

## City of Riverton, Wyoming

816 N. Federal

Riverton, WY 82501

**STEVEN M. WEAVER, City Administrator**

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May 28, 2015

The Honorable Mayor, City Council and Members of the Public  
816 N. Federal Blvd.  
Riverton, WY 82501

RE: City Administrator Letter of Transmittal and FY2016 Budget Message

Dear Citizens and Members of the Governing Body:

In accordance with the Riverton Municipal Code and as required by State law, I hereby transmit the budget for the City of Riverton for the period ending June 30, 2016. This document is divided into eleven (11) sections: Overview, General Fund, Enterprise Funds, Fixed Costs, Administrative Allocations, Contract for Services, Employee Compensation, Fixed Assets, Capital, Reserves, and a Conclusion.

### **Overview**

In the budget, we generally have two types of funds: General and Enterprise. The General Fund is the primary operating fund of the City and is used to account for the revenues and expenditures of most tax-supported activities of the City. Enterprise funds are business like funds (i.e. water, sewer, sanitation) because they should be run like a business. Fees are charged to external users to cover services provided. They are self-sufficient funds. This budget maintains the quality and level of services to which Riverton residents are accustomed and represents our best efforts as a team to use the limited resources to satisfy the goals of the community, improve Riverton's quality of life, and maintain taxpayer investment in public facilities.

I am proud to say that we have a balanced budget. I would like to thank the City employees that have contributed to the success of this budget. I would personally like to thank our department heads for their dedication in making this a balanced budget. More importantly, I would like to thank our Administrative Service Director and Finance Director for the many hours they have spent in working on the revenue and expenditures. There is a lot involved in developing a budget. The City's total budget including capital is \$33,250,974.

The City of Riverton has virtually "held its own" in the last several years as the economy has been unpredictable. Even with the improvement in the economy, it seems that government is lagging behind a couple of years. Most of our revenue projections have been right on or in the City's benefit, except for a few including our largest general fund revenue: sales tax. There has been approximately a ten percent (10%) difference of actual sales tax dollars received versus our

projections. Out of 31 divisions, 8 divisions were at 99% or less than the previous budget, 7 divisions indicated slight increases, and 13 divisions increased more than 5%.

We anticipate the financial reserves in FY2016 at 18.5%, per Council policy. The investment policy for the City states that the 18.5% reserves only applies to the General Fund, however, over the years, the City has met those in all of our funds.

Please note that at the beginning of each department/division or fund, you will find a summary page that will tell the mission of the fund/department, a description, revenue assumptions (if applicable), and expenditure highlights. It will explain major changes to the department/fund from the previous year. There was a new division created called Customer Service that is in Water, Sewer, and Sanitation Funds. This is not additional monies but has been extracted from the General & Administration cost center of each enterprise fund. In the past this has consisted of employees in Utility Billing and Public Works. The Customer Service was created to just cover the Utility Billing personnel. It creates greater accountability for how things are being charged.

The operational and capital revenues are watched closely by staff and reported regularly to the City Council and Finance Committee. In the enterprise funds, revenues exceed expenses in all funds with the exception of the Airport Fund, which is subsidized by the general fund. Our finance staff has done a great job in predicting how much revenue we will receive during the year because they have been right on in the past.

It should also be noted that on May 19, 2015, Council approved two resolutions that will assign \$200,000 of the City's general fund reserves towards the airport revenue guarantee and \$200,000 towards the North Federal Storm Water Project. The revenue guarantee is contingent upon the City securing an additional airline. The estimated revenue guarantee is \$2.1 million dollars and the State will give \$1.5 million which will leave \$600,000 to be raised locally. The understanding from the FAST committee has been that the County, Lander, and Riverton would split the local match by three, which gives us the \$200,000. The North Federal Storm Water Project will not occur until 2017, however the City needs to start saving up for this large project estimated to be between \$2-\$3 million dollars. Staff will be reviewing the reserves and make recommendations to the council of more additional money. Both of these have been added to the budget under General Fund Capital.

### **General Fund**

The General Fund is the primary operating fund of the City and is used to account for the revenues and expenditures of most tax-supported activities of the City.

### **Revenues**

As in previous years, the City's General Fund Revenue is split between increases and decreases. The estimated revenue is \$8,766,096; an additional \$729,117 more than last year. We are projecting slight increases in Property Tax, Use Tax, Special Fuel Tax (Diesel), Supplemental funds, reimbursements on School Resource Officer(s) and DCI Officer, and franchise fees from Charter Cable. We are also seeing some decreases in sales tax and court fines. The supplemental funding is a little confusing as it is over a two year period. So compared to last year, we are getting \$104,172 more than last fiscal year.

The most stable revenue stream, with a slight increase, is property taxes. This tax is influenced by two factors: increases in assessed valuation and new construction. Assessed valuation is a function

of the Fremont County Assessor. It does appear that assessed valuations have increased slightly and that is why we have a higher number than last year. As a reminder, their reporting period is one year behind actual reporting. The City is projecting to receive \$400,000, which is an increase of \$15,000 over the last year. This revenue stream contributes 5% to the operations of the General Fund.

Sales and use taxes are the largest sources of revenue for the General Fund. They make up about 30% of the General Fund. There is roughly a 70/30 split between state and local government of sales and use tax revenue generated on a sales transaction in Fremont County. Consequently, of the 30% returned to Fremont County, the City of Riverton receives only 26.4561%. Each city, town and the county's share of the sales and use tax returned by the state is proportional to its share of the county's population. Overall, the City of Riverton receives 7.8 cents of every dollar of the total sales and use taxes generated in Fremont County. This only applies to the 4%, not the 1% Optional Sales Tax for infrastructure.

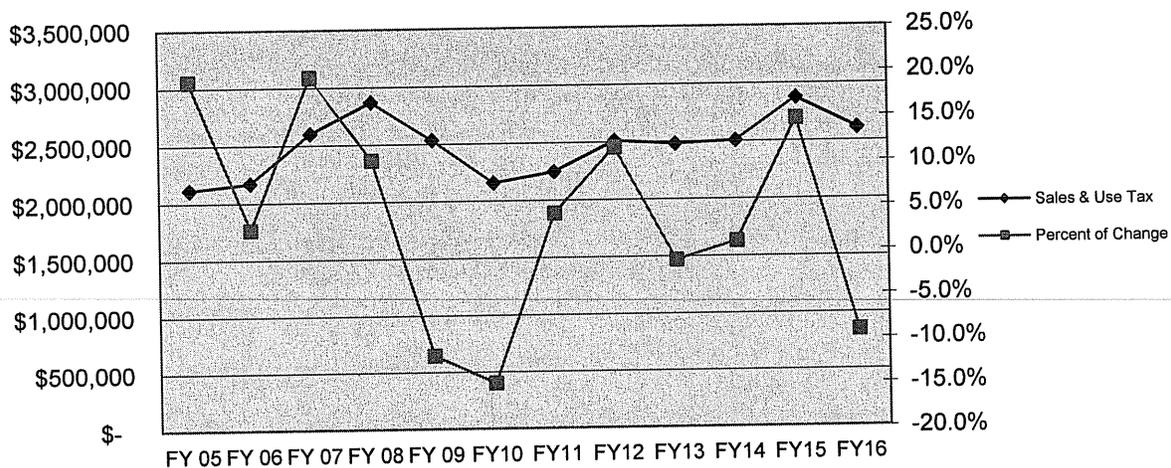
The sales and use tax revenue stream has decreased this past year. We are estimating a decrease of \$250,000 in sales tax revenue based on actual amounts received, not projected. The challenge with this revenue stream is it models current economic activity. If times are good, people are spending money; if times are rough, it reduces the flow of revenue.

We have a "Transfer from Reserves" line item of \$609,623, which includes \$177,032 from unanticipated expenditures from the Riverview Road project and the bulk of the remaining amount is the \$400,000 for the Airport Minimum Revenue Guarantee and North Federal Storm Water Project.

We also included a "Transfer from Fleet" reserve account which addresses the fleet capital purchases in the amount of \$151,000.

We are receiving approximately \$300,000 in county-wide consensus monies for the Big Bend Drain project which will assist with the overall costs of this project.

### Sales & Use Tax



Grants account for 42.9% of the entire budget for the City of Riverton. For FY2016, staff was instrumental in obtaining \$14,226,516 in grant funds for municipal projects. Grant Management continues to be a significant oversight effort on the part of the Finance Director, Gloria Hardman. She is doing a great job in keeping on top of these grants and making sure we are in compliance with grant requirements. Staff oversees approximately 28 grants for the City, which in actual funding is an increase of \$8,550,421 (or 150.6%) the prior year. \$16,160,650 is projected to be spent toward capital projects next year with the additional \$400,000 assigned and \$2.1 million in 1% projects. Of that amount, 86% of the funds needed to complete these projects will come from granting agencies. It may be of interest to note that \$12.6M of the above-mentioned grants is due to the Airport AIP39 & 40 Reconstruction of Runway 10.

### ***Expenditures***

The General Fund has the following departments/divisions: Mayor and Council, City Administrator, Municipal Court, Administrative Services, Information Technology, Facility Maintenance, Police, Fire, Public Services, Streets and Alleys, Fleet Maintenance, Weed and Pest, Parks, and Community Development. Overall, the expenditures are fairly flat in each of the departments, even though we see increases and decreases in each department. Please refer to the summary pages for each of the department/funds to see significant expenditure highlights that have changed from the prior year.

### ***Enterprise Funds***

By law, the enterprise funds must generate sufficient revenues to meet their operating obligations, including debt service, with a sufficient reserve for depreciation and capital needs. It is intended that an enterprise operate similar to a business. The revenues to the utility enterprise funds are in pretty good shape.

The following numbers in the enterprise funds are operational, not including capital:

The *Water Fund* will bring in revenues projected to be \$2,547,595 to meet an operating obligation of \$2,277,329. This leaves a net income of \$270,266 (difference between operational revenues and expenses) toward future projects.

The *Wastewater Fund* will bring in revenues projected to be \$1,925,800 to meet an operating obligation of \$1,813,389. This leaves a net income of \$112,411 (difference between operational revenues and expenses) toward future projects.

The *Sanitation Fund* will bring in revenues projected to be \$2,312,000 to meet an operating obligation of \$2,292,423. This leaves a net income of \$59,577 (difference between operational revenues and expenses) toward future projects.

The *Airport Fund* will bring in revenues projected to be \$321,500 to meet an operating obligation of \$752,687. This leaves a deficit of \$431,187 which will be subsidized by the General Fund and Passenger Facilities Charges (PFC). The runway reconstruction project will be funded by PFC taxes that we have been collecting on tickets for many years. We also received \$100,000 from County Consensus monies to help pay for the project. The remaining balance from the PFC's will go towards the design of the Aircraft Rescue and Fire Fighting (ARFF) building expansion, ARFF equipment, and repay the general fund for past projects.

It is helpful to remember that any revenues or cash balances in the enterprise funds can only be used for the operations or capital needs of that particular fund. Those funds cannot be co-mingled with the operations or capital needs of the other enterprise funds or with the General Fund. It is possible to do an interfund loan with an interest rate and repayment schedule as long it is within a reasonable repayment timetable.

### **Fixed Cost Trends**

It is always interesting to try and predict energy costs. Natural gas prices fell a couple of years ago and seem to be staying steady. Staff has not increased our utility costs in the funds since we have not seen any proposals for significant increases. Rocky Mountain Power is proposing another increase for January 2016 however it has not been approved. Gasoline prices went down significantly and then went up a little and have been pretty steady.

### **Administrative Allocations**

The administrative allocation provides a \$1,192,334 relief to the expense burden of the General Fund. Staff has used this tool as a way of administering the true costs of the Enterprise Funds by an allocation back to the General Fund. The true cost of doing business on the enterprise side of the City's budget is very clear and supported by our auditing team.

### **Contract for Services**

Included in this budget is \$377,308 allocated as nine (9) agency line items within the City budget which is down \$2,600 from the previous year. This year all requests went to the Finance Committee which made the recommendation. Some of the requests asked for less money, others asked for the same as last year, and others asked for increases. The request from Chamber of Commerce went down however the Finance Committee felt they should not be giving that money away because most likely next year it would increase because of advertisements. The three contracts that were asking for additional money were increased. Children's Advocacy Project was funded an additional \$1,000, PAWS and Injury Prevention were increased by \$1,750. All of the funding for contract service requests is taken out of supplemental funding from the State of Wyoming. This year the City is receiving \$877,532. The City historically has funded third party requests from supplemental funds and the remaining balance is used in capital projects.

### **Employee Compensation**

The City of Riverton is a service-based organization that relies on its employees to provide exceptional services to the citizens of Riverton; this makes personnel the largest single category of expenses. Our employees are very important and they are what make this organization function properly. Local government jobs across this state and nationwide have similar benefit packages which includes a salary, health insurance, and some sort of retirement plan – either a 401K or a defined benefit plan. The City of Riverton also uses a 10 step pay scale. When an employee is hired, they are generally started at the base wage of the 10 step pay scale. Contingent on favorable annual reviews, the employee would then be moved to the next step of the pay scale. At this time, the City has 126 employees including Mayor and Council, of which 37% are at the top of the pay scale in their respective grade. The City has been able to retain employees and wants to continue to promote longevity within the organization. We currently have 38 employees who have served the City for 5-9 years, and an additional 38 employees who have served the City for 10 years or longer.

It is important that the City strives to stay competitive with comparable cities. Last year was a difficult year for employees in that the City was not able to do a Cost of Living Adjustment

(COLA) increase and there were several expenses that were passed on to the employees: increases in health insurance rates, the percentage of what employees paid for single coverage was increased from 2% to 10%, we extended the pay scales from 7 steps to 10 steps which in turn lowers the percentage an employee gets each year, and the increase in the retirement of one and one-quarter percent (1.25%) was passed on to the employees. However, with the retirement of several long-time employees, the interim vacancies and the hiring of new employees at a lower salary, the City has seen a cost savings of \$403,000 over the past 15 months. Therefore, this year we are proposing a Cost of Living Adjustment (COLA) for our employees.

Staff is proposing the following changes\*, which have been included in the budget:

\* These changes will be reflected in each of the division funds under salaries and wages, health insurance, and retirement.

- COLA adjustments as follows: 2.5% increase for Captains, Division Managers, Department Heads and City Administrator; and 3.5% increase for all other employees. The reasoning for the difference in COLA percentages was determined due to the fact that the higher salaries would still receive a slight dollar amount increase over the lower salaries, but would not have such a large dollar amount difference. This is a cost of \$167,733.87 to the City.
- Wyoming Educator’s Benefit Trust (WEBT) has notified the City that we will be receiving a 16% increase on health insurance rates. The increase will be absorbed by both the City and the employees, with the percentages remaining consistent to last year. With the 16% increase, the total cost to the City is \$53,998 and the total cost to the employee is \$10,649. Due to request from the City of Riverton to WEBT, all contracts with WEBT will be receiving the added benefit of the Hepatitis B series vaccination commencing July 1, 2015. The table below shows the prior two years and the current year percentages and costs to the employee based on the \$1,500 deductible plan\*\*:

Plan Type	FY 13-14		FY 14-15		FY 15-16	
	Percentage City/Employee	Cost per Month	Percentage City/Employee	Cost Per Month	Percentage City/Employee	Cost Per Month
<b>Employee</b>	98/2%	\$14.40	90/10%	\$76.28	<b>90/10%</b>	<b>\$86.00</b>
<b>Employee + Dependents</b>	85/15%	\$187.55	85/15%	\$198.62	<b>85/15%</b>	<b>\$219.41</b>
<b>Employee + Spouse</b>	80/20%	\$284.76	80/20%	\$301.64	<b>80/20%</b>	<b>\$337.63</b>
<b>Family</b>	75/25%	\$489.07	75/25%	\$518.02	<b>75/25%</b>	<b>\$577.19</b>

\*\*98% of our employees are covered under the \$1,500 deductible plan.

- The Wyoming Retirement System has increased the employer’s contribution by three-quarters percent (0.75%) for a total increase of \$5,869. We do not plan on seeing another increase in retirement for at least three years.

**Fixed Assets**

Since we have not tracked our fixed assets throughout the organization’s history, we have been using a simple method of depreciation in the last 7-8 years. The city was not required to track fixed assets until GASB34 came along in approximately 1998. We also changed auditors who, in turn, changed our methods in accordance with their accounting practices. Our method today is using straight line depreciation which is the asset value less the depreciation of the asset over a period of time. We began tracking fixed assets in our Black Mountain Software system in 2007-2008. At that time, our acquisition of transportation equipment was \$2,574,464, for just the General Fund. Annually, the system calculates the depreciation of said acquisitions and comes up with a depreciation expense. We simply track these two numbers and place an amount (based on priority needs) in a cash reserve account that covers the cost of fleet capital. As of today’s date, we have approximately \$150,000 in our reserve to meet the needs of fleet capital requests for the FY15-16 budget.

**Capital** *(Please refer to Capital Summary in the back of this document)*

This budget shows an increase in capital projects from the previous Fiscal Year to \$16,160,650 plus \$400,000 assigned and \$2.1 million in 1% projects. The biggest contributing factor is the Airport Runway Project. Capital assets include property, plant, equipment and infrastructure assets (e.g., roads, sidewalks, and similar items). Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

**Reserves**

As previously stated on several occasions, I applaud the council in their effort to set aside 18.5% for reserves. It is hard to look in the crystal ball and know what will happen in the future. Reserves are the lifeboat when revenue streams take a sudden plunge or when we have a disaster or major equipment failure that requires money now. Projected Operational Revenue and Reserve Requirements:

Operational Reserve Requirements pursuant to the Statement of Investment Policy – 18.5%

	Operational <u>Revenue</u>	Operational 18.5% Reserve <u>Requirement</u>	Assigned <u>Cash*</u>	Unassigned Cash <i>(as of 5/21/15)</i>
General Fund	\$6,839,032	\$1,265,221	\$400,000	\$708,743.00
Water Fund	\$2,547,595	\$471,305		\$231,400.43
Sewer Fund	\$1,925,800	\$356,273		\$436,763.52
Sanitation Fund	\$2,312,000	\$427,720		\$537,726.80

*\*Assigned for Minimum Airport Revenue Guarantee and North Federal Storm Water Reconstruction*

The investment policy adopted by the Council requires that 18.5% of operations be kept in reserves in the General Fund. Over the years, we have followed that same policy for all the funds with the exception of the Airport. The Airport Fund does not currently have reserves as it relies heavily on

the General Fund for operations as well as capital projects. Smaller Airports are never a money making operation so I don't anticipate seeing more revenue than expenditures in the near future. We do need to do all we can to keep costs limited and find ways to make more money for the airport.

**Conclusion**

The work of the City of Riverton is important, even critical. Its products have a profound impact on the quality of the daily lives of its citizens.

Preparation of the proposed budget has been a team effort. The management team has approached the budget preparation in a spirit of interdepartmental cooperation with a firm grasp on fiscal reality.

In closing, I want to express my appreciation to the Mayor, City Council, employees, and particularly senior staff who have assisted in the development of this budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steven M. Weaver". The signature is fluid and cursive, with a large initial "S" and "W".

Steven M. Weaver  
City Administrator

# General Fund

## Definition of Revenue Sources

Governmental funds focus on inflows and outflows of current financial resources. Most inflows are reported as revenues. The revenues recorded by the City of Riverton General Fund amount to approximately \$8.3M and include the following:

The valuation of property in the City is determined by the Fremont County Assessor. The property tax is influenced by two factors: increases in assessed valuation and new construction. The City anticipates a 4% increase or approximately \$400,000 for this fiscal year as opposed to \$385,000 previously.

Sales and use taxes are the largest sources of revenue for the General Fund. These amounts make up about 32% of the revenue received or approximately \$2,543,000. There is roughly a 70/30 split between state and local government of sales and use tax revenue generated on a sales transaction in Fremont County, and of that 30 percent the City receives 28%. Other taxes critical to the general fund in order to provide essential services to our residents are gasoline, special fuel, cigarette, mineral royalty, and severance for a total of \$1,610,141. Supplemental funding, adjusted by the state and used for capital projects or one-time only expenses total \$877,532 which is a \$62,251 increase from prior year projection.

The City imposes fees (franchise fees) on gas, electric, and cable television companies for the privilege of using City streets and pipelines. The amount projected this year is approximately \$908,000 from entities such as Qwest, Rocky Mountain Power, Charter, High Plains Power and Source Gas.

Licenses and Permits collected account for \$229,000 annually. These fees include liquor licenses, permits for construction of residential and commercial/industrial structures to ensure Code compliance, encroachments, plan reviews, etc.

Additionally, we have projected a reimbursement from the Wyoming Department of Transportation (WYDOT) in the amount of \$175,000. The reimbursement is associated with the South Federal Boulevard storm water reconstruction from FY15. This infrastructure was to be shared between the City and WYDOT at a 75/25 ratio. The reimbursement corrects an error in original billing of the infrastructure.

The balance of the revenue collected consists of grants (federal, state, county, local), property assessments, and intergovernmental agreements. As in the prior year, \$328,032 is listed as transfer from reserves in order to be completely transparent that the City is using reserves to complete major capital projects and fleet purchases.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

1 GENERAL FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
<b>31000 LOCAL REVENUES</b>										
31100 Property Taxes	372,655	371,405	379,299	390,463	385,000	101%	400,000		400,000	103%
31120 Motor Vehicle	156,476	169,504	166,402	153,383	170,000	90%	170,000		170,000	100%
31411 SRO - School Dist #25	244,198	242,889	251,679	286,842	263,402	109%	290,000		290,000	110%
31412 Weed & Pest Control	62,814	63,893	63,304	64,905	64,000	101%	64,000		64,000	100%
31418 Wind River Visitors					0	0%	4,000		4,000	*****
31419 Tobacco Compliance Grant	1,105	935	1,105	1,105	4,200	26%	4,200		4,200	100%
31424 CSBG-Victim Assistance			3,703		0	0%			0	0%
31427 Special Events - PD	6,000	4,450	8,518	7,039	2,500	282%	2,500		2,500	100%
31428 Community Assistance		563			0	0%			0	0%
Group:	843,248	853,639	874,010	903,737	889,102	102%	934,700	0	934,700	105%
<b>32000 LICENSES AND PERMITS</b>										
32111 Liquor	45,077	45,850	43,483	47,948	43,000	112%	44,000		44,000	102%
32112 Prof. & Occupational	2,625	2,460	3,098	3,380	2,800	121%	3,500		3,500	125%
32113 Contractor Registrations	12,800	12,633	14,025	12,925	13,000	99%	13,000		13,000	100%
32131 High Plains Power	13,746	18,643	18,634	19,618	18,000	109%	18,000		18,000	100%
32132 Charter Cable Services	107,524	195,987	158,413	165,530	160,000	103%	165,000		165,000	103%
32133 Source Gas	84,496	75,621	123,373	84,429	90,000	94%	90,000		90,000	100%
32134 Pacificorp	524,520	572,273	604,147	602,879	620,000	97%	620,000		620,000	100%
32135 Qwest	14,943	13,490	13,017	9,516	15,000	63%	15,000		15,000	100%
32140 Building & Encroachment	155,411	182,975	123,262	176,520	149,000	118%	150,000		150,000	100%
32142 Engineering Misc.	4,128	787	1,249	516	1,000	52%	1,000		1,000	100%
32143 Sub. & Proc. Fees	4,110	4,205	2,920	2,260	3,500	65%	3,500		3,500	100%
32144 Plan Review	11,740	5,314	1,866		15,000	0%	15,000		15,000	100%
Group:	981,120	1,130,238	1,107,487	1,125,521	1,130,300	100%	1,138,000	0	1,138,000	100%
<b>33000 INTERGOVERNMENTAL REVENUES</b>										
33101 Highway Safety Grant	1,304				0	0%	3,000		3,000	*****
33102 Alcohol Compliance Grant	2,125	1,275	2,125	3,995	4,200	95%	4,200		4,200	100%
33103 DVS (VOCA-Basic Service)	44,003	17,994	30,324	9,723	20,000	49%	20,000		20,000	100%
33104 VAWA Law Enforcement		8,077	17,754	35,010	15,000	233%	15,000		15,000	100%
33106 DCI Officer Grant	36,393	51,181		8,275	0	***%	42,000		42,000	*****
33111 DOJ Protective Vest	1,898	4,167	1,107	3,321	2,500	133%	2,500		2,500	100%
33144 Highway Safety Grant-OT	10,727	16,406	15,922	11,940	24,673	48%	38,000		38,000	154%
33145 CSBG Grant - Set Aside		7,092	1,000		0	0%			0	0%
33146 H.S.G.10-GPD-RIV-LP-HLE10	12,592	10,604			0	0%			0	0%
33147 H.S.G.11-GPD-RIV-LP-HLE11			23,216		0	0%			0	0%
33148 H.S.G.12-GPD-RIV-LP-HLE12			10,008		0	0%			0	0%
33149 H.S.G.			1,058	10,417	10,433	100%			0	0%
33151 H.S.G.14-GPD-RIV-LP-HLE14				13,611	10,000	136%			0	0%
33152 Big Bend Drain CWC Grant				10,047	125,000	8%	300,000		300,000	240%
33158 H.S.G.15-GPD-RIV-LP-HLE15					0	0%	12,000		12,000	*****
33401-VOCA Victim/Witness	17,819	16,405	24,749	9,394	18,000	52%	18,000		18,000	100%
33402 Mosquito Abatement	33,901	30,672	23,140	12,339	30,000	41%	30,000		30,000	100%
33415 State Forestry Grant -	2,000	500	3,717		2,000	0%	2,500		2,500	125%
33421 Riverwalk Project-TEAL	22,850	24,325	49,677	103,148	103,148	100%			0	0%

