



ADOPTED BUDGET

FISCAL YEAR 2025

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MESSAGE FROM THE CITY ADMINISTRATOR

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

As we embark on the budget season for FY25, I would like to extend my sincere appreciation for your continued participation and commitment to stewarding our City's fiscal health. Your insight and perspectives continue to be invaluable as we navigate the challenges and opportunities ahead.

Introduction

The effects of COVID-19 continue to affect Sheridan. During the worst two years of COVID, Sheridan became a preferred place for people to visit, and our economy flourished. As the effects continue to subside across the country, people are choosing to visit other places, and we have seen a rebalancing effect on our local economy. With two months remaining in FY24, The City of Sheridan is sitting at a yearly average of 2.7% above last year's numbers. Compared to other cities around the state that saw periods of negative annual averages, Sheridan has continued to experience an overall healthy economy without experiencing a negative annual average since I have been with the city over the past four years.

We have continually taken a conservative approach to our revenue projections and expenditures. Staff is committed to good stewardship of the resources entrusted to us, so I am once again pleased to submit to you a balanced budget for Fiscal Year 2025 prepared in accordance with all applicable local, state, and federal legal requirements. City Staff has worked diligently and carefully to ensure the excellent delivery of services under the Governing Body's policy direction.

Our community vision, mission statement, values, along with our Strategic Framework with its six Outcome Areas (noted below) approved by Council have guided our overall budget process. They are:

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

In addition to these, in February 2024, the City Council provided some specific focus areas in preparation for the FY25 budget development. They consisted of:

MESSAGE FROM THE CITY ADMINISTRATOR

1. Providing and Stewarding Resources to Meet Community Needs.
2. Responsible Planning and Zoning Requirements.
3. Developing, Updating and Maintaining Planning Documents with Community Engagement.
4. Preserving the Downtown Atmosphere.
5. Responding to Community Concerns.

These five areas have helped shape this year's budget in particular which is explained in greater detail below:

Projected Revenue

The City of Sheridan's fiscal condition remains positive, with sufficient fund balances in the General Fund and all Enterprise Funds. Our conservative approach to estimating revenues continues to serve us well, ensuring that we do not exceed any of our over 30 different revenue source projections including such things as cigarette and gas tax from which the City gets a portion from the State and County. Any excess revenue then has come in the form of a budget surplus, although this year, it will be lower than in previous years. Our two greatest revenue sources are sales and use and property taxes.

This year we have seen a slight downturn in Sales and Use taxes from 6.5% at the beginning of the fiscal year to 2.7% currently, with two months to go. In response, I have implemented just a one percent increase over last year's budgeted amount for our FY25 sales and use revenue.

The County is projecting the City of Sheridan's property taxes (which constitute 15.6% of our General Fund revenue) to increase by an estimated 5.5% over last year. To remain conservative, we will estimate an even 5% increase.

Through Tyler Munis tracking ability, we can tell with a good degree of accuracy what our overcollection and unspent funds are for this FY. Because of this, these funds will constitute our FY25 contingency. Once FY24 is complete, a portion of these contingency funds are intended to be used to fund as many of the delayed procurements as possible.

The City's Water, Sewer, and Solid Waste Enterprise Funds remain fiscally sound and continue to follow a sustainable financial plan that ensures residents will continue to receive a congruous level of service. The current financial plans stretch out well over the next decade and ensure the fiscal obligations of the enterprise funds are met and that capital and operational cash reserves are healthy and exceed the minimum threshold. The Enterprise Funds can continue to operate under the approved 5-year rate plans as projected through FY27. The annual rate increases consist of 0% for Water, 2.95% for Sewer, and 1.5% for Solid Waste.

MESSAGE FROM THE CITY ADMINISTRATOR

Last year we tried a concept to keep from having to do budget revisions throughout the year. This consisted of accounting for potential and expected grants and loans in the budget, resulting in our budget looking larger than it was. The consequence of this process was greater confusion within affected departments when tracking actual contingency funds versus planned grants and loans that did not materialize. Therefore, we will go back to our previous process, which will entail periodic budget revisions being brought to the governing body, but will include modest contingencies as was done in FY24. We celebrate out-of-the-box thinking, and this was in that category. It did not negatively affect our budget, so there was no harm in trying it.

Budgeted Appropriations

General Purpose Excise Tax (GPET) Fund. Major programs and services funded with GPET funds at \$50,000 or higher are as follows:

\$1,800,000 for facilities and infrastructure

\$876,365 for public safety

\$50,000 for parks, pathways, and open spaces

\$468,200 for community non-profit organizations

\$476,737 for contracted City services

\$86,275 for Fire Plan-A contributions

Capital Projects Fund. The FY25 budget includes \$19,744,560 for capital improvements. Funding includes \$7,050,000 of Cap Tax, GPET, and Public Benefit; \$1,755,060 in loans; and \$450,000 from Enterprise Funds. This budget also includes \$10,519,500 in anticipated FY24 carry-over funds. Major Projects include:

\$1,800,000 for pavement rehabilitation

\$3,933,060 for the northeast water transmission line.

\$1,197,000 for the south clarifier at the wastewater treatment plant

Personnel

The combination of previous City pay policies and the effects from the great resignation during COVID was highlighted this year in record departures due to wage differences between the City and the private sector. Our 2024 wage study showed Sheridan at an average of 15% below other municipalities in the region. To help close the gap, I have proposed an employee pay increase consisting of a 5.5% cost of living increase and a 2.5% merit increase.

