultant, in writing, within one year from the completion of Consultant's services for a Project. The obligations and remedies stated herein are the sole and exclusive obligations of Consultant and remedies of Owner, whether liability of the Consultant is based on contract, warranty, tort or otherwise. No warranty, express or implied, is included in this Contract or regarding any drawing, specification, or other work product or instrument of service or oral or written representation by Consultant or its employees or subconsultants.

2. **OWNER RIGHTS AND DUTIES:** The Owner's duties are set forth as follows:

A. To furnish all labor, materials, equipment, supplies, incidentals, and approvals necessary to conduct and complete the Owner's portion of the project as designated in the scope of work.

B. Name a Project Manager who shall be the liaison between the Consultant and the Owner. For this project the Project Manager designated is: Bradley A. Coleman.

C. Place at Consultant's disposal all available information pertinent to the assignment, including previous reports and any other data relative thereto.

D. Provide access to and make all provisions for Consultant to enter upon property as required for Consultant to perform its services under this Agreement.

3. **SCOPE OF WORK**: The professional services to be provided by the Consultant under this Agreement shall be as necessary to furnish surveys, designs, drawings, details, analyses, plans, specifications, estimates, services during construction and other items incidental and necessary to implement the Project. The design standards shall follow the City of Sheridan's Public Infrastructure Design Standards, 2017 Edition. All designs, plans and specifications shall be in accordance with the City's policies and procedures and applicable federal or state laws, guidelines and standards in effect as of the date of this Agreement. The Consultant shall perform the work covered by this agreement which consists of:

A. The Project shall consist of the following components:
   (1) Completing the final (100 percent) design of the T6/T7/T8 cover system consistent with the permit-level (approximately 70 percent complete) design currently in the Sheridan Landfill's lifetime permit application, which was completed under a separate contract.
   (2) Modifying the Sheridan Landfill's current operating permit to include the T6/T7/T8 cover system final design.

(3) Assisting the City in advertising and bidding the work described in the T6/T7/T8 cover system final design.
(4) Providing construction administration services. It is understood that this contract will be modified after bidding and prior to construction to incorporate this scope and cost.

B. Final Design and Permitting
(1) As described under **Task 1 in Exhibit A**..

C. Advertise and Bidding
(1) Prepare an advertisement for the Project to be released to the local press. Deliver the advertisement to the local press to be published.
(2) Conduct one pre-bid meeting to explain and show the Project to all prospective bidders.
(3) Answer and log questions asked by potential contractors, suppliers, and others concerning the Project.
(4) Conduct the bid opening for the Project.
(5) Assist City with evaluation of construction bids and make a recommendation for contract award to the City.
(6) As further described under **Task 2 in Exhibit A**.

D. Construction Administration
(1) This contract and its exhibits will be amended to include, as if fully set forth, the Construction Administration after the Advertise and Bidding tasks as completed.

4. **DESIGN PHASE COMPLETION**: The completion date for the Consultant's work shall be by the following schedule:

A. September 30, 2020, Submit Final Design to Owner for review.
B. October 31, 2020, Submit Final Design permit amendment request to the Wyoming Department of Environmental Quality.

The established completion dates shall not be extended because of any unwarranted delays attributed to the Consultant, but may be extended by the Owner in the event of a delay attributed to the Owner or because of unavoidable delays due to severe weather, street conditions, or by any natural catastrophe or governmental action or inactions, quarantines, pandemics, epidemics, or conditions beyond the control of the Consultant.

Delays affecting the completion of the work within the time specified for the completion by more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Consultant is behind on this Contract due to no fault of the Owner, then the Consultant hereby acknowledges the right of the Owner to withhold future Contracts to the Consultant in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.

Estimates and projections prepared by Consultant relating to project costs, schedules, operation costs, maintenance costs, equipment characteristics or performance, and operating results are based on Consultant's experience, qualifications, and judgment as a design professional. Since Consultant has no control over weather, cost and availability of labor, material and equipment, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, competitive bidding or market conditions and other factors affecting such estimates or projections, Consultant does not guarantee that actual rates, costs, performance, schedules, etc., will not vary from estimates and projections prepared by Consultant.

Project site visits by Consultant during construction, site remediation or equipment installation, or the furnishing of Project resident representatives shall not make Consultant responsible for the construction or remediation contractor's means, methods, techniques, sequences or procedures; for

the contractor's safety precautions or programs; or for such contractor(s') failure to perform its work in accordance with the plans and specifications. Consultant is and shall remain responsible for the performance of those persons or entities having a contract with Consultant to furnish services as Consultant's independent subconsultant or subcontractor.

5. **PAYMENT**: The work of the Consultant, as outlined in the scope of work, shall be accomplished for the fees as detailed below:

A. Time and Materials Method

The Owner shall pay the Consultant for basic services for the overall scope of work performed under Section 3 of this Agreement, a not-to-exceed amount of $54,209 on a time and materials basis and in accordance with the rate sheet in **Exhibit B** as herein described.

(a) For services rendered for the Final Design, Section 3B, the Consultant shall be paid on a time and materials basis for services rendered, not to exceed a total of $41,238,

Payment shall be paid to the Consultant upon receipt of the Consultant's invoice, said estimate being proportioned to the work completed by the Consultant. Payment shall be made within 45 days of the receipt of invoice.

(b) For services rendered for the Advertising and Bidding, Section 3C, the Consultant shall be paid on a time and materials basis for services rendered, not to exceed a total of $12,971,

Payment shall be paid to the Consultant upon receipt of the Consultant's invoice, said estimate being proportioned to the work completed by the Consultant. Payment shall be made within 45 days of the receipt of invoice.

Assumptions used in establishing the not-to-exceed cost of services proposed in this Agreement are outlined in **Exhibit A** to this Agreement. **Exhibit B** to this Agreement establishes the Time and Material Rates used to determine the total not-to-exceed costs outlined in Section 5 of this Agreement and will be utilized to determine regular progress payments for services rendered.

B. **INSPECTION AND AUDIT**: All books, papers, records, payrolls, vouchers, and invoices relating to costs and expenditures incurred in the performance of the services by the Consultant hereunder shall be made available to the Owner, or their authorized representatives, for audit and review at the Consultant's respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment. Notwithstanding anything to the contrary herein, in no event shall Owner be entitled to audit the composition of any agreed upon fixed rates or percentage multipliers.

The above amounts are based on expected salary costs during the coming year. If delay in portions of the work occurs, higher costs may result. These cost increases, if any, shall become effective only on the mutual agreement of the Owner and Consultant and shall be made a part of this agreement by means of an amendment.

The Consultant shall submit statements to the Owner at monthly intervals for interim payment of that portion of the work completed. Such estimates shall include costs incurred to date.

In the event this Contract is terminated prior to completion, copies of the Consultant's data, recommendations, plans, specifications, analysis and other related documents prepared by the Consultant prior to said termination, shall be delivered to and become part of the

property of the Owner, after receipt of payment by Owner for work completed by Consultant up to and including the day of termination..

C. **ADDITIONAL SERVICES NOT COVERED BY THIS AGREEMENT**: If authorized by the Owner in writing, the Consultant will provide additional Professional Services in connection with the project as set forth below.

(1) Services due to changes in the scope of the project or its design, including, but not limited to, changes in size, complexity, schedule, or character.

