

## City of Riverton, Wyoming

816 N. Federal

Riverton, WY 82501

**STEVEN M. WEAVER, City Administrator**

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April 30, 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 \$32,759,792.

The City of Riverton has virtually "held its own" in the last several years as the economy has struggled. 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. We have been running about 10% short of projected. The City has never had too many staff members, resulting in being able to run efficiently in good times as well as during economic down turns. 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. This is not additional monies but has been extracted from the Public Services division. 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, staff will be asking the Council to make a motion to assign \$200,000 of the City's general fund reserves towards the airport revenue guarantee. This 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.

### **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 \$8,331,505; an additional \$294,526 more than last year. We are projecting slight increases in Property Tax, Use Tax, Special Fuel Tax (Diesel), 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 32% 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.

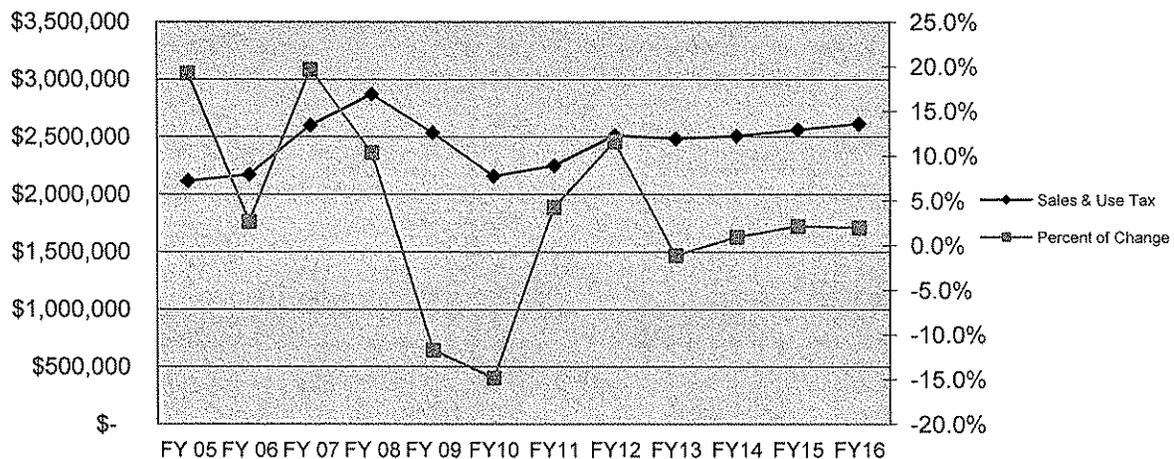
The sales and use tax revenue stream has decreased this past year. We are estimating a decrease of \$250,000 in sales tax revenue based on actual amounts received, not projected. The challenge with this revenue stream is it models current economic activity. If times are good, people are spending money;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

We have a "Transfer from Reserves" line item of \$177,032 due to unanticipated expenditures from the Riverview Road project which, again, was not under our control. Last year, due to Riverview Road and South Federal projects, the City projected to use approximately \$450,000 in cash reserves. So ultimately, a lot less in projected cash reserves than in previous years!

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 43.6% of the entire budget for the City of Riverton. For FY2016, staff was instrumental in obtaining \$14,134,338 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 \$8,458,243 (or 149%) the prior year. \$16,187,140 is projected to be spent toward capital projects next year. Of that amount, 84.5% 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-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 \$722,596. This leaves a deficit of \$401,096 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 plummeted 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 getting \$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 makes 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. 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.
- BlueCross BlueShield 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. 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. 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**

I have stated this to the council and I will do it again that 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 Operation Revenue and Reserve Requirements:

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

	Operational Revenue	Reserve Requirement	Reserve Balance <i>(as of 4/29/15)</i>
General Fund	\$6,792,241	\$1,256,564	\$2,366,344.67
Water Fund	\$2,547,595	\$471,305	\$848,848.25
Sewer Fund	\$1,925,800	\$356,273	\$829,229.71
Sanitation Fund	\$2,312,000	\$427,720	\$980,265.61

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 a long, sweeping underline.

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
31000 LOCAL REVENUES										
31100 Property Taxes	372,655	371,405	379,299	277,937	385,000	72%	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		64,000	0%	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	726,306	889,102	82%	934,700	0	934,700	105%
32000 LICENSES AND PERMITS										
32111 Liquor	45,077	45,850	43,483	44,148	43,000	103%	44,000		44,000	102%
32112 Prof. & Occupational	2,625	2,460	3,098	3,165	2,800	113%	3,500		3,500	125%
32113 Contractor Registrations	12,800	12,633	14,025	10,575	13,000	81%	13,000		13,000	100%
32131 High Plains Power	13,746	18,643	18,634	16,912	18,000	94%	18,000		18,000	100%
32132 Charter Cable Services	107,524	195,987	158,413	123,424	160,000	77%	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	513,061	620,000	83%	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	97,749	149,000	66%	150,000		150,000	100%
32142 Engineering Misc.	4,128	787	1,249	461	1,000	46%	1,000		1,000	100%
32143 Sub. & Proc. Fees	4,110	4,205	2,920	1,810	3,500	52%	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	905,250	1,130,300	80%	1,138,000	0	1,138,000	100%
33000 INTERGOVERNMENTAL REVENUES										
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	8,559	20,000	43%	20,000		20,000	100%
33104 VAWA Law Enforcement		8,077	17,754	31,342	15,000	209%	15,000		15,000	100%
33106 DCI Officer Grant	36,393	51,181			0	0%	42,000		42,000	*****
33111 DOJ Protective Vest	1,898	4,167	1,107	1,845	2,500	74%	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 CSEB 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	10,008	10,433	96%			0	0%
33151 H.S.G.14-GPD-RIV-LP-HLE14				6,981	10,000	70%			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
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
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	7,297	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	1,857,229	2,313,600	80%	2,043,000		2,043,000	88%
33511 Use Tax	334,431	347,115	395,528	461,337	490,000	94%	500,000		500,000	102%
33520 Gasoline Taxes	164,892	185,643	269,556	270,238	306,000	88%	346,000		346,000	113%
33530 Cigarette Taxes	69,617	71,338	69,218	58,333	71,338	82%	70,000		70,000	98%
33540 Special Fuel Tax	59,408	63,428	95,986	97,409	110,000	89%	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	507,767	665,206	76%	666,982		666,982	100%
33570 Severance Taxes	389,539	395,768	395,880	297,464	395,346	75%	397,159		397,159	100%
33590 WY Victim Svc Surcharge	4,062	5,770	4,017	4,264	3,000	142%	3,000		3,000	100%
Group:	5,551,370	5,166,900	5,138,145	4,545,667	5,551,699	82%	5,535,773	0	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	0	1,000	****%
35000 FINES AND FORFEITS										
35100 Court Fines	181,440	164,787	206,422	100,056	140,000	71%	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	100,056	330,601	30%	125,000	0	125,000	37%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	5,136	3,122	2,039	1,033	2,000	52%	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	1,360	2,000	68%	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 Miscellaneous	35,897	67,026	31,714	12,633	35,000	36%	195,000		195,000	557%
36910 General Fund Misc.	18,489	98,300	17,744	14,276	18,000	79%	18,000		18,000	100%
36920 Streets Misc.		40,050			0	0%			0	0%
36925 Park Reservation Fee	4,140	2,880	3,690	2,940	3,000	98%	3,000		3,000	100%
36930 Police Misc.	9,555	11,159	5,803	5,973	6,000	100%	6,000		6,000	100%
36940 WAM Conv Rev		31,481			0	0%			0	0%

04/29/15

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%	177,032		177,032	41%
36981 Transfer from Fleet					0	0%	151,000		151,000	*****%
Group:	456,720	263,718	63,840	122,790	698,051	18%	584,532	0	584,532	83%
37000										
37334 Fremont Cnty Collector		111,380				0%				0%
37348 Riverview Rd Impv. Grant			258,038	241,962	242,000	100%				0%
37353 Riverview Road-County				500,000	500,000	100%				0%
37357 Daniels Fund-Skate Park				50,000		***%				0%
Group:		111,380	258,038	791,962	742,000	107%	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	7,205,427	9,354,253	77%	8,331,505	0	8,331,505	89%