MESSAGE FROM THE CITY ADMINISTRATOR

In FY25, the City is planning to conduct a workforce staffing study to gain a better understanding of where our personnel are being stretched the most. One area of significant risk now is fire prevention and inspections. I am proposing that the City bring back the position of Fire Marshall to help assess and educate people on reducing the risk of commercial and residential fires, to provide proper staffing for our landfill entrance

The following is a summary of FY25 Revenues and Appropriations:

Summary Table of FY25 Revenues and Expenditures		
Fund	Revenues	Expenditures
General	\$17,964,092	\$17,964,092
GPET	\$5,080,593	\$5,080,593
Direct Distribution	\$3,028,154	\$3,028,154
Special Revenue	\$243,065	\$243,065
Debt Service	\$342,828	\$342,828
Capital Projects	\$31,295,869	\$31,295,869
Water	\$6,123,436	\$6,198,798
Sewer	\$3,466,799	\$3,446,012
Solid Waste	\$6,344,942	\$6,604,013
Weed and Pest	\$282,566	\$205,657
Golf	\$564,645	\$564,645

In conclusion, I want to thank my Department Heads and their staff members who developed this budget and specifically our Treasurer, Darla Hawkins and my Executive Assistant, Jennifer Rizer, who worked countless hours to put this budget book together. Additionally, we could not have done this without the support and assistance of the Mayor and Council members in identifying proper vision, goals, and priorities for the City of Sheridan. Thank you all.

Sincerely,



Stuart J. McRae
City Administrator

SHERIDAN AT A GLANCE

FORM OF GOVERNMENT

The governing body comprises the mayor, and six council members elected to serve a four-year term. The City Administrator is appointed by the body and serves as the chief executive officer, responsible for overseeing day-to-day operations, implementing policies set by the governing body, managing city departments, and preparing the budget.

LOCATION & SIZE

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

HISTORY

The town of Sheridan was founded one evening in the spring of 1882, when John D. Loucks, a local resident, sat on a hill above Goose Creek and envisioned a town in the valley below. He went to his cabin and sketched the town site on a piece of wrapping paper, naming it "Sheridan" in honor of General Phillip Sheridan, whom he had served under in the Civil War. Loucks later became the town's first postmaster and, in 1884, took office as the first mayor when Sheridan was formally incorporated.