(2) Revising studies, reports, design documents, drawings or specifications which have previously been approved by the Owner or when such revisions are due to causes beyond the control of the Consultant.

(3) Preparation of documents for out-of-sequence work requested by the Owner.

(4) Preparation of detailed renderings, exhibits, or scale models of the project.

(5) Providing other services not otherwise provided for in the agreement, as mutually agreed upon by the parties.

6. **EMPLOYMENT**: The Consultant warrants that he has not employed or retained any company or persons, other than a bona fide employee, working solely for the Consultant, to solicit or secure this Contract, and that he has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any commission, percentage, brokerage fee, gifts or any other considerations contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Owner shall have the right to annul this Contract without liability, or at its discretion to deduct from the Consultant fee, or otherwise recover the full amount of such commission, percentage, brokerage fee, gift or contingent fee.

Any and all employees of the Consultant while engaged in the performance of any work or services required by the Consultant shall be considered employees of the Consultant only and not of the Owner, and any and all claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged and any and all claims made by a third party as a consequence of any act or omission on the part of the Consultant's employees while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Consultant.

No person employed retained, hired or contracted with by Consultant shall be deemed an employee of the Owner.

The Consultant shall be subject to and comply with Title VI of the Civil Rights Act of 1964; Section 140, Title 23, United States Code, and all regulations promulgated thereunder.

The Consultant shall comply with all provisions of Equal Employment Opportunity (EEO) and Disadvantaged Business Act (DBA - Minority and Women's Business Enterprises), and the Owner's implementation plan of this act.

7. **DECLARATION OF NO FINANCIAL INTEREST**: The Consultant hereby declares that the Consultant's partners, principal shareholders, officers and professional engineers assigned to or otherwise working on the projects or in any way associated with Consultant does not own any equitable or legal rights to property within the project, whether public or private, or have any interest either directly or indirectly in the project except for the renumeration provided herein: None.

8. **SUCCESSORS AND ASSIGNS**: This agreement and all of the covenants hereof shall insure to the benefit of and be binding upon the Owner and the Consultant respectively and his partners, successors, assigns and legal representatives. Neither the Owner nor the Consultant shall have the

right to assign, transfer or sublet his interest or obligations hereunder without written consent of the other party.

9. **CHANGES IN WORK**: The Consultant shall make such revisions in the reports, plans, and specifications which have been completed, approved and accepted by the Owner as are reasonably necessary to correct the Consultant's negligent errors or omissions when reported to Consultant in writing by the Owner, within one year from the completion of Consultant's services for a Project, without additional compensation therefor. The obligations and remedies stated herein are the sole and exclusive obligations of Consultant and remedies of Owner, whether liability of the Consultant is based on contract, warranty, tort or otherwise.

   Any change in the scope of work as stated in this Contract for whatever reason, will be negotiated between the Owner and the Consultant and an amendment to the Contract will be issued with the appropriate change of work and Contract fee noted.

10. **LEGAL RELATIONS**: The Consultant shall comply with all Federal, State and local laws and ordinances applicable to the work to be done in effect as of the date of this Agreement.

11. **INSURANCE**: The Consultant shall secure and furnish to the Owner Certificate of Liability Insurance, therein, including the Owner as an additional insured on the General Liability policy, to include thirty (30) days notice of cancellation or non-renewal. The General Liability limit of liability for Bodily Injury and Property Damage to be One Million Dollars ($1,000,000) single limits per occurrence and in the aggregate to include underground excavation, with any insurance company authorized to do business in the State of Wyoming. The Consultant shall also furnish the Owner proof of Error and Omission Insurance Coverage in the amount of $1,000,000 per claim and in the aggregate.

12. **TERMINATION OF AGREEMENT**: The right is reserved by the Owner to terminate this Contract at any time upon not less than thirty (30) days written notice to the Consultant. If termination is due to the material failure of the Consultant to fulfill its agreement obligations, the Owner may take over the work and complete it after providing the Consultant thirty (30) days written notice to cure the Consultant's deficiencies.

    In the event this Contract is terminated by the Owner, the Consultant shall be paid for the amount of work performed or services rendered to date of termination per the Contract fee.

    In the event this Contract is terminated prior to completion, the originals of all plans shall remain the property of the Consultant. All information relating to the project and prepared under the terms of this Contract, including schedules, reports, data, recommendations, exhibits, analyses, plans, and specifications, shall be deemed the property of the Owner. Reproducibles of all notes, reports, plans, and specifications shall be made available at the Owner's request.

13. **ENDORSEMENTS**: The Consultant shall furnish professional stamps, statements, or other suitable means to signify responsible endorsement of work, on all drawings and reports furnished by him, as required by applicable law.

14. **OWNERSHIP OF DOCUMENTS**: The original tracings of all plans shall remain the property of the Consultant. All information relating to the project and prepared under the terms of this Contract, including schedules, reports, data, recommendations, exhibits, analysis, plans, and specifications, shall be deemed the property of the Owner. Reproducibles of all notes, reports, plans, and specifications shall be made available at the Owner's request; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to Consultant, or to Consultant's independent professional associates or consultants.

15. **PUBLIC INFORMATION**: The Consultant shall not issue any statements, releases or information for public dissemination without prior approval of the Owner.

16. **PROPRIETARY RIGHTS**: If patentable discoveries or inventions for the work are required to be created herein by Consultant, all rights accruing from such discoveries or inventions shall be the property of the Owner.

17. **RECORDS**: The Consultant shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Contract term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the Owner and copies thereof shall be furnished if requested.

18. **ATTORNEY**'s **FEES AND COSTS**: That in the event it becomes necessary for either Party to this Contract to retain an attorney to enforce any of the terms or conditions of this Contract or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.

19. **LITIGATION LOCATION**: In the event litigation is pursued under this contract it will be in the 4th Judicial District of the State of Wyoming.

20. **ADMINISTRATION MEDIATION**: Any disputes concerning the Consultant's performance of the work between the Consultant and the Owner shall be referred for determination to the City Administrator of the City before commencing any legal action to resolve the same.

21. **MODIFICATION AND AMENDMENTS**: That any amendment or modifications of this Contract or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this contract.

22. **HOLD HARMLESS PROVISION**: The Consultant shall only be liable for professional services stated specifically under the scope of this Agreement. The Consultant shall be indemnified and held harmless for any claims, damages, or liabilities arising from any act, neglect, default or mismanagement by the Owner, its Contractors, and their agents or employees.

    The Consultant hereby agrees to indemnify and hold the Owner harmless from all losses, direct damages, and expenses for bodily injury, sickness and/disease, including death, or for economic injury or damages to third-party private property to the extent caused by any negligent acts or omissions of the Consultant, their agents, employees, or both, in performing the work required.

23. In no event will Consultant be liable for any special, indirect, or consequential damages including, without limitation, damages or losses for environmental impairment, increased project construction costs, loss of revenue or profit, lost production, fines, or penalties. The Consultant's aggregate liability for all damages connected with its services under Agreement will not exceed the compensation paid under this Contract.