# **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.

04/29/15

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
41010	Mayor and Council										
109	Salaries and wages	54,000	54,000	53,000	43,564	52,000	84%	54,000		54,000	104%
123	Legal Services	56,725	11,490	20,847	18,191	27,000	67%	27,000		27,000	100%
191	FICA	4,092	4,092	4,008	3,270	4,131	79%	4,135		4,135	100%
193	Retirement	4,568	4,568	4,251	3,759	3,807	99%	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	6,523	6,800	96%	7,000		7,000	103%
333	Dues	19,737	19,782	18,882	19,016	20,000	95%	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	4,535	6,900	66%	7,300		7,300	106%
371	Travel & Training	7,556	4,868	2,141	2,917	4,000	73%	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	107,274	131,738	81%	145,155	0	145,155	110%

04/29/15

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
		14-15	14-15	14-15	14-15	14-15	15-16	15-16	15-16	15-16	15-16
41015	Community Services					36,000	100%	36,000		36,000	100%
707	Youth Services	45,000	45,000	45,000	36,000	10,000	100%	10,000		10,000	100%
708	Volunteer Firemen Support	10,000	10,000	10,000	10,000	112,500	100%	112,500		112,500	100%
711	Volunteers of America	53,000	78,000	112,500	112,500	6,000	100%	6,000		6,000	100%
712	Good Samaritan Center	6,000	6,000	6,000	6,000	42,500	100%	42,500		42,500	100%
715	PAWS	36,000	36,000	50,000	42,500	3,500	100%	3,500		3,500	100%
720	Childrens Advocacy Projec			3,500	3,500	3,500	100%	3,500		3,500	100%
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%	4,250		4,250	100%
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.

04/29/15

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
41020	City Administrator					112,038	81%	116,975		116,975	104%
109	Salaries and wages	107,466	104,726	109,791	90,839	8,571	76%	8,950		8,950	104%
191	FICA	7,705	7,368	7,888	6,537	18,650	96%	23,830		23,830	128%
192	Health Insurance	11,893	16,786	19,816	17,867	16,391	99%	21,700		21,700	132%
193	Retirement	11,558	16,447	18,086	16,182	395	92%	410		410	104%
196	Workers Compensation	408	368	361	362	360	99%	100		100	28%
215	Computer Supplies		500		355	0	0%			0	0%
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	2,567	4,000	64%	4,000		4,000	100%
394	Recruitment Expenditures	29,623				0	0%			0	0%
	Account:	171,645	152,034	161,183	135,434	161,945	84%	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.

04/29/15

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
41200	Municipal Court										
109	Salaries and wages	123,876	121,263	123,081	103,052	129,930	79%	136,660		136,660	105%
123	Legal Services		42,000	42,000	35,000	42,000	83%	38,400		38,400	91%
191	FICA	9,103	8,917	8,670	7,041	9,940	71%	10,455		10,455	105%
192	Health Insurance	15,029	14,206	22,036	23,622	22,710	104%	16,210		16,210	71%
193	Retirement	15,720	15,323	15,619	13,592	16,500	82%	19,055		19,055	115%
196	Workers Compensation	471	427	406	412	460	90%	480		480	104%
211	Office Supplies	2,692	3,393	2,074	2,063	3,200	64%	3,200		3,200	100%
212	Office Equipment	3,168	527	1,292	1,072	2,500	43%	1,500		1,500	60%
215	Computer Supplies		402	2,458	73	1,150	6%	1,150		1,150	100%
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	1,278	1,500	85%	1,500		1,500	100%
357	Alternate Judge			1,008		1,020	0%	1,020		1,020	100%
359	Public Defender		36,000	21,000	22,000	24,000	92%	24,000		24,000	100%
370	Restitution	2,896	3,058	4,095	1,765	3,000	59%	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	1,590	3,000	53%	3,000		3,000	100%
	Account:	190,647	261,114	250,123	213,051	263,140	81%	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	%
		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
41510	Administrative Services										
109	Salaries and wages	218,385	230,758	237,440	170,614	221,838	77%	227,725		227,725	103%
120	Overtime			105	66	500	13%	500		500	100%
191	FICA	15,252	16,064	17,730	15,219	17,518	87%	17,460		17,460	100%
192	Health Insurance	34,878	41,384	41,979	29,990	39,168	77%	44,070		44,070	113%
193	Retirement	27,704	30,539	33,729	26,300	33,211	79%	35,970		35,970	108%
196	Workers Compensation	830	812	775	694	825	84%	800		800	97%
197	Unemployment	44			3,164	1,450	218%			0	0%
211	Office Supplies	2,592	4,409	3,251	3,591	3,850	93%	3,500		3,500	91%
212	Office Equipment	888			5,631	6,700	84%	500		500	7%
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	3,000	72%	3,000		3,000	100%
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	970	1,260	77%	1,260		1,260	100%
345	Telephone	2,452	2,506	2,512	2,147	2,500	86%	3,700		3,700	148%
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	854	2,500	34%	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	8,052	10,600	76%	9,000		9,000	85%
392	Drug Testing	5,325	2,743	2,373	1,472	2,450	60%	2,000		2,000	82%
394	Recruitment Expenditures				1,058	900	118%	900		900	100%
397	Employee Council	186	473	724	500	500	100%	500		500	100%
398	Educational Assistance	6,357	2,925	1,284	2,360	3,000	79%	1,500		1,500	50%
501	Insurance	64,376	81,887	85,482	83,668	89,500	93%	88,000		88,000	98%
	Account:	417,642	447,866	467,581	379,131	460,545	82%	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.

04/29/15

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
					14-15	14-15	15-16	15-16	15-16	15-16
41800 Information Technology										
109 Salaries and wages	95,132	95,318	136,978	115,526	143,100	81%	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	8,475	11,025	77%	11,540		11,540	105%
192 Health Insurance	14,830	16,180	24,072	20,706	24,690	84%	27,865		27,865	113%
193 Retirement	12,184	12,149	17,657	15,268	18,300	83%	21,160		21,160	116%
196 Workers Compensation	365	337	462	463	510	91%	535		535	105%
211 Office Supplies	970	989	1,128	1,253	1,500	84%	1,500		1,500	100%
212 Office Equipment	11,177	11,327	13,293	3,650	8,700	42%	8,700		8,700	100%
215 Computer Supplies	5,874	7,804	17,764	8,353	18,025	46%	11,980		11,980	66%
231 Gas & Oil					0	0%	200		200	*****
234 Veh. & Equip. Maintenance					0	0%	300		300	*****
247 Safety Supplies		3,247	1,121		600	0%	400		400	67%
345 Telephone	4,734	4,871	4,945	3,934	5,500	72%	5,500		5,500	100%
361 Professional & Consulting	550	209	569		2,600	0%	2,000		2,000	77%
371 Travel & Training	6,892	3,588	5,894	316	3,800	8%	4,450		4,450	117%
373 Internet Access	3,842	3,842	18,023	18,224	19,000	96%	20,700		20,700	109%
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	198,399	261,750	76%	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.