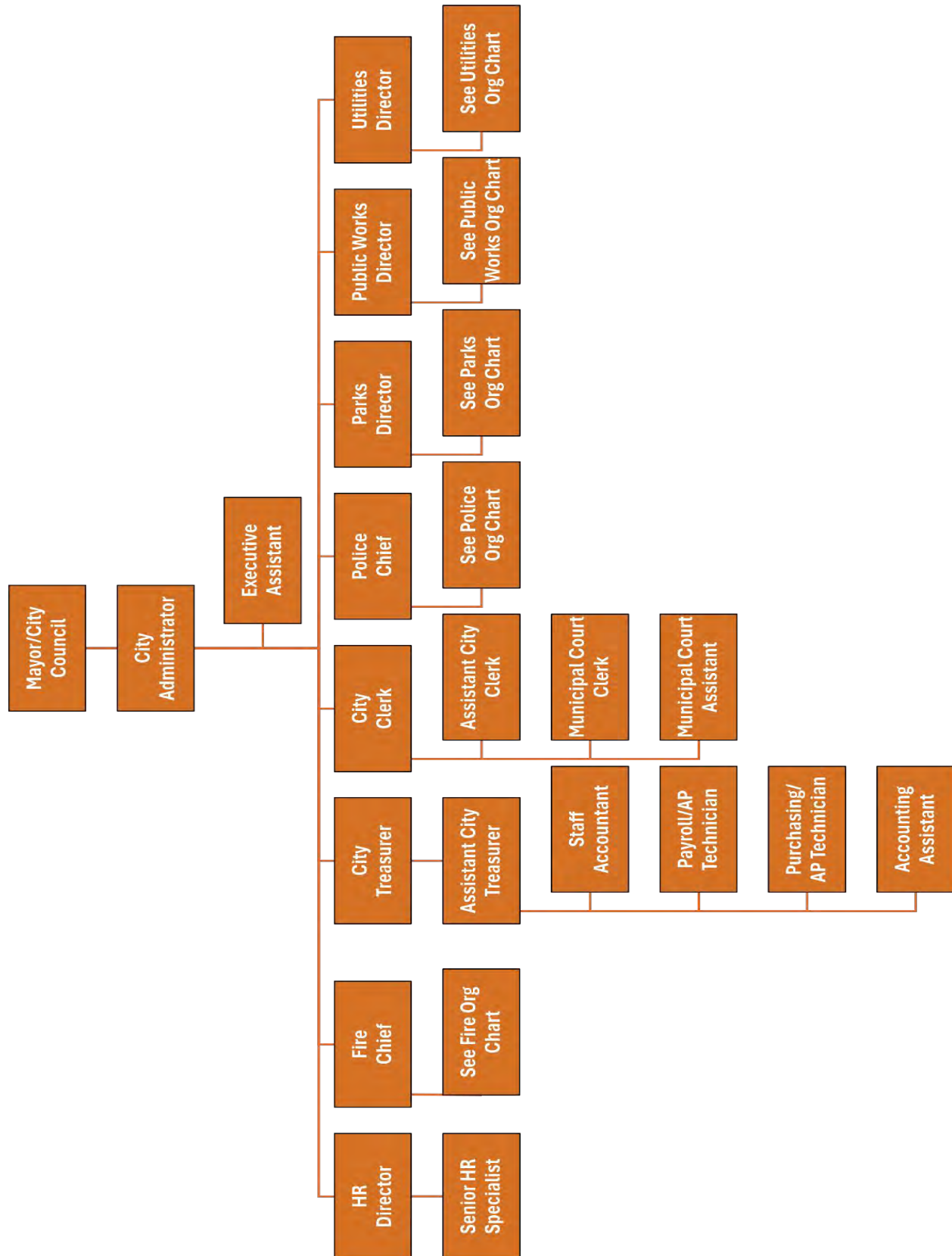
SERVICES

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

KEY DEMOGRAPHICS¹

- Population: 19,235 people (2022 estimate)
- Income
 - Median household income (2022) - \$57,667
 - Per capita income (2022) - \$38,554
- Home Values: Median house value (2024) - \$405,985
- Rent vs. Own: Housing units occupied by their owner (2022) – 60.4%
- Education:
 - High school or higher - 97.0%
 - Bachelor's degree or higher - 34.8%
- Top Ten Employers (as of April 2021):
 - Sheridan Memorial Hospital
 - Sheridan County School District #2
 - Sheridan VA Health Care System
 - Walmart
 - Sheridan College
 - Ramada Plaza
 - Westview Health Care Center
 - Vacutech
 - Bighorn Rehabilitation and Care Center
 - Home Depot

ORGANIZATIONAL CHART



CITY VISION, MISSION, CORE VALUES

VISION

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

MISSION

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

CORE VALUES

Make a Difference - The primary purpose behind every City Staff action and activity does is to make a positive difference in the lives of our Citizens.

Take Initiative - In the absence of guidance, we seize opportunities to advance the Mission of the City of Sheridan.

Build Trust - We must ensure that we daily earn the trust of the people of Sheridan, even when no one is watching us.

Show Optimism - A positive attitude is a force multiplier and is contagious. We look for opportunities in every situation.

Promote Teamwork - Together Everyone Achieves More and that only occurs through collaboration with others.

STRATEGIC FRAMEWORK



Thoughtful and Vibrant Development

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

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



Beautiful and Protected Environment

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

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



Sustainable and Resilient Infrastructure

Sheridan will deliver sustainable and resilient infrastructure by:

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

STRATEGIC FRAMEWORK



Safe and Livable Community

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

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



Western Cultural Values

Sheridan embraces and protects its western cultural values by:

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



Excellent Governance and Services

Sheridan provides responsive governance and excellent city services by:

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

MAYOR AND CITY COUNCIL



Richard Bridger
Mayor
1/1/21 - 12/31/24



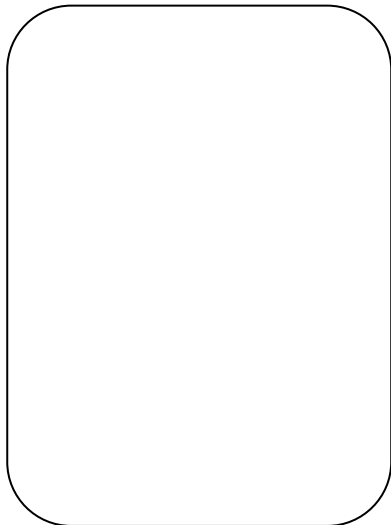
Greg Luhman
Council Member
1/1/23 - 12/31/26



Andy Patceg
Council Member
1/1/23 - 12/31/26



Terry Weitzel
Council Member
1/1/23 - 12/31/26



Vacant Seat
Council Member



Steve Brantz
Council Member
1/1/21 - 12/31/24



Aaron Linden
Council Member
3/18/24 - 12/31/24

CITY ADMINISTRATION

City Administrator

Stuart McRae

City Clerk/Strategy Director

Cecilia Good

City Treasurer

Darla Hawkins

Human Resources Director

Heather Doke

Public Works Director

Hanns Mercer

Parks Director

Steve Gage

Utilities Director

Dan Roberts

Fire Chief

Gary Harnish

Police Chief

Travis Koltiska

BUDGET PROCESS

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

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

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

In accordance with Wyoming Statute §16-4-104 and Charter Ordinance 2202, the City Administrator must prepare the tentative budget and file it with the Governing Body no later than May 15 of each year. The Governing Body shall review and consider the proposed budget in a regular or special meeting called for this purpose. A public hearing shall be held no later than the third Tuesday in June. This year's public hearing was held on June 17, 2024. Within twenty-four (24) hours of the conclusion of the public hearing, the Governing Body shall, by resolution or ordinance, make the necessary appropriations and adopt the budget, which, subject to future amendment, shall be in effect for the next fiscal year.

Upon approval of the Governing Body, after publication of notice, any unencumbered or unexpended appropriation balance or part thereof may be transferred from one fund, department, or account to another.

No officer or employee of the City shall make any expenditure or encumbrance in excess of the total appropriation for any department. Management may amend an appropriation within the department without the approval of the Governing Body.

FUND OVERVIEW

The City's governmental functions and accounting system are organized, controlled, and operated on a fund basis. A fund is a grouping of related accounts used to maintain control over resources segregated for specific activities or objectives. Each fund has its own set of self-balancing accounts comprised of assets, liabilities, fund equity, revenues, and expenditures.