CITY OF RIVERTON  
 Revenue Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
33423 EUDL Grant-OT	26,012	9,400	8,287	1,371	5,922	23%	6,000		6,000	101%
33428 Riverwalk			70,000		0	0%			0	0%
33436 West Park SRTS Grant		1,000			53,533	0%			0	0%
33454 ARRA-Police Technology	722,691	79,589			0	0%			0	0%
33457 VOCA State Grant	3,531	4,447	10,765	8,026	0	***%	8,900		8,900	****%
33470 N Broadway Street	30,892	445,569			0	0%			0	0%
33473 N Federal Planning Grant		28,317	7,074		0	0%			0	0%
33510 General Sales Tax	2,107,002	2,064,739	2,041,991	2,134,640	2,313,600	92%	2,043,000		2,043,000	88%
33511 Use Tax	334,431	347,115	395,528	513,485	490,000	105%	500,000		500,000	102%
33520 Gasoline Taxes	164,892	185,643	269,556	314,041	306,000	103%	346,000		346,000	113%
33530 Cigarette Taxes	69,617	71,338	69,218	69,447	71,338	97%	70,000		70,000	98%
33540 Special Fuel Tax	59,408	63,428	95,986	114,444	110,000	104%	130,000		130,000	118%
33550 Supplemental Funding	787,426	601,238	895,213	773,360	772,800	100%	877,532		877,532	113%
33560 Mineral Royalties	666,255	674,841	670,833	671,394	665,206	101%	666,982		666,982	100%
33570 Severance Taxes	389,539	395,768	395,880	397,255	395,346	100%	397,159		397,159	100%
33590 WY Victim Svc Surcharge	4,062	5,770	4,017	4,571	3,000	152%	3,000		3,000	100%
Group:	5,551,370	5,166,900	5,138,145	5,233,254	5,551,699	94%	5,535,773		5,535,773	99%
34000 CHARGES FOR GOODS AND SERVICES										
34420 Weeding & Cutting	18,851	-3,448	1,430	896	0	***%	1,000		1,000	****%
Group:	18,851	-3,448	1,430	896	0	***%	1,000		1,000	****%
35000 FINES AND FORFEITS										
35100 Court Fines	181,440	164,787	206,422	120,624	140,000	86%	125,000		125,000	89%
35503 Transfer from Reserves					50,601	0%			0	0%
35504 One Cent Fund Transfer					140,000	0%			0	0%
Group:	181,440	164,787	206,422	120,624	330,601	36%	125,000		125,000	37%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	5,136	3,122	2,039	1,142	2,000	57%	2,000		2,000	100%
36303 Main St. Spec Improv	3,429				0	0%			0	0%
36305 Deer Ave. Assessments		300		343	0	***%	1,500		1,500	****%
36307 Gardens North SID		-20			0	0%			0	0%
36330 Riverside Improvement	133,150		465		500	0%	500		500	100%
36720 Tree Board Donations	2,490	2,245	2,385	1,635	2,000	82%	500		500	25%
36775 Main Street Enhancements	11,360				0	0%			0	0%
36792 ARRA-WYECIP	186,212				0	0%			0	0%
36793 Rocky Mountain Power -	19,865				0	0%			0	0%
36794 Skate Park Donations	135				0	0%			0	0%
36796 Countywide Consensus					125,000	0%			0	0%
36900 Misc. Reimbursements	35,897	67,026	31,714	29,425	35,000	84%	197,000		197,000	562%
36910 General Fund Misc.	18,489	98,300	17,744	40,202	18,000	223%	18,000		18,000	100%
36920 Streets Misc.		40,050			0	0%			0	0%
36925 Park Reservation Fee	4,140	2,880	3,690	4,320	3,000	144%	3,000		3,000	100%
36930 Police Misc.	9,555	11,159	5,803	6,510	6,000	109%	6,000		6,000	100%
36940 WAM Conv Rev		31,481			0	0%			0	0%

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

1 GENERAL FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
					14-15	14-15	15-16	15-16	15-16	15-16
36950 Sale of Property	26,862	7,175		84,232	85,000	99%	30,000		30,000	35%
36980 Transfer from Reserves					421,551	0%	609,623		609,623	144%
36981 Transfer from Fleet					0	0%	151,000		151,000	*****%
Group:	456,720	263,718	63,840	167,809	698,051	24%	1,019,123	0	1,019,123	145%
37000										
37334 Fremont Cnty Collector		111,380				0%			0	0%
37348 Riverview Rd Impv. Grant			258,038	241,962	242,000	100%			0	0%
37353 Riverview Road-County				500,000	500,000	100%			0	0%
37357 Daniels Fund-Skate Park				100,000		***%			0	0%
Group:		111,380	258,038	841,962	742,000	113%	0	0	0	0%
38000 ENTERPRISE OPERATING REVENUE										
38528 CDS Building Lease		6,000	12,500	12,500	12,500	100%	12,500		12,500	100%
Group:		6,000	12,500	12,500	12,500	100%	12,500	0	12,500	100%
Fund:	8,032,749	7,693,214	7,661,872	8,406,303	9,354,253	90%	8,766,096	0	8,766,096	93%

## **1% Fund**

### **Definition of Revenue Sources**

Governmental funds focus on inflows and outflows of current financial resources. Most inflows are reported as revenues. The revenues recorded by the City of Riverton's One Percent Fund amount to approximately \$2.1 M and include the following:

In the fall of 2012, Fremont County passed the general purpose One Percent sales and use taxes for 4 years beginning in 2013. Unlike the other sales and use taxes which are collected, the City sees 99% of the funds collected within our limits.

CITY OF RIVERTON  
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For the Year: 2015 - 2016

12 1% Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	14-15	15-16	15-16	15-16	15-16	15-16	15-16	15-16	15-16	15-16
33000 INTERGOVERNMENTAL REVENUES										
33480 1% Sales Tax Distribution		88,594	1,729,243	1,813,997	1,700,000	107%	1,700,000		1,700,000	100%
33490 1% Use Tax Distribution		17,932	354,898	387,078	400,000	97%	400,000		400,000	100%
Group:		106,526	2,084,141	2,201,075	2,100,000	105%	2,100,000	0	2,100,000	100%
Fund:		106,526	2,084,141	2,201,075	2,100,000	105%	2,100,000	0	2,100,000	100%

# Water Fund

## Definition of Revenue Sources

In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting is known as an enterprise fund.

The Water Fund as an Enterprise Fund is used to report any activity for which a fee is charged to external users for goods and services. This specific fund is established to track user fees to comply with the following criteria based upon GASB 34 (Governmental Accounting Standards Board):

- 1) Debts due to capital projects
- 2) Legal requirements to recover cost of providing services (including capital costs and debt service)
- 3) Policy decision designed to recover costs through rate increases and additional services provided.

The revenue for the Water Fund for FY15-16 consists of \$2.547M dollars for user fees, irrigation fees, tap fees, standpipe fees, etc. The City currently bills 4312 customers per month for water fees. The balance of the projected revenue involves grants and/or loans (\$693,000) to help pay for capital projects like the Riverton Water Supply Project. Expenditures for capital projects are also supported by a transfer from the reserve account (\$175,484). This transfer from reserves represents a 25% decrease from FY15.

A utility rate change in FY 15 was not proposed. However, revenues generated from user fees in FY 16 are expected to increase by 3% due to the addition of the Job Corp Center. Construction of the Job Corp Center was completed in FY15 and is expected to commence operation in FY16. As a campus-like facility, water usage was projected by drawing correlations of usage from similar campus facilities at Central Wyoming College.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

41 WATER FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
<b>33000 INTERGOVERNMENTAL REVENUES</b>										
33153 High Service Pumps CDBG					131,500	0%			0	0%
33154 High Service Pumps Grant				258,307	250,000	103%			0	0%
33405 WWDC Grant Water Supply	593,608	1,123,426	2,830,976	969,378	914,530	106%	603,000		603,000	65%
33438 WDC Loan-Riverton Water	88,598	167,676	422,534	144,683	138,560	104%	90,000		90,000	64%
Group:	682,206	1,291,102	3,253,510	1,372,368	1,434,590	96%	693,000	0	693,000	48%
<b>35000 FINES AND FORFEITS</b>										
35200 Restitution-Case	2,119					0%			0	0%
Group:	2,119					0%	0	0	0	0%
<b>36000 MISCELLANEOUS REVENUE</b>										
36100 Interest On Investments	2,872	1,386	853	798	1,000	80%			0	0%
36309 Sale Barn Waterline Proj.	60,000				0	0%			0	0%
36310 Spencer Subdivision	35,202	9,662	6,879	5,901	6,500	91%			0	0%
36900 Misc. Reimbursements	57,130			212,136	0	***%			0	0%
36980 Transfer from Reserves					1,426,608	0%	175,484		175,484	12%
Group:	155,204	11,048	7,732	218,835	1,434,108	15%	175,484	0	175,484	12%
<b>37000</b>										
37337 S. Federal Waterlines		93,981	170,211	68,299	70,000	98%			0	0%
37344 Booster Station		63,932	311,068		0	0%			0	0%
Group:		157,913	481,279	68,299	70,000	98%	0	0	0	0%
<b>38000 ENTERPRISE OPERATING REVENUE</b>										
38100 Water Receipts	2,318,671	2,398,073	2,472,620	2,373,374	2,330,000	102%	2,416,895		2,416,895	103%
38125 Water Tap Fees	20,620	20,244	67,512	29,795	20,000	149%	27,500		27,500	137%
38130 Unapplied Fin. Trans.	16	17	259	1,774	3,000	59%	2,000		2,000	66%
38135 Standpipe	3,126	4,971	3,653	5,580	4,500	124%	4,200		4,200	93%
38140 Transfer Fee	4,800	5,040	4,980	4,610	5,000	92%	5,000		5,000	100%
38180 Penalties and Service	60,054	63,694	64,861	67,597	67,000	101%	60,000		60,000	89%
38190 Water Miscellaneous	9,950	10,731	5,988	14,743	10,000	147%	7,000		7,000	70%
38191 Irrigation Fee	32,400	27,969	28,120	28,747	25,000	115%	25,000		25,000	100%
Group:	2,449,637	2,530,739	2,647,993	2,526,220	2,464,500	103%	2,547,595	0	2,547,595	103%
Fund:	3,289,166	3,990,802	6,390,514	4,185,722	5,403,198	77%	3,416,079	0	3,416,079	63%

# **Wastewater Fund**

## **Definition of Revenue Sources**

In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting is known as an enterprise fund.

The Sewer Fund as an Enterprise Fund is used to report any activity for which a fee is charged to external users for goods and services. This specific fund is established to track user fees to comply with the following criteria based upon GASB 34 (Governmental Accounting Standards Board):

- 1) Debts due to capital projects
- 2) Legal requirements to recover cost of providing services (including capital costs and debt service)
- 3) Policy decision designed to recover costs through rate increases and additional services provided.

The revenue for the Wastewater Fund for FY15-16 consists of \$1.972M dollars for user fees, septic dump fees, tap fees, bio-solid sales, etc. The City currently bills 4570 customers per month for sewer fees. Revenue generated from septic dump fees reflects a 50% decrease from FY15. This is due to the downturn in the energy sector. As oil field operations have declined, wastewater dumps from satellite locations have declined as well. Bio-solid sales also project a 22% decrease in revenue. This was adjusted to reflect trends from the last two years. A transfer from reserves of \$236,339 is also listed in order to complete capital improvements to wastewater infrastructure.

A utility rate change in FY 15 was not proposed. However, revenues generated from user fees in FY 16 are expected to increase due to the addition of the Job Corp Center. Construction of the Job Corp Center was completed in FY15 and is expected to commence operation in FY16. As a campus-like facility, wastewater usage fees were projected by drawing correlations of usage from similar campus facilities at Central Wyoming College.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

42 WASTEWATER FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
					14-15	14-15	15-16	15-16	15-16	15-16
33000 INTERGOVERNMENTAL REVENUES										
33409 2002 SLIB Grant - Sewer		50			0	0%			0	0%
Group:		50			0	0%	0	0	0	0%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	4,638	1,626	1,860	1,896	1,500	126%			0	0%
36306 FIKE/Webbwood SID	18,135	11,363	11,322	6,029	1,500	402%			0	0%
36307 Gardens North SID	1,800	970	534	329	1,000	33%			0	0%
36308 Raintree SID Assessment	12,031	12,051	12,133	18,617	7,000	266%			0	0%
36980 Transfer from Reserves					296,534	0%	236,339		236,339	79%
Group:	36,604	26,010	25,849	26,871	307,534	9%	236,339	0	236,339	76%
37000										
37339 S. Federal Sewer Lines			170,211	68,299	70,000	98%			0	0%
Group:			170,211	68,299	70,000	98%	0	0	0	0%
38000 ENTERPRISE OPERATING REVENUE										
38300 Sewer Receipts	1,715,290	1,740,168	1,767,693	1,847,438	1,850,000	100%	1,863,800		1,863,800	100%
38320 Sewer Assessment-General			228	8,035	0	***%			0	0%
38325 Sewer Tap Fees	10,481	9,513	10,546	12,994	11,000	118%	10,000		10,000	90%
38326 Septic Dumps	98,267	97,205	95,716	71,398	100,000	71%	50,000		50,000	50%
38327 SLPP - Sewer Replacement	49,169	21,458	-7		0	0%			0	0%
38330 Bio-Solids Sales	6,201	8,891	2,029	2,457	9,000	27%	2,000		2,000	22%
38390 Sewer Miscellaneous	1,704				1,000	0%			0	0%
Group:	1,881,112	1,877,235	1,876,205	1,942,322	1,971,000	99%	1,925,800	0	1,925,800	97%
Fund:	1,917,716	1,903,295	2,072,265	2,037,492	2,348,534	87%	2,162,139	0	2,162,139	92%

# **Sanitation Fund**

## **Definition of Revenue Sources**

In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting is known as an enterprise fund.

The Sanitation Fund as an Enterprise Fund is used to report any activity for which a fee is charged to external users for goods and services. This specific fund is established to track user fees to comply with the following criteria based upon GASB 34 (Governmental Accounting Standards Board):

- 1) Debts due to capital projects
- 2) Legal requirements to recover cost of providing services (including capital costs and debt service)
- 3) Policy decision designed to recover costs through rate increases and additional services provided.

The revenue for the Sanitation Fund for FY15-16 consists of \$2.32M dollars from user fees, solids handling fees, mulch sales, extra rollouts, etc. The City currently bills 4,277 customers per month for sanitation fees. The balance of projected revenue involves revenue from the sale of an existing solid waste collection truck (\$40,000) and a transfer from sanitation reserve funds (\$220,423). The transfer of reserve is to support the purchase of a new collection truck.

Sanitation fund user rates are expected to be evaluated midway through FY16. Since substantial changes were recently made to solid waste collection operations, more data are required before rates can be analyzed and properly evaluated.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

43 SANITATION FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	1,964	748	790	973	1,000	97%				0 0%
36900 Misc. Reimbursements	8,222		135	775	0	***%				0 0%
36950 Sale of Property					0	0%	40,000		40,000	*****%
36980 Transfer from Reserves					242,530	0%	220,423		220,423	90%
Group:	10,186	748	925	1,748	243,530	1%	260,423	0	260,423	106%
38000 ENTERPRISE OPERATING REVENUE										
38810 Sanitation Receipts	2,125,783	2,214,042	2,266,555	2,280,547	2,200,000	104%	2,200,000		2,200,000	100%
38830 Mulch Sales	13,485	4,796	14,439	32,177	12,000	268%	12,000		12,000	100%
38840 Solids Handling Charge	61,574	49,040	45,703	77,589	40,000	194%	45,000		45,000	112%
38890 Sanitation Other	66,223	60,163	63,731	74,015	50,000	148%	55,000		55,000	110%
Group:	2,267,065	2,328,041	2,390,428	2,464,328	2,302,000	107%	2,312,000	0	2,312,000	100%
Fund:	2,277,251	2,328,789	2,391,353	2,466,076	2,545,530	97%	2,572,423	0	2,572,423	101%

# **Airport Fund**

## **Definition of Revenue Sources**

In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting is known as an enterprise fund.

The Airport Fund as an Enterprise Fund is used to report any activity for which a fee is charged to external users for goods and services. This specific fund is established to track user fees to comply with the following criteria based upon GASB 34 (Governmental Accounting Standards Board):

- 1) Debts due to capital projects
- 2) Legal requirements to recover cost of providing services (including capital costs, depreciation and debt service)
- 3) Policy decision designed to recover costs through rate increases and additional services provided.

Airport Fund revenue generated from lease agreements total \$190,500. This represents a 10% decrease from FY14-15. The fund collects \$25,000 in passenger facilities charges (fees charged to passengers on tickets purchased for landing in Riverton) and gasoline taxes of \$11,000. Riverton Regional Airport has requested \$150,000 from Fremont County to support operations and capital projects at the airport, but the request is still awaiting approval. Generally, the county annually supports the airport in the amount of \$95,000. The balance of the projected revenue originates from grants used to help pay for capital investments, like the reconstruction of Runway 10. An annual subsidy from the General Fund also supports the balance of required revenues. FY16 projects a subsidy of \$274,981.

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44 AIRPORT FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
<b>31000 LOCAL REVENUES</b>										
31321 Pass. Facilities Tax	56,794	57,007	48,930	24,522	45,000	54%	25,000		25,000	55%
31417 County Commission	100,000	95,000	95,000	95,000	95,000	100%	95,000		95,000	100%
31418 Wind River Visitors	4,000				0	0%			0	0%
Group:	160,794	152,007	143,930	119,522	140,000	85%	120,000	0	120,000	85%
<b>33000 INTERGOVERNMENTAL REVENUES</b>										
33112 Airport Security Grant	14,608	40,283	36,183	40,956	40,000	102%	30,000		30,000	75%
33155 Environment Assmt			59,455	28,034	32,472	86%	4,875		4,875	15%
33156 AIP 37-Design Runway 10				511,678	871,875	59%			0	0%
33157 AIP 37-Design Runway 10				20,467	34,875	59%			0	0%
33419 Airport Hanger Loan-R & N	16,049	140,388			0	0%			0	0%
33456 AIP 32	78,401	27,819			0	0%			0	0%
33458 AIP32 - State	2,476	879			0	0%			0	0%
33472 DCI Office Building	375,000				0	0%			0	0%
33474 Airfield Paint Marking		73,952	7,673		0	0%			0	0%
33475 A.R.F. EQUIPMENT GRANT					0	0%	48,750		48,750	*****
33476 AIP37/40 RUNWAY					0	0%	97,500		97,500	*****
33478 AIRPORT MOWER - GRANT					0	0%	58,500		58,500	*****
33479 A.R.F. BUILDING EXPANSION					0	0%	48,750		48,750	*****
33520 Gasoline Taxes	10,708	10,174	10,059	7,626	10,000	76%	11,000		11,000	110%
Group:	497,242	293,495	113,370	608,761	989,222	62%	299,375	0	299,375	30%
<b>36000 MISCELLANEOUS REVENUE</b>										
36100 Interest On Investments	7	3			0	0%			0	0%
36796 Countywide Consensus					0	0%	100,000		100,000	*****
36900 Misc. Reimbursements	168,873	916			0	0%			0	0%
36950 Sale of Property		179,753	71,988		0	0%			0	0%
36970 Snow Removal Equipment				256,250	230,000	111%			0	0%
36985 TRANSFER FROM PFC'S-CAPT.					0	0%	229,880		229,880	*****
36986 TRANSFER FROM PFC'S-PRIOR					0	0%	155,247		155,247	*****
Group:	168,880	180,672	71,988	256,250	230,000	111%	485,127	0	485,127	210%
<b>37000</b>										
37340 Runway 10		3,064	716		0	0%			0	0%
37341 Runway 10		97,030	22,684		0	0%			0	0%
37342 Wildlife Hazard			39,659	24,787	28,160	88%			0	0%
37351 WYDOT Crack Seal Project					153,000	0%			0	0%
37352 Airport Taxiway C & Apron			1,241,121	165,893	360,999	46%			0	0%
37354 Airport AIP 38 LOC				112,173	112,000	100%			0	0%
37355 AIP 39 RECONSTRUCTION					4,875,000	0%	12,627,763		12,627,763	259%
37356 Airport Seal Coat &				99,193	0	***%			0	0%
37358 WYDOT-Airport Pickup					0	0%	17,500		17,500	*****
Group:		100,094	1,304,180	402,046	5,529,159	7%	12,645,263	0	12,645,263	228%

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44 AIRPORT FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
<b>38000 ENTERPRISE OPERATING REVENUE</b>										
38521 Hanger Rentals	1,373	9,961		3,274	0	***%			0	0%
38522 Lease Ground Rentals	21,652	41,857	45,227	68,303	60,000	114%	45,000		45,000	75%
38523 Fuel Farm Rental / FBO	7,662	8,012	10,957	6,529	11,000	59%	8,000		8,000	72%
38524 Rent-A-Cars	53,792	47,023	49,628	43,322	50,000	87%	50,000		50,000	100%
38526 Great Lakes Aviation	20,323	26,946	24,191	24,824	28,000	89%	25,000		25,000	89%
38527 TSA Lease	26,973	23,741	23,874	26,788	24,000	112%	24,000		24,000	100%
38529 DCI Building Lease		16,040	38,500	77,000	38,500	200%	38,500		38,500	100%
38550 Airport Environmental		4,737	19,888		0	0%			0	0%
38590 Airport Miscellaneous	127			10,000	100	***%			0	0%
Group:	131,902	178,317	212,265	260,040	211,600	123%	190,500	0	190,500	90%
<b>39000 OTHER SOURCES</b>										
39210 GF Apt. Subsidy-To be					371,267	0%	307,572		307,572	82%
Group:					371,267	0%	307,572	0	307,572	82%
Fund:	958,818	904,585	1,845,733	1,646,619	7,471,248	22%	14,047,837	0	14,047,837	188%

# **Mayor and Council Department**

**(Departments No. 41010)**

## **Department Mission**

The mission of the City Council is to instill public confidence through exceptional customer service in a transparent, professional manner by adopting legislation and providing policy direction for the City organization.

## **Department Description**

The City of Riverton was incorporated in 1906 under the laws of the State of Wyoming. The City is a home rule City which gives the power of the City to set up its own system of governing and local ordinances without receiving a charter from the state which comes with certain requirements and limitations. The purpose of home rule is to give municipalities the widest possible latitude in the handling of their local affairs. To this end, the Wyoming Constitution, Article 13, Section 1, as amended, empowers all cities and towns to provide for their own government and local affairs by ordinance. There are some restrictions relative to matters of incorporation, alteration of boundaries, statutes on civil service, retirement, collective bargaining, the levying of taxes, excises, fees or any other charges must remain in their present form until the legislature acts by general law applicable to all cities and towns. The City has a Mayor/Council form of government that has been modified by ordinance. The Mayor presides at the meeting of the City Council, signs documents, executes agreements and acts as the official representative of the City. The Mayor assumes a larger policy-making role and the responsibilities for the day-to-day operations of the City are delegated to an administrator appointed by the Mayor and Council. Under this municipal governmental form, the citizens elect six members of the City Council by districts and the Mayor at-large. Both the Council and the Mayor have four-year overlapping terms.

Regular meetings of the City Council are held at 7:00 p.m. on the first and third Tuesday of the month in the Council chambers at City hall. All meetings of the City Council are open to the public, except executive sessions as needed and allowed by state law.

The City Council is responsible for strategic planning, City legislation, policy development and legislative oversight over the City Administrator, department heads, professional staff, consultants, citizen advisory committees and all other employees, volunteers and officers appointed or retained by the City. It adopts the annual City budget and establishes goals for the City Administrator and City departments. The City Council also appoints citizens to serve on boards and commissions that operate in an advisory capacity to the City Council.