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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
41920	Facility Maintenance					197,000	81%	201,800		201,800	102%
109	Salaries and wages	192,559	190,760	196,868	160,297	300	27%			0	0%
120	Overtime	289	693	1,250	82	15,070	74%	15,440		15,440	102%
191	FICA	13,793	13,558	13,986	11,155	53,647	81%	60,280		60,280	112%
192	Health Insurance	43,768	50,327	53,053	43,652	25,000	82%	28,135		28,135	113%
193	Retirement	24,472	24,294	25,141	20,578	5,635	97%	5,775		5,775	102%
196	Workers Compensation	4,917	5,111	5,389	5,469	800	13%	400		400	50%
211	Office Supplies	529	234	388	105	1,400	97%	1,400		1,400	100%
212	Office Equipment	219	832	1,032	1,360	1,200	98%			0	0%
215	Computer Supplies	1,025		1,354	1,179	17,000	79%	17,000		17,000	100%
223	Janitor Supplies	17,223	15,943	20,069	13,450	400	29%	400		400	100%
229	Uniforms	316	216	9	117	2,500	81%	2,500		2,500	100%
231	Gas & Oil	1,733	2,398	2,647	2,025	2,000	0%	2,000		2,000	100%
232	Diesel			1,098		3,500	23%	1,500		1,500	43%
234	Veh. & Equip. Maintenance	3,101	1,552	7,467	792	250	100%	250		250	100%
241	Tools & Supplies	73	86		250	300	48%	600		600	200%
247	Safety Supplies			95	143	200	100%	200		200	100%
313	Underground Tanks	400	200	200	200	42,000	84%	45,000		45,000	107%
341	Electricity	33,188	38,551	41,291	35,120	1,450	0 ***%			0	0%
342	Utility Locate Services				1,450	18,500	62%	17,000		17,000	92%
343	Heat	14,354	14,973	15,939	11,442	800	68%	800		800	100%
345	Telephone	720	720	720	540	21,000	46%	20,000		20,000	95%
363	Building Maintenance	20,461	19,448	39,172	9,594	0	0%	400		400	****%
371	Travel & Training		155								
	Account:	373,140	380,051	427,168	319,000	408,502	78%	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.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		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	1,636,732	2,000,300	82%	2,119,065		2,119,065	106%
110	ARRA Funded Salaries	87,887	48,164			0	0%			0	0%
119	DCI Wages & Benefits				1,555	0	***%			0	0%
120	Overtime	105,683	132,007	133,590	96,013	110,000	87%	110,000		110,000	100%
125	OT - Grants	27,379	27,198	18,613	6,210	51,000	12%	51,000		51,000	100%
128	OT - Court Appearances				633	0	***%			0	0%
134	OT - SCHOOL DISTRICT	24,946	35,508	28,497	18,471	17,000	109%	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	128,489	166,640	77%	175,730		175,730	105%
192	Health Insurance	257,535	345,826	399,793	382,624	484,545	79%	545,915		545,915	113%
193	Retirement	180,045	223,244	228,686	203,526	249,370	82%	266,895		266,895	107%
196	Workers Compensation	36,739	40,999	41,729	43,468	50,225	87%	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	3,469	4,500	77%	4,500		4,500	100%
212	Office Equipment	1,976	3,348	181	2,831	5,000	57%	5,000		5,000	100%
215	Computer Supplies	8,167	2,974	11,956	5,229	7,750	67%	18,840		18,840	243%
217	Contract Services	6,027	6,166	5,391	66,860	67,000	100%	67,000		67,000	100%
221	Investigation Supplies	979	713	1,366	405	1,500	27%	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	24,327	24,500	99%	22,000		22,000	90%
229	Uniforms	11,894	11,528	13,953	11,130	15,000	74%	15,000		15,000	100%
231	Gas & Oil	56,833	72,623	80,196	65,864	75,000	88%	75,000		75,000	100%
234	Veh. & Equip. Maintenance	26,524	30,967	28,697	25,484	35,000	73%	59,000		59,000	169%
241	Tools & Supplies	6,795	8,966	6,975	5,833	6,500	90%	9,000		9,000	138%
271	Vest Replacement	6,062	4,485	3,690	2,952	5,000	59%	5,000		5,000	100%
312	Postage	1,545	1,774	1,160	1,617	2,000	81%	2,000		2,000	100%
321	Printing	2,353	3,216	2,209	2,318	3,500	66%	3,500		3,500	100%
333	Dues	1,378	1,748	1,366	1,138	2,500	46%	2,500		2,500	100%
341	Electricity		2,120	2,155	1,844	2,100	88%	2,100		2,100	100%
343	Heat		1,807	1,861	1,828	2,800	65%	2,800		2,800	100%
345	Telephone	17,093	17,360	17,455	15,051	18,000	84%	17,700		17,700	98%
351	Prisoner Medical Continge	6,809	11,047			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	2,870	2,500	115%	2,500		2,500	100%
371	Travel & Training	22,378	20,538	24,385	23,837	24,500	97%	24,500		24,500	100%
385	Housing Prisoners	85,285	60,352	77,550	70,275	85,000	83%	75,000		75,000	88%
392	Drug Testing		37			0	0%			0	0%
394	Recruitment Expenditures	3,793	2,847	2,768	2,722	5,000	54%	5,000		5,000	100%
396	Special Events-PD	7,530	5,758	9,167	7,731	2,500	309%	2,500		2,500	100%
398	Educational Assistance		1,199	4,355	10,373	3,000	346%	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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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	270	4,200	6%	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	2,076	1,000	208%	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	2,901,529	3,566,063	81%	3,808,210	0	3,808,210	107%

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1 GENERAL 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	
42200	Fire					0	0%				0	0%
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 Works 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	86,275	79,600	108%	57,285		57,285	72%
191 FICA	9,531	8,198	8,633	6,352	6,166	103%	4,385		4,385	71%
192 Health Insurance	15,102	16,227	15,252	13,111	13,506	97%	9,290		9,290	69%
193 Retirement	16,790	14,175	12,067	11,380	10,230	111%	7,990		7,990	78%
196 Workers Compensation	2,492	2,492	2,405	345	2,306	15%	1,640		1,640	71%
211 Office Supplies	2,248	5,010	2,195	3,627	4,000	91%	4,500		4,500	113%
212 Office Equipment	356	3,609		510	1,500	34%	1,500		1,500	100%
215 Computer Supplies	1,988	1,400	12,665	500	500	100%	1,300		1,300	260%
223 Janitor Supplies	965	907	984	836	1,000	84%	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	2,047	2,300	89%	2,500		2,500	109%
343 Heat	4,729	5,095	5,255	4,541	6,000	76%	6,000		6,000	100%
345 Telephone	3,546	3,553	3,607	3,047	3,500	87%	3,500		3,500	100%
363 Building Maintenance	350	342	710	678	750	90%	750		750	100%
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	135,395	133,658	101%	102,990	0	102,990	77%

# **Public Works 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		Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object					14-15	14-15	15-16	15-16	15-16	15-16
43100	Streets & Alleys					175,930	96%	233,065		233,065	132%
109	Salaries and wages	141,155	159,065	207,733	168,452	13,500	11%	5,000		5,000	37%
120	Overtime	1,500	3,946	4,982	1,435	14,500	84%	18,215		18,215	126%
191	FICA	10,479	12,088	15,461	12,179	50,693	99%	56,520		56,520	111%
192	Health Insurance	25,528	28,410	42,043	50,194	24,040	91%	29,300		29,300	122%
193	Retirement	18,103	20,475	24,972	21,986	5,418	105%	6,810		6,810	126%
196	Workers Compensation	3,638	4,353	5,669	5,684	100	318%			0	0%
197	Unemployment				318	700	83%	700		700	100%
211	Office Supplies	761	614	649	580	3,000	0%			0	0%
212	Office Equipment	378	139			1,750	29%	1,750		1,750	100%
229	Uniforms	1,177	1,604	1,571	507	10,000	67%	10,000		10,000	100%
231	Gas & Oil	6,928	7,804	8,277	6,748	36,000	66%	36,000		36,000	100%
232	Diesel	35,207	33,032	39,498	23,799	50,000	59%	50,000		50,000	100%
234	Veh. & Equip. Maintenance	29,080	79,049	53,812	29,400	6,000	87%	6,000		6,000	100%
235	Painting & Supplies	3,355	5,932	2,788	5,223	1,500	76%	1,500		1,500	100%
241	Tools & Supplies	3,081	1,469	847	1,140	7,500	49%	7,500		7,500	100%
242	Street Sign	7,157	1,339	8,600	3,699	40,000	52%	40,000		40,000	100%
243	Snow Removal	14,870	26,994	37,900	20,762	1,000	93%	1,500		1,500	150%
247	Safety Supplies	546	2,391	757	934	240	77%	240		240	100%
341	Electricity	134			184	3,500	80%	3,500		3,500	100%
343	Heat	2,893	3,141	3,212	2,811	600	67%	600		600	100%
345	Telephone	480	480	480	400	107,760	83%	110,000		110,000	102%
347	Street Lighting	94,977	123,797	87,789	89,098	30,000	62%	30,000		30,000	100%
348	Decorative Lighting	14,655	19,572	20,272	18,736	2,500	12%	2,500		2,500	100%
363	Building Maintenance	3,218	614	5,108	303	1,500	90%	2,000		2,000	133%
371	Travel & Training	370	606	289	1,352	80,000	48%	65,000		65,000	81%
382	Road Materials	50,011	46,532	90,432	38,508	650	28%	500		500	77%
394	Recruitment Expenditures	427	246	1,170	184	0	0%	15,000		15,000	*****%
671	Crack Seal Repair										
	Account:	470,108	583,692	664,311	504,616	668,381	75%	733,200	0	733,200	110%