The City of Sheridan FY25 budget contains 11 separate funds for the City's services, including general government administration, public safety, public works, parks and recreation, enterprise funds, and capital projects.

GENERAL FUND

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

GENERAL PURPOSE EXCISE TAX (GPET) FUND

The GPET Fund is also an unrestricted operating fund. Revenues accounted for in the GPET Fund are derived specifically from the Optional One Cent tax, otherwise known as the 5th penny of sales and use tax. Expenditures from this fund include public works, public safety, and parks and recreation functions of the City in addition to allocations to support outside agencies.

DIRECT DISTRIBUTION FUND

The Direct Distribution Fund is also an unrestricted operating fund. Revenues accounted for in the Direct Distribution Fund are derived specifically from state distributions. Expenditures from this fund include all major functions of the City. The State discourages the use of these funds for personnel costs such as salaries/wages and benefits.

SPECIAL REVENUE FUND

The Special Revenue Fund is used to account for the proceeds of specific revenue sources such as governmental grants and/or contracts with other organizations whose revenue is legally restricted and designated to finance specific functions or activities of the City.

DEBT SERVICE FUND

The Debt Service Fund is used to account for the City's general debt, not related to the Enterprise Funds. Revenues accounted for in the Debt Service Fund are derived specifically from the transfer of funds from the General Fund and from Special Assessment fees. Expenditures from this fund include the annual payments for principal and interest on these loans and leases.

FUND OVERVIEW

CAPITAL PROJECTS FUND

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

ENTERPRISE FUNDS

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

The Water Fund is used to account for the revenues and expenditures associated with providing potable water to the residents of Sheridan.

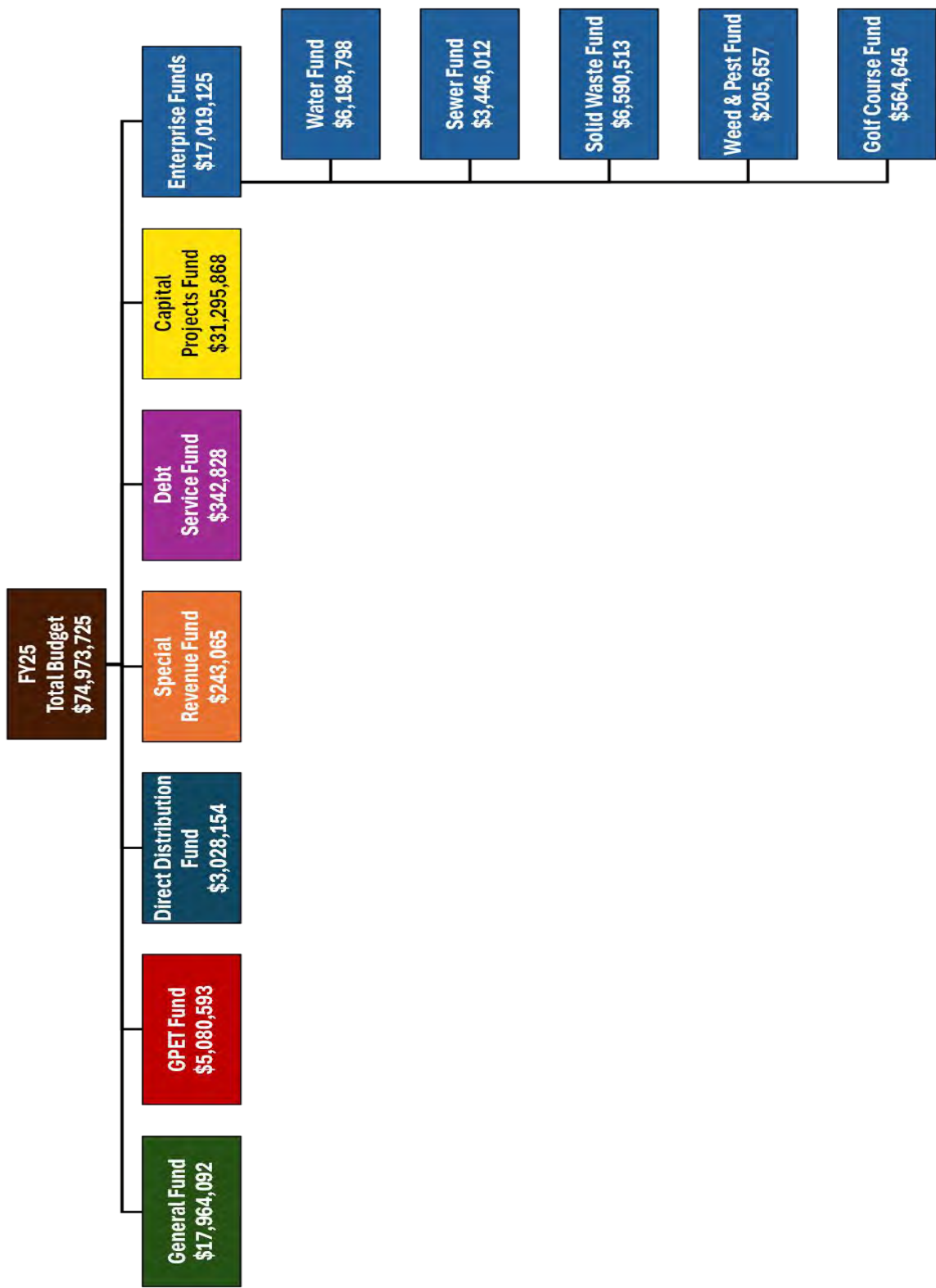
The Sewer Fund is used to account for the revenues and expenditures associated with the collection and treatment of sewage.