The City Council takes the primary lead in intergovernmental relations and sits on regional boards, commissions and committees to advance and protect the interests of the City of Riverton. The current committees of the City are: Finance, Airport/FAST, Board of Appeals, Senior Center Endowment, FORCC One Percent, Parks and Trails Master Plan, Beautification, and the Solutions Committee. There are other boards that councilmember's serve as liaisons such as: School District #25 Recreation Board, PAWS, Leadership Council – Volunteers of America, Chamber of Commerce, Fremont County Association of Government, Fremont County Commissioners, Fremont County Solid Waste Board, and Tribal. The Mayor and Council represent the City at community ceremonies, meetings and other functions. The Mayor and members of the City Council attempt to be responsive to citizen concerns and to enact legislation that reflects the needs, wishes and priorities of the residents of Riverton.

The City Council has adopted the following goals for 2015: Improve Business Opportunities in Riverton, Improve the quality of life for our citizens by responding to the needs of the community, and Build Fiscal Health in City Government. Staff has developed a list of outcomes to accomplish the goals.

## **Expenditure Highlights**

There were a few changes in the Mayor and Council department. Retirement was increased due to vacancies and actual vs. projected. Legal Services is going to stay the same as last year to cover the expenses for the EPA decision at the Tenth Circuit Court. Travel & Training and Dues were bumped up since we have more active council participating in WAM and training events. There is \$2,000 in the council contingency to address anything that may come up during the year that needs to be addressed by the council. A new line item was added entitled beautification/kiosk to address the council goals of two beautification projects and centralize information for recreational opportunities. The group that had contributed money for the city park water feature agreed to donate the money to the skatepark. There is a little money in the 422 Main Street line item to cover the minimal costs for the cleanup of the property from the DEQ.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
41010	Mayor and Council										
109	Salaries and wages	54,000	54,000	53,000	52,564	52,000	101%	54,000		54,000	104%
123	Legal Services	56,725	11,490	20,847	22,621	27,000	84%	27,000		27,000	100%
191	FICA	4,092	4,092	4,008	3,946	4,131	96%	4,135		4,135	100%
193	Retirement	4,568	4,568	4,251	4,551	3,807	120%	5,020		5,020	132%
215	Computer Supplies				1,898	2,000	95%	1,000		1,000	50%
217	Contract Services	48,625				0	0%			0	0%
331	Promotion & Development	6,924	6,867	6,576	6,663	6,800	98%	7,000		7,000	103%
333	Dues	19,737	19,782	18,882	19,176	20,000	96%	21,500		21,500	108%
338	Job Corp Expenses			1,428		1,500	0%			0	0%
361	Professional & Consulting	4,164	3,187	7,286	4,689	6,900	68%	7,300		7,300	106%
371	Travel & Training	7,556	4,868	2,141	4,135	4,000	103%	6,000		6,000	150%
678	Beautification Proj./Kios					0	0%	10,000		10,000	*****%
700	Park Improvements		2,026			0	0%			0	0%
702	Council Contingency	16,336	13,558	3,133		0	0%	2,000		2,000	*****%
717	City Park Water Feature				3,601	3,600	100%			0	0%
791	422 Main Street			3,925		0	0%	200		200	*****%
	Account:	222,727	124,438	125,477	123,844	131,738	94%	145,155	0	145,155	110%

# **Community Services**

(Division No. 1-41015)

## **Division Description**

The City of Riverton contracts with nine (9) community services agencies: Youth Services, Volunteer Firemen, Volunteers of America, Good Samaritan Center, PAWS, Childrens Advocacy Project, Chamber of Commerce, Injury Prevention Resources, CWC/"R" Recreation. The City has contracts with each of these agencies that spells out what the organization will do for the money from the city.

## **Revenue Assumptions**

Contract for Services is funded from supplemental funding that the City receives from the State of Wyoming. This year the City will receive \$877,532.

## **Expenditure Highlights**

Included in this budget is \$377,308 allocated to nine (9) agency line items within the City budget which is down \$2,600 from the previous year. This year all requests went to the Finance Committee which made the recommendation. Some of the requests asked for less money, others asked for the same as last year, and others asked for increases. The request from Chamber of Commerce went down however the Finance Committee felt they should not be giving that money away because most likely next year it would increase because of advertisements. The three contracts that were asking for additional money were increased. Children's Advocacy Project was funded an additional \$1,000, PAWS and Injury Prevention were increased by \$1,750. All of the funding for contract service requests is taken out of supplemental funding from the State of Wyoming. The City historically has funded third party requests from supplemental funds and the remaining balance is used in capital projects in the general fund.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41015	Community Services										
707	Youth Services	45,000	45,000	45,000	36,000	36,000	100%	32,000		32,000	89%
708	Volunteer Firemen Support	10,000	10,000	10,000	10,000	10,000	100%	10,000		10,000	100%
711	Volunteers of America	53,000	78,000	112,500	112,500	112,500	100%	112,000		112,000	100%
712	Good Samaritan Center	6,000	6,000	6,000	6,000	6,000	100%	6,000		6,000	100%
715	PAWS	36,000	36,000	50,000	42,500	42,500	100%	44,250		44,250	104%
720	Childrens Advocacy Projec			3,500	3,500	3,500	100%	4,500		4,500	129%
729	Chamber of Commerce	24,820	24,820	24,020	20,158	20,158	100%	17,558		17,558	87%
737	Injury Prevention Resourc	5,000	5,000	5,000	4,250	4,250	100%	6,000		6,000	141%
741	Riverton American Legion	500				0	0%			0	0%
756	CWC/Rec Services	145,000	145,000	145,000	145,000	145,000	100%	145,000		145,000	100%
	Account:	325,320	349,820	401,020	379,908	379,908	100%	377,308	0	377,308	99%

# **City Administrator Department**

(Department No.41020)

## **Department Mission**

The mission of the City Administrator Department is to (1) provide leadership, support, coordination and oversight for the various City departments; (2) provide policy recommendations to the Mayor and City Council.

## **Department Description**

The City Administrator is appointed by the Mayor and City Council and serves at the “pleasure” of the governing body. This position was established by ordinance in 2003. The City Administrator has the power to appoint all employees of the city except officers appointed by the Mayor and approved by the council, and to remove any employee of the city for cause as specified by the personnel policies and procedures adopted by the city. He acts as the City’s Chief Executive Officer as well as its budget and financial officer. He oversees the implementation and administration of City Council policies, supervises the activities of all departments, enforces City ordinances, and prepares annual City budget and other such duties and responsibilities as may be assigned by the City Council.

## **Expenditures Highlights**

Health insurance and retirement was increased due to recalculating actual versus projected.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
41020	City Administrator										
109	Salaries and wages	107,466	104,726	109,791	112,464	112,038	100%	116,975		116,975	104%
191	FICA	7,705	7,368	7,888	8,084	8,571	94%	8,950		8,950	104%
192	Health Insurance	11,893	16,786	19,816	21,606	18,650	116%	23,830		23,830	128%
193	Retirement	11,558	16,447	18,086	20,036	16,391	122%	21,700		21,700	132%
196	Workers Compensation	408	368	361	448	395	113%	410		410	104%
215	Computer Supplies		500		355	360	99%	100		100	28%
231	Gas & Oil	192	370	137		0	0%			0	0%
234	Veh. & Equip. Maintenance	178	514	71		0	0%			0	0%
333	Dues	1,240	1,470	1,568	725	1,540	47%	1,540		1,540	100%
371	Travel & Training	1,382	3,485	3,465	2,811	4,000	70%	4,000		4,000	100%
394	Recruitment Expenditures	29,623				0	0%			0	0%
	Account:	171,645	152,034	161,183	166,529	161,945	103%	177,505	0	177,505	110%

**Municipal Court Division**  
**(Administrative Services Department)**  
**(Division No. 1-41200)**

**Department Mission**

The Administrative Services Department is a dedicated team of professionals who provide personalized service and proactive solutions with fairness and consistency to all.

**Division Goals**

The main goal for the Municipal Court for FY15-16 is to continue with uncollectible fines to enhance the general fund revenue and maintain court docket records in accordance with state and local retention schedules

**Division Description**

The Municipal Court performs a variety of administrative functions that facilitate a smooth running court system. The Court Clerk and Deputy Court Clerk ensure that court records and documents are accurate and court procedures are followed. The Court Clerk's primary responsibilities are to record, file and maintain Municipal Court proceedings and maintain books and files useful for locating past court records. The Court Clerk keeps summaries of court actions in a "docket" on the computer; maintains case files; collects fines, fees and forfeitures. The clerks work closely with the Municipal Judge, City Prosecutor and Public Defender.

**Revenue Assumptions**

This division is funded by revenues for general operations (i.e. citations, fines, taxes, permits, etc.)

**Expenditure Highlights**

The municipal court's expenditure budget experienced a slight overall decrease of 1% due to re-negotiating the amount paid to Fremont County for the Prosecuting Attorney position.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
41200	Municipal Court										
109	Salaries and wages	123,876	121,263	123,081	121,144	129,930	93%	136,660		136,660	105%
123	Legal Services		42,000	42,000	42,000	42,000	100%	38,400		38,400	91%
191	FICA	9,103	8,917	8,670	8,299	9,940	83%	10,455		10,455	105%
192	Health Insurance	15,029	14,206	22,036	26,186	22,710	115%	16,210		16,210	71%
193	Retirement	15,720	15,323	15,619	15,979	16,500	97%	19,055		19,055	115%
196	Workers Compensation	471	427	406	484	460	105%	480		480	104%
211	Office Supplies	2,692	3,393	2,074	2,244	3,180	71%	3,200		3,200	101%
212	Office Equipment	3,168	527	1,292	3,571	3,571	100%	1,500		1,500	42%
215	Computer Supplies		402	2,458	73	79	92%	1,150		1,150	1456%
217	Contract Services	408		25		180	0%	180		180	100%
312	Postage	377	568	377	423	700	60%	500		500	71%
332	Books	189				0	0%			0	0%
333	Dues	100	100	100		100	0%	100		100	100%
345	Telephone	1,440	1,440	1,440	1,518	1,520	100%	1,500		1,500	99%
357	Alternate Judge			1,008		1,020	0%	1,020		1,020	100%
359	Public Defender		36,000	21,000	24,000	24,000	100%	24,000		24,000	100%
370	Restitution	2,896	3,058	4,095	1,815	3,000	61%	3,000		3,000	100%
371	Travel & Training	246	355	245	-12	350	-3%	350		350	100%
375	Software Maint Agreement	2,265	2,127			0	0%			0	0%
380	Refund of Overpayment	546	427	419	80	600	13%	300		300	50%
394	Recruitment Expenditures		285	248		300	0%	300		300	100%
713	Food For Fines Program	7,000	7,200			0	0%			0	0%
723	Victim Comp Sur Charge	5,121	3,096	3,530	1,905	3,000	64%	3,000		3,000	100%
	Account:	190,647	261,114	250,123	249,709	263,140	95%	261,360	0	261,360	99%

# **Administrative Services Division**

(Division No. 1-41510)

## **Department Mission**

The Administrative Services Department is a dedicated team of professionals who provide personalized service and proactive solutions with fairness and consistency to all.

## **Division Goals**

Our main goal in the Administrative Services Division is to obtain a clean audit as a low-risk auditee and provide transparency to the public. Other goals of this department are:

- Maintain ongoing fiscal responsibility in order to provide cost effective core services that meet the needs of the community
- Set the “bar” for extraordinary customer service with both internal and external customers
- Explore digitization of records pursuant to the records management program
- Lead a comprehensive budget strategy that will decrease liabilities/long-term debt while maintaining a positive cash balance

## **Department Description**

The Administrative Services Department includes approximately 4 full-time employees that work in Finance, Administration and Human Resources. We provide support not only to external customers but vital support to the Mayor, City Council, and other City departments. Ultimately, our main responsibility is to conduct the day-to-day business functions of the City through the direction of the elected officials and City Administrator. We coordinate the budget, finance, investments, cash, fixed assets, receivables, payables, inventories, special assessments, grant administration and capital/enterprise fund management.

## **Revenue Assumptions**

This department is funded solely by general fund operations (i.e. taxes, permits, etc.)

## **Expenditure Highlights**

For FY15-16, the Administrative Services Division experienced no increase overall, but a slight increase in the telephone line item and software maintenance (6% increase from BMS) line item. As background information, our organization has a block of 200 telephone numbers we may or may not have in use. If they are not in use, we pay 0.50/month to rent the line, however, if they are being used it is cost of \$20/telephone line. Due to our annual review and re-allocation of costs organization-wide, the Administrative Services Division absorbed five more lines than the previous year.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41510	Administrative Services										
109	Salaries and wages	218,385	230,758	237,440	214,892	221,838	97%	227,725		227,725	103%
120	Overtime			105	66	500	13%	500		500	100%
191	FICA	15,252	16,064	17,730	18,377	17,518	105%	17,460		17,460	100%
192	Health Insurance	34,878	41,384	41,979	36,958	39,168	94%	44,070		44,070	113%
193	Retirement	27,704	30,539	33,729	32,968	33,211	99%	35,970		35,970	108%
196	Workers Compensation	830	812	775	871	825	106%	800		800	97%
197	Unemployment	44			3,164	1,450	218%			0	0%
211	Office Supplies	2,592	4,409	3,251	4,529	4,550	100%	3,500		3,500	77%
212	Office Equipment	888			5,631	6,500	87%	500		500	8%
215	Computer Supplies		500	1,100	3,067	1,500	204%	600		600	40%
231	Gas & Oil	438	487			0	0%			0	0%
234	Veh. & Equip. Maintenance	141	37			0	0%			0	0%
311	Theft Loss			3,100		0	0%			0	0%
312	Postage	3,241	2,860	2,083	2,157	2,980	72%	3,000		3,000	101%
321	Printing	2,149	1,690	1,810	2,178	2,200	99%	1,000		1,000	45%
333	Dues	1,100	1,200	1,225	1,080	1,260	86%	1,260		1,260	100%
345	Telephone	2,452	2,506	2,512	2,518	2,520	100%	3,700		3,700	147%
360	Audit	16,000	10,500	15,625	13,500	13,500	100%	13,500		13,500	100%
371	Travel & Training	1,649	2,018	1,423	1,031	2,500	41%	2,500		2,500	100%
375	Software Maint Agreement	2,132	2,275	2,123	1,804	1,875	96%	2,200		2,200	117%
390	Refund - Misc.	1,176	650	610	75	200	38%	100		100	50%
391	Advertising	10,347	11,149	11,098	9,666	10,600	91%	9,000		9,000	85%
392	Drug Testing	5,325	2,743	2,373	1,766	2,450	72%	2,000		2,000	82%
394	Recruitment Expenditures				1,136	900	126%	900		900	100%
397	Employee Council	186	473	724	500	500	100%	500		500	100%
398	Educational Assistance	6,357	2,925	1,284	2,998	3,000	100%	1,500		1,500	50%
501	Insurance	64,376	81,887	85,482	83,668	89,000	94%	88,000		88,000	99%
	Account:	417,642	447,866	467,581	444,600	460,545	97%	460,285	0	460,285	100%

# **Information Technology Division**

## **(Administrative Services Department)**

**(Division No. 1-41800)**

### **Department Mission**

The Administrative Services Department is a dedicated team of professionals who provide personalized service and proactive solutions with fairness and consistency to all.

### **Division Goals**

- The primary focus is delivering communication, technology and network solutions that improve the City's business practices.
- Maintain user support - continue to install and ensure proper functioning of licensed software
- Continue the corporate protocol of updating a percentage of PC stock annually
- Administer city-wide databases, city website maintenance and Channel 191
- Provide in-house end-user training
- Complete projects (all divisions) as outlined in the FY15-16 Budget

### **Division Description**

The IT division is charged with providing numerous forms of computer technology, communications and network infrastructure for the City of Riverton. With a primary focus of delivering solutions that improve the City's business practices, the 3 full time employees in the IT Department is committed to building and maintaining a secure, knowledgeable and scalable technology management, acquisition and operational infrastructure for our organization.

IT is constantly striving to meet or exceed the information and technical needs of our ever-growing organization. To this end, the division interacts closely with every department to assess current and future requirements, research the latest advances in technology, perform feasibility analysis, provide information and advice to the City's decision-makers regarding technical infrastructure investments, assist with vendor negotiations, and monitor contract performance..

### **Revenue Assumptions**

This division is funded by revenues for general operations (i.e. taxes, permits, etc.)

### **Expenditure Highlights**

This division's budget saw very slight increases in three line items – travel/training for technology training/certifications, internet access for internet access and a website upgrade that will include the airport for easier access and maintenance for users. Also on IT's radar for the upcoming year but not listed specifically in their cost center are:

- the design and implementation of a new Council Chambers/Municipal Court sound system
- implement the Server Storage project (Phase I of the next generation server environment upgrades)
- establish a redundant radio network link to the airport buildings (DCI/Terminal/ARFF) and cancel the existing T1 circuit to the terminal

- establish a Multi-Point Server solution in the PD Squad area to provide increased functionality over their existing terminals; install camera software upgrades on 17 Patrol MDT's for the in-car camera systems
- complete the environmentally controlled enclosure/backup propane generator project for the Griffey Hill tower site
- replace the remaining ten-year-old voice (phone traffic) routers and switches servicing City Hall, WTP and WWTP
- install a new workgroup printer for Court
- Complete the replacement of 90 batteries in our primary PD/City Hall server-room UPS system.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41800	Information Technology										
109	Salaries and wages	95,132	95,318	136,978	143,014	143,100	100%	149,790		149,790	105%
120	Overtime	880	451	2,927	231	2,000	12%	2,000		2,000	100%
191	FICA	7,195	7,208	10,440	10,491	11,025	95%	11,540		11,540	105%
192	Health Insurance	14,830	16,180	24,072	25,108	24,690	102%	27,865		27,865	113%
193	Retirement	12,184	12,149	17,657	18,894	18,300	103%	21,160		21,160	116%
196	Workers Compensation	365	337	462	573	510	112%	535		535	105%
211	Office Supplies	970	989	1,128	1,473	1,500	98%	1,500		1,500	100%
212	Office Equipment	11,177	11,327	13,293	9,533	9,884	96%	8,700		8,700	88%
215	Computer Supplies	5,874	7,804	17,764	20,622	20,625	100%	11,980		11,980	58%
231	Gas & Oil					0	0%	200		200	*****%
234	Veh. & Equip. Maintenance					0	0%	300		300	*****%
247	Safety Supplies		3,247	1,121	598	600	100%	400		400	67%
345	Telephone	4,734	4,871	4,945	4,698	5,500	85%	5,500		5,500	100%
361	Professional & Consulting	550	209	569		0	0%	2,000		2,000	*****%
371	Travel & Training	6,892	3,588	5,894	316	316	100%	4,450		4,450	1408%
373	Internet Access	3,842	3,842	18,023	21,213	21,300	100%	20,700		20,700	97%
394	Recruitment Expenditures			246		400	0%	250		250	63%
399	Website Maintenance		2,000	2,000	2,000	2,000	100%	4,000		4,000	200%
	Account:	164,625	169,520	257,519	258,764	261,750	99%	272,870	0	272,870	104%

**Facility Maintenance Division**  
**(Administrative Services Department)**  
(Division No. 1-41920)

**Division Mission**

The mission of the Facility Maintenance Division is to provide an effective, efficient and proactive building maintenance program for a clean, healthy and safe working and social environment for the community, employees and tenants.

**Division Goals**

1. Provide effective, efficient and proactive building maintenance program for clean, healthy, safe working and social environment for internal and external customers.
2. To assist with setup of any event or function from day to day working of City Hall to special events.
3. To work as a team to get the job done.
4. To apply Best Management Practices to the maintenance of the City facilities to preserve and extend the lifespan of the buildings.

**Division Description**

The Facility Maintenance Division provides janitorial service and building maintenance for City Hall, the Airport Terminal and the Public Works Office building and other facilities as requested. The staff consists of three full time janitors, one maintenance technician and the building maintenance supervisor. This division provides janitorial service for City facilities seven days a week operating mostly in the evening and at night. The janitorial service includes light regular service such as cleaning restrooms, vacuuming, dusting and sterilizing as well as heavy janitorial functions such as carpet cleaning, waxing and buffing. To the fullest extent possible, maintenance tasks are performed in house to protect the City's investment.

The Facility Maintenance Division also provides snow removal for City Hall and Airport Parking lots as well as the recreational paths in and around Riverton. Additionally, they provide light maintenance to the fleet vehicles assigned to City Hall.

**Revenue Assumptions**

The Facility Maintenance Division is a subset of the General Fund of the City. It is funded from the traditional revenue streams received by the City such as Sales Tax, Mineral Royalties, Severance Taxes, etc.

**Expenditure Highlights**

The Facility Maintenance Division experienced a slight increase this year due to electrical costs.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41920	Facility Maintenance										
109	Salaries and wages	192,559	190,760	196,868	197,641	197,000	100%	201,800		201,800	102%
120	Overtime	289	693	1,250	82	300	27%			0	0%
191	FICA	13,793	13,558	13,986	13,764	15,070	91%	15,440		15,440	102%
192	Health Insurance	43,768	50,327	53,053	53,242	53,647	99%	60,280		60,280	112%
193	Retirement	24,472	24,294	25,141	25,504	25,000	102%	28,135		28,135	113%
196	Workers Compensation	4,917	5,111	5,389	6,742	5,635	120%	5,775		5,775	102%
211	Office Supplies	529	234	388	400	800	50%	400		400	50%
212	Office Equipment	219	832	1,032	1,360	1,400	97%	1,400		1,400	100%
215	Computer Supplies	1,025		1,354	1,179	1,200	98%			0	0%
223	Janitor Supplies	17,223	15,943	20,069	16,163	17,000	95%	17,000		17,000	100%
229	Uniforms	316	216	9	117	400	29%	400		400	100%
231	Gas & Oil	1,733	2,398	2,647	2,317	2,500	93%	2,500		2,500	100%
232	Diesel			1,098	715	2,000	36%	2,000		2,000	100%
234	Veh. & Equip. Maintenance	3,101	1,552	7,467	972	3,500	28%	1,500		1,500	43%
241	Tools & Supplies	73	86		285	300	95%	250		250	83%
247	Safety Supplies			95	143	250	57%	600		600	240%
313	Underground Tanks	400	200	200	200	200	100%	200		200	100%
341	Electricity	33,188	38,551	41,291	41,860	42,000	100%	45,000		45,000	107%
342	Utility Locate Services				1,450	0	***%			0	0%
343	Heat	14,354	14,973	15,939	12,051	18,500	65%	17,000		17,000	92%
345	Telephone	720	720	720	660	800	83%	800		800	100%
363	Building Maintenance	20,461	19,448	39,172	10,124	21,000	48%	20,000		20,000	95%
371	Travel & Training		155			0	0%	400		400	****%
	Account:	373,140	380,051	427,168	386,971	408,502	95%	420,880	0	420,880	103%

# **Police Department**

(Department No. 1-42120)

## **Department Mission**

To provide effective and efficient police service to the members of our community while maintaining high standards of professionalism, honesty, and integrity.

## **Department Description**

The Riverton Police department is a full service law enforcement agency, providing 24 hour a day police services to the City of Riverton. The Police Department handled more than 12,500 calls for service in 2014. The Department is funded through the General Fund, and relies on some grant funding for specific overtime and equipment needs. Two patrol and one staff car are the only capital expenditures planned in FY2015-2016. The Department has 28 sworn officers and 13 non-sworn staff (dispatchers, animal control, and administrative personnel).

## **Revenue Assumptions**

The Police Department uses a few grants for specific needs. The Wyoming Department of Homeland Security provides some grant funding each year, which is typically used for Wyo-Link radio related equipment. Additionally, the Department utilizes a grant through the Department of Justice to help offset the costs of body armor. A grant from the State of Wyoming Highway Safety program is used to fund overtime costs for officers on specific details searching for DUI drivers or other details as prescribed by the grant (speeding, seat belt enforcement, etc.) Two smaller, additional grants are utilized for underage alcohol enforcement and tobacco enforcement. Both of these grants are through the Wyoming Association of Sheriffs and Chiefs of Police. The RPD Victim/Witness unit is almost exclusively funded through grants provided by the State of Wyoming's Victim Services Office. Our relationship with School District #25 continues to be strong, and the District continues to fully fund three School Resource Officer (SRO) positions. RPD has re-joined the DCI Task Force with an officer after a 2 year hiatus. The State of Wyoming funds up to \$42,000 annually for that position.