**Public Works 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.

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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
43440	Fleet Maint. Operations					158,590	80%	165,885		165,885	105%
109	Salaries and wages	159,381	161,554	163,434	127,185	500	0%	500		500	100%
120	Overtime		403	356							
191	FICA	11,864	12,047	12,075	9,260	12,175	76%	12,730		12,730	105%
192	Health Insurance	24,897	28,399	28,506	25,924	30,940	84%	33,500		33,500	108%
193	Retirement	20,225	20,552	19,808	16,768	20,200	83%	23,195		23,195	115%
196	Workers Compensation	4,064	4,325	4,455	4,335	4,550	95%	4,760		4,760	105%
211	Office Supplies	417	488	491	287	450	64%	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	558	1,200	47%	1,200		1,200	100%
231	Gas & Oil	1,661	2,184	2,714	2,332	5,000	47%	5,000		5,000	100%
234	Veh. & Equip. Maintenance	749	968	1,335	1,010	3,000	34%	3,000		3,000	100%
241	Tools & Supplies	4,829	5,433	4,148	4,585	4,650	99%	4,650		4,650	100%
247	Safety Supplies	711	988	552	328	900	36%	900		900	100%
255	Fleet Maintenance Supplie	18,404	24,378	19,434	19,425	20,000	97%	20,000		20,000	100%
312	Postage	15	118	63	71	100	71%	100		100	100%
341	Electricity	2,372	2,495	2,605	2,252	2,500	90%	2,500		2,500	100%
343	Heat	1,972	2,153	2,184	1,969	2,500	79%	2,500		2,500	100%
345	Telephone	1,440	1,440	1,440	1,200	1,700	71%	1,700		1,700	100%
363	Building Maintenance	580	564	1,457	1,043	1,500	70%	11,500		11,500	767%
371	Travel & Training	220	1,803	570	160	2,000	8%	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	219,939	274,705	80%	297,070	0	297,070	108%

**Public Works 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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## 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	10,145	22,465	45%	42,200		42,200	188%
120	Overtime	78	39			180	0%	180		180	100%
191	FICA	4,821	5,238	4,701	762	1,735	44%	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	298	650	46%	1,215		1,215	187%
197	Unemployment	6,684	3,705			0	0%			0	0%
211	Office Supplies	320	369	542	335	400	84%	400		400	100%
215	Computer Supplies					1,200	0%			0	0%
224	Laboratory Supplies	21,612	16,391	26,690	18,709	34,400	54%	34,600		34,600	101%
231	Gas & Oil	3,963	3,532	3,727	2,117	6,500	33%	6,500		6,500	100%
232	Diesel	695	780	932	556	1,500	37%	1,500		1,500	100%
234	Veh. & Equip. Maintenance	9,564	4,767	1,081	1,673	3,500	48%	3,500		3,500	100%
241	Tools & Supplies	1,720	1,567	469	1,395	1,200	116%	1,200		1,200	100%
312	Postage	539	663	440	494	500	99%	500		500	100%
345	Telephone	480	480	480	400	500	80%	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		796	800	100%	900		900	113%
394	Recruitment Expenditures			215		400	0%	400		400	100%
	Account:	142,714	123,420	121,280	38,417	77,060	50%	105,480	0	105,480	137%

**Public Works 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.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		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	213,435	303,255	70%	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	15,303	23,340	66%	22,730		22,730	97%
192	Health Insurance	47,448	59,032	65,405	57,969	60,905	95%	83,890		83,890	138%
193	Retirement	28,131	29,710	31,467	25,058	32,200	78%	34,630		34,630	108%
196	Workers Compensation	7,278	8,111	7,882	7,334	8,750	84%	8,500		8,500	97%
197	Unemployment	11,878	5,630	3,805	4,804	1,650	291%	4,500		4,500	273%
211	Office Supplies	88	343	198	395	450	88%	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	782	1,500	52%	1,500		1,500	100%
231	Gas & Oil	9,618	11,487	11,242	8,435	12,300	69%	12,300		12,300	100%
232	Diesel	8,341	7,803	9,350	5,562	12,700	44%	12,700		12,700	100%
234	Veh. & Equip. Maintenance	9,988	8,315	13,095	16,283	16,640	98%	15,000		15,000	90%
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	4,556	15,000	30%	15,000		15,000	100%
239	Tree Replacement & Maint	667	150	262	235	1,200	20%	1,200		1,200	100%
240	Tree Board Expenses	3,763	5,101	5,135	1,001	5,000	20%	5,000		5,000	100%
241	Tools & Supplies	1,931	1,963	1,897	1,450	2,500	58%	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	441	950	46%	950		950	100%
252	Irrigation Supplies	10,066	13,028	4,121	2,232	11,100	20%	11,500		11,500	104%
254	Rails to Trails Materials				365	400	91%	400		400	100%
341	Electricity	15,133	14,759	17,261	16,554	19,000	87%	19,000		19,000	100%
343	Heat	1,779	1,392	1,416	825	1,800	46%	1,500		1,500	83%
345	Telephone	1,339	1,455	1,471	1,337	1,500	89%	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	263	500	53%	500		500	100%
669	Wyoming Community Gas Par				6,160	0	***%			0	0%
	Account:	496,055	527,785	517,720	409,309	555,700	74%	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.

CITY OF RIVERTON  
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For the Year: 2015 - 2016

1 GENERAL 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
46540	Community Development										
109	Salaries and wages	197,779	200,398	213,566	203,245	249,447	81%	262,860		262,860	105%
120	Overtime	1,005	1,160	1,395	2,173	3,100	70%	1,100		1,100	35%
191	FICA	13,460	13,792	14,715	13,767	19,480	71%	20,195		20,195	104%
192	Health Insurance	37,769	42,231	44,548	44,566	53,650	83%	60,280		60,280	112%
193	Retirement	25,224	25,578	26,690	27,095	32,350	84%	36,795		36,795	114%
196	Workers Compensation	3,347	3,574	3,801	4,065	5,250	77%	5,435		5,435	104%
211	Office Supplies	2,191	1,109	1,176	1,574	2,000	79%	2,600		2,600	130%
212	Office Equipment	1,028	1,127	1,836	1,518	2,250	67%	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		250	0%	250		250	100%
231	Gas & Oil	2,584	2,812	3,371	2,997	4,000	75%	4,000		4,000	100%
234	Veh. & Equip. Maintenance	797	1,390	1,684	1,071	1,800	60%	2,000		2,000	111%
241	Tools & Supplies	835	154	317	308	800	39%	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	1,550	2,000	78%	2,000		2,000	100%
345	Telephone	1,639	1,493	1,496	1,274	1,800	71%	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		400	0%	400		400	100%
371	Travel & Training	3,789	3,432	4,559	2,590	5,800	45%	5,800		5,800	100%
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	4,028	4,120	98%	2,000		2,000	49%
391	Advertising	1,662	1,439	842	617	1,500	41%	1,250		1,250	83%
394	Recruitment Expenditures				92	100	92%	100		100	100%
	Account:	315,694	309,001	331,792	320,113	414,177	77%	434,915	0	434,915	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	
61100 Operating Transfers						0	0%	274,981		274,981	*****%
821 Airport Subsidy											
825 Administrative Allocation	-1,059,581	-1,101,439	-992,817	-761,223	-1,117,961	68%	-1,192,334		( 1,192,33	107%	
Account:	-1,059,581	-1,101,439	-992,817	-761,223	-1,117,961	68%	-917,353	0	( 917,35	82%	
Fund:	7,178,020	7,342,005	7,511,269	8,150,145	9,321,967	87%	8,331,505	0	8,331,505	89%	

# **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.

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 For the Year: 2015 - 2016

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	11-12	12-13	13-14	14-15	Budget	Rec.	Budget	Change	Budget	Budget	
<b>41 WATER FUND</b>											
<b>33000 INTERGOVERNMENTAL REVENUES</b>											
33153 High Service Pumps CDBG				202,731	250,000	81%				0	0%
33154 High Service Pumps Grant							603,000		603,000	65%	
33405 WWDC Grant Water Supply	593,608	1,123,426	2,830,976	848,484	914,530	93%	90,000		90,000	64%	
33438 WDC Loan-Riverton Water	88,598	167,676	422,534	126,639	138,560	91%					
Group:	682,206	1,291,102	3,253,510	1,177,854	1,434,590	82%	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	599	1,000	60%				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 Miscellaneous	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	218,636	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	1,942,553	2,330,000	83%	2,416,895		2,416,895	103%	
38125 Water Tap Fees	20,620	20,244	67,512	26,691	20,000	133%	27,500		27,500	137%	
38130 Unapplied Fin. Trans.	16	17	259	1,769	3,000	59%	2,000		2,000	66%	
38135 Standpipe	3,126	4,971	3,653	4,122	4,500	92%	4,200		4,200	93%	
38140 Transfer Fee	4,800	5,040	4,980	3,860	5,000	77%	5,000		5,000	100%	
38180 Penalties and Service	60,054	63,694	64,861	56,613	67,000	84%	60,000		60,000	89%	
38190 Water Miscellaneous	9,950	10,731	5,988	3,487	10,000	35%	7,000		7,000	70%	
38191 Irrigation Fee	32,400	27,969	28,120	23,939	25,000	96%	25,000		25,000	100%	
Group:	2,449,637	2,530,739	2,647,993	2,063,034	2,464,500	84%	2,547,595	0	2,547,595	103%	
Fund:	3,289,166	3,990,802	6,390,514	3,527,823	5,403,198	65%	3,416,079	0	3,416,079	63%	

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 For the Year: 2015 - 2016

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
		11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
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%

**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 41-51020, 42-51020, 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.