24. Hazardous Substances: Any substances, chemicals, pollutants, explosive ordinances, or other materials, in whatever form or state, including, without limitation, product, waste, contaminant, smoke, vapors, soot, fumes, acids, alkalis, minerals, liquids, gases, or any other material, irritant, contaminant, or pollutant, that is known or suspected to adversely affect the health and safety of humans or of animal or plant organisms, or which are known or suspected to impair the environment in any way whatsoever including, without limitation, those substances defined, designated, or listed in the Clean Water Act (33 U.S.C. §1251 et seq.), Clean Air Act (42 U.S.C. §7401 et seq.), Emergency Planning & Community Right-to-Know Act (42 U.S.C. §11001 et seq.),Resource Conservation and Recovery Act ("RCRA") (42 U.S.C. §6901 et seq.), Toxic Substances Control Act (15 U.S.C. §2601 et seq.), Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA") (42 U.S.C. §9601 et seq.), or as defined, designated, or listed under any other federal, state, or local law, regulation, or ordinance concerning hazardous substances, toxic or dangerous substances, chemicals, wastes, pollutants, contaminants, or explosive ordinances.

25. Owner and Consultant acknowledge and understand that the Owner shall retain ownership of and title to any Hazardous Substances originating at, found on, brought to, removed from, or generated from the project site or operations on the premises. The parties agree that such Hazardous Substances, including substances designated as waste, were not caused by and are not the responsibility of Consultant; and that this Contract, or any documents associated with this Contract, do not attempt to nor do they actually transfer responsibility, liability, or ownership for Hazardous Substances to Consultant. Under no circumstances shall Consultant assume ownership of or legal liability for such Hazardous Substances under any law, rule, order, or regulation pertaining to Hazardous Substances, or assume the status of generator, transporter, storer, treater, or disposal facility, or arranger of transport, storage, or disposal, for Hazardous Substances.

Burns & McDonnell Engineering Company, Inc.

NAME: 

BY: Stephen R. Hoffine

TITLE: Principal

DATE: June 9, 2020

CITY OF SHERIDAN, WYOMING

BY: _____
{Insert Official Name Here}

DATE: _____

EXHIBIT A
SCOPE OF SERVICES

The Scope of Services to be provided by Consultant, in connection with this Authorization, is as follows:

Task 1.0 – Final Design and Permitting
Consultant will create construction drawings, technical specifications, and a Construction Quality Assurance (CQA) Plan for the T6/T7/T8 final cover and leachate system project. A complete set of these design documents will be submitted to the Owner for review. Consultant will incorporate Owner's comments into the design documents, prepare a cover letter requesting a change to the Sheridan Landfill's operating permit. The drawings and permit modification will be signed and sealed by a Professional Engineer registered in Wyoming.

Consultant will submit the design documents and cover letter to the Wyoming Department of Environmental Quality (WDEQ) for review and approval as an amendment to the Sheridan Landfill's operating permit. Consultant will prepare a written response to WDEQ comments, host a teleconference to resolve comments, and revise and resubmit the design accordingly.

Consultant will prepare an engineer's opinion of probable cost for the project and submit it to Owner with the Final Design documents.

Assumptions associated with this task are:

1. The Final Design will be based on the 70 percent design documents prepared for the Sheridan Landfill lifetime permit application with no major changes to design concepts.
2. The following construction drawings and technical specifications will be created for the contract documents:

T6/T7/T8 Construction Drawings		**T6/T7/T8 Technical Specifications**	
	Cover - Index	026113	Waste Excavation
C-001	Abbreviations, Legend and Notes	026613	Geotextile
CX101	Existing Conditions Plan	026615	Geocomposite
CG101	T6/T7/T8 Final Cover Grading Plan	026617	Geomembrane
CG301	Cross Section I	026618	Leak Location Survey
CG501	Final Cover Details I	026625	HDPE Pipe
CG502	Final Cover Details II	026630	Lift Station
CU101	Leachate Overall Site Plan	026660	Landfill Gas Wells
CU102	T8 Leachate Manhole Reconstruction	028200	Asbestos Abatement
CU301	Force Main Plan and Profile I	312050	Earthwork
CU302	Force Main Plan and Profile II	329200	Revegetation
CU501	Lift Station and Manhole Details	334100	Drainage Channels and Culverts
CI101	T6/T7/T8 Landfill Gas Well Plan		
CI501	Landfill Gas Details		
E-001	Electrical Notes		
E-101	Electrical Site Plan		
E-501	Electrical Details		

3. The design will be prepared consistent with the Owner's *Public Infrastructure Design Standards, 2017 Edition*.
4. One round of review comments by Owner and one round of review edits by WDEQ will be required. Written responses to the WDEQ comments will be prepared.

5. Owner will require no more than two weeks to review the Final Design package.
6. Draft documents will be submitted electronically only.
7. The permit amendment will be considered "minor" in accordance with the Wyoming Solid Waste Rules and Regulations.
8. A closure permit for T6/T7/T8 will not be required.
9. After WDEQ comments are resolved and incorporated, one complete hard copy and one complete electronic copy of the Final Design documents (drawings, specifications, and CQA Plan) will be submitted to WDEQ and one hard copy and one electronic copy of the Final Design documents will be submitted to the Owner.
10. No substantial deviations from the design currently included in the lifetime permit application will be required.

Task 2.0 – Bid Phase Support

Consultant will prepare a project manual for bidding and constructing the T6/T7/T8 Final Cover project including construction drawings, technical specifications, CQA Plan and Owner-provided contract documents. Consultant will electronically supply project manual to bidders upon request through file transfer. Consultant will:

- Prepare an advertisement for the Project and deliver it electronically to the local press.
- Schedule and hold a pre-bid meeting for the construction.
- Prepare addenda as required and provide response to written questions during bidding.
- Conduct the bid opening.
- Review bids for conformance with the bid document requirements, prepare a bid tabulation and make a bid recommendation to the Owner.

Assumptions associated with this task are:

1. The project manual will require the following Owner-provided contract documents:

Contract Documents	
Advertisement for Bids	Field Engineering
Instructions to Bidders	Permits
Bid Form	References
Bid Bond	Method of Measurement and Basis of Payment
Agreement	Submittals
Performance Bond	Temporary Facilities
Labor and Materials Payment Bond	Security
General Conditions	Temporary Controls
Supplemental Conditions	Field Offices and Sheds
Summary of Work	Material and Equipment
Coordination	Contract Closeout

2. Written response to three information requests submitted by bidders will be required.
3. Up to two addenda to the Project Manual will be required.
4. Owner will provide examples of previous advertisements for bid.
5. No substantial changes to the Final Design documents will be required.
6. No hard copies of the design documents, information requests, or addenda, will require distribution to bidders.
7. One trip to Sheridan for the Pre-bid meeting and one trip to Sheridan for the bid opening will be performed.

EXHIBIT B

Schedule of Hourly Professional Service Billing Rates

Position Classification	Classification Level	Hourly Billing Rate
General Office *	5	$64.00
Technician *	6	$81.00
Assistant *	7	$93.00
	8	$129.00
	9	$151.00
Staff *	10	$175.00
	11	$189.00
Senior	12	$213.00
	13	$237.00
Associate	14	$245.00
	15	$249.00
	16	$252.00
	17	$257.00

NOTES:

1. Position classifications listed above refer to the firm's internal classification system for employee compensation. For example, "Associate", "Senior", etc., refer to such positions as "Associate Engineer", "Senior Architect", etc.

2. For any nonexempt personnel in positions marked with an asterisk (*), overtime will be billed at 1.5 times the hourly labor billing rates shown.