## **Expenditure Highlights**

Generally, the police department is not requesting any additions to the budget as compared to the FY 2014-2015 budget. A new line item has been added to account for a trial effort that would allow the municipal judge to sentence some defendants to long-term alcohol treatment rather than jail. The funding for this line item came from the jail line item, which will show a corresponding decrease. The constant advancements in technology, and those associated costs are a concern for the future. The Police Department is currently investigating ways to pay for required upgrades to the 9-1-1 center, which are mandated in the fall of 2016. Some adjustments to the budget from the previous year include:

- An increase to computer supplies to account for upgrades required to maintain the in-car computer and camera systems as well as upgrades to the server to allow PD computers to access online based reporting systems.
- An increase to Vehicle and Equipment maintenance. Typically, the equipment for new patrol cars is charged as a capital cost, however this year the costs are being attributed to the law enforcement cost center.
- An increase to educational assistance. During the past year, four members of the RPD have enrolled in on-going college education, requiring additional funds in that line item to continue to support their educational efforts.
- Tools and supplies shows a percentage increase, however, the approved amount in this line item for FY 2014-2015 was \$9,000, which is the same as FY 2015-2016. The percentage change came because of a mid-year budget adjustment that removed some allocated funds from this line item to help out another line item in mid FY 14-15.

CITY OF RIVERTON  
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For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
42120	Law Enforcement										
109	Salaries and wages	1,431,569	1,828,553	1,878,783	2,027,533	2,000,300	101%	2,119,065		2,119,065	106%
110	ARRA Funded Salaries	87,887	48,164			0	0%			0	0%
119	DCI Wages & Benefits				5,897	0	***%			0	0%
120	Overtime	105,683	132,007	133,590	119,034	110,000	108%	110,000		110,000	100%
125	OT - Grants	27,379	27,198	18,613	9,099	51,000	18%	51,000		51,000	100%
128	OT - Court Appearances				1,466	0	***%			0	0%
134	OT - SCHOOL DISTRICT	24,946	35,508	28,497	22,481	17,000	132%	17,000		17,000	100%
181	ARRA - FICA	6,347	6,570	3,593		0	0%			0	0%
182	ARRA - Health Insurance	21,891	24,868	13,153		0	0%			0	0%
183	ARRA - Retirement	10,072	10,292	5,620		0	0%			0	0%
186	ARRA - Workers Compensati	2,283	2,443	1,359		0	0%			0	0%
191	FICA	116,491	145,773	144,788	159,925	166,640	96%	175,730		175,730	105%
192	Health Insurance	257,535	345,826	399,793	469,691	484,545	97%	545,915		545,915	113%
193	Retirement	180,045	223,244	228,686	252,888	249,370	101%	266,895		266,895	107%
196	Workers Compensation	36,739	40,999	41,729	53,959	50,225	107%	52,265		52,265	104%
197	Unemployment	2,598	8,946	-31		0	0%			0	0%
199	Misc Medical Expenses	778	544			2,000	0%	2,000		2,000	100%
211	Office Supplies	3,066	4,480	2,415	3,873	4,500	86%	4,500		4,500	100%
212	Office Equipment	1,976	3,348	181	2,831	3,400	83%	5,000		5,000	147%
215	Computer Supplies	8,167	2,974	11,956	6,809	7,750	88%	18,840		18,840	243%
217	Contract Services	6,027	6,166	5,391	66,866	67,000	100%	67,000		67,000	100%
221	Investigation Supplies	979	713	1,366	916	1,500	61%	1,500		1,500	100%
222	SRT Supplies			834	993	1,000	99%	1,000		1,000	100%
226	Firearm Supplies	11,578	13,168	7,293	24,443	24,500	100%	22,000		22,000	90%
229	Uniforms	11,894	11,528	13,953	11,899	14,000	85%	15,000		15,000	107%
231	Gas & Oil	56,833	72,623	80,196	73,976	75,000	99%	75,000		75,000	100%
234	Veh. & Equip. Maintenance	26,524	30,967	28,697	28,871	35,000	82%	59,000		59,000	169%
241	Tools & Supplies	6,795	8,966	6,975	6,533	6,600	99%	9,000		9,000	136%
271	Vest Replacement	6,062	4,485	3,690	2,952	4,900	60%	5,000		5,000	102%
312	Postage	1,545	1,774	1,160	1,649	2,000	82%	2,000		2,000	100%
321	Printing	2,353	3,216	2,209	2,403	3,500	69%	3,500		3,500	100%
333	Dues	1,378	1,748	1,366	1,594	2,500	64%	2,500		2,500	100%
341	Electricity		2,120	2,155	2,158	2,100	103%	2,100		2,100	100%
343	Heat		1,807	1,861	1,926	2,800	69%	2,800		2,800	100%
345	Telephone	17,093	17,360	17,455	17,752	18,000	99%	17,700		17,700	98%
351	Prisoner Medical Continge	6,809	11,047		163	2,000	0%	2,000		2,000	100%
361	Professional & Consulting	681	375	303	163	2,000	8%	2,000		2,000	100%
368	Veh. Tow-In Service	1,859	1,863	1,115	3,380	3,500	97%	2,500		2,500	71%
371	Travel & Training	22,378	20,538	24,385	26,080	26,100	100%	24,500		24,500	94%
385	Housing Prisoners	85,285	60,352	77,550	83,325	85,000	98%	75,000		75,000	88%
392	Drug Testing		37			0	0%			0	0%
394	Recruitment Expenditures	3,793	2,847	2,768	2,825	5,000	57%	5,000		5,000	100%
396	Special Events-PD	7,530	5,758	9,167	7,832	2,500	313%	2,500		2,500	100%
398	Educational Assistance		1,199	4,355	12,293	3,000	410%	7,000		7,000	233%
641	H.S.G.12-GPD-RIV-LP-HLE12			10,008		0	0%			0	0%
642	H.S.G.13-GPD-RIV-LP-HLE13			1,058	10,417	10,433	100%			0	0%
666	H.L.S. 14-GPD-RIV-LP-HLE1				13,611	10,000	136%			0	0%

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
672	Prisoner Drug Treatment					0	0%	10,000		10,000	****%
673	H.S.G.15-GPD-RIV-LP-HLE15					0	0%	12,000		12,000	****%
724	Alcohol Compliance Grant	220	150	250	490	4,200	12%	4,200		4,200	100%
725	Tobacco Compliance Grant	130	240		290	4,200	7%	4,200		4,200	100%
746	H.S.G.11-GPD-RIV-LP-HLE11		16,619	6,597		0	0%			0	0%
764	Community Assistance	616	1,727	1,737	2,184	1,000	218%	1,000		1,000	100%
773	EUDL Grant	1,652				0	0%			0	0%
774	Hwy Safety Equipment Gran					0	0%	3,000		3,000	****%
775	H.S.G.10-GPD-RIV-LP-HLE10		9,659			0	0%			0	0%
Account:		2,605,466	3,200,789	3,226,619	3,543,307	3,566,063	99%	3,808,210	0	3,808,210	107%

## **Fire Division**

**(Division No. 1-42200)**

An agreement was signed between the City of Riverton and the Riverton Volunteer Fire Department in April, 1972. The terms of the agreement states that the City agrees to pay \$2.50 towards each active member's retirement contribution not to exceed 47 members. Presently, the city pays an annual amount of \$2000 - \$3000 for the fire department pension contribution and the individual amount has been changed through the years to reflect \$6.25 for each member. We pay on a quarterly basis and reimburse the Riverton Volunteer Fire Department based on a report that indicates the number of active members.

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 Expenditure Budget Report -- MultiYear Actuals  
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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
42200	Fire										
109	Salaries and wages	244				0	0%			0	0%
191	FICA	19				0	0%			0	0%
192	Health Insurance	-39				0	0%			0	0%
193	Retirement	31				0	0%			0	0%
194	Fireman Pension	2,284	2,163	3,113	1,700	2,300	74%	2,300		2,300	100%
196	Workers Compensation	6				0	0%			0	0%
	Account:	2,545	2,163	3,113	1,700	2,300	74%	2,300	0	2,300	100%

# **Public Services Department**

(Department 1-43000)

## **Department Mission**

The mission of the Public Works Department is to provide leadership and support to the Public Works Departments working for the City of Riverton. "To instill public confidence through exceptional customer service in a transparent, professional manner."

## **Department Goals**

- Enhance air service
- Reconstruction of Runway 10 and appurtenant work at Riverton Regional
- Coordinate both City concerns and infrastructure needs with WYDOT for the North Federal Reconstruction Project
- Proceed with Phase III of the Riverton Water Supply Project to expand and improve the water system on the west and north side of town.
- Develop capital improvement plans across the department
- Develop a policy on contingencies for capital projects
- Coordinate and implement the FORCC recommendations
- Professional administration of the Enterprise Funds of the City of Riverton

## **Department Description**

The Public Works Department cost center provides the management support to the Airport, Lands, Assets, and Utilities Divisions of City operations. The cost center supports two employees, the Public Works Director and Public Works Secretary.

## **Revenue Assumptions**

The Public Services Department is a General Fund cost center and reflects revenue assumptions associated with that fund.

## **Expenditure Highlights**

The Public Works Department shows decreases in personnel costs due to changes from where both the Public Works Director and Public Works Secretary are compensated. Fifty percent of their personnel costs will be covered in the Public Works Department cost center. The rest will be distributed across different costs centers in the Enterprise Funds. The cost center also saw the addition of a professional dues line item and a small increase in the office supplies line item.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
43000	PUBLIC SERVICES										
109	Salaries and wages	132,310	114,651	134,580	53,801	79,600	68%	57,285		57,285	72%
191	FICA	9,531	8,198	8,633	3,962	6,166	64%	4,385		4,385	71%
192	Health Insurance	15,102	16,227	15,252	8,023	13,506	59%	9,290		9,290	69%
193	Retirement	16,790	14,175	12,067	7,096	10,230	69%	7,990		7,990	78%
196	Workers Compensation	2,492	2,492	2,405	215	2,306	9%	1,640		1,640	71%
211	Office Supplies	2,248	5,010	2,195	3,807	4,000	95%	4,500		4,500	113%
212	Office Equipment	356	3,609		575	1,325	43%	1,500		1,500	113%
215	Computer Supplies	1,988	1,400	12,665	500	500	100%	1,300		1,300	260%
223	Janitor Supplies	965	907	984	920	1,000	92%	1,000		1,000	100%
231	Gas & Oil	2,947	2,107	1,360		0	0%			0	0%
234	Veh. & Equip. Maintenance	1,412	776	241		0	0%			0	0%
312	Postage	67	298	231	246	300	82%	300		300	100%
333	Dues					0	0%	200		200	*****%
341	Electricity	1,944	2,101	2,162	2,415	2,300	105%	2,500		2,500	109%
343	Heat	4,729	5,095	5,255	4,725	5,250	90%	6,000		6,000	114%
345	Telephone	3,546	3,553	3,607	3,664	3,675	100%	3,500		3,500	95%
363	Building Maintenance	350	342	710	1,490	1,500	99%	750		750	50%
371	Travel & Training	555	924	160	659	750	88%	750		750	100%
394	Recruitment Expenditures		246	939	1,241	1,250	99%	100		100	8%
	Account:	197,332	182,111	203,446	93,339	133,658	70%	102,990	0	102,990	77%

**Public Services Department**  
**Streets & Alleys Division**  
(Division No. 1-43100)

**Division Mission**

The mission of the Streets & Alleys Division is to maintain and improve the transportation network where the residents work, live and play.

**Division Goals**

- Maintain City streets within budgetary constraints
- Utilize the City's crack seal equipment to better preserve existing asphalt infrastructure
- Implement Pavement Management Plan in coordination with FORCC
- Grade gravel streets and alleys
- Apply recycled asphalt paving on gravel streets when available
- Remove snow in a timely and efficient manner with limited use of overtime
- Maintain City storm sewer systems and newly acquired Big Bend Drainage District
- Institute a sign replacement program

**Division Description**

The Streets & Alleys Division is responsible for the maintenance of the City transportation network along with wide array of other construction and maintenance projects for the City. Under the direction of the Lands Division Manager and Lands Division Foreman, there are five full time employees in this division. FY15 budget includes the addition of two seasonal employees to augment the manpower of the department during the summer for pavement maintenance duties. The budget reflects the increase in personnel costs to provide the additional manpower.

**Revenue Assumptions**

The Streets & Alleys Division is a General Fund cost center and anticipates a slight increase in available revenue due to the increase in the fuel tax.

**Expenditure Highlights**

Personnel costs in the Streets and Alleys Division reflect an increase due to the additional of two seasonal laborers. Personnel costs also reflect changes from where both the Lands Division Manager and Lands Division Foreman are compensated. Fifty percent of their salaries will now be split between Streets and Alleys and Sanitation Operations. Furthermore, it reflects a change from where the Weed and Pest laborer is compensated. Fifty percent of this salary will be split between Streets and Alleys and Weed and Pest. Streets & Alleys Division expenditures include the addition of a crack seal line item. Previously crack seal material was included in the road materials line item. As a result, FY 15 reflects a decrease in the road materials line item.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
43100	Streets & Alleys										
109	Salaries and wages	141,155	159,065	207,733	208,106	175,930	118%	233,065		233,065	132%
120	Overtime	1,500	3,946	4,982	1,547	13,500	11%	5,000		5,000	37%
191	FICA	10,479	12,088	15,461	15,140	14,500	104%	18,215		18,215	126%
192	Health Insurance	25,528	28,410	42,043	60,647	50,693	120%	56,520		56,520	111%
193	Retirement	18,103	20,475	24,972	27,231	24,040	113%	29,300		29,300	122%
196	Workers Compensation	3,638	4,353	5,669	7,040	5,418	130%	6,810		6,810	126%
197	Unemployment				302	100	302%			0	0%
211	Office Supplies	761	614	649	597	700	85%	700		700	100%
212	Office Equipment	378	139		733	3,000	24%			0	0%
229	Uniforms	1,177	1,604	1,571	507	1,750	29%	1,750		1,750	100%
231	Gas & Oil	6,928	7,804	8,277	7,670	10,000	77%	10,000		10,000	100%
232	Diesel	35,207	33,032	39,498	26,421	36,000	73%	36,000		36,000	100%
234	Veh. & Equip. Maintenance	29,080	79,049	53,812	35,651	50,000	71%	50,000		50,000	100%
235	Painting & Supplies	3,355	5,932	2,788	5,313	6,000	89%	6,000		6,000	100%
241	Tools & Supplies	3,081	1,469	847	1,250	1,500	83%	1,500		1,500	100%
242	Street Sign	7,157	1,339	8,600	4,671	7,500	62%	7,500		7,500	100%
243	Snow Removal	14,870	26,994	37,900	20,762	40,000	52%	40,000		40,000	100%
247	Safety Supplies	546	2,391	757	954	1,000	95%	1,500		1,500	150%
341	Electricity	134			235	240	98%	240		240	100%
343	Heat	2,893	3,141	3,212	2,920	3,500	83%	3,500		3,500	100%
345	Telephone	480	480	480	480	600	80%	600		600	100%
347	Street Lighting	94,977	123,797	87,789	103,617	107,760	96%	110,000		110,000	102%
348	Decorative Lighting	14,655	19,572	20,272	21,029	30,000	70%	30,000		30,000	100%
363	Building Maintenance	3,218	614	5,108	793	2,500	32%	2,500		2,500	100%
371	Travel & Training	370	606	289	1,365	1,500	91%	2,000		2,000	133%
382	Road Materials	50,011	46,532	90,432	69,484	80,000	87%	65,000		65,000	81%
394	Recruitment Expenditures	427	246	1,170	309	650	48%	500		500	77%
671	Crack Seal Repair					0	0%	15,000		15,000	*****
	Account:	470,108	583,692	664,311	624,774	668,381	93%	733,200	0	733,200	110%

**Public Services Department**  
**Fleet Maintenance Operations Division**  
(Division No. 1-43440)

**Division Mission**

The mission of the Fleet is to perform preventative maintenance and light to moderate repair services on the working equipment of the City of Riverton Employees.

**Division Goals**

- Homeland Security Management
- Perform safety training for new and existing employees
- Coordinate the City's emergency response plan
- Perform an audit on the City's fleet and develop an inventory replacement plan

**Division Description**

The Fleet Maintenance Division continues to service a large amount of varied equipment in a professional and timely manner. The equipment includes a wide variety of mowers, graders, loaders, dump trucks, patrol cars and staff vehicles that provide an array of challenges for the mechanics. The Fleet Maintenance Division additionally maintains, and tracks fuel usage from the bulk diesel tank. Fleet is staffed by the Assets Division Manager and two mechanics.

**Revenue Assumptions**

The Fleet Maintenance Operations Division is a General Fund cost center and anticipates stable revenue.

**Expenditure Highlights**

The Fleet Maintenance Operations Division expenditures remain relatively consistent for FY 15. However, the building maintenance line item was increased \$10,000 in order to repair leaks in the roof of the public works fleet building.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
43440	Fleet Maint. Operations										
109	Salaries and wages	159,381	161,554	163,434	157,806	158,590	100%	165,885		165,885	105%
120	Overtime		403	356		500	0%	500		500	100%
191	FICA	11,864	12,047	12,075	11,502	12,175	94%	12,730		12,730	105%
192	Health Insurance	24,897	28,399	28,506	31,428	30,940	102%	33,500		33,500	108%
193	Retirement	20,225	20,552	19,808	20,800	20,200	103%	23,195		23,195	115%
196	Workers Compensation	4,064	4,325	4,455	5,377	4,550	118%	4,760		4,760	105%
211	Office Supplies	417	488	491	356	450	79%	450		450	100%
212	Office Equipment	60	2,103			0	0%			0	0%
215	Computer Supplies			1,100	1,247	1,250	100%			0	0%
229	Uniforms	1,139	1,283	1,038	683	1,200	57%	1,200		1,200	100%
231	Gas & Oil	1,661	2,184	2,714	2,680	4,800	56%	5,000		5,000	104%
234	Veh. & Equip. Maintenance	749	968	1,335	1,467	2,500	59%	3,000		3,000	120%
241	Tools & Supplies	4,829	5,433	4,148	4,845	4,850	100%	4,650		4,650	96%
247	Safety Supplies	711	988	552	445	900	49%	900		900	100%
255	Fleet Maintenance Supplie	18,404	24,378	19,434	20,497	20,500	100%	20,000		20,000	98%
312	Postage	15	118	63	71	100	71%	100		100	100%
341	Electricity	2,372	2,495	2,605	2,677	2,500	107%	2,500		2,500	100%
343	Heat	1,972	2,153	2,184	2,041	2,500	82%	2,500		2,500	100%
345	Telephone	1,440	1,440	1,440	1,440	1,700	85%	1,700		1,700	100%
363	Building Maintenance	580	564	1,457	1,494	1,500	100%	11,500		11,500	767%
371	Travel & Training	220	1,803	570	265	2,000	13%	2,000		2,000	100%
375	Software Maint Agreement		495	750		500	0%	500		500	100%
394	Recruitment Expenditures			379		500	0%	500		500	100%
	Account:	255,000	274,173	268,894	267,121	274,705	97%	297,070	0	297,070	108%

**Public Services Department**  
**Weed & Pest Division**  
(Division No. 1-44900)

**Division Mission**

The mission of the Weed & Pest Division is to provide physical and technical support for the management of weeds and pests protecting the City of Riverton as a pristine place to work and reside.

**Division Goals**

- Enhanced mosquito abatement program to combat West Nile Virus including expanded fogging areas.
- Aggressive weed eradication primarily through spraying and mowing on City-controlled property

**Division Description**

The Weed & Pest Division is responsible for the maintenance of the City properties for weed abatement. Additionally the Division conducts mosquito abatement in and around City limits by fogging, and utilizing larvicide and killifish. The Division operates with one full time employee who splits time with the Streets and Alleys Division and two seasonal employees.

**Revenue Assumptions**

The Weed & Pest Division is a General Fund cost center and anticipates stable revenue. Historically the City of Riverton has received revenue through Fremont County Weed and Pest to assist with weed abatement within the corporate limits and mosquito abatement money to assist with pest abatement. Those revenue streams cover approximately 89% of the cost center's expenditure budget.

**Expenditure Highlights**

Personnel costs in the Weed and Pest Division increased due to the addition of the Weed and Pest laborer. Previously, this position was fully compensated out of the Streets and Alleys Division. Now, it is split 50/50 between the Weed and Pest and Streets and Alleys Divisions. The travel and training line item was also increased.

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For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
44900	Weed and Pest Control										
109	Salaries and wages	63,275	71,217	64,693	15,044	22,380	67%	42,200		42,200	189%
120	Overtime	78	39			180	0%	180		180	100%
191	FICA	4,821	5,238	4,701	1,137	1,735	66%	3,245		3,245	187%
192	Health Insurance	4,724	8,082	9,179	350	0	***%	4,645		4,645	****%
193	Retirement	2,984	5,203	5,650	209	130	161%	2,245		2,245	1727%
196	Workers Compensation	1,615	948	777	465	650	72%	1,215		1,215	187%
197	Unemployment	6,684	3,705			0	0%			0	0%
211	Office Supplies	320	369	542	339	400	85%	400		400	100%
215	Computer Supplies					1,200	0%			0	0%
224	Laboratory Supplies	21,612	16,391	26,690	18,835	34,400	55%	34,600		34,600	101%
231	Gas & Oil	3,963	3,532	3,727	2,335	6,500	36%	6,500		6,500	100%
232	Diesel	695	780	932	618	1,500	41%	1,500		1,500	100%
234	Veh. & Equip. Maintenance	9,564	4,767	1,081	1,778	3,500	51%	3,500		3,500	100%
241	Tools & Supplies	1,720	1,567	469	1,418	1,200	118%	1,200		1,200	100%
312	Postage	539	663	440	494	500	99%	500		500	100%
345	Telephone	480	480	480	480	500	96%	500		500	100%
361	Professional & Consulting	200				0	0%			0	0%
371	Travel & Training	292	366	1,591	178	750	24%	1,500		1,500	200%
386	Contracted Weed Cutting	17,798				0	0%			0	0%
387	Contracted Tree Trimming	750		113		250	0%	250		250	100%
391	Advertising	600	73		881	885	100%	900		900	102%
394	Recruitment Expenditures			215	157	400	39%	400		400	100%
	Account:	142,714	123,420	121,280	44,718	77,060	58%	105,480	0	105,480	137%

**Public Services Department**  
**Parks Division**  
(Division No. 1-45400)

**Division Mission**

The mission of the Parks Division is to maintain the City of Riverton park system in exceptional condition for recreational and social use by the residents of the City.

**Division Goals**

- Maintain existing parks in superb condition.
- Continue to improve the turf at the athletic fields.
- Fulfill contractual obligations for levels of service with Little League, Babe Ruth, Softball, Legion and RYSA.
- Continue to work towards implementing irrigation improvements at the Little League and Softball facilities.
- Manage the parks and turf maintenance in accordance with industry best management practices.

**Division Description**

The Parks Division is responsible for the maintenance of the City park facilities. Additionally the Park Division provides contract services to the sports associations operating on City-owned property. The Division operates under the direction of the Park Superintendent with four equipment operators. The Parks Division staffs three to five seasonal employees during the summer months.

**Revenue Assumptions**

The Parks Division is a General Fund cost center and anticipates stable revenue.

**Expenditure Highlights**

The Parks Division exhibits a decrease in both the irrigation supplies and contract services line items from FY 14. Similar to FY14, parks staff is providing much of the tree trimming services that it used to contract. The irrigation supplies line item was decreased to mirror spending trends over the last five years. The division will see an increase in the vehicle maintenance and travel and training line items. Parks Division equipment is aging and requiring more frequent maintenance and repair. The travel and training line item was increased to support new staff and ensure division staff is up to date on industry best practices.

CITY OF RIVERTON  
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 For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
45400	Parks										
109	Salaries and wages	284,519	302,941	288,517	272,105	303,255	90%	295,310		295,310	97%
120	Overtime	892	1,188	1,257	1,625	1,800	90%	1,800		1,800	100%
191	FICA	20,948	21,991	20,779	19,591	23,340	84%	22,730		22,730	97%
192	Health Insurance	47,448	59,032	65,405	71,322	60,905	117%	83,890		83,890	138%
193	Retirement	28,131	29,710	31,467	31,119	32,200	97%	34,630		34,630	108%
196	Workers Compensation	7,278	8,111	7,882	9,334	8,750	107%	8,500		8,500	97%
197	Unemployment	11,878	5,630	3,805	8,091	1,650	490%	4,500		4,500	273%
211	Office Supplies	88	343	198	399	450	89%	500		500	111%
215	Computer Supplies		1,044	178		450	0%	500		500	111%
217	Contract Services	3,688	2,110	1,345	660	1,660	40%	2,320		2,320	140%
229	Uniforms	728	865	1,003	1,045	1,500	70%	1,500		1,500	100%
231	Gas & Oil	9,618	11,487	11,242	9,517	12,300	77%	12,300		12,300	100%
232	Diesel	8,341	7,803	9,350	6,182	12,700	49%	12,700		12,700	100%
234	Veh. & Equip. Maintenance	9,988	8,315	13,095	19,440	19,640	99%	15,000		15,000	76%
237	Land & Hort. Sup.	14,010	14,295	13,184	16,225	17,100	95%	17,100		17,100	100%
238	Park Maintenance	13,039	13,569	14,632	12,595	15,000	84%	15,000		15,000	100%
239	Tree Replacement & Maint	667	150	262	842	1,200	70%	1,200		1,200	100%
240	Tree Board Expenses	3,763	5,101	5,135	4,350	5,000	87%	5,000		5,000	100%
241	Tools & Supplies	1,931	1,963	1,897	1,785	2,500	71%	2,500		2,500	100%
246	State Forestry Grant			1,817		2,000	0%	2,000		2,000	100%
247	Safety Supplies	537	693	491	543	950	57%	950		950	100%
252	Irrigation Supplies	10,066	13,028	4,121	5,920	8,100	73%	11,500		11,500	142%
254	Rails to Trails Materials				365	400	91%	400		400	100%
341	Electricity	15,133	14,759	17,261	19,447	19,000	102%	19,000		19,000	100%
343	Heat	1,779	1,392	1,416	860	1,800	48%	1,500		1,500	83%
345	Telephone	1,339	1,455	1,471	1,487	1,500	99%	1,500		1,500	100%
371	Travel & Training		155	50	20	50	40%	1,000		1,000	2000%
390	Refund - Misc.		30			0	0%			0	0%
394	Recruitment Expenditures	246	625	460	825	500	165%	500		500	100%
669	Wyoming Community Gas Par				6,160	0	***%			0	0%
	Account:	496,055	527,785	517,720	521,854	555,700	94%	575,330	0	575,330	104%

# **Community Development Department**

(Department No. 1-46540)

## **Department Mission**

To promote the general health, safety, and welfare of the citizens of Riverton, to provide quality services to assist the citizens with Code and Permit Processes and Planning and Zoning Processes, to work with owners, developers and contractors in achieving their goals, and to work with other City departments for a coordinated effort toward excellence in customer service.