The Solid Waste Fund is used to account for the revenues and expenditures associated with the collection, recycling, and burying of garbage and recyclable items, including green waste.

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

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

FUND SPENDING OVERVIEW



BUDGET ASSUMPTIONS

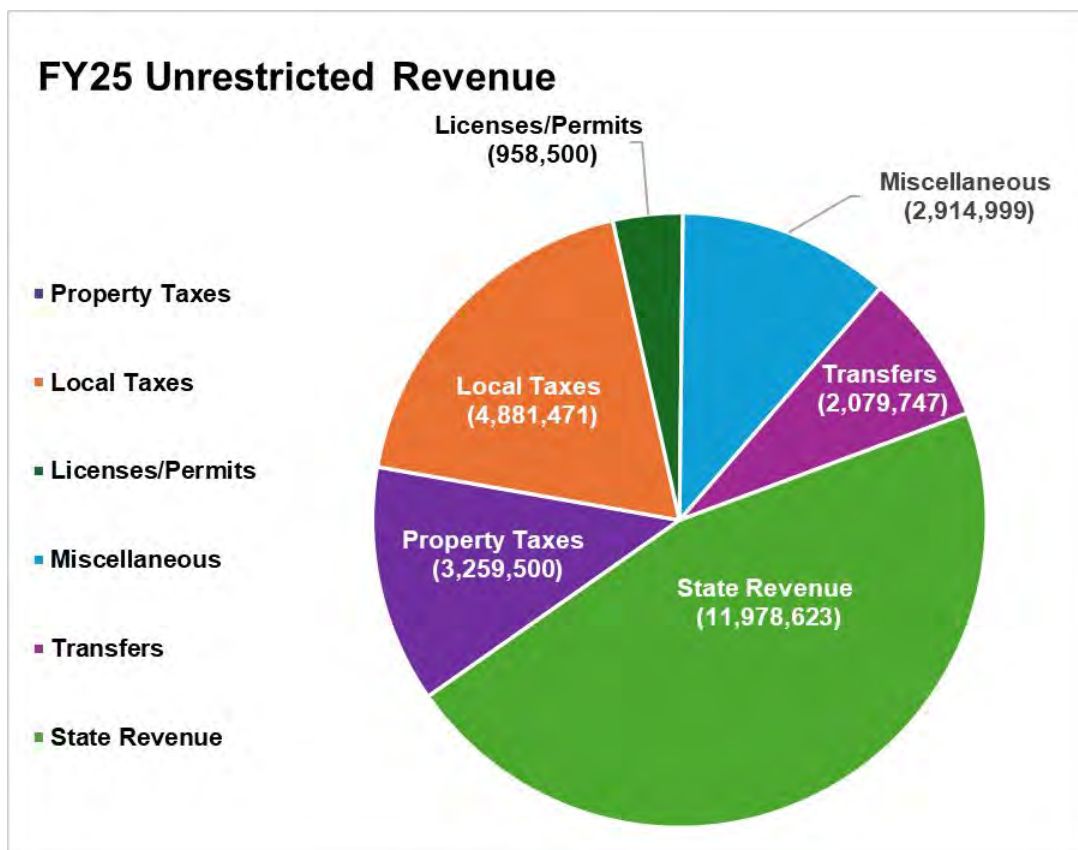
Expenditure Assumptions

Health insurance rates are increasing 10%. To alleviate this big increase, the City will offer different deductibles this year as well as contribute more to those who have Health Savings Accounts. Depending on what our employees choose, we are estimating \$280,000 increase for the City across all funds.

Dental insurance rates are increasing 4%. The approximate cost for the City across all funds is \$7,700.

Worker's Compensation rates are decreasing from 1.84% to 1.64%. The approximate savings for the City across all funds is \$23,600.

WRS contribution rates will increase 1.8% for the Law Enforcement plans. The approximate cost to the City is \$6,100.



REVENUE & EXPENDITURE BY FUND

Fund	Rev/Exp Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
General					
10					
Revenue					
	Revenue	(14,099,318)	(12,989,362)	(14,180,400)	(15,884,345)
	Transfers In	(2,051,087)	(2,040,321)	(1,968,500)	(2,079,747)
Revenue Total		(16,150,405)	(15,029,683)	(16,148,900)	(17,964,092)
Expense					
	Capital	6,845	-	419,544	-
	Operating	3,160,596	2,775,435	3,262,285	3,420,476
	Transfers Out	738,873	370,119	376,501	460,454
	Personnel	11,080,991	10,794,267	12,524,181	14,083,162
Expense Total		14,987,305	13,939,821	16,582,511	17,964,092
General Total		(1,163,100)	(1,089,862)	433,611	-
GPET					
11					
Revenue					
	Revenue	(5,223,493)	(2,832,153)	(5,390,944)	(5,080,593)
Revenue Total		(5,223,493)	(2,832,153)	(5,390,944)	(5,080,593)
Expense					
	Capital	783,897	610,552	1,118,512	227,500
	Operating	1,617,454	1,819,514	2,322,509	2,956,816
	Transfers Out	2,327,118	42,118	1,973,880	1,843,118
	Personnel	24,634	14,690	20,400	53,160
Expense Total		4,753,104	2,486,874	5,435,301	5,080,593
GPET Total		(470,389)	(345,279)	44,357	0
Direct Distribution					
12					
Revenue					
	Revenue	(1,986,460)	(2,716,879)	(2,657,287)	(3,028,154)
	Transfers In	-	-	-	-
Revenue Total		(1,986,460)	(2,716,879)	(2,657,287)	(3,028,154)
Expense					
	Capital	213,984	323,108	827,254	-
	Operating	1,628,757	1,414,865	1,920,880	3,001,910
	Transfers Out	13,500	150,000	150,000	26,245
	Personnel	-	-	-	-
Expense Total		1,856,240	1,887,972	2,898,134	3,028,154
Direct Distribution Total		(130,220)	(828,906)	240,847	(0)