3. Project time spent by corporate officers will be billed at the Level 17 rate plus 25 percent.

4. For outside expenses incurred by Burns & McDonnell, such as authorized travel and subsistence, and for services rendered by others such as subcontractors, the client shall pay the cost to Burns & McDonnell plus 10%.

5. Monthly invoices will be submitted for payment covering services and expenses during the preceding month. Invoices are due upon receipt. A late payment charge of 1.5% per month will be added to all amounts not paid within 30 days of the invoice date.

6. The services of contract/agency and/or any personnel of a Burns & McDonnell subsidiary or affiliate shall be billed to Owner according to the rate sheet as if such personnel is a direct employee of Burns & McDonnell.

7. The rates shown above are effective for services through December 31, 2020, and are subject to revision

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Consideration of Professional Services Agreement with Interim City Administrator Mike Jackson - Human Resource Director Heather Doke
From:	
To:	Mayor and Council
CC:	
Date:	

Attachments

Prof Services contract

CONTRACT FOR PROFESSIONAL SERVICES

FOR

INTERIM CITY ADMINISTRATOR SERVICES

THIS CONTRACT, made and entered into_____, by and between the following the **CITY OF SHERIDAN**, a Municipal Corporation, Sheridan, Wyoming 82801, hereinafter designated the "City" and The Greg Prothman Company, hereinafter designated Prothman.

WITNESSETH:

WHEREAS, the Mike Jackson has been serving as the City of Sheridan Interim City Administrator; and

WHEREAS, Mike Jackson is an employee of Prothman; and

WHEREAS, the City has hired a new full time City Administrator, Stuart McRae;

WHEREAS, the City desires to have Mike Jackson available upon request to assist the new City Administrator with the transition.

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

1. **PROTHMAN DUTIES AND RESPONSIBILITIES**: Prothman's duties and responsibilities include the following:

A. Prothman shall provide a Prothman employee, Mike Jackson to continue to provide City Administrator duties during the term of the contract. Prothman shall (1) pay all wages and other remuneration to its employee who is provided under this Agreement, (2) prepare and file all payroll tax returns and reports, (3) pay all amounts due and owing pursuant to the payroll tax returns and reports, (4) prepare, file, and furnish to the employee applicable employee tax forms, and (5) prepare and file, with a copy to the City, applicable employer tax forms.

2. **CITY RESPONSIBILITIES AND DUTIES:** The City's responsibilities and duties are set forth as follows:

A. To furnish all materials, equipment necessary for the Interim City Administrator to perform his/her duties. The Interim City Administrator will be using a City laptop to remote into his desktop computer that will have to be returned to the City when this contract ends.

B. The Interim City Administrator will be working remotely from his home in Washington State.

3. **SCOPE OF WORK**: Mike Jackson shall provide the services requested by the Stuart McRae, Department Heads or the City Governing Body which are necessary for the transition to the new City Administrator.

4. **TERM:** This Agreement shall remain in place for sixty (60) days unless otherwise terminated be either party. Should this agreement terminate before the end of the term, the City shall pay for all work performed up and until the date of termination. Upon termination, Prothman will have no further obligation.

5. **PAYMENT**: The Interim City Administrator's hourly rate shall be 91.00 per hour. Invoices will be submitted to the City every two weeks and are due within forty-five (45) days of receipt.

A. The City shall not be responsible for any federal or state employment taxes incurred by Prothman or the Interim City Administrator.

B. Delinquent payments will be subject to a late payment charge of 12% per annum which will be applied to any unpaid balance owed commencing seven (7) days after the payment due date.

6. **SUCCESSORS AND ASSIGNS**: This agreement, and all of the covenants hereof, shall insure to the benefit of and be binding upon the City and Prothman respectively and his partners, successors, assigns and legal representatives. Neither the City nor Prothman shall have the right to assign, transfer or sublet his interest or obligations hereunder without written consent of the other party.

7. **CHANGES IN WORK**: Any change in the scope of work as stated in this Agreement for whatever reason, will be negotiated between the City and Prothman and an amendment to the Agreement will be issued with the appropriate change of work and change of fee noted.

8. **LEGAL RELATIONS**: Prothman shall comply with all Federal, State and local laws and ordinances applicable to the work to be done.

9. **INSURANCE**: Prothman shall pay for all workers compensation insurance as required by the State of Washington. Should the Interim City Administrator not be eligible for workers compensation insurance in the State of Washington, Prothman shall acquire and maintain workers compensation insurance in Wyoming.

10. **OWNERSHIP OF DOCUMENTS**: All information, documents, reports, data, emails, text messages or other forms of work performed under the terms of this Contract shall be deemed the property of the City.

11. **PUBLIC INFORMATION**: Prothman shall not issue any statements, releases or information for public dissemination without prior approval of the City.

12. **RECORDS**: Prothman shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the Contract term and for three (3) years from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the City and copies thereof shall be furnished if requested.

13. **ATTORNEY FEES AND COSTS**: That in the event it becomes necessary for either Party to this Contract to retain an attorney to enforce any of the terms or conditions of this Contract, then the prevailing Party shall be entitled to reasonable attorney's fees and costs.

14. **LITIGATION LOCATION**: In the event litigation is pursued under this contract it will be in the 4th Judicial District of the State of Wyoming.

15. **MODIFICATION AND AMENDMENTS**: That any amendment or modifications of this Contract or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this contract.

16. **HOLD HARMLESS PROVISION**: Prothman shall indemnify, defend, and hold harmless the City for the purposes of all required payroll deductions and withholdings, legally required workers' compensation insurance and other employee benefits. The City releases and agrees to indemnify, defend, and hold harmless Prothman, the employees of Prothman, and personnel, directors, and officers of Prothman from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the services performed by the interim employee that are under the control of the City and are within the course and scope of this contract. Prothman releases and agrees to indemnify, defend, and hold harmless the City, its officers, employees and consultants, from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the acts or omissions of the interim employee that are not under the control of the City or are not within the course and scope of this contract. If the City is notified or becomes aware of any alleged improper or illegal activities by the interim employee, the City shall notify Prothman immediately.

PROTHMAN

NAME: _____

BY:_____

TITLE:_____

DATE:_____

INTERIM CITY ADMINISTRATOR

NAME: _____

BY:_____

DATE:_____

CITY OF SHERIDAN, WYOMING

_____

Mayor Roger Miller

DATE:_____

_____

Attested by the City of Sheridan Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Attorney

MEMORANDUM

Project Name:	Consideration of Agreement with Sheridan County School District #2 for the Creation of the Sheridan Recreation District - City Attorney Brendon Kerns
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	
Date:	

Attachments

Recreation District Formation Agreement

AGREEMENT TO ESTABLISH
AND MAINTAIN THE SHERIDAN RECREATION DISTRICT

THIS AGREEMENT, made and entered into this ___ day of _____, 2020, by and between the **City of Sheridan, Wyoming**, a Wyoming municipal corporation, whose principal place of business is located at address is 55 Grinnell St., P.O. Box 848, Sheridan, WY 82801 (referred to herein as "City") and **Sheridan County School District No. 2**, State of Wyoming, whose principal place of business is 201 North Connor St., Suite 100, Sheridan, WY 82801 (referred to herein as the "School District").

Recitals

A. The City of Sheridan and the School District entered into an *Agreement to Establish and Maintain the Sheridan Recreation District and Its Board of Directors*, dated November 16, 1989, pursuant to Wyo. Stat. Ann. §18-9-202. Said Agreement established the Sheridan Recreation District and its Board of Directors. Said Agreement has been amended, modified and extended at various times since its inception.