## **Department Goals**

Maintain a good customer service experience with the department:

- Respond within 24 hours for project inspection.
- Continue pre-permit meetings and site visits to assist customers with their proposed projects and the requirements of the permitting process.
- Be available to customers during the lunch hour.
- Provide equitable treatment for all individuals regardless of circumstances and strive to enforce all building codes in a fair and considerate manner.

Facilitate business development and growth within the City of Riverton:

- Continue to educate Council, staff, Planning Commission, and the public in utilizing and carrying out the Riverton Master Plan.
- Maintain reasonable time lines for the re-zone and re-plat process for our citizens.
- Provide a constant quality Code interpretation and project inspection process.
- Always be open to different ideas for meeting Code requirements for construction.
- Strive to maintain timely plan reviews for residential and commercial projects.
- Serve as a resource to Riverton builders by becoming well-versed in International Building Code requirements.
- Continue to hold "Lunchtime Seminars" for contractors and interested citizens.

We believe that through education and cooperation, we can and will build positive working relationships within the building community, consumers and citizens alike.

## **Department Description**

The Community Development Department provides services to the citizens of the City of Riverton related to planning, zoning, building construction and code enforcement. The CD Department is responsible for reviewing building plans, issuing building permits, performing inspections, reviewing plats, zoning properties, issuing home occupation permits, assisting developers, updating city maps and a variety of related jobs. The Planning Commission and the Construction Board of Appeals are the two citizen committees directed by the CD Department that assist with decisions and recommendations to the City Council regarding planning, zoning and building code issues. Last year the Code Enforcement Officer was moved into the CD Department from the Public Works Weed and Pest Department. The CD Department now consists of six (6) full time positions, Community Development Director, Building Inspector, Permit Technician, CD Clerk, Engineering Tech II and the Code Enforcement Officer. The

Engineering Tech wages are allocated to Public Works utility departments as well as portions of other positions for time spent on utility related issues.

## **Revenue Assumptions**

The Community Development Department is funded in part by the general fund (i.e. taxes, permits, licenses). The CD Department performs a variety of services for the City organization as well as for the citizens of Riverton and historically per City Council direction has charged fees to cover a minimum of 40% of the costs of the department. Due to the continued increase in construction permits and inspections we had been able to cover between 50% to 60% of the department costs. With the addition of the Code Enforcement Officer in the CD Department, that percentage has decreased somewhat. Several large school and college projects are in the works and should add to the construction permit revenues from the current fiscal year into the next, therefore revenue projections have been increased slightly.

## **Expenditure Highlights**

For FY 2015-2016, the Community Development Department budget has not changed a great deal. Overtime was decreased from the previous year when this line item was increased to take care of additional inspections required for the Job Corps project. This cost was offset by the additional revenue from the DOL. Office supplies was increased due to the transfer of the Code Enforcement Officer into the Community Development Department. The line item for computer supplies was reduced as there are fewer IT related needs this year. A new line item was added for Contract Services to take care of costs associated with boarding up or clean up of abandoned or nuisance properties when owners have not complied with codes. A lien for these costs is then placed on the properties. The line item for books has been increased in order to purchase books and software for the 2015 "I" Codes that we are required to adopt by the State of Wyoming in order to maintain Home Rule. Some of this expense will be offset by contractors purchasing new code books. We decreased our postage and advertising line items due to the ordinance change not requiring registered letters for certain applications and fewer reviews of plats and replats.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
46540	Community Development										
109	Salaries and wages	197,779	200,398	213,566	252,359	249,447	101%	262,860		262,860	105%
120	Overtime	1,005	1,160	1,395	2,739	3,100	88%	1,100		1,100	35%
191	FICA	13,460	13,792	14,715	17,118	19,480	88%	20,195		20,195	104%
192	Health Insurance	37,769	42,231	44,548	54,099	53,650	101%	60,280		60,280	112%
193	Retirement	25,224	25,578	26,690	33,640	32,350	104%	36,795		36,795	114%
196	Workers Compensation	3,347	3,574	3,801	5,043	5,250	96%	5,435		5,435	104%
211	Office Supplies	2,191	1,109	1,176	1,669	2,000	83%	2,600		2,600	130%
212	Office Equipment	1,028	1,127	1,836	1,827	2,250	81%	2,250		2,250	100%
215	Computer Supplies		800	2,200	3,737	3,800	98%	1,600		1,600	42%
217	Contract Services				80	100	80%	500		500	500%
229	Uniforms	178	214	117	209	250	84%	250		250	100%
231	Gas & Oil	2,584	2,812	3,371	3,344	4,000	84%	4,000		4,000	100%
234	Veh. & Equip. Maintenance	797	1,390	1,684	1,092	1,800	61%	2,000		2,000	111%
241	Tools & Supplies	835	154	317	324	800	41%	600		600	75%
312	Postage	999	838	566	635	1,000	64%	750		750	75%
331	Promotion & Development	90	64	23	324	500	65%	500		500	100%
332	Books	3,484	3,143	2,997	1,517	2,000	76%	3,750		3,750	188%
333	Dues	1,057	1,438	1,503	1,660	2,000	83%	2,000		2,000	100%
345	Telephone	1,639	1,493	1,496	1,499	1,800	83%	1,500		1,500	83%
353	Plan Review	15,340	1,230	2,520		15,000	0%	15,000		15,000	100%
361	Professional & Consulting	278	105	561	75	400	19%	400		400	100%
371	Travel & Training	3,789	3,432	4,559	3,647	5,800	63%	7,800		7,800	134%
375	Software Maint Agreement	1,114	1,170	1,217	1,290	1,680	77%	1,400		1,400	83%
380	Refund of Overpayment	45	310	92	4,078	4,120	99%	2,000		2,000	49%
391	Advertising	1,662	1,439	842	653	1,500	44%	1,250		1,250	83%
394	Recruitment Expenditures				92	100	92%	100		100	100%
	Account:	315,694	309,001	331,792	392,750	414,177	95%	436,915	0	436,915	105%

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
61100	Operating Transfers										
821	Airport Subsidy					0	0%	307,572		307,572	*****%
825	Administrative Allocation	-1,059,581	-1,101,439	-992,817	-998,720	-1,117,961	89%	-1,192,334		( 1,192,333	107%
	Account:	-1,059,581	-1,101,439	-992,817	-998,720	-1,117,961	89%	-884,762	0	( 884,76	79%
Fund:		7,178,020	7,342,005	7,511,269	9,380,482	9,321,967	101%	8,766,096	0	8,766,096	94%

# **Water Fund**

## **Debt Service**

**(Division No. 41-47000)**

DWSRF-019 is a Drinking Water State Revolving Fund loan and was for the Water Treatment Plant Rehabilitation Project. The principal amount of this promissory note was \$745,551.25 and was initiated July 5, 2006. It is a twenty year loan with a 2.5% interest rate and annual payments of \$48,102.

DWSRF-099 is a Drinking Water State Revolving Fund loan and was for the waterline replacement projects in North Riverton and Riverview Terrace areas of Riverton. The principal amount of this loan was \$1,000,000 and was initiated July 07, 2009. It is a twenty year loan with a 2.5% interest rate and annual payments of \$64,147.

JPA 11574Fr loan is a Joint Powers Act Loan and was for the Main Street Booster Station rehabilitation. The principal amount of this loan was \$375,000 and was initiated June 27, 2012. It is a thirty year loan with a 4.94% interest rate and annual payments of \$24,228.

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41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
47000	DEBT SERVICE										
621	Int Exp - DWSRF 019 SLIB	48,102	48,102	48,102	48,102	48,200	100%	48,200		48,200	100%
633	DWSRF-99 Loan	63,557	64,147	64,147	64,147	64,200	100%	64,200		64,200	100%
635	JPA-11574-Main Street Boo		9,712	24,228	24,228	24,500	99%	24,300		24,300	99%
	Account:	111,659	121,961	136,477	136,477	136,900	100%	136,700	0	136,700	100%

**Water Fund**  
**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 41-51020)**

**Department Mission**

The Administrative Services Department is a dedicated team of professionals who provide personalized service and proactive solutions with fairness and consistency to all.

**Division Goals**

The following is a list of goals offered by the Customer Services Division for FY15-16:

- Set the “bar” for extraordinary customer service with both internal and external customers
- Explore added value options with utility bills
- Continue to schedule appointments with citizens to replace outdated meter equipment (batteries)
- Continue to provide solutions to customers regarding cost savings and efficiencies with billing options.

**Division Description**

The Customer Service Division includes 3 full-time employees that work in Finance (Accounts Receivable and Accounts Payable) and Account Services for water, wastewater, and sanitation. They assist customers with changes to existing utility accounts, new accounts, payment options, and maintaining all customer accounts within the system. The Customer Services Division responds to a large volume of calls and inquiries received at city hall, and are charged with answering a variety of questions about the area, local government operations, and community events.

**Revenue Assumptions**

This department is funded by the enterprise funds: Water, Wastewater and Sanitation.

**Expenditure Highlights**

For FY15-16, the cost centers associated with the Customer Services division (enterprise funds) remained relatively flat or decreased.

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41 WATER FUND		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
						14-15	14-15	15-16	15-16	15-16	15-16
51020	Customer Service					0	0%	46,940		46,940	*****
109	Salaries and wages					0	0%	3,595		3,595	*****
191	FICA					0	0%	12,990		12,990	*****
192	Health Insurance					0	0%	6,545		6,545	*****
193	Retirement					0	0%	1,260		1,260	*****
196	Workers Compensation					0	0%	5,000		5,000	*****
211	Office Supplies					0	0%	1,950		1,950	*****
212	Office Equipment					0	0%	5,000		5,000	*****
234	Veh. & Equip. Maintenance					0	0%	8,500		8,500	*****
312	Postage					0	0%	50		50	*****
333	Dues					0	0%	120		120	*****
345	Telephone					0	0%	500		500	*****
371	Travel & Training					0	0%	3,970		3,970	*****
375	Software Maint Agreement					0	0%	500		500	*****
380	Refund of Overpayment					0	0%	200		200	*****
392	Drug Testing					0	0%	100		100	*****
394	Recruitment Expenditures					0	0%	97,220	0	97,220	*****
	Account:					0	***%				

# **Water Production Division**

(Division No. 41-53010)

## **Division Mission**

The mission of the Water Production Division is to provide an adequate supply of water, which complies with all Federal and State health and safety standards, for the benefit of all who work, play, or visit the City of Riverton.

## **Division Goals**

- Provide aesthetic, refreshing, and safe water in sufficient quantity for the enjoyment of the community, and visitors to our community.
- To comply with all local, State, and Federal rules and regulations.
- To work as a team to get the job done.
- To work in such a way that if there is a problem; it is rectified before there needs to be public concern.

## **Division Description**

The Water Production Division operates and maintains the Water Treatment Plant (WTP), the well field, the booster stations, reservoirs, and several crucial valves within the distribution system. The staff consists of a chief operator, one backup chief operator, four operators, and one operator in training for a total of 7 full-time employees. Currently, the WTP operates from May through September using surface water drawn from the LeClair Irrigation System. The rest of the year, the community receives water from the well field; which consists of 14 wells.

## **Revenue Assumptions**

The Water Production Division is a subset of the Water Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY 15 was not proposed. However, revenues generated from user fees in FY 16 are expected to increase by 3% due to the addition of the Job Corp Center.

## **Expenditure Highlights**

Personnel expenditures for the Water Production Division exhibit an increase due to two operators advancing their certification levels in FY 16. The division exhibits a slight increase in office supplies and a substantial decrease in computer supplies. The general maintenance line item is also decreased from FY 15. The electricity line item for the Water Production Division exhibits a 24% increase. This is due to the addition of several new pieces of equipment that the division operates. Phase 2a and 2b of the Riverton Water Supply Project were completed in FY15 which provided two booster stations, a well house, and a 2 million gallon water reservoir. Phase 3 of the Riverton Water Supply Project is projected to begin construction in FY 16. This phase includes the construction of a new transmission line. It is funded partially through a WWDC grant, a WWDC loan, and City of Riverton Enterprise Funds.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
53010	Water Production										
109	Salaries and wages	239,989	217,495	241,584	243,397	246,190	99%	287,270		287,270	117%
120	Overtime	9,754	7,787	9,057	7,973	9,000	89%	7,500		7,500	83%
191	FICA	17,596	16,091	16,332	17,524	21,691	81%	22,550		22,550	104%
192	Health Insurance	56,465	57,382	60,341	67,233	69,475	97%	74,140		74,140	107%
193	Retirement	31,345	28,213	29,900	33,146	35,982	92%	41,095		41,095	114%
196	Workers Compensation	6,367	6,012	6,409	8,569	8,110	106%	8,430		8,430	104%
197	Unemployment			2,080		0	0%			0	0%
211	Office Supplies	340	343	412	675	600	113%	800		800	133%
215	Computer Supplies				3,886	5,600	69%	1,000		1,000	18%
224	Laboratory Supplies	22,794	25,261	10,431	37,349	47,100	79%	47,100		47,100	100%
229	Uniforms	760				0	0%			0	0%
231	Gas & Oil	3,685	3,933	4,394	3,629	4,600	79%	4,600		4,600	100%
232	Diesel	86	373	29	38	1,500	3%	1,500		1,500	100%
234	Veh. & Equip. Maintenance	945	2,098	747	1,555	2,500	62%	2,500		2,500	100%
241	Tools & Supplies	528	1,594	1,660	1,299	2,000	65%	2,000		2,000	100%
247	Safety Supplies			1,054	793	1,000	79%	1,000		1,000	100%
249	Treatment Chemicals	77,663	89,589	92,142	85,713	99,200	86%	99,200		99,200	100%
314	Consumer Confidence	1,092	60	1,092	1,032	1,500	69%	1,500		1,500	100%
340	Electricity for Water Wel	175,693	198,249	222,753	240,040	237,900	101%	225,000		225,000	95%
341	Electricity	19,956	20,404	21,333	35,151	25,000	141%	31,000		31,000	124%
343	Heat	6,652	7,421	8,485	7,533	9,700	78%	9,700		9,700	100%
344	Carriage Agreement	18,109	25,288		9,905	30,000	33%	30,000		30,000	100%
345	Telephone	4,362	4,364	4,437	4,599	4,600	100%	4,400		4,400	96%
363	Building Maintenance	3,860	6,922	5,056	5,282	7,500	70%	7,500		7,500	100%
364	General Maintenance	33,139	40,164	38,598	72,681	113,000	64%	80,000		80,000	71%
371	Travel & Training	3,195	5,128	3,074	2,586	4,975	52%	5,000		5,000	101%
389	Litigation			10,000		0	0%			0	0%
392	Drug Testing		115		147	150	98%	125		125	83%
394	Recruitment Expenditures			246	570	550	104%	600		600	109%
	Account:	734,375	764,286	791,646	892,305	989,423	90%	995,510	0	995,510	101%

# **Collection and Distribution Division**

(Department No. 41-54000 & 42-53030)

## **Department Mission**

The mission of the Collection and Distribution Division is to distribute reliable and adequate supplies of water to, and collect wastewater generated from those who work, play, or visit the City of Riverton.

## **Department Goals**

- Maintain the City's water distribution and sanitary sewer collection infrastructure in a safe and timely manner to best serve the residents of the City of Riverton
- Replace water meter batteries that are expiring citywide
- Develop preventative maintenance schedules
- Develop capital improvement plans for both water and sewer infrastructure
- Comply with all local, State, and Federal rules and regulations

## **Department Description**

The Collection and Distribution Division maintains the operation of both the water distribution and sanitary sewer collection infrastructure within the City of Riverton's utility system. It also operates the irrigation ditches within City boundaries in the summer months. Collection and Distribution staff consists of a chief operator, a backup chief operator, three operators, and one ditch rider for a total of 6 full-time employees. Compensation for these employees is equally split between the water distribution and sewer collection cost centers. The division performs both regular and emergency maintenance on the water and sewer utility systems. Regular maintenance includes hydrant flushing, repairing leaking appurtenances, jetting sewer mains, and placing root killer in lines affected by tree roots. Emergency maintenance includes repairing broken water mains and unplugging backed up sewer mains. Collection and Distribution employees assist utility billing staff by reading water meters each month. When meters do not read, or when the readings appear incorrect, division employee's repair and recalibrate the meters prior to the next billing cycle. During irrigation season, the ditch rider operates and maintains the irrigation system. Once the irrigation season is over, the ditch rider helps maintain the collection and distribution system.

## **Revenue Assumptions**

The Collection and Distribution Division is a subset of both the Water and Sewer Enterprise Fund. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY 15 was not proposed. However, revenues generated from user fees in FY 16 are expected to increase in the Water Fund by 3% due to the addition of the Job Corp Center.

## **Expenditure Highlights**

Personnel expenditures for the Collection and Distribution Division exhibit an increase due to the addition of two seasonal laborers. These laborers will assist the division in providing preventative

maintenance to both water and sewer infrastructure. These costs are equally shared between the water distribution and wastewater collection cost centers.

The water distribution cost center exhibits a decrease in the uniforms, gas and oil, and new fire hydrant installation line items. The fire hydrant line item was reduced since several inoperable hydrants were replaced in FY15. The cost center exhibits increases in the tools and supplies, system maintenance, and building maintenance line items. The water distribution system still has many undersized asbestos cement lines and cast iron lines that corrode in the region's soils. Consequently, the system is requiring more regular maintenance. The building maintenance line item was increased to repair the leaking roof at the public works fleet building.

The wastewater collection cost center exhibits the addition of three new line items – recruitment expenditures, lift station maintenance, and sewer lateral repair. Pursuant to the municipal code, the wastewater utility is responsible to assume the cost of replacing laterals made of unsuitable materials. The new line will be used to comply with this code. Several lift stations across the City are aging and requiring more regular maintenance. The new lift station line item will allow the City to better track this maintenance. Previously, lift station maintenance and sewer lateral repairs were included in the system maintenance line item. As a result, FY 16 reflects a decrease in that line item. It also reflects a slight decrease in vehicle and equipment maintenance. The wastewater cost center exhibits increases in its office supplies, computer supplies, uniforms, tools and supplies, safety supplies, and building maintenance line items. The building maintenance line item was increased to repair the leaking roof at the public works fleet building. The uniforms and safety and supplies line items were increased to better balance purchases between the water distribution and wastewater collection cost centers. Computer supplies was increased to replace an out of date desktop computer.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
54000	Water Distribution										
109	Salaries and wages	100,463	98,762	112,454	107,275	112,182	96%	133,950		133,950	119%
120	Overtime	1,145	1,993	7,754	6,206	4,500	138%	4,500		4,500	100%
191	FICA	7,437	7,332	7,901	8,152	8,930	91%	10,595		10,595	119%
192	Health Insurance	20,209	28,134	29,694	28,118	27,490	102%	31,325		31,325	114%
193	Retirement	11,933	12,764	13,870	14,642	14,807	99%	17,355		17,355	117%
196	Workers Compensation	2,480	2,714	2,998	3,870	3,337	116%	3,960		3,960	119%
211	Office Supplies	415	74	633	488	750	65%	750		750	100%
229	Uniforms	1,065	1,560	1,164	1,530	1,550	99%	1,050		1,050	68%
231	Gas & Oil	7,636	10,453	10,644	9,263	12,000	77%	10,500		10,500	88%
232	Diesel	2,772	2,601	3,134	2,061	3,500	59%	3,500		3,500	100%
234	Veh. & Equip. Maintenance	4,694	4,817	7,136	4,076	6,500	63%	6,500		6,500	100%
241	Tools & Supplies	2,516	9,459	4,713	4,950	5,000	99%	5,500		5,500	110%
247	Safety Supplies			746	23	1,250	2%	1,500		1,500	120%
248	Meter Maintenance	28,939	75,237	32,686	72,958	75,500	97%	75,500		75,500	100%
333	Dues	15	392	381	678	700	97%	700		700	100%
341	Electricity	2,379	2,495	2,605	2,677	3,000	89%	3,000		3,000	100%
342	Utility Locate Services	25	137			0	0%			0	0%
343	Heat	986	1,077	1,092	1,021	2,500	41%	2,000		2,000	80%
345	Telephone	3,014	2,869	2,900	2,993	3,000	100%	3,000		3,000	100%
363	Building Maintenance	1,004	888	1,682	1,605	1,850	87%	11,200		11,200	605%
371	Travel & Training	2,483	3,540	2,793	2,000	3,500	57%	3,500		3,500	100%
372	System Maintenance	28,938	32,118	31,175	54,431	48,500	112%	58,500		58,500	121%
379	Ditch Maintenance	6,120	2,988	2,957	45	7,000	1%	7,000		7,000	100%
394	Recruitment Expenditures			584	736	500	147%	500		500	100%
502	Direct Wtr. Asm't by Irri	10,318	10,318	10,318	10,318	10,319	100%	10,319		10,319	100%
503	Water Assm't Taxes Withdr	598	2,886	2,335	13,518	10,000	135%	10,000		10,000	100%
936	New Fire Hydrant Installa		7,020	2,298	327	15,000	2%	10,000		10,000	67%
	Account:	247,584	322,628	296,647	353,961	383,165	92%	426,204	0	426,204	111%

# **Water Administration Division**

**(Division No. 41-54030)**

## **Division Mission**

The mission of the Water Administration Division is to protect public health and the environment by providing environmentally sound and affordable water treatment and distribution by providing efficient, reliable, and courteous service to the City of Riverton.

## **Division Goals**

- Develop proactive maintenance measures and capital improvement plans for water infrastructure.
- Protect the City's interest in its infrastructure through honest, professional, and efficient construction project management.
- Require and enable safe working environments for City employees, contractors, citizens, and visitors to the City of Riverton.
- To comply with all local, State, and Federal rules and regulations.

## **Division Description**

The Water Administration Division provides support to the Water Distribution and Treatment Divisions. It also provides construction and project management services for water capital improvement projects. Division staff consists of the Public Works Director, Public Works Secretary, Construction Manager, Engineering Technician, and Utility Division Manager.

## **Revenue Assumptions**

The Water Treatment Division is a subset of the Water Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY15 was not proposed. Therefore, FY16 revenues are projected to remain relatively constant from FY15.

## **Expenditure Highlights**

Personnel costs have decreased as utility billing employees were removed from this cost center and included in the new Customer Service Division. The division exhibits an increase in overtime, professional & consulting, and developer assistance line items. Overtime was increased for the Construction Manager who at times must work weekends on capital projects. Professional & Consulting was increased in order to receive engineering support for small infrastructure improvement projects or studies. Developer assistance was increased to support the improvement or upgrade of utilities associated with private developments. Otherwise, expenditures for the division remain relatively flat or have decreased.