REVENUE & EXPENDITURE BY FUND

Fund	Rev/Exp Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Special Revenue					
20					
Revenue					
	Revenue	(434,644)	(153,965)	(2,410,456)	(242,065)
	Transfers In	(2,982)	-	(13,144)	(1,000)
Revenue Total		(437,626)	(153,965)	(2,423,600)	(243,065)
Expense					
	Capital	2,685,826	203,961	333,993	-
	Operating	395,222	168,856	2,089,607	243,065
	Transfers Out	50,000	-	-	-
Expense Total		3,131,048	372,817	2,423,600	243,065
Special Revenue Total		2,693,422	218,852	-	-
Cap Tax					
21					
Revenue					
	Revenue	-	(406,366)	-	(4,914,388)
Revenue Total		-	(406,366)	-	(4,914,388)
Expense					
	Transfers Out	370,257	-	-	4,914,388
Expense Total		370,257	-	-	4,914,388
Cap Tax Total		370,257	(406,366)	-	-
Public Benefit					
22					
Revenue					
	Revenue	-	(1,250)	-	(1,056,451)
Revenue Total		-	(1,250)	-	(1,056,451)
Expense					
	Transfers Out	14,969	-	-	1,056,451
Expense Total		14,969	-	-	1,056,451
Public Benefit Total		14,969	(1,250)	-	-
Debt Service					
30					
Revenue					
	Revenue	(52,246)	(90,414)	(60,633)	(40,256)
	Transfers In	(101,072)	(190,438)	(104,163)	(302,572)
Revenue Total		(153,318)	(280,852)	(164,796)	(342,828)
Expense					
	Operating	131,919	230,732	164,796	342,828
Expense Total		131,919	230,732	164,796	342,828
Debt Service Total		(21,400)	(50,120)	-	-

REVENUE & EXPENDITURE BY FUND

Fund	Rev/Exp Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects					
40					
Revenue					
	Revenue	(11,130,092)	(20,145,639)	(50,195,465)	(22,787,869)
	Transfers In	(4,704,741)	(1,180,168)	(3,105,168)	(8,508,000)
Revenue Total		(15,834,833)	(21,325,807)	(53,300,632)	(31,295,869)
Expense					
	Capital	12,847,323	16,646,585	46,838,326	9,003,060
	Operating	1,270,216	788,080	6,484,306	22,292,809
	Transfers Out	-	-	-	-
Expense Total		14,117,540	17,434,665	53,322,632	31,295,869
Cap Projects Total		(1,717,293)	(3,891,142)	22,000	-
Water					
50					
Revenue					
	Revenue	(6,088,372)	(4,693,408)	(5,697,633)	(5,906,178)
	Transfers In	(61,236)	(38,658)	(38,658)	(217,258)
Revenue Total		(6,149,608)	(4,732,066)	(5,736,291)	(6,123,436)
Expense					
	Capital	(842,361)	30,243	312,509	571,000
	Operating	4,996,206	1,977,550	2,695,969	2,494,151
	Transfers Out	1,410,406	1,028,700	1,028,700	1,130,926
	Personnel	1,718,393	1,698,653	1,869,334	2,002,721
Expense Total		7,282,644	4,735,146	5,906,512	6,198,798
Water Total		1,133,036	3,080	170,221	75,362
Sewer					
51					
Revenue					
	Revenue	(3,306,856)	(3,066,854)	(3,367,634)	(3,460,799)
	Transfers In	-	(6,210)	-	(6,000)
Revenue Total		(3,306,856)	(3,073,064)	(3,367,634)	(3,466,799)
Expense					
	Capital	76,417	98,724	180,165	50,000
	Operating	1,820,655	1,208,645	1,426,718	1,412,228
	Transfers Out	707,958	560,463	560,463	703,871
	Personnel	1,132,662	1,072,269	1,242,748	1,279,914
Expense Total		3,737,692	2,940,101	3,410,094	3,446,012
Sewer Total		430,835	(132,963)	42,460	(20,787)