B. The City of Sheridan and the School District have mutually agreed to update and consolidate the various agreements of the parties pursuant to Wyo. Stat. Ann. §§ 18-9-201 and 202 to extend the existence of the Sheridan Recreation District and its Board of Directors subject to the following terms and conditions. All prior agreements, modifications, amendments and extensions of the parties are terminated and cancelled. This Agreement supersedes and replaces all former agreements, modifications, amendments and extensions of the parties related to the establishment and maintenance of the Sheridan Recreation District and its Board of Directors.

Agreement

Now, therefore, in consideration of the mutual covenants, promises and agreements of the parties, to be kept and maintained by them, it is hereby agreed as follows:

1. **Revocation and Termination of Prior Agreements:** All prior agreements, modifications, amendments and extensions of agreements of the parties as related to the establishment and maintenance of the Sheridan Recreation District and its Board of Directors are terminated and cancelled, excepting any debts or contracts with the City individually or any third party.

2. **Effective Date and Term of Agreement**: This Agreement shall become effective on _____, 2020, and shall continue for a period of five (5) years, terminating on the ____ day of _____, 2025, unless extended in writing by the mutual agreement of the City and School District.

3. **Establishment of the Sheridan Recreation District and District Board**: The City and School District hereby jointly establish a system of public recreations pursuant to Wyo. Stat. Ann. § 18-9-201(a). This system shall be known as the "Sheridan Recreation District". The City and the School District jointly create a Board of Directors for the Sheridan Recreation District (hereinafter "District Board") for the purpose of operating the system herein created by the provisions of this Agreement.

4. **District Board Responsibilities**: The City and School District delegate the operation of the recreation system to the District Board, and the District Board, in addition to those provided by Wyoming Statute, is hereby given the following powers, authority and duties:

A. The Treasurer of the District Board shall give bond in the amount of Five Thousand Dollars ($5,000.00), conditioned upon the faithful performance of his/her duties and the full accounting of monies received by him/her.

B. The District Board shall possess the authority to contract for the use of facilities or services as needed from time to time in keeping with its general mission, in compliance with the intent of Wyo. Stat. Ann. §§ 18-9-201 and 202.

C. All persons employed by the District Board shall be employees of the Sheridan Recreation District and the District Board and not as employees of the City or School District. The District Board shall, in addition to other powers necessarily given any employer, possess the sole authority, as employer of such employees to hire, train, supervise, discipline (including but not limited to suspension, dismissal or termination) and compensate its employees. The District Board shall adopt its own rules of practice and procedure governing contested cases regarding its employees and other applicable matters, pursuant to the Wyoming Administrative Procedures Act, Wyo. Stat. Ann. § 16-3-101 through 115.

5. **District Board of Trustees Appointments**: The District Board of Trustees of the Sheridan Recreation District shall be comprised of seven (7) members with staggered terms and an alternating majority. Trustees shall be of legal age and shall reside within the boundary of the appointing entity. As required by Wyo. Stat. Ann. § 18-9-202(a), the City shall have at least one (1) member from the City Council and the School District shall each have at least one (1) member from its board of trustees. Trustees shall serve three (3) year terms. No appointee shall serve more than nine (9) years in succession. Appointments to the District Board shall be made by the appointing entity in June of each year with appointees to begin his/her term at the District Board's regular meeting in July of the same year. All trustees shall comply with the Sheridan Recreation District Rules and Regulations, which shall be reviewed annually.

The City and the School District shall exchange the majority each year. Upon the expiration of a trustee's term, the School District and the City shall consult as to which entity shall appoint the new trustee in order to maintain the alternating majority. If a vacancy occurs prior to the end of a trustee's term, the entity that made the original appointment shall reappoint a person to fill the remainder of the term. Board members presently existing shall continue in office for the remainder of their term and the appointment schedule shall continue in accordance with the established terms.

6. **Authority of District Board**: From the effective date of this Agreement, the District Board shall have all powers and authority to manage, operate, and regulate the system as provided in this Agreement and by Wyoming statute.

7. **Continuation or Modification of Agreement**: This Agreement may be continued by the mutual consent of the City and the School District and by resolutions duly enacted according to law, and may be further modified or amended from time to time as needed upon the written agreement of the City and the School District.

IN WITNESS THEREOF, the parties have entered this Agreement this ____ day of _____, 2020.

City of Sheridan, Wyoming

By:_____

Title:_____

Sheridan County School District No. 2, State of Wyoming

By:_____

Title:_____

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name: Consideration of Emergency Ordinance #2222 - Alcohol Delivery - City Attorney Brendon Kerns
From:
To: Mayor and Council
CC:
Date:

Attachments

Ordinance #2222
WLD Alcohol Sale Spreadsheet

Ordinance _____

AN ORDINANCE AMENDING CHAPTER 4 OF THE CITY OF SHERIDAN MUNICIPAL ORDINANCES CONCERNING DELIVERY OF ALCOHOLIC BEVERAGES;

WHEREAS, the City of Sheridan Governing Body is the local licensing authority pursuant to W.S. §12-4-101 *et.al.*; and

WHEREAS, the City of Sheridan Municipal Ordinance 4-5(a)(6) prohibits the delivery of alcoholic beverages by a delivery service; and

WHEREAS, pursuant to W.S. §15-1-101(a)(iii) and W.S. §15-1-115(c), the City may pass an emergency ordinance to preserve the public health, safety or welfare; and

WHEREAS, the State of Wyoming and City of Sheridan are currently restricting public gatherings, and people are being encouraged to engage in social distancing as a result of the COVID-19 virus; and

WHEREAS, the COVID-19 virus is causing significant economic harm to Sheridan businesses which constitutes an emergency situation; and

WHEREAS, the emergency situation is deemed to be continuing and thus this emergency ordinance shall remain in effect until the next regularly scheduled Council meeting.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

1. Ordinance 4-5(a)(6) shall be suspended until the next regularly scheduled Council meeting or for thirty (30) days, whichever occurs first.

2. For purposes of this Ordinance the following definitions shall apply:

    a. *Serve*: The act of delivering alcohol to a purchaser or delivery employee on the licensed premise.

    b. *Delivery*: The act of providing alcohol to a purchaser.

    c. *Delivery Service*: A Liquor Licensee's process in which their employee provides alcohol to a purchaser.

d. *Delivery Employee*: The Licensee's employee responsible for delivering alcohol to the purchaser.