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Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
54030	Water Administration										
109	Salaries and wages	117,408	113,029	125,428	125,887	125,900	100%	102,510		102,510	81%
120	Overtime	255		5,304	2,381	500	476%	2,000		2,000	400%
191	FICA	8,383	8,011	9,315	9,099	9,808	93%	7,995		7,995	82%
192	Health Insurance	20,866	25,806	27,126	28,586	26,680	107%	21,370		21,370	80%
193	Retirement	14,098	14,343	15,713	16,848	16,304	103%	14,570		14,570	89%
196	Workers Compensation	1,977	2,028	2,319	2,171	2,550	85%	2,990		2,990	117%
211	Office Supplies	7,089	9,816	8,639	2,780	3,200	87%	200		200	6%
212	Office Equipment	1,161	45		3,000	3,000	100%			0	0%
215	Computer Supplies		3,047	1,342		0	0%			0	0%
231	Gas & Oil	189	984	1,024	969	1,000	97%	1,000		1,000	100%
234	Veh. & Equip. Maintenance	899		1,104	578	1,000	58%	1,000		1,000	100%
241	Tools & Supplies			80	142	250	57%	250		250	100%
247	Safety Supplies	10	826	21		250	0%	250		250	100%
312	Postage	6,619	7,129	7,308	8,446	8,500	99%			0	0%
333	Dues	515	250	465	296	480	62%	430		430	90%
334	Bank Charges				5,764	0	***%			0	0%
345	Telephone				30	300	10%	300		300	100%
360	Audit	16,000	10,500	15,625	13,500	13,500	100%	13,500		13,500	100%
361	Professional & Consulting	16,291	10,231	8,266		700	0%	1,000		1,000	143%
371	Travel & Training	1,868	1,584	2,336	1,503	1,700	88%	1,700		1,700	100%
375	Software Maint Agreement	4,949	5,272	4,252	5,654	5,670	100%	1,540		1,540	27%
380	Refund of Overpayment	151	107	1,991	1,484	1,350	110%			0	0%
391	Advertising	175		209		200	0%	200		200	100%
392	Drug Testing		573	153	37	300	12%	150		150	50%
394	Recruitment Expenditures	233	699	308	46	400	12%	150		150	38%
395	Developer Assistance	4,240	18,478			2,800	0%	4,000		4,000	143%
501	Insurance	23,453	33,617	35,236	35,524	36,400	98%	38,000		38,000	104%
825	Administrative Allocation	312,248	358,151	327,475	325,952	370,215	88%	406,590		406,590	110%
936	New Fire Hydrant Installa	14,848				0	0%			0	0%
	Account:	573,925	624,526	601,039	590,677	632,957	93%	621,695	0	621,695	98%
	Fund:	3,530,319	5,059,255	6,016,044	4,498,515	5,180,698	87%	3,416,079	0	3,416,079	66%

%

# **Wastewater Fund**

## **Debt Service**

**(Division No. 42-47000 & 47200)**

CWSRF Loan #108 is a Clean Water State Revolving Fund loan for the replacement of the sewer line in the A & T Mobile Home Park. The principal amount of the loan was \$369,008 and was initiated February 2, 2010. It is a twenty year loan with a 0% interest rate and annual payments of \$18,450.

CWSRF Loan #118 is a Clean Water State Revolving Fund loan for the replacement (relining) of sewer lines in what is known as original town Riverton. The principal amount of the loan was \$192,056 and was initiated December 23, 2009. It is a twenty year loan with a 2.5% interest rate and annual payments of \$12,320.

CWSRF Loan #063 is a Clean Water State Revolving Fund loan for the installation of new sewer lines along Webbwood Road to the Claude Fike Subdivision. The principal amount of the loan was \$278,860 and the first payment was made October 1, 2008. It is a twenty year loan with a 2.5% interest rate and annual payments of \$17,888. An Assessment District was formed in conjunction with this project and homeowners are assessed a monthly assessment on their sewer bill to repay this loan.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
47000	DEBT SERVICE										
631	CWSRF 108	18,450	18,450	18,450	18,450	18,500	100%	18,500		18,500	100%
632	CWSRF 118	12,320	12,320	12,320	12,320	12,500	99%	12,500		12,500	100%
	Account:	30,770	30,770	30,770	30,770	31,000	99%	31,000	0	31,000	100%

# **Wastewater Fund**

## **Debt Service**

**(Division No. 42-47000 & 47200)**

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CITY OF RIVERTON  
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42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
47200	Webbwood Road Loan CWSRF-063										
628	Principal CWSRF-063	17,888	17,888	17,888	17,888	18,000	99%	18,000		18,000	100%
	Account:	17,888	17,888	17,888	17,888	18,000	99%	18,000	0	18,000	100%

**Wastewater Fund**  
**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 42-51020)**

**Department Mission**

The Administrative Services Department is a dedicated team of professionals who provide personalized service and proactive solutions with fairness and consistency to all.

**Division Goals**

The following is a list of goals offered by the Customer Services Division for FY15-16:

- Set the “bar” for extraordinary customer service with both internal and external customers
- Explore added value options with utility bills
- Continue to schedule appointments with citizens to replace outdated meter equipment (batteries)
- Continue to provide solutions to customers regarding cost savings and efficiencies with billing options.

**Division Description**

The Customer Service Division includes 3 full-time employees that work in Finance (Accounts Receivable and Accounts Payable) and Account Services for water, wastewater, and sanitation. They assist customers with changes to existing utility accounts, new accounts, payment options, and maintaining all customer accounts within the system. The Customer Services Division responds to a large volume of calls and inquiries received at city hall, and are charged with answering a variety of questions about the area, local government operations, and community events.

**Revenue Assumptions**

This department is funded by the enterprise funds: Water, Wastewater and Sanitation.

**Expenditure Highlights**

For FY15-16, the cost centers associated with the Customer Services division (enterprise funds) remained relatively flat or decreased.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
51020	Customer Service										
109	Salaries and wages					0	0%	46,800		46,800	*****%
191	FICA					0	0%	3,580		3,580	*****%
192	Health Insurance					0	0%	12,990		12,990	*****%
193	Retirement					0	0%	6,525		6,525	*****%
196	Workers Compensation					0	0%	1,255		1,255	*****%
211	Office Supplies					0	0%	5,000		5,000	*****%
212	Office Equipment					0	0%	1,950		1,950	*****%
312	Postage					0	0%	8,500		8,500	*****%
333	Dues					0	0%	50		50	*****%
334	Bank Charges					0	0%	5,000		5,000	*****%
345	Telephone					0	0%	120		120	*****%
371	Travel & Training					0	0%	500		500	*****%
375	Software Maint Agreement					0	0%	3,970		3,970	*****%
380	Refund of Overpayment					0	0%	500		500	*****%
	Account:					0	***%	96,740	0	96,740	*****%

# **Wastewater Treatment Division**

(Division 42-53020)

## **Division Mission**

The mission of the Wastewater Treatment Division is to meet Federal and State regulations in order to protect the public health of the citizens of the City of Riverton and the environment.

## **Division Goals**

- Provide a means of disposing of the communities waste in a manner which protects the health of the division employees, the community, visitors to our community, and the environment.
- To comply with all local, State, and Federal rules and regulations.
- To work as a team to get the job done.
- To work in such a way that if there is a problem; it is rectified before there needs to be public concern.

## **Division Description**

The Wastewater Treatment Division operates and maintains the Wastewater Treatment Plant (WWTP). The staff consists of a chief operator, one backup chief operator, and three backup operators for a total of five full-time employees. Currently, the WWTP operates 7 days a week, year round, treating an average of approximately 2 million gallons of waste a day. The WWTP is designed for a maximum of 4.95 million gallons per day with a peak of 9 million gallons. Along with treating the sewage which comes to the plant via utility collection lines, the plant also accepts wastewater from septic haulers and other businesses with sumps or grease traps.

## **Revenue Assumptions**

The Wastewater Treatment Division is a subset of the Wastewater Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY 15 was not proposed. Therefore, FY16 revenues are projected to remain relatively constant from FY15.

## **Expenditure Highlights**

The Wastewater Treatment Division received computer upgrades in FY15. As a result, the computer supplies line item reflects a substantially FY16 decrease. The vehicle and equipment maintenance line item also exhibits a substantial decrease due to maintenance performed in FY15. The safety supplies, electricity, and general maintenance line items each reflect FY16 increases.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
53020	Wastewater Treatment										
109	Salaries and wages	247,971	243,648	263,401	248,495	248,500	100%	257,175		257,175	103%
120	Overtime	1,483	1,691	1,253	1,538	2,700	57%	2,700		2,700	100%
191	FICA	17,867	17,697	17,834	17,446	19,220	91%	19,885		19,885	103%
192	Health Insurance	44,522	45,653	46,830	47,148	49,850	95%	52,075		52,075	104%
193	Retirement	31,219	31,134	31,681	32,979	31,877	103%	36,230		36,230	114%
196	Workers Compensation	6,361	6,551	6,791	8,526	7,185	119%	7,435		7,435	103%
211	Office Supplies	2,134	3,003	933	1,517	1,600	95%	1,500		1,500	94%
215	Computer Supplies				8,954	9,000	99%	2,200		2,200	24%
224	Laboratory Supplies	16,318	17,042	25,394	29,844	38,000	79%	40,000		40,000	105%
229	Uniforms	1,561	1,483	1,573	1,484	2,000	74%	2,000		2,000	100%
231	Gas & Oil	1,119	1,514	1,261	992	1,750	57%	1,750		1,750	100%
232	Diesel	4,158	5,487	5,390	3,859	6,000	64%	6,000		6,000	100%
234	Veh. & Equip. Maintenance	1,435	20,516	1,788	7,460	9,000	83%	3,000		3,000	33%
241	Tools & Supplies	1,328	212	723	959	1,000	96%	1,000		1,000	100%
247	Safety Supplies			358	321	900	36%	1,000		1,000	111%
249	Treatment Chemicals	59,043	56,285	59,546	48,487	62,250	78%	62,250		62,250	100%
315	Tank License	200	300	700	200	700	29%	700		700	100%
333	Dues	60			90	100	90%	100		100	100%
341	Electricity	120,266	137,983	136,612	137,317	136,000	101%	145,600		145,600	107%
343	Heat	37,273	34,969	28,879	35,482	43,000	83%	43,000		43,000	100%
345	Telephone	3,218	3,422	3,448	3,412	3,500	97%	3,500		3,500	100%
363	Building Maintenance	4,910	3,861	4,839	3,905	5,000	78%	5,000		5,000	100%
364	General Maintenance	26,657	21,891	23,599	20,465	32,000	64%	38,000		38,000	119%
371	Travel & Training	2,021	1,322	1,707	1,489	2,500	60%	2,500		2,500	100%
	Account:	631,124	655,664	664,540	662,369	713,632	93%	734,600	0	734,600	103%

# **Collection and Distribution Division**

(Department No. 41-54000 & 42-53030)

## **Department Mission**

The mission of the Collection and Distribution Division is to distribute reliable and adequate supplies of water to, and collect wastewater generated from those who work, play, or visit the City of Riverton.

## **Department Goals**

- Maintain the City's water distribution and sanitary sewer collection infrastructure in a safe and timely manner to best serve the residents of the City of Riverton
- Replace water meter batteries that are expiring citywide
- Develop preventative maintenance schedules
- Develop capital improvement plans for both water and sewer infrastructure
- Comply with all local, State, and Federal rules and regulations

## **Department Description**

The Collection and Distribution Division maintains the operation of both the water distribution and sanitary sewer collection infrastructure within the City of Riverton's utility system. It also operates the irrigation ditches within City boundaries in the summer months. Collection and Distribution staff consists of a chief operator, a backup chief operator, three operators, and one ditch rider for a total of 6 full-time employees. Compensation for these employees is equally split between the water distribution and sewer collection cost centers. The division performs both regular and emergency maintenance on the water and sewer utility systems. Regular maintenance includes hydrant flushing, repairing leaking appurtenances, jetting sewer mains, and placing root killer in lines affected by tree roots. Emergency maintenance includes repairing broken water mains and unplugging backed up sewer mains. Collection and Distribution employees assist utility billing staff by reading water meters each month. When meters do not read, or when the readings appear incorrect, division employee's repair and recalibrate the meters prior to the next billing cycle. During irrigation season, the ditch rider operates and maintains the irrigation system. Once the irrigation season is over, the ditch rider helps maintain the collection and distribution system.

## **Revenue Assumptions**

The Collection and Distribution Division is a subset of both the Water and Sewer Enterprise Fund. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY 15 was not proposed. However, revenues generated from user fees in FY 16 are expected to increase in the Water Fund by 3% due to the addition of the Job Corp Center.

## **Expenditure Highlights**

Personnel expenditures for the Collection and Distribution Division exhibit an increase due to the addition of two seasonal laborers. These laborers will assist the division in providing preventative

maintenance to both water and sewer infrastructure. These costs are equally shared between the water distribution and wastewater collection cost centers.

The water distribution cost center exhibits a decrease in the uniforms, gas and oil, and new fire hydrant installation line items. The fire hydrant line item was reduced since several inoperable hydrants were replaced in FY15. The cost center exhibits increases in the tools and supplies, system maintenance, and building maintenance line items. The water distribution system still has many undersized asbestos cement lines and cast iron lines that corrode in the region's soils. Consequently, the system is requiring more regular maintenance. The building maintenance line item was increased to repair the leaking roof at the public works fleet building.

The wastewater collection cost center exhibits the addition of three new line items – recruitment expenditures, lift station maintenance, and sewer lateral repair. Pursuant to the municipal code, the wastewater utility is responsible to assume the cost of replacing laterals made of unsuitable materials. The new line will be used to comply with this code. Several lift stations across the City are aging and requiring more regular maintenance. The new lift station line item will allow the City to better track this maintenance. Previously, lift station maintenance and sewer lateral repairs were included in the system maintenance line item. As a result, FY 16 reflects a decrease in that line item. It also reflects a slight decrease in vehicle and equipment maintenance. The wastewater cost center exhibits increases in its office supplies, computer supplies, uniforms, tools and supplies, safety supplies, and building maintenance line items. The building maintenance line item was increased to repair the leaking roof at the public works fleet building. The uniforms and safety and supplies line items were increased to better balance purchases between the water distribution and wastewater collection cost centers. Computer supplies was increased to replace an out of date desktop computer.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
53030	Wastewater Collection										
109	Salaries and wages	131,399	98,762	112,454	107,275	107,485	100%	133,940		133,940	125%
120	Overtime	2,384	1,993	7,754	6,206	3,000	207%	2,700		2,700	90%
191	FICA	9,856	7,332	7,901	8,152	8,835	92%	10,455		10,455	118%
192	Health Insurance	27,972	28,135	29,694	28,118	27,490	102%	30,820		30,820	112%
193	Retirement	15,995	12,764	13,870	14,642	14,655	100%	17,105		17,105	117%
196	Workers Compensation	3,297	2,670	2,998	3,870	3,303	117%	3,910		3,910	118%
211	Office Supplies				40	50	80%	250		250	500%
215	Computer Supplies					0	0%	1,200		1,200	*****
229	Uniforms		196	594	607	600	101%	1,050		1,050	175%
231	Gas & Oil	3,043	1,649	2,375	881	1,900	46%	2,100		2,100	111%
232	Diesel	4,158	3,901	4,659	3,091	5,200	59%	5,200		5,200	100%
234	Veh. & Equip. Maintenance	6,379	1,721	1,655	4,835	4,850	100%	4,200		4,200	87%
241	Tools & Supplies	696	938	38	1,069	1,200	89%	1,500		1,500	125%
247	Safety Supplies		1,263	677	448	500	90%	1,000		1,000	200%
312	Postage	23	118	63	71	200	36%	200		200	100%
330	SLPP Residential	860	86,529			0	0%			0	0%
333	Dues	15	84	215	405	600	68%	600		600	100%
341	Electricity	2,203	2,495	2,605	2,677	2,300	116%	2,500		2,500	109%
345	Telephone	5,495	4,985	4,960	5,034	5,175	97%	4,800		4,800	93%
363	Building Maintenance	118	96	400	503	510	99%	10,600		10,600	2078%
366	Sewer Line Foam Generatin	8,259	4,498	743		0	0%			0	0%
367	Sewer Line Video Service	6,342	6,823	1,154		0	0%			0	0%
369	SLPP Services	84,216	53,028			0	0%			0	0%
371	Travel & Training	688	413	574	440	500	88%	1,000		1,000	200%
372	System Maintenance	83,524	76,155	77,374	93,655	96,615	97%	90,000		90,000	93%
394	Recruitment Expenditures				46	0	***%	200		200	*****
670	Lift Station Maintenance					0	0%	30,000		30,000	*****
945	Sewer Lateral Rep Proj					0	0%	10,000		10,000	*****
	Account:	396,922	396,548	272,757	282,065	284,968	99%	365,330	0	365,330	128%

# **Wastewater Administration Division**

(Division No. 42-54030)

## **Division Mission**

The mission of the Wastewater Administration Division is to protect public health and the environment by providing environmentally sound and affordable water treatment and disposal by providing efficient, reliable, and courteous service to the City of Riverton.

## **Division Goals**

- Develop proactive maintenance measures and capital improvement plans for water infrastructure.
- Protect the City's interest in its infrastructure through honest, professional, and efficient construction project management.
- Require and enable safe working environments for City employees, contractors, citizens, and visitors to the City of Riverton.
- To comply with all local, State, and Federal rules and regulations.

## **Division Description**

The Wastewater Administration Division provides support to the Wastewater Collection and Treatment Divisions. It also provides construction and project management services for wastewater capital improvement projects. Division staff consists of the Public Works Director, Public Works Secretary, Construction Manager, Engineering Technician, and Utility Division Manager.

## **Revenue Assumptions**

The Wastewater Treatment Division is a subset of the Wastewater Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY15 was not proposed. Therefore, FY16 revenues are projected to remain relatively constant from FY15.

## **Expenditure Highlights**

Personnel costs have decreased as utility billing employees were removed from this cost center and included in the new Customer Service Division. The division exhibits an increase in overtime, professional & consulting, and recruitment expenditure line items. Overtime was increased for the Construction Manager who at times must work weekends on capital projects. Professional & Consulting was increased in order receive engineering support for small infrastructure improvement projects or studies. Otherwise, expenditures for the division remain relatively flat or have decreased.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
53040	Wastewater Administration										
109	Salaries and wages	117,405	113,026	125,424	125,883	129,256	97%	102,510		102,510	79%
120	Overtime	255		5,304	2,381	500	476%	2,000		2,000	400%
191	FICA	8,381	8,011	9,312	9,096	10,000	91%	7,995		7,995	80%
192	Health Insurance	20,861	25,805	27,118	28,585	28,500	100%	21,370		21,370	75%
193	Retirement	14,093	14,343	15,708	16,845	16,590	102%	14,570		14,570	88%
196	Workers Compensation	1,977	2,051	2,318	2,171	2,615	83%	2,990		2,990	114%
211	Office Supplies	6,923	9,318	9,024	3,172	8,000	40%	200		200	3%
212	Office Equipment	1,161			3,000	3,000	100%			0	0%
215	Computer Supplies		3,529	1,342		0	0%			0	0%
231	Gas & Oil	140	236		43	600	7%	600		600	100%
234	Veh. & Equip. Maintenance	884		362	563	700	80%	600		600	86%
241	Tools & Supplies			108		250	0%	250		250	100%
247	Safety Supplies	10	100	25		500	0%	250		250	50%
312	Postage	6,586	7,129	7,308	8,445	8,500	99%			0	0%
333	Dues	220	250	50	266	300	89%	255		255	85%
334	Bank Charges				5,764	0	***%			0	0%
345	Telephone				30	300	10%			0	0%
360	Audit	16,000	10,500	15,625	13,500	13,500	100%	13,500		13,500	100%
361	Professional & Consulting		410			0	0%	1,000		1,000	*****%
371	Travel & Training	1,122	1,207	2,163	1,397	1,900	74%	1,700		1,700	89%
375	Software Maint Agreement	4,949	5,268	4,252	5,649	5,700	99%	1,540		1,540	27%
380	Refund of Overpayment	576		204	799	650	123%			0	0%
391	Advertising	175	114	209		216	0%	250		250	116%
392	Drug Testing		55		184	184	100%	100		100	54%
394	Recruitment Expenditures	69	116	62	46	100	46%	150		150	150%
395	Developer Assistance	4,240	8,123			4,000	0%	4,000		4,000	100%
501	Insurance	24,413	28,045	29,530	29,533	30,000	98%	30,000		30,000	100%
825	Administrative Allocation	308,482	338,115	296,232	304,072	338,502	90%	361,889		361,889	107%
	Account:	538,922	575,751	551,680	561,424	604,363	93%	567,719	0	567,719	94%
	Fund:	2,608,747	1,757,502	2,651,046	1,844,559	2,122,337	87%	2,162,139	0	2,162,139	102%

%

**Sanitation Fund**  
**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 43-51020)**

**Department Mission**

The Administrative Services Department is a dedicated team of professionals who provide personalized service and proactive solutions with fairness and consistency to all.

**Division Goals**

The following is a list of goals offered by the Customer Services Division for FY15-16:

- Set the “bar” for extraordinary customer service with both internal and external customers
- Explore added value options with utility bills
- Continue to schedule appointments with citizens to replace outdated meter equipment (batteries)
- Continue to provide solutions to customers regarding cost savings and efficiencies with billing options.

**Division Description**

The Customer Service Division includes 3 full-time employees that work in Finance (Accounts Receivable and Accounts Payable) and Account Services for water, wastewater, and sanitation. They assist customers with changes to existing utility accounts, new accounts, payment options, and maintaining all customer accounts within the system. The Customer Services Division responds to a large volume of calls and inquiries received at city hall, and are charged with answering a variety of questions about the area, local government operations, and community events.

**Revenue Assumptions**

This department is funded by the enterprise funds: Water, Wastewater and Sanitation.

**Expenditure Highlights**

For FY15-16, the cost centers associated with the Customer Services division (enterprise funds) remained relatively flat or decreased.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
51020	Customer Service					0	0%	46,800		46,800	*****
109	Salaries and wages					0	0%	3,580		3,580	*****
191	FICA					0	0%	12,990		12,990	*****
192	Health Insurance					0	0%	6,525		6,525	*****
193	Retirement					0	0%	1,255		1,255	*****
196	Workers Compensation					0	0%	5,000		5,000	*****
211	Office Supplies					0	0%	1,950		1,950	*****
212	Office Equipment					0	0%	8,500		8,500	*****
312	Postage					0	0%	50		50	*****
333	Dues					0	0%	5,000		5,000	*****
334	Bank Charges					0	0%	500		500	*****
371	Travel & Training					0	0%	3,970		3,970	*****
375	Software Maint Agreement					0	0%	500		500	*****
380	Refund of Overpayment					0	0%	200		200	*****
391	Advertising					0	0%	100		100	*****
392	Drug Testing					0	0%				*****
	Account:					0	***%	96,920	0	96,920	*****

# **Sanitation Operations Division**

(Division No. 43-52000)

## **Division Mission**

The mission of the Sanitation Division is to provide professional, economical, and efficient municipal solid waste disposal and recycling, thus preserving the clean environment of the City of Riverton wherein its residents and visitors can live, work, and play.

## **Division Goals**

- Continue working with residents to enhance solid waste diversion from the landfill.
- Assess and evaluate the solid waste collection changes implemented in FY15.

## **Division Description**

The Sanitation Operations Division provides a variety of services that range from residential solid waste collection, commercial solid waste collection, yard waste collection, and supplying and collecting open top containers. Sanitation service was highly impacted in FY15 by a Fremont County Solid Waste Disposal District decision to reduce its days of operation. Consequently, the City reconsidered how and when it collected and deposited its solid waste. It replaced residential alley dumpsters with rollout receptacles and shifted its residential and commercial solid waste collection schedule to Tuesdays through Fridays. Under the direction of the Lands Division Manager and Lands Division Foreman, there are five full time employees in this division.

## **Revenue Assumptions**

The Sanitation Operations Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Sanitation fund user rates are expected to be evaluated midway through FY16. Since substantial changes were recently made to solid waste collection operations, more data are required before rates can be analyzed and changes proposed.