REVENUE & EXPENDITURE BY FUND

Fund	Rev/Exp Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Solid Waste					
52					
Revenue					
	Revenue	(6,327,217)	(5,668,184)	(6,228,871)	(6,319,942)
	Transfers In	-	(204,114)	(250,000)	(25,000)
Revenue Total		(6,327,217)	(5,872,297)	(6,478,871)	(6,344,942)
Expense					
	Capital	(2,205,183)	217,072	696,852	900,000
	Operating	3,268,379	2,150,758	2,690,073	2,225,562
	Transfers Out	1,619,300	1,374,163	1,385,026	789,526
	Personnel	2,343,811	2,345,409	2,470,033	2,675,424
Expense Total		5,026,307	6,087,402	7,241,983	6,590,513
Solid Waste Total		(1,300,910)	215,104	763,112	245,570
Weed & Pest					
53					
Revenue					
	Revenue	(263,155)	(222,906)	(279,600)	(282,566)
	Transfers In	-	-	-	-
Revenue Total		(263,155)	(222,906)	(279,600)	(282,566)
Expense					
	Capital	-	7,931	29,500	-
	Operating	68,086	37,663	50,999	57,580
	Transfers Out	161,000	76,000	76,000	26,000
	Personnel	113,526	101,556	123,101	122,077
Expense Total		342,612	223,150	279,600	205,657
Weed & Pest Total		79,457	244	-	(76,909)
Golf Course					
54					
Revenue					
	Revenue	(357,314)	(200,307)	(337,800)	(338,400)
	Transfers In	(575,628)	(207,469)	(201,799)	(226,245)
Revenue Total		(932,942)	(407,776)	(539,599)	(564,645)
Expense					
	Capital	5,609	15,862	45,317	15,000
	Operating	422,583	210,377	250,523	288,487
	Personnel	239,429	209,781	243,759	261,158
Expense Total		667,621	436,020	539,599	564,645
Golf Course Total		(265,321)	28,244	-	-

GENERAL FUND REVENUE DETAIL

Fund	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
General					
10					
Revenue					
	Accounting Services	(40,000)	(20,000)	(40,000)	(40,000)
	Appreciation	60	(10)	-	-
	Build Permits/Inspections	(878,403)	(855,220)	(859,805)	(820,000)
	Cemetery Lots/Openings	(88,217)	(61,875)	(70,000)	(66,000)
	Cigarette Taxes	(94,745)	(74,659)	(95,000)	(80,000)
	Contributions	(178,269)	(154,732)	(186,943)	(197,467)
	Court Costs	(14,413)	(13,126)	(15,000)	(13,000)
	Court Fines/Forfeitures	(276,521)	(250,125)	(275,000)	(275,000)
	CPR Class Fee	-	(630)	-	(140)
	Department of Agriculture	(859)	-	-	-
	Gasoline Tax	(730,183)	(716,759)	(750,000)	(735,000)
	Interest	(228,386)	(598,958)	(150,000)	(550,000)
	Liquor Licenses	(75,094)	(75,825)	(70,000)	(72,000)
	Mineral Royalties	(840,823)	(631,367)	(800,000)	(800,000)
	Miscellaneous	(58,068)	(34,812)	(39,900)	(871,196)
	Motor Vehicle Tax	(563,923)	(543,809)	(564,000)	(530,000)
	Occupation Licenses	(74,150)	(73,000)	(70,000)	(65,000)
	Other Licenses/Permits	(1,848)	(1,773)	(1,500)	(1,500)
	Other Local Government	(120,000)	(139,802)	(120,000)	(120,000)
	Pari-Mutuel	(521,462)	(311,641)	(300,000)	(500,000)
	Passport Execution Fee	(40,273)	(33,240)	(30,000)	(30,000)
	Planning Fees	(42,319)	(35,436)	(20,000)	(20,000)
	Property Tax	(2,244,711)	(1,894,460)	(2,525,021)	(2,729,500)
	Rental Revenue	(1,900)	(4,750)	-	(6,650)
	Sale of Capital Assets	(82,587)	(71,821)	-	-
	Severance	(687,232)	(517,717)	(674,000)	(690,000)
	Skill Based Amusement Games	(52,743)	(47,469)	(25,000)	(75,000)
	State Lottery	(137,864)	(106,145)	(92,000)	(125,000)
	State Sales Tax	(5,595,758)	(5,332,065)	(5,891,276)	(5,950,777)
	State Use Tax	(497,213)	(459,958)	(515,955)	(521,115)
	Transfer from GPET Fund	-	-	-	(71,682)
	Transfer from Pub Benefit Fund	-	-	-	(24,000)
	Transfer from Sewer Fund	(427,500)	(427,500)	(427,500)	(430,613)
	Transfer from Solid Waste Fund	(783,300)	(783,300)	(783,300)	(789,526)
	Transfer from Water Fund	(731,700)	(731,700)	(731,700)	(737,926)
	Transfer from Weed/Pest Fund	(26,000)	(26,000)	(26,000)	(26,000)
	WY Department of Health	(14,000)	-	-	-
General Fund Total		(16,150,405)	(15,029,683)	(16,148,900)	(17,964,092)

GENERAL FUND REVENUE SOURCES

General Fund Revenue Categories

The City of Sheridan receives revenues from various sources which must be used prudently to provide services to residents and businesses. The General Fund revenues are divided into eight basic categories. Below is a breakdown of the sources of revenue included in the FY25 budget.

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

Top General Fund Revenue Sources	
Sales Tax	36.47%
Property Tax	15%
Building Permits	5%
Mineral Royalties	4.45%
Transfer from Solid Waste Fund	4.4%
Fuel Tax	4.09%
Transfer from Water Fund	4.11%
Skill Based Games / Lottery	3.9%
Severance Tax	3.84%
Motor Vehicle Tax	3%
Transfer from Sewer Fund	2.4%

LOCAL REVENUE

Property Tax

Property taxes are based on property value assessments set by the Sheridan County Assessor. The assessed value for 2024 (which will be collected from taxpayers during the fiscal year ending June 30, 2025) has not been set as of the preparation of this budget. The governor signed into statute a bill for capping taxes for Wyoming homeowners for 4% growth. This does not apply to new homes and resale of homes.