# **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.

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41 WATER FUND		Actuals				Current	%	Prelim.	Budget	Final	%
Account	Object	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
53010	Water Production										
109	Salaries and wages	239,989	217,495	241,584	194,904	274,290	71%	287,270		287,270	105%
120	Overtime	9,754	7,787	9,057	5,498	9,000	61%	7,500		7,500	83%
191	FICA	17,596	16,091	16,332	13,896	21,691	64%	22,550		22,550	104%
192	Health Insurance	56,465	57,382	60,341	56,962	69,475	82%	74,140		74,140	107%
193	Retirement	31,345	28,213	29,900	26,424	35,982	73%	41,095		41,095	114%
196	Workers Compensation	6,367	6,012	6,409	6,831	8,110	84%	8,430		8,430	104%
197	Unemployment			2,080		0	0%			0	0%
211	Office Supplies	340	343	412	600	600	100%	800		800	133%
215	Computer Supplies				1,137	5,600	20%	1,000		1,000	18%
224	Laboratory Supplies	22,794	25,261	10,431	34,605	47,100	73%	47,100		47,100	100%
229	Uniforms	760				0	0%			0	0%
231	Gas & Oil	3,685	3,933	4,394	3,197	4,600	70%	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	1,545	2,500	62%	2,500		2,500	100%
241	Tools & Supplies	528	1,594	1,660	1,276	2,000	64%	2,000		2,000	100%
247	Safety Supplies			1,054	771	1,000	77%	1,000		1,000	100%
249	Treatment Chemicals	77,663	89,589	92,142	55,469	99,200	56%	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	193,208	210,000	92%	225,000		225,000	107%
341	Electricity	19,956	20,404	21,333	27,360	25,000	109%	31,000		31,000	124%
343	Heat	6,652	7,421	8,485	7,152	9,700	74%	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	3,833	4,400	87%	4,400		4,400	100%
363	Building Maintenance	3,860	6,922	5,056	4,839	7,500	65%	7,500		7,500	100%
364	General Maintenance	33,139	40,164	38,598	42,222	113,000	37%	80,000		80,000	71%
371	Travel & Training	3,195	5,128	3,074	2,512	5,000	50%	5,000		5,000	100%
389	Litigation			10,000		0	0%			0	0%
392	Drug Testing		115		55	125	44%	125		125	100%
394	Recruitment Expenditures			246	570	550	104%	600		600	109%
	Account:	734,375	764,286	791,646	695,841	989,423	70%	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.

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For the Year: 2015 - 2016

41 WATER FUND		Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object					14-15	14-15	15-16	15-16	15-16	15-16
54000	Water Distribution					112,182	76%	133,950		133,950	119%
109	Salaries and wages	100,463	98,762	112,454	84,720	112,182	76%	133,950		133,950	119%
120	Overtime	1,145	1,993	7,754	5,058	4,500	112%	4,500		4,500	100%
191	FICA	7,437	7,332	7,901	6,439	8,930	72%	10,595		10,595	119%
192	Health Insurance	20,209	28,134	29,694	23,442	27,490	85%	31,325		31,325	114%
193	Retirement	11,933	12,764	13,870	11,755	14,807	79%	17,355		17,355	117%
196	Workers Compensation	2,480	2,714	2,998	3,061	3,337	92%	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	1,369	1,500	91%	1,050		1,050	70%
231	Gas & Oil	7,636	10,453	10,644	8,013	12,000	67%	10,500		10,500	88%
232	Diesel	2,772	2,601	3,134	1,854	3,500	53%	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	4,783	4,800	100%	5,500		5,500	115%
247	Safety Supplies			746	23	1,500	2%	1,500		1,500	100%
248	Meter Maintenance	28,939	75,237	32,686	67,677	75,500	90%	75,500		75,500	100%
333	Dues	15	392	381	678	700	97%	700		700	100%
341	Electricity	2,379	2,495	2,605	2,252	3,000	75%	3,000		3,000	100%
342	Utility Locate Services	25	137			0	0%			0	0%
343	Heat	986	1,077	1,092	985	2,500	39%	2,000		2,000	80%
345	Telephone	3,014	2,869	2,900	2,522	3,000	84%	3,000		3,000	100%
363	Building Maintenance	1,004	888	1,682	993	1,850	54%	11,200		11,200	605%
371	Travel & Training	2,483	3,540	2,793	1,255	3,500	36%	3,500		3,500	100%
372	System Maintenance	28,938	32,118	31,175	47,717	48,500	98%	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	394	500	79%	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	6,643	10,000	66%	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	296,887	383,165	77%	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 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 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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41 WATER FUND		Actuals				Current	%	Prelim.	Budget	Final	%
Account	Object	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	93,255	125,900	74%	102,510		102,510	81%
120	Overtime	255		5,304	2,126	500	425%	2,000		2,000	400%
191	FICA	8,383	8,011	9,315	6,730	9,828	68%	7,995		7,995	81%
192	Health Insurance	20,866	25,806	27,126	22,588	26,680	85%	21,370		21,370	80%
193	Retirement	14,098	14,343	15,713	12,510	16,304	77%	14,570		14,570	89%
196	Workers Compensation	1,977	2,028	2,319	1,728	2,550	68%	2,990		2,990	117%
211	Office Supplies	7,089	9,816	8,639	2,623	3,200	82%	200		200	6%
212	Office Equipment	1,161	45		2,420	3,000	81%			0	0%
215	Computer Supplies		3,047	1,342		0	0%			0	0%
231	Gas & Oil	189	984	1,024	885	1,000	89%	1,000		1,000	100%
234	Veh. & Equip. Maintenance	899		1,104	563	1,000	56%	1,000		1,000	100%
241	Tools & Supplies			80	22	250	9%	250		250	100%
247	Safety Supplies	10	826	21		250	0%	250		250	100%
312	Postage	6,619	7,129	7,308	7,446	8,500	88%			0	0%
333	Dues	515	250	465	296	480	62%	430		430	90%
334	Bank Charges				4,697	0	***%			0	0%
345	Telephone				23	300	8%	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	1,233	1,700	73%	1,700		1,700	100%
375	Software Maint Agreement	4,949	5,272	4,252	5,594	5,650	99%	1,540		1,540	27%
380	Refund of Overpayment	151	107	1,991	1,434	1,350	106%			0	0%
391	Advertising	175		209		200	0%	200		200	100%
392	Drug Testing		573	153		300	0%	150		150	50%
394	Recruitment Expenditures	233	699	308		400	0%	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	252,181	370,215	68%	406,590		406,590	110%
936	New Fire Hydrant Installa	14,848				0	0%			0	0%
	Account:	573,925	624,526	601,039	467,378	632,957	74%	621,695	0	621,695	98%
	Fund:	3,530,319	5,059,255	6,016,044	3,893,937	5,180,698	75%	3,416,079	0	3,416,079	66%

# **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 down turn 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.

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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	
<b>42 WASTEWATER FUND</b>											
<b>33000 INTERGOVERNMENTAL REVENUES</b>											
33409 2002 SLIB Grant - Sewer		50				0	0%			0	0%
Group:		50				0	0%	0	0	0	0%
<b>36000 MISCELLANEOUS REVENUE</b>											
36100 Interest On Investments	4,638	1,626	1,860	1,630	1,500	109%				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	26,605	307,534	9%	236,339		0	236,339	76%
<b>37000</b>											
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%
<b>38000 ENTERPRISE OPERATING REVENUE</b>											
38300 Sewer Receipts	1,715,290	1,740,168	1,767,693	1,534,297	1,850,000	83%	1,863,800			1,863,800	100%
38320 Sewer Assessment-General			228	4,465		0	***%			0	0%
38325 Sewer Tap Fees	10,481	9,513	10,546	11,721	11,000	107%	10,000			10,000	90%
38326 Septic Dumps	98,267	97,205	95,716	58,206	100,000	58%	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	2,081	9,000	23%	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	1,610,770	1,971,000	82%	1,925,800		0	1,925,800	97%
Fund:	1,917,716	1,903,295	2,072,265	1,705,674	2,348,534	73%	2,162,139		0	2,162,139	92%

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

42 WASTEWATER FUND		Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
47000	DEBT SERVICE					18,500	0%	18,500		18,500	100%
631	CWSRF 108	18,450	18,450	18,450		12,500	0%	12,500		12,500	100%
632	CWSRF 118	12,320	12,320	12,320		31,000	0%	31,000	0	31,000	100%
	Account:	30,770	30,770	30,770							

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 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
-----											
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%

**Customer Services Division**  
**(Administrative Services Department)**  
(Division No. 41-51020, 42-51020, 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.