## **Expenditure Highlights**

Personnel costs for the Sanitation Operations Division reflect an increase due to changes from where both the Lands Division Manager and Lands Division Foreman are compensated. Fifty percent of their salaries will now be split between Streets and Alleys and Sanitation Operations. The division exhibits an increase in computer supplies for a replacement desktop computer. The division also reflects an increase in travel and training, tools and supplies, container rollouts, and building maintenance line items. The building maintenance line item was increased to repair the leaking roof at the public works fleet building. The division exhibits decreases in office supplies and container maintenance.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
52000	Operations										
109	Salaries and wages	321,618	328,876	296,489	245,453	275,053	89%	313,365		313,365	114%
120	Overtime	853	2,259	531	439	2,700	16%	2,700		2,700	100%
191	FICA	23,122	23,687	20,798	17,683	21,250	83%	24,180		24,180	114%
192	Health Insurance	75,506	85,707	68,749	60,747	70,705	86%	89,255		89,255	126%
193	Retirement	40,903	40,320	35,187	32,427	35,250	92%	44,060		44,060	125%
196	Workers Compensation	8,223	8,833	7,807	8,383	7,945	106%	9,040		9,040	114%
197	Unemployment			239	7,877	0	***%	5,000		5,000	****%
211	Office Supplies	748	710	391	164	500	33%	250		250	50%
215	Computer Supplies			1,277		0	0%	1,200		1,200	****%
229	Uniforms	2,871	3,168	3,212	2,505	3,500	72%	3,500		3,500	100%
231	Gas & Oil	1,718	2,004	1,220	1,074	1,500	72%	1,500		1,500	100%
232	Diesel	77,621	72,980	87,316	58,497	94,500	62%	94,500		94,500	100%
234	Veh. & Equip. Maintenance	59,846	89,858	107,346	99,066	100,000	99%	100,000		100,000	100%
241	Tools & Supplies	3,069	2,916	1,922	2,881	3,000	96%	3,500		3,500	117%
247	Safety Supplies	951	1,897	808	515	1,000	52%	1,000		1,000	100%
250	Container Maintenance	9,859	23,494	6,776	8,988	21,500	42%	15,000		15,000	70%
251	Containers-Rollouts		64		820	2,000	41%	7,500		7,500	375%
312	Postage				3,000	3,000	100%	250		250	8%
345	Telephone	1,200	1,200	1,200	1,200	1,300	92%	1,300		1,300	100%
355	Nuisance Building Abateme		210			1,700	0%	1,700		1,700	100%
363	Building Maintenance	4,188	2,405	6,075	500	3,500	14%	12,500		12,500	357%
371	Travel & Training		1,172	1,153	752	1,000	75%	1,500		1,500	150%
384	Monitor Wells	30,840	40,651	50,753	25,501	40,000	64%	40,000		40,000	100%
388	Landfill Charges	618,587	655,626	641,975	686,019	700,000	98%	710,000		710,000	101%
391	Advertising	2,294	544	300	410	500	82%	500		500	100%
394	Recruitment Expenditures	410			184	200	92%	200		200	100%
	Account:	1,284,427	1,388,581	1,341,524	1,265,085	1,391,603	91%	1,483,500	0	1,483,500	107%

# **Sanitation Administration Division**

(Division No. 43-52030)

## **Division Mission**

The mission of the Sanitation Division is to provide professional, economical, and efficient municipal solid waste disposal and recycling, thus preserving the clean environment of the City of Riverton wherein its residents and visitors can live, work, and play.

## **Division Goals**

- Continue working with residents to enhance solid waste diversion from the landfill.
- Assess and evaluate the solid waste collection changes implemented in FY15.

## **Division Description**

The Sanitation Administration Division provides support to the Sanitation Operations, Tub Grinder, and Curbside Recycling Divisions. It staffed by two employees, the Public Works Director and Public Works Secretary.

## **Revenue Assumptions**

The Sanitation Administration Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Sanitation fund user rates are expected to be evaluated midway through FY16. Since substantial changes were recently made to solid waste collection operations, more data are required before rates can be analyzed and changes proposed.

## **Expenditure Highlights**

Personnel costs have decreased as utility billing employees were removed from this cost center and included in the new Customer Service Division. Otherwise, expenditures for the division remain relatively flat or have decreased.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
52030	Sanitation Administration										
109	Salaries and wages	64,040	65,036	68,877	94,790	80,180	118%	27,140		27,140	34%
191	FICA	4,619	4,637	4,907	6,667	6,157	108%	2,080		2,080	34%
192	Health Insurance	10,857	13,684	14,413	19,812	16,390	121%	5,805		5,805	35%
193	Retirement	8,124	8,253	8,750	12,503	10,212	122%	3,785		3,785	37%
196	Workers Compensation	725	763	826	1,104	1,180	94%	780		780	66%
211	Office Supplies	6,598	8,215	7,979	4,024	6,600	61%			0	0%
212	Office Equipment	1,161			2,999	3,000	100%			0	0%
312	Postage	6,716	7,489	7,559	8,727	8,500	103%			0	0%
333	Dues	50	290	50	111	300	37%			0	0%
334	Bank Charges				5,764	0	***%			0	0%
341	Electricity	1,636	1,873	2,018	1,851	2,450	76%	2,450		2,450	100%
343	Heat	2,631	2,917	3,021	2,584	3,400	76%	3,500		3,500	103%
345	Telephone				30	300	10%			0	0%
360	Audit	16,000	10,500	15,625	13,500	13,500	100%	13,500		13,500	100%
361	Professional & Consulting			656	11,318	80,000	14%			0	0%
371	Travel & Training	271	785	791	30	750	4%			0	0%
375	Software Maint Agreement	4,949	4,843	4,170	4,276	4,300	99%	240		240	6%
380	Refund of Overpayment	15		414	1,698	1,700	100%			0	0%
391	Advertising			82		0	0%			0	0%
392	Drug Testing		423		110	150	73%			0	0%
394	Recruitment Expenditures	151	73			200	0%			0	0%
501	Insurance	10,128	9,626	9,553	9,132	11,800	77%	10,500		10,500	89%
825	Administrative Allocation	306,493	310,594	245,226	254,529	274,724	93%	296,628		296,628	108%
	Account:	445,164	450,001	394,917	455,559	525,793	87%	366,408	0	366,408	70%

# **Sanitation Tub Grinder Division**

**(Division No. 43-52100)**

## **Division Mission**

The mission of the Sanitation Tub Grinder Division is to divert “green” waste from the landfill and convert it to a useable and marketable product.

## **Division Goals**

- Continue to deploy yard waste containers throughout the City of Riverton.
- Continue to improve and market the products generated through tub grinder operations.
- Continue to work with the Solid Waste District to implement charges for yard waste generated by non-resident customers.

## **Division Description**

The Sanitation Tub Grinder Division collects green waste from the residents and businesses of Riverton. The Division fields the tub grinder and a front-end loader with a staff of two operators and two seasonal employees. The yard waste program was started in 2002 as a pilot program and has been wildly popular and successful with residents.

## **Revenue Assumptions**

The Sanitation Tub Grinder Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Solid waste rates are expected to be evaluated midway through FY15. Since substantial changes were recently made to solid waste collection operations, more data are required before rates can be analyzed and changes proposed. The division is also funded by the sale of mulch product.

## **Expenditure Highlights**

The Sanitation Operations Division expenditures are budgeted relatively flat. That being said, the division exhibits decreases in vehicle and equipment maintenance, bio-solids screening, and gas and oil line items. The yard waste recycling container line item was also decreased. FY15 procurement of yard waste containers enabled the line item decrease in FY16.

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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
52100	Tub Grinder Operations										
109	Salaries and wages	81,463	107,142	88,671	91,308	103,886	88%	108,500		108,500	104%
120	Overtime	470	283	736	192	500	38%	500		500	100%
191	FICA	6,204	8,113	6,256	6,336	7,986	79%	8,340		8,340	104%
192	Health Insurance	11,633	22,538	26,239	27,250	24,431	112%	30,070		30,070	123%
193	Retirement	7,369	12,223	9,646	10,163	9,826	103%	11,310		11,310	115%
196	Workers Compensation	2,089	2,868	2,432	3,120	2,986	104%	3,120		3,120	104%
197	Unemployment	8,780	2,796	2,976		0	0%			0	0%
231	Gas & Oil	2,590	3,602	3,490	2,235	5,200	43%	4,500		4,500	87%
232	Diesel	5,544	4,222	6,212	4,121	7,500	55%	7,500		7,500	100%
234	Veh. & Equip. Maintenance	31,643	17,855	26,003	22,520	30,000	75%	26,000		26,000	87%
241	Tools & Supplies	58	25	46	355	500	71%	500		500	100%
257	Yard Waste Recycling Cont		12,500	9,538	8,758	10,000	88%	7,500		7,500	75%
337	Bio-Solids Screening				11,668	15,000	78%	7,500		7,500	50%
391	Advertising	1,600				0	0%			0	0%
394	Recruitment Expenditures			92	102	0	***%			0	0%
	Account:	159,443	194,167	182,337	188,128	217,815	86%	215,340	0	215,340	99%

# **Sanitation Curbside Recycle Division**

(Division No. 43-52200)

## **Division Mission**

The mission of the Sanitation Curbside Recycle Division is to divert recyclable material from the landfill and convert it to a useable and marketable product.

## **Division Goals**

- Continue expansion of the curbside recycling program while working closely with the Fremont County Solid Waste Disposal District and Community Entry Services
- Continue education of the public regarding the importance of recycling
- Develop additional partnerships and firm up current partnerships for recycling
- Reduce waste going to the baler facility and corresponding tipping fees

## **Division Description**

The Sanitation Curbside Recycling Division collects recyclable items from the residents and businesses of Riverton. The Division fields a collection truck and trailer with a staff of two operators. It has placed three recycling trailers at strategic locations within the City to accommodate drop-off recycling.

## **Revenue Assumptions**

The Sanitation Curbside Recycling Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Solid waste rates are expected to be evaluated midway through FY15. Since substantial changes were recently made to solid waste collection operations, more data are required before rates can be analyzed and changes proposed.

## **Expenditure Highlights**

The Sanitation Curbside Recycling Division exhibits an increase in both the tools and supplies and gas and oil line items. Gas and oil has increased due to a higher number of residents participating in the curbside recycling program. The division reflects a decrease in the advertising and vehicle and maintenance line items.

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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
52200	Curbside Recycle										
109	Salaries and wages	73,411	49,575	73,065	78,099	78,100	100%	82,020		82,020	105%
120	Overtime	309	1,247	333	95	750	13%	300		300	40%
191	FICA	5,543	3,825	5,481	5,768	6,078	95%	6,300		6,300	104%
192	Health Insurance	15,102	10,470	16,979	16,734	16,935	99%	18,580		18,580	110%
193	Retirement	9,355	6,447	9,314	10,314	10,083	102%	11,475		11,475	114%
196	Workers Compensation	1,880	1,355	1,997	2,666	2,273	117%	2,355		2,355	104%
211	Office Supplies			725	197	225	88%	225		225	100%
231	Gas & Oil	3,366	4,715	4,857	6,094	6,100	100%	6,700		6,700	110%
234	Veh. & Equip. Maintenance	1,226	1,498	2,426	1,184	1,800	66%	1,600		1,600	89%
241	Tools & Supplies	187	240	78	336	375	90%	500		500	133%
318	Riverton Recycles	362	521			0	0%			0	0%
391	Advertising	2,440		164		100	0%	200		200	200%
981	Recycle Container			120		0	0%			0	0%
	Account:	113,181	79,893	115,539	121,487	122,819	99%	130,255	0	130,255	106%
	Fund:	2,044,049	2,760,771	2,105,180	2,317,716	2,545,530	91%	2,572,423	0	2,572,423	101%

# **Airport Fund**

## **Debt Service**

**(Division No. 44-47000)**

RIW-L02-11 is a Wyoming Aeronautics Commission Loan for the construction of a building at the Riverton Regional Airport current leased to Department of Criminal Investigation. The principal amount of the loan was \$375,000 that was initiated March 20, 2012. It is a twenty year loan with a 5% interest rate and annual payments of \$30,090.97.

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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
-----											
47000	DEBT SERVICE										
627	R & N Hangar Loan	16,049	139,138			0	0%			0	0%
637	DCI Office Building Loan		30,091	30,091	30,091	30,091	100%	30,091		30,091	100%
	Account:	16,049	169,229	30,091	30,091	30,091	100%	30,091	0	30,091	100%

# **Airport Division**

**(Division No. 44-52000)**

## **Division Mission**

The mission of the Riverton Regional Airport Division is to maintain a safe and regulatory compliant airfield for commercial and general aviation.

## **Division Goals**

- Enhance Commercial Air Service and Support F.A.S.T
- 100 % FAA Compliance
- Provide Airport Rescue & Fire Fighting and P.O.S.T. Certified Operators
- Ensure Airport Maintenance and Security
- Populate the Airport Industrial Park
- Review and Update Airport Lease Agreements

## **Division Description**

The Airport Division operates and maintains Riverton Regional Airport for the flying public. This includes airfield operations, Airport Rescue and Firefighting (ARFF) and certified law enforcement officers for security. The Airport Division operates the ARFF truck, three multi-purpose snow removal vehicles, and two ground maintenance mowers with a staff of one division manager and four operators. Operational costs at the Airport have been virtually unchanged in the past ten years. The Airport is operated as an Enterprise Fund in order to provide a separate accounting system that assists in grant application and compliance issues.

## **Revenue Assumptions**

The Airport Fund anticipates a revenue shortfall of approximately \$274,981 to be subsidized from the General Fund. The Airport Division continues to work on updating its lease agreements, as well as marketing the Airport Industrial Park to enhance revenues in order to cover operations.

## **Expenditure Highlights**

The Airport Division exhibits increases in the professional and consulting, janitor supplies, and software maintenance agreement line items. The division reflects decreases in computer supplies, dues, and promotion and development line items. Promotion and development is reduced since staff intends to couple support of the airport's website with the City of Riverton's site. The division's cost center includes the addition of a property tax/vacant land line item to pay for property taxes assessed against the Airport Industrial Park. Personnel costs exhibit an increase since 12.5% of the Public Works Director's salary was added to the airport's cost center.

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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
52000	Operations										
109	Salaries and wages	182,197	244,603	256,098	267,823	256,340	104%	276,820		276,820	108%
120	Overtime	3,277	8,217	2,178	654	4,000	16%	2,000		2,000	50%
191	FICA	12,674	17,767	17,825	18,129	20,375	89%	21,330		21,330	105%
192	Health Insurance	43,299	55,516	61,378	63,345	57,094	111%	68,215		68,215	119%
193	Retirement	22,395	32,065	32,776	35,404	33,800	105%	38,870		38,870	115%
196	Workers Compensation	4,500	6,752	7,025	8,873	7,618	116%	7,975		7,975	105%
211	Office Supplies	1,204	2,047	1,805	1,645	1,800	91%	1,800		1,800	100%
215	Computer Supplies	994		543	2,798	3,000	93%	500		500	17%
223	Janitor Supplies	3,724	4,477	4,466	434	500	87%	600		600	120%
229	Uniforms	668	3,219	1,820	141	940	15%	1,800		1,800	191%
231	Gas & Oil	3,560	5,139	4,675	4,090	6,225	66%	6,500		6,500	104%
232	Diesel	1,858	5,537	5,411	3,542	5,600	63%	5,600		5,600	100%
234	Veh. & Equip. Maintenance	11,675	5,506	7,561	8,987	9,000	100%	8,700		8,700	97%
241	Tools & Supplies	4,827	1,629	923	927	1,250	74%	1,250		1,250	100%
247	Safety Supplies	397	237	94	386	450	86%	450		450	100%
256	Fire Truck Supplies	340	2,641			1,550	0%	2,500		2,500	161%
312	Postage	51	31	63	117	150	78%	100		100	67%
331	Promotion & Development	4,160	4,276	2,654	6,235	6,300	99%	1,000		1,000	16%
333	Dues	455	1,205	535	1,385	1,900	73%	1,000		1,000	53%
341	Electricity	39,681	39,967	41,433		0	0%			0	0%
343	Heat	18,955	17,298	23,083		0	0%			0	0%
345	Telephone	8,031	8,273	8,136	8,341	8,370	100%	7,500		7,500	90%
360	Audit				13,500	16,500	82%	16,500		16,500	100%
361	Professional & Consulting		783	2,588	491	500	98%	750		750	150%
363	Building Maintenance	10,394	10,326	28,754	4,262	5,800	73%	5,800		5,800	100%
365	Runway Maintenance	7,782	4,160	4,087	2,326	3,380	69%	4,100		4,100	121%
371	Travel & Training	8,227	5,488	4,702	6,978	7,000	100%	6,950		6,950	99%
375	Software Maint Agreement			1,873	1,804	1,900	95%	2,200		2,200	116%
392	Drug Testing		55	110	202	210	96%	210		210	100%
501	Insurance	7,584	10,689	11,181	11,184	12,050	93%	12,050		12,050	100%
684	Property Taxes/Vacant Lan					0	0%	5,500		5,500	*****
825	Administrative Allocation	132,358	94,580	123,885	114,168	131,520	87%	127,226		127,226	97%
	Account:	535,267	592,483	657,662	588,171	605,122	97%	635,796	0	635,796	105%



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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
57020	DCI Building										
341	Electricity		862	4,455	4,835	4,850	100%	5,200		5,200	107%
343	Heat		549	1,334	981	1,050	93%	1,500		1,500	143%
363	Building Maintenance			150	12,452	11,100	112%	1,000		1,000	9%
	Account:		1,411	5,939	18,268	17,000	107%	7,700	0	7,700	45%
	Fund:	853,125	1,431,073	2,274,696	2,360,985	7,502,773	31%	14,047,837	0	14,047,837	187%

## **Economic Development Fund**

**(Division No. 10-41900)**

This fund currently only has one line-item (Depot Foundation) that is active in this fiscal year. The Depot Foundation purchased 150 acres of land from Mr. Bob Foster for the Riverwalk in June 2009 because the City did not have the money. The Depot Foundation got a loan from First Interstate Bank to purchase the property. The City entered into an agreement with the Depot Foundation. The property was purchased for \$198,296. The agreement states that the money received from the City is to be used for debt payment, other improvements, and cost of holding the property. As of May 11, 2015 the balance is \$180,692.81. When the City received bids for the Riverwalk project it came in higher than expected. The Depot Foundation went to the bank and got an additional \$50,000 that they gave to the City so the project could happen. That amount was added to the bank loan. Also, monies have been spent on installing irrigation system and maintenance. The City has been paying the Depot Foundation \$2,000 a month until the loan is paid off and then the City will receive the deed to the property.

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10 ECONOMIC DEVELOPMENT FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
31000 LOCAL REVENUES										
31510 Child Development	500,000	15,478				0 0%				0 0%
31511 Child Development	469,863					0 0%				0 0%
31560 Riverton Cares-N.H.	371					0 0%				0 0%
31590 Community Entry Services		194,305		11,500		0 ***%				0 0%
31591 Community Entry Services		146,610				0 0%				0 0%
Group:	970,234	356,393		11,500		0 ***%	0	0		0 0%
33000 INTERGOVERNMENTAL REVENUES										
33150 Job Corp	42,163		5,243		1,148,900	0%				0 0%
Group:	42,163		5,243		1,148,900	0%	0	0		0 0%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	15					0 0%				0 0%
36980 Transfer from Reserves						0 0%	24,000		24,000	*****%
Group:	15					0 0%	24,000	0	24,000	*****%
Fund:	1,012,412	356,393	5,243	11,500	1,148,900	1%	24,000	0	24,000	2%

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10 ECONOMIC DEVELOPMENT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
338	Job Corp Expenses	10,204	5,826	41	5,600	1,121,400	0%			0	0%
620	CES-Alzheimer's/Dementia			8,000	3,500	3,500	100%			0	0%
752	Depot Foundation-Riverwal	24,000	24,000	24,000	24,000	24,000	100%	24,000		24,000	100%
776	Child Development Service	1,042,439				0	0%			0	0%
790	Community Entry Services	5,407	335,509			0	0%			0	0%
	Account:	1,082,050	365,335	32,041	33,100	1,148,900	3%	24,000	0	24,000	2%
	Fund:	1,082,050	365,335	32,041	33,100	1,148,900	3%	24,000	0	24,000	2%

# **1% Fund Department**

**(Department No. 12-41900)**

## **Division Mission**

The mission of the 1% Fund Department is to maintain and improve the infrastructure related to streets, roads, bridges, water and sewer utilities, for the benefit of all who work, play, or visit the City of Riverton.

## **Division Goals**

- Improve and maintain the City's infrastructure through the best use of the 1¢ funds
- Provide accurate information and support to FORCC
- Utilize the Technical Advisory Committee to best advise FORCC, City Council, and City Staff
- Instill public confidence in the use of 1% funds
- Implement Pavement Management Plan

## **Division Description**

In November of 2012, after the general purpose 1% tax was passed, the City formed the Fix Our Roads Citizen Committee (FORCC) to provide recommendations to the City Council for this money. FORCC is made up of nine citizens who expressed interest in improving the infrastructure of the City of Riverton. They meet on a monthly basis and provide recommendations to the City Council for capital projects.

## **Expenditure Highlights**

The 1% Fund Department expenditures include neighborhood concrete improvement projects, Americans with Disabilities Act (ADA) accessibility projects, chip seal projects, and asphalt overlay projects. Expenditures also include the development of a Pavement Assessment and Management Plan.

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12 1% Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
43200	FORCC Operations										
109	Salaries and wages			612		5,000	0%			0	0%
191	FICA			47		0	0%			0	0%
196	Workers Compensation			90		0	0%			0	0%
	Account:			749		5,000	0%	0	0	0	0%
	Fund:	273	148,754	1,354,915	1,447,854	94%	2,100,000		0	2,100,000	145%

## **911 Fund**

**(Division No. 16-42000)**

This fund is a Special Revenue Fund which is used to account for the proceeds from a specific revenue source. In accordance with state statutes, the City of Riverton may, by ordinance, impose a monthly uniform tax on service users within its designated 911 service area in an amount not to exceed seventy-five cents (\$.75) per month on each local exchange access line, per wireless communications access or other technological device that under normal operation is designed or routinely used to access 911.

The city currently receives approximately \$20,000 to \$25,000 in 911 tax surcharge fees. The County receives the revenue for any call made with a cell phone; therefore, our assumption is this fund will continue to decrease with the use of cell phones in our jurisdiction.

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16 911 FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget 14-15	Rec. 14-15	Budget 15-16	Change 15-16	Budget 15-16	Budget 15-16
<b>31000 LOCAL REVENUES</b>										
31415 911 Revenue	27,157	25,860	23,388	18,875	28,000	67%	24,000		24,000	85%
Group:	27,157	25,860	23,388	18,875	28,000	67%	24,000	0	24,000	85%
<b>36000 MISCELLANEOUS REVENUE</b>										
36100 Interest On Investments	1					0%			0	0%
Group:	1					0%	0	0	0	0%
Fund:	27,158	25,860	23,388	18,875	28,000	67%	24,000	0	24,000	85%

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16 911 FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
42151	911 Operations										
345	Telephone	22,884	22,886	20,972	24,940	25,000	100%	24,000		24,000	96%
362	Equipment Maintenance					5,000	0%			0	0%
	Account:	22,884	22,886	20,972	24,940	30,000	83%	24,000	0	24,000	80%
	Fund:	22,884	22,886	20,972	24,940	30,000	83%	24,000	0	24,000	80%

# Senior Center Endowment Fund

## Definition of Revenue Sources

**Fund 50** – the Senior Center Endowment is a restricted amount per Resolution No. 1179 which established and clarified the Management and Disbursement of the Riverton Senior Citizens and Community Center Endowed fund. This fund currently uses interest proceeds which may be appropriated for the operational and maintenance needs of the Center as authorized by their Board of Directors to the Riverton City Council for their consenting vote.

The City acts as a fiscal agent for these funds. Per a District Court decision, the restricted fund balance in the Senior Citizens' Center Endowment Fund is \$881,000. The cash balance as of May 1, 2015 is \$973,375.

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50 SENIOR CITIZENS ENDOWMENT FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	14-15	15-16	15-16	15-16	15-16	15-16	15-16	15-16	15-16	15-16
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	5,254	2,260	2,193	2,373	2,000	119%	2,000		2,000	100%
36980 Transfer from Reserves					0	0%	98,000		98,000	*****%
Group:	5,254	2,260	2,193	2,373	2,000	119%	100,000	0	100,000	5000%
Fund:	5,254	2,260	2,193	2,373	2,000	119%	100,000	0	100,000	5000%

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50 SENIOR CITIZENS ENDOWMENT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
45100	Senior Citizens Center Operating										
722	Senior and Comm. Ctr Oper	64,167	70,000	70,000	58,333	70,000	83%	70,000		70,000	100%
	Account:	64,167	70,000	70,000	58,333	70,000	83%	70,000	0	70,000	100%

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50 SENIOR CITIZENS ENDOWMENT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
57999	Enterprise Capital Outlay										
910	Misc. Capital Items			26,605		30,000	0%	30,000		30,000	100%
	Account:			26,605		30,000	0%	30,000	0	30,000	100%
	Fund:	64,167	70,000	96,605	58,333	100,000	58%	100,000	0	100,000	100%

# **Riverton Rendezvous Fund**

## **Definition of Revenue Sources**

**Fund 51** - The City of Riverton entered into an agreement with Riverton Rendezvous in March, 2011. The purpose of the agreement was to transfer their property to the City in exchange for the City being responsible for the annual event, with the Board continuing as a volunteer board and assist with the planning and coordination of the event.