3. Retail Liquor Licensees, Microbreweries, and Wineries shall be permitted to provide delivery services for the delivery of malt beverage or wine to customers. Delivery services shall be subject to the following:

a. No order shall be received from nor delivery made to a person under twenty-one (21) years of age. Each purchaser shall be required to provide a valid Driver's License or valid government issued identification.

b. No part of a publicly owned sidewalk, highway, street or alley shall be used for taking orders or conducting sales.

c. Malt beverage or wine shall be delivered to customers only in the original, unopened package.

d. Deliveries shall not be made to or on public property and shall not be delivered outside the City of Sheridan Municipal boundaries unless otherwise allowed by Wyoming Statute, resolution of the Sheridan County Commissioners or Order of the Governor of Wyoming.

e. Delivery service employees shall have completed an alcohol server training program as approved by W.S. § 12-2-402; be at least twenty-one (21) years of age; maintain a valid driver's license; maintain valid vehicle insurance coverage as required by Wyoming Statute; and be an employee of the Licensee.

f. The Licensee and/or the delivery service employee shall refuse to serve any purchaser who is obviously intoxicated. For the purposes of this section, "obviously intoxicated" shall mean an individual who is inebriated to the extent that the person appears substantially impaired and the impairment is evident by actions such as slurred speech, uncoordinated physical actions or physical dysfunction which would be obvious to a reasonable person.

g. The Licensee and/or the delivery service employee shall notify the Sheridan Police Department of any criminal incident or criminal activity which is observed or occurs as soon as reasonably possible.

h. All sales must occur on the Licensee's premise by in-person purchase, online order, order by app, or order by phone. Payment must be received at the time of purchase. Payment may not occur upon delivery.

i. Licensees shall keep a record of each delivery service transaction which shall be made available to the City upon request. The record shall include, at minimum, the name and address of the purchaser, date and time of order, address of delivery, name of delivery employee, and the product purchased and delivered.

Within thirty (30) days after delivery service has terminated, the record shall be delivered to the City for the purpose of the City analyzing and reviewing the date of sale, effect on the community, benefit to license holders and other information which the records may provide.

j. Deliveries shall only be made to the purchaser.

k. Deliveries shall be prohibited for kegs.

4. All retail liquor licensees, wineries and microbreweries may establish a delivery service without submitting an amended operational plan, provided that the Licensee submits a written notice to the City Clerk of its intent to provide delivery services. Failure to provide notice shall prohibit the licensee from providing delivery services.

5. All alcohol licensees may establish curbside pick-up services at the licensed premise without submitting an amended operational plan.

6. Any violation of the aforementioned requirements, restrictions or procedures by any Licensee or Licensee's employee shall be a misdemeanor with a maximum punishment as defined by Ordinance 9-1. Any conviction of a Licensee or Licensee's employee shall be subject to Ordinance 4-13.

7. Should any portion of this Ordinance be in conflict with any other City of Sheridan Ordinance, this Ordinance is deemed to control and supersede.

8. This Ordinance shall remain in effect until the next regularly scheduled Council Meeting or thirty (30) days from the date of passage, whichever is earliest.

9. Pursuant to W.S. § 15-1-115(c), this Ordinance shall go into effect immediately.

WHEREUPON, a motion was passed and this Ordinance and was declared adopted by three-quarters or more of the City Governing Body this _____ day of_____, 2020.

CITY OF SHERIDAN, WYOMING

_____
Mayor Roger Miller

ATTEST:

_____
City Clerk

EFFECTIVE THIS _____ DAY OF JUNE, 2020.

County Name			Jan		
	SPIRITS	WINES		SPIRITS	WINES
ALBANY	$298,894.11	$169,614.21	**$468,508.32**	$388,163.18	$177,561.63
BIG HORN	$70,437.34	$11,545.73	**$81,983.07**	$57,366.54	$11,316.04
CAMPBELL	$402,427.71	$114,825.52	**$517,253.23**	$464,701.30	$125,868.43
CARBON	$160,900.48	$58,283.16	**$219,183.64**	$166,458.57	$39,182.18
CONVERSE	$141,739.34	$23,451.18	**$165,190.52**	$141,053.01	$24,041.33
CROOK	$33,033.16	$6,712.38	**$39,745.54**	$34,293.80	$10,743.07
FREMONT	$390,602.14	$138,901.90	**$529,504.04**	$456,154.28	$141,758.77
GOSHEN	$72,847.09	$14,142.43	**$86,989.52**	$72,639.38	$15,534.20
HOT SPRINGS	$32,419.64	$6,648.26	**$39,067.90**	$29,744.03	$6,394.66
JOHNSON	$70,794.98	$41,300.93	**$112,095.91**	$71,529.11	$32,289.27
LARAMIE	$838,600.20	$352,241.45	**$1,190,841.65**	$1,011,770.93	$348,195.34
LINCOLN	$138,324.24	$41,136.88	**$179,461.12**	$131,142.50	$33,323.24
NATRONA	$902,993.54	$350,679.33	**$1,253,672.87**	$981,258.48	$332,543.97
NIOBRARA	$25,703.94	$4,938.92	**$30,642.86**	$26,617.17	$2,934.00
PARK	$274,251.50	$145,006.94	**$419,258.44**	$259,188.48	$130,805.90
PLATTE	$78,153.23	$19,213.16	**$97,366.39**	$81,473.45	$15,364.39
SHERIDAN	$370,679.23	$143,463.62	**$514,142.85**	$357,817.72	$137,679.80
SUBLETTE	$89,842.94	$32,956.94	**$122,799.88**	$83,152.86	$34,461.18
SWEETWATER	$459,794.56	$110,155.33	**$569,949.89**	$450,110.15	$107,264.57
TETON	$836,212.13	$848,286.95	**$1,684,499.08**	$973,282.31	$901,157.54
UINTA	$258,559.62	$91,444.08	**$350,003.70**	$299,666.28	$115,601.27
WASHAKIE	$53,370.73	$17,414.86	**$70,785.59**	$50,566.08	$16,037.51
WESTON	$50,917.80	$9,479.54	**$60,397.34**	$44,723.91	$6,588.03
TOTALS	$6,051,499.65	$2,751,843.70	**$8,803,343.35**	$6,632,873.52	$2,766,646.32

Feb			Mar	
	SPRIRITS	WINES		SPRIRITS
$565,724.81	$415,412.12	$220,915.90	**$636,328.02**	$396,412.10
$68,682.58	$68,623.42	$12,218.99	**$80,842.41**	$73,836.44
$590,569.73	$574,291.68	$149,003.70	**$723,295.38**	$534,369.13
$205,640.75	$205,592.55	$58,743.38	**$264,335.93**	$176,193.10
$165,094.34	$164,030.63	$30,803.71	**$194,834.34**	$157,834.58
$45,036.87	$37,499.22	$8,677.06	**$46,176.28**	$39,487.37
$597,913.05	$569,727.69	$212,467.76	**$782,195.45**	$469,631.62
$88,173.58	$94,075.39	$20,528.51	**$114,603.90**	$77,441.54
$36,138.69	$57,477.93	$16,578.80	**$74,056.73**	$36,832.58
$103,818.38	$90,615.80	$40,908.40	**$131,524.20**	$89,179.84
$1,359,966.27	$1,077,352.99	$467,635.38	**$1,544,988.37**	$927,094.83
$164,465.74	$169,773.38	$46,845.71	**$216,619.09**	$164,345.29
$1,313,802.45	$1,054,122.43	$410,964.62	**$1,465,087.05**	$1,044,378.51
$29,551.17	$33,110.32	$7,101.55	**$40,211.87**	$23,158.11
$389,994.38	$360,636.00	$168,195.18	**$528,831.18**	$339,276.63
$96,837.84	$96,952.48	$19,882.24	**$116,834.72**	$93,544.99
$495,497.52	$385,547.78	$178,466.34	**$564,014.12**	$397,349.48
$117,614.04	$104,062.75	$39,890.77	**$143,953.52**	$101,303.86
$557,374.72	$538,148.13	$145,522.84	**$683,670.97**	$557,846.58
$1,874,439.85	$841,513.59	$839,820.20	**$1,681,333.79**	$478,211.58
$415,267.55	$431,888.97	$183,532.53	**$615,421.50**	$492,925.18
$66,603.59	$67,358.63	$17,660.43	**$85,019.06**	$61,434.02
$51,311.94	$62,960.65	$10,194.59	**$73,155.24**	$99,943.13
$9,399,519.84	$7,500,774.53	$3,306,558.59	**$10,807,333.12**	$6,832,030.49