# **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.

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

## 42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		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	200,723	248,500	81%	257,175		257,175	103%
120	Overtime	1,483	1,691	1,253	1,498	2,700	55%	2,700		2,700	100%
191	FICA	17,867	17,697	17,834	14,104	19,220	73%	19,885		19,885	103%
192	Health Insurance	44,522	45,653	46,830	38,900	49,850	78%	52,075		52,075	104%
193	Retirement	31,219	31,134	31,681	26,673	31,877	84%	36,230		36,230	114%
196	Workers Compensation	6,361	6,551	6,791	6,896	7,185	96%	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				3,581	7,500	48%	2,200		2,200	29%
224	Laboratory Supplies	16,318	17,042	25,394	25,750	38,000	68%	40,000		40,000	105%
229	Uniforms	1,561	1,483	1,573	1,229	2,000	61%	2,000		2,000	100%
231	Gas & Oil	1,119	1,514	1,261	928	1,750	53%	1,750		1,750	100%
232	Diesel	4,158	5,487	5,390	3,549	6,000	59%	6,000		6,000	100%
234	Veh. & Equip. Maintenance	1,435	20,516	1,788	7,420	9,000	82%	3,000		3,000	33%
241	Tools & Supplies	1,328	212	723	705	1,000	71%	1,000		1,000	100%
247	Safety Supplies			358	309	900	34%	1,000		1,000	111%
249	Treatment Chemicals	59,043	56,285	59,546	29,554	62,250	47%	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	115,353	136,000	85%	145,600		145,600	107%
343	Heat	37,273	34,969	28,879	33,945	43,000	79%	43,000		43,000	100%
345	Telephone	3,218	3,422	3,448	2,890	3,500	83%	3,500		3,500	100%
363	Building Maintenance	4,910	3,861	4,839	3,159	5,000	63%	5,000		5,000	100%
364	General Maintenance	26,657	21,891	23,599	16,991	33,500	51%	38,000		38,000	113%
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	537,453	713,632	75%	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.

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

42 WASTEWATER FUND		Actuals				Current	%	Prelim:	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object					14-15	14-15	15-16	15-16	15-16	15-16
53030	Wastewater Collection					107,485	79%	133,940		133,940	125%
109	Salaries and wages	131,399	98,762	112,454	84,721	3,000	169%	2,700		2,700	90%
120	Overtime	2,384	1,993	7,754	5,058	8,835	73%	10,455		10,455	118%
191	FICA	9,856	7,332	7,901	6,439	27,490	85%	30,820		30,820	112%
192	Health Insurance	27,972	28,135	29,694	23,442	14,655	80%	17,105		17,105	117%
193	Retirement	15,995	12,764	13,870	11,755	3,303	93%	3,910		3,910	118%
196	Workers Compensation	3,297	2,670	2,998	3,062	50	80%	250		250	500%
211	Office Supplies				40	0	0%	1,200		1,200	*****%
215	Computer Supplies					600	65%	1,050		1,050	175%
229	Uniforms		196	594	387	2,000	34%	2,100		2,100	105%
231	Gas & Oil	3,043	1,649	2,375	686	5,200	53%	5,200		5,200	100%
232	Diesel	4,158	3,901	4,659	2,781	4,350	97%	4,200		4,200	97%
234	Veh. & Equip. Maintenance	6,379	1,721	1,655	4,216	1,000	93%	1,500		1,500	150%
241	Tools & Supplies	696	938	38	934	600	16%	1,000		1,000	167%
247	Safety Supplies		1,263	677	95	200	36%	200		200	100%
312	Postage	23	118	63	71	0	0%			0	0%
330	SLPP Residential	860	86,529			600	34%	600		600	100%
333	Dues	15	84	215	206	2,300	98%	2,500		2,500	109%
341	Electricity	2,203	2,495	2,605	2,252	4,700	90%	4,800		4,800	102%
345	Telephone	5,495	4,985	4,960	4,222	600	33%	10,600		10,600	1767%
363	Building Maintenance	118	96	400	197	0	0%			0	0%
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			1,000	44%	1,000		1,000	100%
371	Travel & Training	688	413	574	440	97,000	96%	90,000		90,000	93%
372	System Maintenance	83,524	76,155	77,374	93,307	0	***%	200		200	*****%
394	Recruitment Expenditures				46	0	0%	30,000		30,000	*****%
670	Lift Station Maintenance					0	0%	10,000		10,000	*****%
945	Sewer Lateral Rep Proj										
	Account:	396,922	396,548	272,757	244,357	284,968	86%	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.

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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	93,252	129,256	72%	102,510		102,510	79%
120	Overtime	255		5,304	2,126	500	425%	2,000		2,000	400%
191	FICA	8,381	8,011	9,312	6,729	10,000	67%	7,995		7,995	80%
192	Health Insurance	20,861	25,805	27,118	22,588	28,500	79%	21,370		21,370	75%
193	Retirement	14,093	14,343	15,708	12,510	16,590	75%	14,570		14,570	88%
196	Workers Compensation	1,977	2,051	2,318	1,728	2,615	66%	2,990		2,990	114%
211	Office Supplies	6,923	9,318	9,024	2,864	8,000	36%	200		200	3%
212	Office Equipment	1,161			2,427	3,000	81%			0	0%
215	Computer Supplies		3,529	1,342		0	0%			0	0%
231	Gas & Oil	140	236		30	600	5%	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	7,445	8,500	88%			0	0%
333	Dues	220	250	50	266	300	89%	255		255	85%
334	Bank Charges				4,697	0	***			0	0%
345	Telephone				23	300	8%			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	718	1,900	38%	1,700		1,700	89%
375	Software Maint Agreement	4,949	5,268	4,252	5,589	5,700	98%	1,540		1,540	27%
380	Refund of Overpayment	576		204	769	650	118%			0	0%
391	Advertising	175	114	209		250	0%	250		250	100%
392	Drug Testing		55		147	150	98%	100		100	67%
394	Recruitment Expenditures	69	116	62		100	0%	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	28,533	30,000	95%	30,000		30,000	100%
825	Administrative Allocation	308,482	338,115	296,232	230,991	338,502	68%	361,889		361,889	107%
	Account:	538,922	575,751	551,680	437,495	604,363	72%	567,719	0	567,719	94%
	Fund:	2,608,747	1,757,502	2,651,046	1,516,811	2,122,337	71%	2,162,139	0	2,162,139	102%

# **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.

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

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
<b>43 SANITATION FUND</b>										
36000 MISCELLANEOUS REVENUE										0 0%
36100 Interest On Investments	1,964	748	790	794	1,000	79%				0 0%
36900 Miscellaneous	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	1,569	243,530	1%	260,423	0	260,423	106%
<b>38000 ENTERPRISE OPERATING REVENUE</b>										
38810 Sanitation Receipts	2,125,783	2,214,042	2,266,555	1,906,627	2,200,000	87%	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	62,098	40,000	155%	45,000		45,000	112%
38890 Sanitation Other	66,223	60,163	63,731	58,057	50,000	116%	55,000		55,000	110%
Group:	2,267,065	2,328,041	2,390,428	2,058,959	2,302,000	89%	2,312,000	0	2,312,000	100%
Fund:	2,277,251	2,328,789	2,391,353	2,060,528	2,545,530	81%	2,572,423	0	2,572,423	101%

**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 41-51020, 42-51020, 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.

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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
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.