The City acts as a fiscal agent for the funds that were passed from Riverton Rendezvous to the City in 2011. Their current cash balance is approximately \$48,000. It costs approximately \$27,000 to hold the balloon rally and most of that amount is gained back from three grant funding agencies (Wind River Visitors Council, Fremont Co. Rec. Board and Fremont Co. School District No. 25 Rec. Bd. as well as balloon sponsors for the 25 plus balloons that enter the event.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

51 RIVERTON RENDEZVOUS

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
<b>31000 LOCAL REVENUES</b>										
31414 Rec Dist 25 Recreation	6,000	9,312	15,500	6,500	6,500	100%	6,700		6,700	103%
31418 Wind River Visitors	3,000	2,445	11,000	12,500	12,500	100%	12,000		12,000	96%
31422 Fremont County Rec Board	4,500	4,000	7,000	2,689	6,700	40%	4,000		4,000	59%
Group:	13,500	15,757	33,500	21,689	25,700	84%	22,700	0	22,700	88%
<b>36000 MISCELLANEOUS REVENUE</b>										
36100 Interest On Investments	22	11	3	3	15	20%			0	0%
36716 Riverton Rendezvous	12,506	11,643	18,536	14,180	12,185	116%	15,700		15,700	128%
36721 BALLOON MAINTENANCE FUND	8,998				0	0%			0	0%
36722 Balloon Envelope Fund	800	2,590	1,300	600	0	***%			0	0%
36900 Misc. Reimbursements	850	1,353	1,234	1,780	0	***%			0	0%
Group:	23,176	15,597	21,073	16,563	12,200	136%	15,700	0	15,700	128%
Fund:	36,676	31,354	54,573	38,252	37,900	101%	38,400	0	38,400	101%
Grand Total:	17,624,040	17,409,917	22,598,114	22,178,592	30,507,663		33,250,974	0	33,250,974	

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2015 - 2016

51 RIVERTON RENDEZVOUS

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
-----											
45700	Riverton Rendezvous - Operating										
211	Office Supplies	51	114	108	100	100	100%	100		100	100%
231	Gas & Oil	160		407	272	300	91%	300		300	100%
234	Veh. & Equip. Maintenance		34,175	64	90	300	30%	100		100	33%
238	Park Maintenance				24	0	***%			0	0%
266	Riverton Rendezvous Event	22,778	14,583	20,666	26,567	23,800	112%	27,000		27,000	113%
269	Propane	3,500	298	2,469	2,845	4,450	64%	3,000		3,000	67%
333	Dues	308	154	155		0	0%			0	0%
346	Repairs & Maintenance	3,018	1,440	2,787	1,882	2,200	86%	1,500		1,500	68%
371	Travel & Training	607	1,084	274	397	1,000	40%	500		500	50%
380	Refund of Overpayment				50	50	100%	100		100	200%
390	Refund - Misc.		1,000			0	0%			0	0%
391	Advertising	6,626	2,923	4,530	3,555	5,200	68%	4,000		4,000	77%
501	Insurance	1,755			1,089	500	218%	1,700		1,700	340%
738	Miscellaneous Expenses	90			30	0	***%	100		100	*****%
	Account:	38,893	55,771	31,460	36,901	37,900	97%	38,400	0	38,400	101%
	Fund:	38,893	55,771	31,460	36,901	37,900	97%	38,400	0	38,400	101%
											%
-----											
Grand Total:		17,489,093	18,931,710	20,955,406	23,117,821	29,506,559		33,250,974	0	33,250,974	

# Capital Plan Summary

Capital assets include property, plant, equipment and infrastructure assets (e.g., roads, sidewalks, and similar items). Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

## General Fund

- Big Bend Drain Improvement – Recent WYDOT sponsored improvements on South Federal Boulevard have caused additional storm water to be diverted into the Big Bend Drain Ditch. Improvements are needed to handle the 100-year flood event. Culvert improvements and detention basin construction estimate to be \$500,000. Staff has secured \$300,000 in County-wide Consensus monies for this project.
- Willowcreek Offsite Improvements – As part of the new Willowcreek Elementary School, Fremont County School District #25 will be improving S. Major Avenue. Prior to this work, the City must replace an undersized drainage culvert associated with the Big Bend Ditch. The replacement is estimated at \$100,000.
- N. Federal Improvements – WYDOT will be reconstructing North Federal Boulevard in 2017. In preparation of this reconstruction, the City has budgeted \$50,000 to design storm water and street lighting improvements.
- Trimble Survey Equipment – The City's existing survey equipment lacks precision and is out-of-date. \$15,000 has been budgeted to replace the existing equipment, which will enable the City to design projects in-house and upgrade its utility records. \$7,500 has been budget out of the General Fund for this purchase.
- Carpeting – City Hall – We have put this project to the back burner for two years. Basically, the carpet in City Hall is twenty years old (placed when the building was purchased) and reaching the end of life span. We would like to do this project in two years. The first year would be the Administration side of the Building and the second year would be the Police/Municipal Court side of the building. We have received quotes in the neighborhood of \$90,000 for the entire building but believe by using a multi-year phase along with existing personnel to remove carpet, molding, and furniture we could provide quite a savings. Therefore, we are proposing only \$45,000 for this year's budget.
- Ubiquity Air Fiber Link – This \$10,000 network infrastructure upgrade would involve a second radio link between City Hall and DCI/Airport Terminal/ARFF. The throughput would be nearly ten times the capacity of our current radio link and would provide load balancing between the two links. Because it would also provide redundancy, we could terminate our T1 circuit to ARFF. This benefit alone would essentially pay for the project in less than three years.
- Server Storage Upgrade – We are approaching end-of-life with regard to some components of our existing server environment. This \$15,500 system would serve as Phase I of our next generation server outlay, providing storage we can utilize now while essentially paving the way for, and greatly reducing the overall expenses of, Phase II plans for next year. Ultimately, we will be replacing 2008 servers with the newest technology which will promote efficiency with current software applications.

- Riverview Road Improvements – The current reconstruction of Riverview Road is a joint Urban Systems Project with costs shared between WYDOT, Fremont County, and the City. The majority of this project was constructed in FY14/15. \$190,000 has been budgeted to finalize construction in FY15/16. The majority of this is for a chip seal.
- S. Federal Improvements – WYDOT is finalizing the reconstruction of South Federal Boulevard from Monroe to Washington. \$5,000 has been budgeted to cover project closeout and administrative costs.
- Fleet Capital – Two police patrol cars (the City replaces 2 each year) and one police staff car to replace a high mileage car (total expense budgeted \$90K), one industrial mower for the parks division (\$50,000), and one Gator utility vehicle for the parks division (\$11,000).

### **1% Fund**

Estimated revenue will be \$2,100,000 and projects will be approved on a case by case basis.

### **Water Fund**

- N. Federal Improvements – WYDOT will be reconstructing North Federal Boulevard in 2017. In preparation of this reconstruction, the City has budgeted \$40,000 to design water utility improvements.
- Trimble Survey Equipment – The City's existing survey equipment lacks precision and is out-of-date. \$15,000 has been budgeted to replace the existing equipment, which will enable the City to design projects in-house and upgrade its utility records. \$3,750 has been budgeted out of the Water Fund for this purchase.
- MCC-Replacement at Water Plant – The electrical panels at the Water Treatment Plant are out of date and present a safety hazard to plant operators. \$85,000 has been budgeted to replace the original panels with up-to-date panels.
- S. Federal Water Improvements – WYDOT is finalizing the reconstruction of South Federal Boulevard from Monroe to Washington. \$5,000 has been budgeted to cover project closeout and administrative costs.
- Riverview Road Water Utility – Water utility improvements have been completed for this project. \$5,000 has been budgeted to cover project closeout and administrative costs.
- Riverton Water Supply – This project represents ongoing improvements to the City's water utility. It consists of three construction phases. \$900,000 has been budgeted to begin construction on phase three of the project, which involves the construction of a transmission line from the Airport Road Reservoir to Riverview Road. There is currently a WWDC grant/loan for this project.
- Miscellaneous Water Improvements – \$100,000 has been budgeted to finish the Fire Hydrant Replacement project that began in FY14/15 and to loop the existing water line as part of the development of the City Subdivision.

### **Sewer Fund**

- Cliffview Lift Station Upgrade – The existing Cliffview Lift Station is failing and required extensive maintenance last fiscal year. \$75,000 has been budgeted to replace the grinder pumps and upgrade the facility.

- N. Federal Improvements – WYDOT will be reconstructing North Federal Boulevard in 2017. In preparation of this reconstruction, the City has budgeted \$40,000 to design wastewater utility improvements.
- Trimble Survey Equipment – The City’s existing survey equipment lacks precision and is out-of-date. \$15,000 has been budgeted to replace the existing equipment, which will enable the City to design projects in-house and upgrade its utility records. \$3,750 has been budgeted out of the Wastewater Fund for this purchase.
- Willowcreek Offsite Improvements – As part of the new Willowcreek Elementary School, Fremont County School District #25 will be improving S. Major Avenue. Prior to this work, the City must install two sewer manholes and approximately 800 feet of collection line. The installation is estimated at \$75,000.
- S. Federal Wastewater Improvements – WYDOT is finalizing the reconstruction of South Federal Boulevard from Monroe to Washington. \$5,000 has been budgeted to cover project closeout and administrative costs.
- Riverview Road Wastewater Utility – Wastewater utility improvements have been completed for this project. \$5,000 has been budgeted to cover project closeout and administrative costs.
- Miscellaneous Sewer Improvements – Much of the City’s wastewater infrastructure is aged and constructed of out-of-date materials. \$150,000 has been budgeted to enable the City to replace sections of bituminous fiber pipe and/or make emergency repairs when root infiltration clogs and backs up the system.

### **Sanitation Fund**

- Fleet Capital – \$280,000 has been budgeted to purchase a new solid waste collection truck.

### **Airport Fund**

- AIP 37/38 Runway 10 Reconstruction Design – This is a design only project. The majority of the project was completed in FY15. \$100,000 has been reserved for FY16 to enable design engineers to update the airport’s GIS records after the reconstruction project is completed. 93.75% of the project cost will come from FAA, 3.75% from the State, and 2.5% from the City. The City’s portion of the cost (\$2,500) will be supported by Passenger Facility Charge fees.
- Environmental Assessment-Runway 10/28 – This is a federally mandated project that assesses the airport’s surrounding environment for endangered species. 85% of this project was completed in FY14/15. \$5,000 has been budgeted in order to complete the project. 93.75% of the project cost will come from FAA, 3.75% from the State, and 2.5% from the City.
- AIP 39/40 Runway 10 Reconstruction – The reconstruction of Runway 10 is a safety oriented project required by FAA regulation. The project centers on lowering the west end of Runway 10 by twelve feet and replacing the localizers at the end of the runway. The project began in FY15 and will end in FY16. \$12,955,150 has been budgeted for the project with 93.75% coming from FAA, 3.75% from the State, and 2.5% from the city. The City’s portion of the cost (\$327,379) will be supported by Passenger Facility Charge fees (\$227,379) and County Wide Consensus funds (\$100,000).
- Expand ARF Building (Design) – The existing ARF building needs to be modified to accommodate the size of the new ARF truck. \$50,000 has been budgeted to design the ARF

building modifications. 93.75% of the project cost will come from FAA, 3.75% from the State, and 2.5% from the City.

- ARF Equipment (Design) – Pursuant to federal regulation, Riverton Regional Airport needs to purchase a new Air Rescue and Fire (ARF) truck. \$50,000 has been budgeted to design the truck to be purchased in the FY17. 93.75% of the project cost will come from FAA, 3.75% from the State, and 2.5% from the City.
- TSA Secure Area – In order to accommodate larger commercial aircraft, Riverton Regional Airport must enlarge its existing secure area. \$35,000 has been budgeted to temporarily combine the existing secure area with the adjacent observation room. This will assist the City as it solicits supplemental air service to the airport.
- Fleet – An airport operations truck (\$35,000) and an airport operations mower (\$65,000) have been budgeted for a total of \$100,000. WYDOT Aeronautics is contributing 90% of the cost of the operations mower and 50% of the operations truck.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old	
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget	
41900	Capital Outlay											
338	Job Corp Expenses					5,600	0%				0	0%
646	Exchange Server			34,817		0	0%				0	0%
647	Call Box City Park			9,489		0	0%				0	0%
650	Big Bend Drain				18,919	171,100	11%	500,000			500,000	292%
657	Network Switch			15,292		0	0%				0	0%
674	Willowcreek Drainage					0	0%	100,000			100,000	*****
680	N Federal Blvd.				257	0	***%	50,000			50,000	*****
683	Trimble					0	0%	7,500			7,500	*****
685	Carpeting-City Hall					0	0%	45,000			45,000	*****
686	Ubiquity Air Fiber					0	0%	10,000			10,000	*****
690	Assigned - N. Federal Blv					0	0%	200,000			200,000	*****
691	Assigned - Revenue Guaran					0	0%	200,000			200,000	*****
693	Council Chamber Sound Sys				17,814	0	***%				0	0%
694	Daniel's Fund - Skate Par				100,000	0	***%				0	0%
700	Park Improvements				43,992	40,000	110%				0	0%
719	Network Bandwith Upgrade		33,501			0	0%				0	0%
742	West Park SRTS		1,000			0	0%				0	0%
751	Police Dept Copier	14,290				0	0%				0	0%
755	Collector Street Extensio		130,305	98,338		0	0%				0	0%
757	ARRA WYECIP-Energy Improv	186,212				0	0%				0	0%
760	Honor Farm Rd Project	1,880	417	447		0	0%				0	0%
767	ARRA Police Technology Gr	82,750	75			0	0%				0	0%
769	Server Upgrade					0	0%	15,500			15,500	*****
783	Riverside Dr. Improvement	144,424				0	0%				0	0%
784	HSG City Hall Generator		87,950			0	0%				0	0%
786	East Monroe Overlay	128,293				0	0%				0	0%
788	City Park Well	17,142				0	0%				0	0%
789	Homestead Storm Drain	13,645				0	0%				0	0%
791	422 Main Street	79,217				0	0%				0	0%
793	Broadcast System	7,449				0	0%				0	0%
796	North Broadway Street Ext	41,873	636,624	96,741		0	0%				0	0%
901	Riverview Rd Improvement	18,299	62,939	280,067	1,280,814	1,256,755	102%	190,000			190,000	15%
903	Concrete Replacement	18,915	47,073			0	0%				0	0%
904	Pavement Maint / Crack Se	183,705				0	0%				0	0%
913	S. Federal & Monroe		251	200,130	706,631	707,493	100%	5,000			5,000	1%
914	Public Works Shop Doors		18,613			0	0%				0	0%
927	Purchase of Land				124,185	0	***%				0	0%
928	Pesticide Discharge Compl		8,954			0	0%				0	0%
959	N Federal Planning Grant		38,721	7,249		0	0%				0	0%
961	Riverwalk Project	14,469	46,595	60,176	233,645	233,908	100%				0	0%
967	Fleet Capital	203,260	101,200	166,138	353,057	265,500	133%	151,000			151,000	57%
993	WYECIP Energy Improvement	94,392				0	0%				0	0%
994	WyoLink Project	860				0	0%				0	0%
	Account:	1,251,075	1,214,218	968,884	2,879,314	2,680,356	107%	1,474,000	0		1,474,000	55%

CITY OF RIVERTON  
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12 1% Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
639 1%	Capital Improvements		273	148,005	1,354,915	1,442,854	94%	2,100,000		2,100,000	146%
	Account:		273	148,005	1,354,915	1,442,854	94%	2,100,000	0	2,100,000	146%

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
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41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
636	Cowboy Lane		14,904			0	0%			0	0%
640	SCADA Upgrades		267	181,602		0	0%			0	0%
650	Big Bend Drain			21,630		0	0%			0	0%
659	High Service Pumps				368,119	420,000	88%			0	0%
660	Leak Detection Survey				29,040	30,000	97%			0	0%
663	N. Federal Blvd. Utilitie				23,121	30,000	77%	40,000		40,000	133%
683	Trimble					0	0%	3,750		3,750	****%
688	MCC-Replacement Water Pla					0	0%	85,000		85,000	****%
735	S. Federal Waterlines		49,195	272,617	214,415	305,874	70%	5,000		5,000	2%
736	Riverview Rd Waterline		3,905	290,844	45,837	224,200	20%	5,000		5,000	2%
747	Riverton Water Supply Pro	1,033,443	2,842,383	2,924,666	1,677,730	1,858,179	90%	900,000		900,000	48%
768	Sale Barn Waterline Proj.	80,889				0	0%			0	0%
770	Miscellaneous Water Impro	193,582			166,664	170,000	98%	100,000		100,000	59%
778	Main Street Water Main Re	5,778				0	0%			0	0%
792	Disaster Recovery	3,918				0	0%			0	0%
917	Rein Park Well	75				0	0%			0	0%
930	ARRA North Riverton Water	91,599				0	0%			0	0%
935	WTP Rehab. Project	374,320		2,427		0	0%			0	0%
936	New Fire Hydrant Installa				169	0	***%			0	0%
973	Wheeler Well	28,559				0	0%			0	0%
976	Booster Station Rehabilit	36,916	315,200	467,142		0	0%			0	0%
992	Fleet Capital	13,697		29,307		0	0%			0	0%
Account:		1,862,776	3,225,854	4,190,235	2,525,095	3,038,253	83%	1,138,750	0	1,138,750	37%

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42 WASTEWATER FUND

Account Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41900 Capital Outlay										
653 Cliffview Lift Station					0	0%	75,000		75,000	*****%
656 Riverview Road Util Impr			158,946		0	0%			0	0%
661 WWTP Transfer Switch				6,500	6,500	100%			0	0%
663 N. Federal Blvd. Utilitie				23,122	30,000	77%	40,000		40,000	133%
683 Trimble					0	0%	3,750		3,750	*****%
689 Willow Creek Offsite Impr					0	0%	70,000		70,000	*****%
745 S. Federal Sewer Lines		50,377	272,617	214,415	305,874	70%	5,000		5,000	2%
749 ARRA-A & T Mobile Home Pa	385				0	0%			0	0%
762 ARRA-O.T. Sewer Line Repl	53,590				0	0%			0	0%
765 Waste Water Admin Facilit	107,987	10,341			0	0%			0	0%
766 Drying Bed Improvements	354,990				0	0%			0	0%
769 Server Upgrade	163				0	0%			0	0%
779 West Park Sewer Intercept	410,684				0	0%			0	0%
792 Disaster Recovery	3,918				0	0%			0	0%
909 Riverview Rd Sewer Lines		2,333	297,838	46,006	128,000	36%	5,000		5,000	4%
944 Sewer Line Replacements	47,910	17,830			0	0%	150,000		150,000	*****%
992 Fleet Capital	13,494		384,010		0	0%			0	0%
Account:	993,121	80,881	1,113,411	290,043	470,374	62%	348,750	0	348,750	74%

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
250	Container Maintenance		1,300			0	0%			0	0%
251	Containers-Rollouts		20,900		79,850	79,850	100%			0	0%
750	PAYT Containers	37,786	64,449			0	0%			0	0%
792	Disaster Recovery	3,706				0	0%			0	0%
793	Broadcast System	212				0	0%			0	0%
900	Covers for 20/30 Yd Conta		10,294			0	0%			0	0%
967	Fleet Capital					0	0%	280,000		280,000	*****
992	Fleet Capital	130	551,186	70,863	207,607	207,650	100%			0	0%
	Account:	41,834	648,129	70,863	287,457	287,500	100%	280,000	0	280,000	97%

CITY OF RIVERTON  
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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old		
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget		
41900	Capital Outlay												
638	AIP 34 Taxiway C/Apron Re		2,100	1,272,946	330,497	370,255	89%				0	0%	
654	WYDOT Crack Seal Project			10,432		55,200	0%				0	0%	
662	AIP 37 Runway 10 Reconstr				825,034	930,000	89%	100,000			100,000	11%	
664	Runway 10 REIL Relocation			117,183		0	0%				0	0%	
665	Airport Envir. Assmnt-Run			66,061	31,149	36,080	86%	5,000			5,000	14%	
667	AIP 39 RECONSTRUCTION RUN				81,760	5,000,000	2%	12,955,150			12,955,150	259%	
668	RIW25A 1/19 Seal Coat & M				110,415	110,500	100%				0	0%	
675	Airport Mower					0	0%	65,000			65,000	*****	
676	Expansion of A.R.F. Build					0	0%	50,000			50,000	*****	
677	A.R.F. Equipment					0	0%	50,000			50,000	*****	
682	TSA Security Area					0	0%	35,000			35,000	*****	
781	Runway 10 Obstruction Pro	97,415	6,238	10,932		0	0%				0	0%	
785	Airport Terminal Roof	117	75,255			0	0%				0	0%	
799	DCI Office Building	29,960	431,473	2,000		0	0%				0	0%	
903	Concrete Replacement		16,590			0	0%				0	0%	
929	Airport Envir. Assmt-Jet		5,922	24,860		0	0%				0	0%	
950	Airport Industrial Park		43,865			0	0%				0	0%	
955	Wildlife Hazard Assessmen		3,376	50,846	22,365	22,925	98%				0	0%	
960	Airfield Paint Marking Re		83,131	7,564		0	0%				0	0%	
967	Fleet Capital					0	0%	35,000			35,000	*****	
969	Master Plan	85,263				0	0%				0	0%	
992	Fleet Capital			18,180	244,698	245,000	100%				0	0%	
	Account:	212,755	667,950	1,581,004	1,645,918	6,769,960	24%	13,295,150			0	13,295,150	196%

**CITY OF RIVERTON  
CAPITAL IMPROVEMENT PLAN**

	2015 - 2016 #	Supplemental Funding	City Funds	CWC Grant	PFC Funds	WWDC Grant	WWDC Loan	WYDOT Grant	FAA Grant
<b>General Fund</b>									
Big Bend Improvement	\$ 500,000	\$ 200,000		\$ 300,000					
Willowcreek Offsite Improvements (Culvert)	\$ 100,000	\$ 100,000							
North Federal Boulevard (Storm Water, Electrical Design)	\$ 50,000	\$ 7,500	\$ 50,000						
Trimble	\$ 7,500		\$ 7,500						
Carpeting - City Hall	\$ 45,000		\$ 45,000						
Ubiquity Air Fiber	\$ 10,000		\$ 10,000						
Server Upgrade	\$ 15,500		\$ 15,500						
Riverview Road Improvement	\$ 190,000		\$ 190,000						
South Federal Boulevard	\$ 5,000		\$ 5,000						
Fleet Capital	\$ 151,000		\$ 151,000						
	\$ 1,074,000	\$ 300,000	\$ 474,000	\$ 300,000					
<b>Water Fund</b>									
North Federal Boulevard Water Utility	\$ 40,000		\$ 40,000						
Trimble	\$ 3,750		\$ 3,750						
MCC-Replacement Water Plant	\$ 85,000		\$ 85,000						
South Federal Boulevard Water Utility	\$ 5,000		\$ 5,000						
Riverview Road Water Utility	\$ 5,000		\$ 5,000						
Riverton Water Supply	\$ 900,000		\$ 207,000	\$ 603,000		\$ 90,000			
Misc Water Improvements	\$ 100,000		\$ 100,000						
	\$ 1,138,750		\$ 445,750			\$ 90,000			
<b>Wastewater Fund</b>									
Cliffview Lift Station Remodel	\$ 75,000		\$ 75,000						
North Federal Boulevard Wastewater Utility	\$ 40,000		\$ 40,000						
Trimble	\$ 3,750		\$ 3,750						
Willow Creek Offsite Improvements (Utility Extension)	\$ 70,000		\$ 70,000						
South Federal Boulevard Wastewater Utility	\$ 5,000		\$ 5,000						
Riverview Road Wastewater Utility	\$ 5,000		\$ 5,000						
Misc Sewer Improvements	\$ 150,000		\$ 150,000						
	\$ 348,750		\$ 348,750						
<b>Sanitation Fund</b>									
Fleet Capital	\$ 280,000		\$ 280,000						
	\$ 280,000		\$ 280,000						
<b>Airport Fund</b>									
AIP 37/38 Runway Reconstruction Design	\$ 97,500			\$ 2,500				\$ 3,750	\$ 93,750
Airport Environment Assessment	\$ 5,000							\$ 188	\$ 4,812
AIP 39/40 Runway Reconstruction Project	\$ 12,955,150		\$ 125	\$ 100,000	\$ 227,379			\$ 526,083	\$ 12,101,678
Airport Mower	\$ 65,000		\$ 6,500					\$ 58,500	\$ 6,500
Expand ARF Building (Design)	\$ 50,000		\$ 1,250					\$ 1,875	\$ 48,125
ARF Equipment (Design)	\$ 50,000		\$ 1,250					\$ 1,875	\$ 48,125
TSA Security Area	\$ 35,000		\$ 35,000					\$ 1,875	\$ 33,125
Fleet Capital	\$ 35,000		\$ 17,500					\$ 17,500	
	\$ 13,292,650		\$ 61,625	\$ 100,000	\$ 229,879			\$ 609,771	\$ 12,293,866
<b>Total Capital Projects-all Funds</b>	\$ 16,134,150	\$ 300,000	\$ 1,610,125	\$ 400,000	\$ 229,879	\$ 603,000	\$ 90,000	\$ 609,771	\$ 12,293,866