Apr			May		
WINES		SPIRITS	WINES		SPIRITS
$217,238.18	**$613,650.28**	$397,525.59	$204,628.91	**$602,154.50**	
$15,506.12	**$89,342.56**	$74,148.99	$13,652.87	**$87,801.86**	
$170,872.52	**$705,241.65**	$475,957.73	$138,106.51	**$614,064.24**	
$47,405.07	**$223,598.17**	$192,607.37	$48,976.19	**$241,583.56**	
$34,395.61	**$192,230.19**	$150,070.09	$25,253.55	**$175,323.64**	
$7,203.43	**$46,690.80**	$48,928.94	$8,268.72	**$57,197.66**	
$140,736.59	**$610,368.21**	$526,865.10	$150,625.37	**$677,490.47**	
$17,336.67	**$94,778.21**	$101,822.89	$22,104.10	**$123,926.99**	
$9,603.82	**$46,436.40**	$40,421.61	$7,709.53	**$48,131.14**	
$40,042.35	**$129,222.19**	$86,668.55	$43,629.25	**$130,297.80**	
$418,063.98	**$1,345,158.81**	$1,204,544.31	$414,717.44	**$1,619,261.75**	
$56,804.85	**$221,150.14**	$194,964.44	$57,546.16	**$252,510.60**	
$411,495.78	**$1,455,874.29**	$1,139,897.37	$421,700.58	**$1,561,597.95**	
$5,742.86	**$28,900.97**	$27,399.67	$5,815.60	**$33,215.27**	
$182,783.30	**$522,059.93**	$396,599.35	$162,466.28	**$559,065.63**	
$25,631.53	**$119,176.52**	$104,529.70	$23,224.75	**$127,754.45**	
$205,851.21	**$603,200.69**	$431,396.60	$176,071.95	**$607,468.55**	
$38,105.46	**$139,409.32**	$114,911.52	$38,554.10	**$153,465.62**	
$149,396.58	**$707,243.16**	$559,926.98	$145,873.16	**$705,800.14**	
$513,343.72	**$991,555.30**	$632,200.66	$520,756.93	**$1,152,957.59**	
$233,134.21	**$726,059.39**	$656,409.89	$262,106.25	**$918,516.14**	
$20,851.65	**$82,285.67**	$63,514.97	$16,178.57	**$79,693.54**	
$20,997.60	**$120,940.73**	$48,733.17	$9,187.08	**$57,920.25**	
$2,982,543.09	**$9,814,573.58**	$7,670,045.49	$2,917,153.85	**$10,587,199.34**	$0.00

Jun			Jul		
WINES		**SPIRITS**	**WINES**		**SPIRITS**
	$0.00			**$0.00**	
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$0.00	**$0.00**	$0.00	$0.00	**$0.00**	$0.00

Aug			Sep	
WINES		SPIRITS	WINES	
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Oct			Nov		
SPIRITS	WINES		SPIRITS	WINES	
		$0.00			**$0.00**
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		$0.00			**$0.00**
$0.00	$0.00	**$0.00**	$0.00	$0.00	**$0.00**

		Dec		
SPIRITS	WINES		SPIRITS	WINES
		$0.00	$1,896,407.10	$989,958.83
		$0.00	$344,412.73	$64,239.75
		$0.00	$2,451,747.55	$698,676.68
		$0.00	$901,752.07	$252,589.98
		$0.00	$754,727.65	$137,945.38
		$0.00	$193,242.49	$41,604.66
		$0.00	$2,412,980.83	$784,490.39
		$0.00	$418,826.29	$89,645.91
		$0.00	$196,895.79	$46,935.07
		$0.00	$408,788.28	$198,170.20
		$0.00	$5,059,363.26	$2,000,853.59
		$0.00	$798,549.85	$235,656.84
		$0.00	$5,122,650.33	$1,927,384.28
		$0.00	$135,989.21	$26,532.93
		$0.00	$1,629,951.96	$789,257.60
		$0.00	$454,653.85	$103,316.07
		$0.00	$1,942,790.81	$841,532.92
		$0.00	$493,273.93	$183,968.45
		$0.00	$2,565,826.40	$658,212.48
		$0.00	$3,761,420.27	$3,623,365.34
		$0.00	$2,139,449.94	$885,818.34
		$0.00	$296,244.43	$88,143.02
		$0.00	$307,278.66	$56,446.84
$0.00	$0.00	**$0.00**	$34,687,223.68	$14,724,745.55

Year
$2,886,365.93
$408,652.48
$3,150,424.23
$1,154,342.05
$892,673.03
$234,847.15
$3,197,471.22
$508,472.20
$243,830.86
$606,958.48
$7,060,216.85
$1,034,206.69
$7,050,034.61
$162,522.14
$2,419,209.56
$557,969.92
$2,784,323.73
$677,242.38
$3,224,038.88
$7,384,785.61
$3,025,268.28
$384,387.45
$363,725.50
$49,411,969.23