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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					275,053	72%	313,365		313,365	114%
109	Salaries and wages	321,618	328,876	296,489	197,797	275,053	72%	313,365		313,365	114%
				531	375	2,700	14%	2,700		2,700	100%
120	Overtime	853	2,259			2,700	14%	2,700		2,700	100%
191	FICA	23,122	23,687	20,798	14,235	21,250	67%	24,180		24,180	114%
192	Health Insurance	75,506	85,707	68,749	50,110	70,705	71%	89,255		89,255	126%
193	Retirement	40,903	40,320	35,187	26,139	35,250	74%	44,060		44,060	125%
196	Workers Compensation	8,223	8,833	7,807	6,758	7,945	85%	9,040		9,040	114%
197	Unemployment			239	5,225	0	****	5,000		5,000	*****
211	Office Supplies	748	710	391	83	500	17%	250		250	50%
215	Computer Supplies			1,277		0	0%	1,200		1,200	*****
229	Uniforms	2,871	3,168	3,212	2,503	3,500	72%	3,500		3,500	100%
231	Gas & Oil	1,718	2,004	1,220	1,022	1,500	68%	1,500		1,500	100%
232	Diesel	77,621	72,980	87,316	52,716	94,500	56%	94,500		94,500	100%
234	Veh. & Equip. Maintenance	59,846	89,858	107,346	82,230	100,000	82%	100,000		100,000	100%
241	Tools & Supplies	3,069	2,916	1,922	2,765	3,000	92%	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	8,539	21,500	40%	15,000		15,000	70%
251	Containers-Rollouts		64			2,000	0%	7,500		7,500	375%
312	Postage				3,000	3,000	100%	250		250	8%
345	Telephone	1,200	1,200	1,200	1,000	1,300	77%	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	61	3,500	2%	12,500		12,500	357%
371	Travel & Training		1,172	1,153	618	1,000	62%	1,500		1,500	150%
384	Monitor Wells	30,840	40,651	50,753	13,686	40,000	34%	40,000		40,000	100%
388	Landfill Charges	618,587	655,626	641,975	576,317	700,000	82%	710,000		710,000	101%
391	Advertising	2,294	544	300	410	500	82%	500		500	100%
394	Recruitment Expenditures	410				200	0%	200		200	100%
Account:		1,284,427	1,388,581	1,341,524	1,046,104	1,391,603	75%	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	%
		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	55,587	80,180	69%	27,140		27,140	34%
191	FICA	4,619	4,637	4,907	3,851	6,157	63%	2,080		2,080	34%
192	Health Insurance	10,857	13,684	14,413	12,101	16,390	74%	5,805		5,805	35%
193	Retirement	8,124	8,253	8,750	7,332	10,212	72%	3,785		3,785	37%
196	Workers Compensation	725	763	826	808	1,180	68%	780		780	66%
211	Office Supplies	6,598	8,215	7,979	3,868	6,600	59%			0	0%
212	Office Equipment	1,161			2,435	3,000	81%			0	0%
312	Postage	6,716	7,489	7,559	7,727	8,500	91%			0	0%
333	Dues	50	290	50	111	300	37%			0	0%
334	Bank Charges				4,697	0	***%			0	0%
341	Electricity	1,636	1,873	2,018	1,633	2,450	67%	2,450		2,450	100%
343	Heat	2,631	2,917	3,021	2,474	3,500	71%	3,500		3,500	100%
345	Telephone				23	300	8%			0	0%
360	Audit	16,000	10,500	15,625	13,500	13,500	100%	13,500		13,500	100%
361	Professional & Consulting			656		80,000	0%			0	0%
371	Travel & Training	271	785	791	30	750	4%			0	0%
375	Software Maint Agreement	4,949	4,843	4,170	4,216	4,200	100%	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		55	150	37%			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	189,883	274,724	69%	296,628		296,628	108%
	Account:	445,164	450,001	394,917	321,161	525,793	61%	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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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
52100	Tub Grinder Operations										
109	Salaries and wages	81,463	107,142	88,671	68,396	103,886	66%	108,500		108,500	104%
120	Overtime	470	283	736	192	500	38%	500		500	100%
191	FICA	6,204	8,113	6,256	4,702	7,986	59%	8,340		8,340	104%
192	Health Insurance	11,633	22,538	26,239	22,487	24,431	92%	30,070		30,070	123%
193	Retirement	7,369	12,223	9,646	8,189	9,826	83%	11,310		11,310	115%
196	Workers Compensation	2,089	2,868	2,432	2,339	2,986	78%	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	2,039	5,200	39%	4,500		4,500	87%
232	Diesel	5,544	4,222	6,212	3,708	7,500	49%	7,500		7,500	100%
234	Veh. & Equip. Maintenance	31,643	17,855	26,003	11,238	30,000	37%	26,000		26,000	87%
241	Tools & Supplies	58	25	46		500	0%	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				423	15,000	3%	7,500		7,500	50%
391	Advertising	1,600				0	0%			0	0%
394	Recruitment Expenditures			92		0	0%			0	0%
	Account:	159,443	194,167	182,337	132,471	217,815	61%	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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Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015 - 2016

43 SANITATION FUND		Actuals				Current	%	Prelim.	Budget	Final	%
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
52200	Curbside Recycle					78,100	81%	82,020		82,020	105%
109	Salaries and wages	73,411	49,575	73,065	62,927	78,100	81%	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	4,639	6,078	76%	6,300		6,300	104%
192	Health Insurance	15,102	10,470	16,979	13,799	16,935	81%	18,580		18,580	110%
193	Retirement	9,355	6,447	9,314	8,313	10,083	82%	11,475		11,475	114%
196	Workers Compensation	1,880	1,355	1,997	2,149	2,273	95%	2,355		2,355	104%
211	Office Supplies			725	197	225	88%	225		225	100%
231	Gas & Oil	3,366	4,715	4,857	5,401	5,800	93%	6,700		6,700	116%
234	Veh. & Equip. Maintenance	1,226	1,498	2,426	877	1,800	49%	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		400	0%	200		200	50%
981	Recycle Container			120		0	0%			0	0%
	Account:	113,181	79,893	115,539	98,733	122,819	80%	130,255	0	130,255	106%
	Fund:	2,044,049	2,760,771	2,105,180	1,878,470	2,545,530	74%	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.

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

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	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
<b>44 AIRPORT FUND</b>										
<b>31000 LOCAL REVENUES</b>										
31321 Pass. Facilities Tax	56,794	57,007	48,930	21,453	45,000	48%	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	116,453	140,000	83%	120,000	0	120,000	85%
<b>33000 INTERGOVERNMENTAL REVENUES</b>										
33112 Airport Security Grant	14,608	40,283	36,183	30,066	40,000	75%	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				471,970	871,875	54%			0	0%
33157 AIP 37-Design Runway 10				18,878	34,875	54%			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	7,338	10,000	73%	11,000		11,000	110%
Group:	497,242	293,495	113,370	556,286	989,222	56%	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 Miscellaneous	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 &				89,254	0	***%			0	0%
37358 WYDOT-Airport Pickup					0	0%	17,500		17,500	*****
Group:		100,094	1,304,180	392,107	5,529,159	7%	12,645,263	0	12,645,263	228%

04/29/15

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

44 AIRPORT 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>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	52,572	60,000	88%	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	38,365	50,000	77%	50,000		50,000	100%
38526 Great Lakes Aviation	20,323	26,946	24,191	18,946	28,000	68%	25,000		25,000	89%
38527 TSA Lease	26,973	23,741	23,874	20,010	24,000	83%	24,000		24,000	100%
38529 DCI Building Lease		16,040	38,500	38,500	38,500	100%	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	188,196	211,600	89%	190,500	0	190,500	90%
<b>39000 OTHER SOURCES</b>										
39210 GF Apt. Subsidy-To be					371,267	0%	274,981		274,981	74%
Group:					371,267	0%	274,981	0	274,981	74%
Fund:	958,818	904,585	1,845,733	1,509,292	7,471,248	20%	14,015,246	0	14,015,246	187%

# **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		Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
52000	Operations										
109	Salaries and wages	182,197	244,603	256,098	208,848	256,340	81%	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	14,077	20,375	69%	21,330		21,330	105%
192	Health Insurance	43,299	55,516	61,378	51,757	57,094	91%	68,215		68,215	119%
193	Retirement	22,395	32,065	32,776	27,626	33,800	82%	38,870		38,870	115%
196	Workers Compensation	4,500	6,752	7,025	7,143	7,618	94%	7,975		7,975	105%
211	Office Supplies	1,204	2,047	1,805	1,547	1,800	86%	1,800		1,800	100%
215	Computer Supplies	994		543	1,179	3,000	39%	500		500	17%
223	Janitor Supplies	3,724	4,477	4,466	359	500	72%	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	3,756	6,325	59%	6,500		6,500	103%
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	8,729	9,000	97%	8,700		8,700	97%
241	Tools & Supplies	4,827	1,629	923	880	1,250	70%	1,250		1,250	100%
247	Safety Supplies	397	237	94	386	450	86%	450		450	100%
256	Fire Truck Supplies	340	2,641			2,000	0%	2,500		2,500	125%
312	Postage	51	31	63	58	100	58%	100		100	100%
331	Promotion & Development	4,160	4,276	2,654	6,131	6,300	97%	1,000		1,000	16%
333	Dues	455	1,205	535	1,355	1,900	71%	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	6,978	7,200	97%	7,500		7,500	104%
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	4,177	5,800	72%	5,800		5,800	100%
365	Runway Maintenance	7,782	4,160	4,087	2,326	4,100	57%	4,100		4,100	100%
371	Travel & Training	8,227	5,488	4,702	6,424	6,950	92%	6,950		6,950	100%
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	88,167	131,520	67%	127,226		127,226	97%
	Account:	535,267	592,483	657,662	473,421	605,122	78%	635,796	0	635,796	105%