WLD TOTAL WINE AND SPIRITS SALES JAN THROUGH MAY-2019 & 2020 COMPARISON

County	Jan-19	Jan-20	Variance	Feb-19	Feb-20	Variance	Mar-19	Mar-20	Variance	Apr-19	Apr-20	Variance
ALBANY	$471,303.50	$468,508.32	-$2,795.18	$533,576.47	$565,724.81	**$32,148.34**	$504,275.05	$636,328.02	**$132,052.97**	$595,676.51	$613,650.28	**$17,973.77**
BIG HORN	$81,508.97	$81,983.07	**$474.10**	$68,371.86	$68,682.58	**$310.72**	$69,586.63	$80,842.41	**$11,255.78**	$89,977.55	$89,342.56	-$634.99
CAMPBELL	$468,072.40	$517,253.23	**$49,180.83**	$544,690.35	$590,569.73	**$45,879.38**	$528,567.01	$723,295.38	**$194,728.37**	$628,007.59	$705,241.65	**$77,234.06**
CARBON	$200,675.90	$219,183.64	**$18,507.74**	$182,247.37	$205,640.75	**$23,393.38**	$184,162.17	$264,335.93	**$80,173.76**	$217,116.62	$223,598.17	**$6,481.55**
CONVERSE	$162,859.00	$165,190.52	**$2,331.52**	$168,823.20	$165,094.34	-$3,728.86	$169,429.65	$194,834.34	**$25,404.69**	$179,516.58	$192,230.19	**$12,713.61**
CROOK	$47,104.67	$39,745.54	-$7,359.13	$31,717.63	$45,036.87	**$13,319.24**	$33,924.32	$46,176.28	**$12,251.96**	$47,491.56	$46,690.80	-$800.76
FREMONT	$522,160.42	$529,504.04	**$7,343.62**	$472,440.80	$597,913.05	**$125,472.25**	$473,851.35	$782,195.45	**$308,344.10**	$558,575.27	$610,368.21	**$51,792.94**
GOSHEN	$97,374.38	$86,989.52	-$10,384.86	$109,527.23	$88,173.58	-$21,353.65	$103,503.98	$114,603.90	**$11,099.92**	$113,184.43	$94,778.21	-$18,406.22
HOT SPRINGS	$45,322.35	$39,067.90	-$6,254.45	$33,219.25	$36,138.69	**$2,919.44**	$42,080.04	$74,056.73	**$31,976.69**	$58,054.47	$46,436.40	-$11,618.07
JOHNSON	$113,912.68	$112,095.91	-$1,816.77	$99,422.68	$103,818.38	**$4,395.70**	$99,097.40	$131,524.20	**$32,426.80**	$108,341.35	$129,222.19	**$20,880.84**
LARAMIE	$1,159,918.40	$1,190,841.65	**$30,923.25**	$1,281,226.35	$1,359,966.27	**$78,739.92**	$1,332,222.56	$1,544,988.37	**$212,765.81**	$1,324,741.24	$1,345,158.81	**$20,417.57**
LINCOLN	$168,818.20	$179,461.12	**$10,642.92**	$154,161.86	$164,465.74	**$10,303.88**	$156,449.24	$216,619.09	**$60,169.85**	$163,094.72	$221,150.14	**$58,055.42**
NATRONA	$1,271,597.80	$1,253,672.87	-$17,924.93	$1,213,374.19	$1,313,802.45	**$100,428.26**	$1,295,998.29	$1,465,087.05	**$169,088.76**	$1,466,863.96	$1,455,874.29	-$10,989.67
NIOBRARA	$27,380.73	$30,642.86	**$3,262.13**	$17,827.67	$29,551.17	**$11,723.50**	$24,073.89	$40,211.87	**$16,137.98**	$23,082.03	$28,900.97	**$5,818.94**
PARK	$419,579.16	$419,258.44	-$320.72	$377,220.30	$389,994.38	**$12,774.08**	$387,839.03	$528,831.18	**$140,992.15**	$464,954.84	$522,059.93	**$57,105.09**
PLATTE	$107,711.70	$97,366.39	-$10,345.31	$102,056.33	$96,837.84	-$5,218.49	$100,976.47	$116,834.72	**$15,858.25**	$119,904.57	$119,176.52	-$728.05
SHERIDAN	$480,623.52	$514,142.85	**$33,519.33**	$447,800.34	$495,497.52	**$47,697.18**	$465,789.14	$564,014.12	**$98,224.98**	$550,045.41	$603,200.69	**$53,155.28**
SUBLETTE	$98,253.56	$122,799.88	**$24,546.32**	$110,753.81	$117,614.04	**$6,860.23**	$88,971.97	$143,953.52	**$54,981.55**	$120,119.48	$139,409.32	**$19,289.84**
SWEETWATER	$637,893.34	$569,949.89	-$67,943.45	$554,543.11	$557,374.72	**$2,831.61**	$561,119.66	$683,670.97	**$122,551.31**	$650,164.73	$707,243.16	**$57,078.43**
TETON	$1,904,044.22	$1,684,499.08	-$219,545.14	$1,844,138.81	$1,874,439.85	**$30,301.04**	$1,643,116.49	$1,681,333.79	**$38,217.30**	$1,074,206.62	$991,555.30	-$82,651.32
UINTA	$422,885.98	$350,003.70	-$72,882.28	$373,291.67	$415,267.55	**$41,975.88**	$488,816.40	$615,421.50	**$126,605.10**	$916,446.63	$726,059.39	-$190,387.24
WASHAKIE	$71,182.59	$70,785.59	-$397.00	$65,120.68	$66,603.59	**$1,482.91**	$61,340.03	$85,019.06	**$23,679.03**	$78,748.55	$82,285.67	**$3,537.12**
WESTON	$55,001.30	$60,397.34	**$5,396.04**	$48,862.81	$51,311.94	**$2,449.13**	$46,277.53	$73,155.24	**$26,877.71**	$70,744.61	$120,940.73	**$50,196.12**
TOTALS	**$9,035,184.77**	**$8,803,343.35**	-$231,841.42	**$8,834,414.77**	**$9,399,519.84**	**$565,105.07**	**$8,861,468.30**	**$10,807,333.12**	**$1,945,864.82**	**$9,619,059.32**	**$9,814,573.58**	**$195,514.26**

May-19	May-20	Variance	2019 Total	2020 Total YTD	Variance
$621,512.76	$639,486.53	**$17,973.77**	$2,726,344.29	$2,923,697.96	**$197,353.67**
$102,272.43	$101,637.44	**-$634.99**	$411,717.44	$422,488.06	**$10,770.62**
$632,521.90	$709,755.96	**$77,234.06**	$2,801,859.25	$3,246,115.95	**$444,256.70**
$262,409.37	$268,890.92	**$6,481.55**	$1,046,611.43	$1,181,649.41	**$135,037.98**
$181,511.75	$194,225.36	**$12,713.61**	$862,140.18	$911,574.75	**$49,434.57**
$62,165.57	$61,364.81	**-$800.76**	$222,403.75	$239,014.30	**$16,610.55**
$528,386.48	$580,179.42	**$51,792.94**	$2,555,414.32	$3,100,160.17	**$544,745.85**
$99,356.72	$80,950.50	**-$18,406.22**	$522,946.74	$465,495.71	**-$57,451.03**
$45,712.66	$34,094.59	**-$11,618.07**	$224,388.77	$229,794.31	**$5,405.54**
$141,251.73	$162,132.57	**$20,880.84**	$562,025.84	$638,793.25	**$76,767.41**
$1,455,901.42	$1,476,318.99	**$20,417.57**	$6,554,009.97	$6,917,274.09	**$363,264.12**
$273,442.20	$331,497.62	**$58,055.42**	$915,966.22	$1,113,193.71	**$197,227.49**
$1,428,993.57	$1,418,003.90	**-$10,989.67**	$6,676,827.81	$6,906,440.56	**$229,612.75**
$30,064.33	$35,883.27	**$5,818.94**	$122,428.65	$165,190.14	**$42,761.49**
$599,505.80	$656,610.89	**$57,105.09**	$2,249,099.13	$2,516,754.82	**$267,655.69**
$124,633.30	$123,905.25	**-$728.05**	$555,282.37	$554,120.72	**-$1,161.65**
$530,364.93	$583,520.21	**$53,155.28**	$2,474,623.34	$2,760,375.39	**$285,752.05**
$164,904.44	$184,194.28	**$19,289.84**	$583,003.26	$707,971.04	**$124,967.78**
$756,443.16	$813,521.59	**$57,078.43**	$3,160,164.00	$3,331,760.33	**$171,596.33**
$1,656,589.69	$1,573,938.37	**-$82,651.32**	$8,122,095.83	$7,805,766.39	**-$316,329.44**
$582,356.34	$391,969.10	**-$190,387.24**	$2,783,797.02	$2,498,721.24	**-$285,075.78**
$80,241.56	$83,778.68	**$3,537.12**	$356,633.41	$388,472.59	**$31,839.18**
$147,809.56	$198,005.68	**$50,196.12**	$368,695.81	$503,810.93	**$135,115.12**
$10,508,351.67	**$10,703,865.93**	**$195,514.26**	**$46,858,478.83**	**$49,528,635.82**	**$2,670,156.99**