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44 AIRPORT FUND		Actuals				Current	%	Prelim.	Budget	Final	% Old
		11-12	12-13	13-14	14-15	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object					14-15	14-15	15-16	15-16	15-16	15-16
57020	DCI Building					4,400	94%	5,200		5,200	118%
341	Electricity		862	4,455	4,129	1,500	62%	1,500		1,500	100%
343	Heat		549	1,334	933	11,100	112%	1,000		1,000	9%
363	Building Maintenance			150	12,452	17,000	103%	7,700	0	7,700	45%
	Account:		1,411	5,939	17,514						
	Fund:	853,125	1,431,073	2,274,696	1,715,617	7,502,773	23%	14,015,246	0	14,015,246	187%

## **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.

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12 1% 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
33000 INTERGOVERNMENTAL REVENUES										
33480 1% Sales Tax Distribution	88,594	1,729,243	1,574,968	1,700,000	1,700,000	93%	1,700,000		1,700,000	100%
33490 1% Use Tax Distribution	17,932	354,898	342,784	400,000	400,000	86%	400,000		400,000	100%
Group:	106,526	2,084,141	1,917,752	2,100,000	2,100,000	91%	2,100,000	0	2,100,000	100%
Fund:	106,526	2,084,141	1,917,752	2,100,000	2,100,000	91%	2,100,000	0	2,100,000	100%

# **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
41900	Capital Outlay										
639	1% Capital Improvements		273	148,005	1,330,129	1,442,854	92%	2,100,000		2,100,000	146%
	Account:		273	148,005	1,330,129	1,442,854	92%	2,100,000	0	2,100,000	146%

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12 1% Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	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
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	1,330,129	1,447,854	92%	2,100,000		0	2,100,000	145%

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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
16 911 FUND										
31000 LOCAL REVENUES										
31415 911 Revenue	27,157	25,860	23,388	15,636	28,000	56%	24,000		24,000	85%
Group:	27,157	25,860	23,388	15,636	28,000	56%	24,000	0	24,000	85%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	1					0%			0	0%
Group:	1					0%	0	0	0	0%
Fund:	27,158	25,860	23,388	15,636	28,000	56%	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					25,000	84%	24,000		24,000	96%
	345 Telephone	22,884	22,886	20,972	21,079						
	362 Equipment Maintenance					5,000	0%			0	0%
	Account:	22,884	22,886	20,972	21,079	30,000	70%	24,000	0	24,000	80%
	Fund:	22,884	22,886	20,972	21,079	30,000	70%	24,000	0	24,000	80%

# **Riverton Rendezvous 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
	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	5,254	2,260	2,193	2,007	2,000	100%	2,000		2,000	100%
36980 Transfer from Reserves					0	0%	98,000		98,000	*****%
Group:	5,254	2,260	2,193	2,007	2,000	100%	100,000	0	100,000	5000%
Fund:	5,254	2,260	2,193	2,007	2,000	100%	100,000	0	100,000	5000%

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50 SENIOR CITIZENS ENDOWMENT 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
45100	Senior Citizens Center Operating					70,000	75%	70,000		70,000	100%
722	Senior and Comm. Ctr Oper	64,167	70,000	70,000	52,500	70,000	75%	70,000		70,000	100%
	Account:	64,167	70,000	70,000	52,500	70,000	75%	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
					14-15	14-15	15-16	15-16	15-16	15-16
57999 Enterprise Capital Outlay			26,605		30,000	0%	30,000		30,000	100%
910 Misc. Capital Items			26,605		30,000	0%	30,000	0	30,000	100%
Account:			26,605		30,000	0%	30,000	0	30,000	100%
Fund:	64,167	70,000	96,605	52,500	100,000	53%	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.

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51 RIVERTON RENDEZVOUS

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>										
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	2	15	13%			0	0%
36716 Riverton Rendezvous	12,506	11,643	18,536	8,730	12,185	72%	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 Miscellaneous	850	1,353	1,234	1,780	0	***%			0	0%
Group:	23,176	15,597	21,073	11,112	12,200	91%	15,700	0	15,700	128%
Fund:	36,676	31,354	54,573	32,801	37,900	87%	38,400	0	38,400	101%
Grand Total:	17,624,040	17,409,917	22,598,114	19,152,755	30,507,663		32,759,792	0	32,759,792	

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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
45700	Riverton Rendezvous - Operating										
211	Office Supplies	51	114	108	79	100	79%	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	2,638	4,450	59%	3,000		3,000	67%
333	Dues	308	154	155		0	0%			0	0%
346	Repairs & Maintenance	3,018	1,440	2,787	1,113	2,200	51%	1,500		1,500	68%
371	Travel & Training	607	1,084	274	432	1,000	43%	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	3,055	5,200	59%	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	35,439	37,900	94%	38,400	0	38,400	101%
	Fund:	38,893	55,771	31,460	35,439	37,900	94%	38,400	0	38,400	101%
	Grand Total:	17,489,093	18,931,710	20,955,406	19,827,002	29,506,559		32,759,792	0	32,759,792	

# 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.

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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	
41900	Capital Outlay					5,600	100%				0	0%
338	Job Corp Expenses						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				18,722	171,100	11%	500,000		500,000	292%	0%
657	Network Switch			15,292		0	0%				0	0%
674	Willowcreek Drainage					0	0%	100,000		100,000	*****	
680	N Federal Blvd.					0	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	*****	
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%	15,500		15,500	*****	
769	Server Upgrade					0	0%				0	0%
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	1,255,492	1,256,755	100%	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	259,886	265,500	98%	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	2,648,153	2,680,356	99%	1,074,000	0	1,074,000	40%	

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CITY OF RIVERTON  
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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	
41900	Capital Outlay						0	0%			0	0%
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				354,917	420,000	85%				0	0%
660	Leak Detection Survey				29,040	30,000	97%				0	0%
663	N. Federal Blvd. Utilitie				12,697	30,000	42%	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	1,604,298	1,858,179	86%	900,000			900,000	48%
768	Sale Barn Waterline Proj.	80,889					0	0%			0	0%
770	Miscellaneous Water Impro	193,582			35,981	170,000	21%	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	2,297,354	3,038,253	76%	1,138,750	0		1,138,750	37%

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CITY OF RIVERTON  
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42 WASTEWATER FUND		Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
Account	Object	11-12	12-13	13-14	14-15	14-15	14-15	15-16	15-16	15-16	15-16
41900	Capital Outlay					0	0%	75,000		75,000	*****
653	Cliffview Lift Station					0	0%			0	0%
656	Riverview Road Util Impro			158,946						0	0%
661	WWTP Transfer Switch				6,500	6,500	100%			0	0%
663	N. Federal Blvd. Utilitie				12,697	30,000	42%	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	279,618	470,374	59%	348,750	0	348,750	74%

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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
41900	Capital Outlay										
250	Container Maintenance		1,300			0	0%			0	0%
251	Containers-Rollouts		20,900		72,394	79,850	91%			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	280,001	287,500	97%	280,000	0	280,000	97%

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CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		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
41900	Capital Outlay										
638	AIP 34 Taxiway C/Apron Re		2,100	1,272,946	170,146	370,255	46%			0	0%
654	WYDOT Crack Seal Project			10,432		55,200	0%			0	0%
662	AIP 37 Runway 10 Reconstr				545,790	930,000	59%	97,500		97,500	10%
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				2,400	5,000,000	0%	12,955,150		12,955,150	259%
668	RIW25A 1/19 Seal Coat & M				110,215	110,300	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	23,125	97%			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	1,126,763	6,769,960	17%	13,292,650		0 13,292,650	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		\$ 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					
Misc Water Improvements	\$ 100,000		\$ 100,000						
	\$ 1,138,750		\$ 445,750	\$ 603,000			\$ 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			\$ 100,000	\$ 227,379			\$ 526,083	\$ 12,101,678
Airport Mower	\$ 65,000		\$ 6,500					\$ 58,500	
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