While the Sheridan County Assessor is estimating property assessments to increase by 5.5%, the City is budgeting a 5% increase.

Vehicle Tax

Vehicle taxes are collected by the Sheridan County Treasurer and are remitted to the City. The FY25 projected revenue reflects a slight increase.

LICENSES/PERMITS

Permits

Permit revenue is generated through issuing various building permits as laid out in Resolution 18-17. Permit fees account for 3.55% of General Fund revenue. Other permits issued are for zoning, plan review and street/curb cuts by contractors.

Licenses

The two most common types of licenses are liquor and contractor. There are various types of liquor licenses, and some have fees set by state statute while others are set by the City. Contractor licenses are required of contractors, subcontractors, journeymen, masters-of-record, private garbage and refuse haulers, and tree trimmers. The purpose of these licenses is to ensure bonding and insurance requirements are satisfied and that those performing permittable work in the City have the appropriate experience and education to ensure standards are met.

STATE REVENUE

Sales and Use Tax

Sales and Use tax is the largest revenue contributor (36%) to General Fund. Wyoming Statute §39-15-111 governs the distribution process for the 4% state sales tax. Of the amount collected, 69% of the tax is credited to the State's General Fund. From the remaining 31%, the State deducts 1% as an administrative fee. The remaining balance is distributed, based on population, to Sheridan County and its municipalities. The City receives 60% of the sales and use tax distributed to Sheridan County.

Gasoline and Special Fuel Tax

Fuel tax on gas and diesel (special fuels) sales are described in Wyoming Statute §39-17-111 and §39-17-211. The Wyoming fuel tax is \$0.24 per gallon on gas and diesel. Fifteen percent of the gas tax (after deduction for a contribution to the University Technology Transfer Program) is distributed to cities and towns in Wyoming based on a combination of location of the dealers and a ratio of the population between cities and towns. For diesel fuel, 5% is distributed to cities and towns based on a ratio of total population of the municipality to the total population of all municipalities within the state.

Cigarette Tax

Cigarette tax is governed by Wyoming Statute §39-18-111. The current tax rate is \$0.06 per cigarette. Of the tax collected, 15% is distributed to local governments (including counties) in which cigarettes are sold. The other 85% is allocated to the state general fund. The City of Sheridan's share of cigarette tax is projected to be \$80,000 in FY25.

Mineral Royalties

Mineral royalties are set by Wyoming Statute §9-4-601 which states that 9.375% of up to \$198 million of Federal Mineral Royalties, not including coal bonus funds received by the State of Wyoming, will be distributed to cities and towns to be used for planning, construction or maintenance of public facilities or providing public services. After a base amount, the total is distributed to municipalities based on the Average Daily Membership of students in each municipality. The City of Sheridan's share of royalties is projected to be \$800,000 in FY25.

Mineral Severance Tax

Mineral severance taxes are set by Wyoming Statute §39-14-801. The total amount "under the cap" that is distributed to cities and towns is 9.25% of a maximum cap of \$155 million for the state. This amount (\$14,300,000) is distributed to cities and towns based on pro rata population. The City of Sheridan's share of mineral severance taxes is projected to be \$690,000 in FY25.

Historic Horse Racing Payout

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

STATE REVENUE

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

Lottery Proceeds

Lottery proceeds are set by Wyoming Statute §9-17-111, where at least once per fiscal year, proceeds are paid by the state treasurer to the treasurers of the counties, cities and towns for payment into their respective general funds. The percentage of sales of lottery tickets collected by retailers is computed proportionately to the population of the city in relation to the population of the county. The City of Sheridan's share of lottery proceeds is projected to be \$125,000 in FY25.

CHARGES/FEES

Charges and Fees

The City is an acceptance facility for passport applications processed by the Department of State. As mandated by the Department of State, the City collects a \$35 fee for this service. The City also charges fees for the purchase of cemetery plots, columbarium niches, and burial costs.

The City's charges, fees, and rates are more particularly described and outlined in our Master Fee Schedule approved on July 5, 2023, by Resolution #34-23 and are effective July 1, 2023.

FINES/FORFEITURES

Fines/Bond Forfeitures

Fines are set by the municipal court for violations of city ordinances and state statutes. The citations are issued based on the bond approved by the Judge. Bonds are forfeited when a defendant fails to appear before the court after a period of time.

MISCELLANEOUS REVENUE

Miscellaneous Revenue

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

TRANSFERS

Transfers

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

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

The Enterprise Funds provide funding to the General Fund by transfers to support the cost for administrative support services, which are based on the FTE % of the City that each of the enterprise funds are. That FTE % is multiplied by the General Fund's administrative services budget to arrive at the total allocations from each enterprise fund to the General Fund as a revenue source.

The Water Fund, Sewer Fund, Solid Waste Fund, and Weed and Pest Fund use the administrative services of City Hall; therefore, fees are charged as a result of this use.

OTHER FUND REVENUE SUMMARY

Other Fund Revenue Categories

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

- **Licenses/Permits**

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

- **Other Local**

GPET - The General-Purpose Excise Tax is put before the voters every four years. It was last voted on in November 2022 and will be up for reconsideration in November 2026. In addition to funding local organizations, this revenue is used for public safety, public works, and parks and recreation. The GPET Tax is recorded in the GPET Fund. Some GPET Tax is transferred to the Capital Projects Fund to be used for funding capital projects identified in the Capital Improvement Plan.

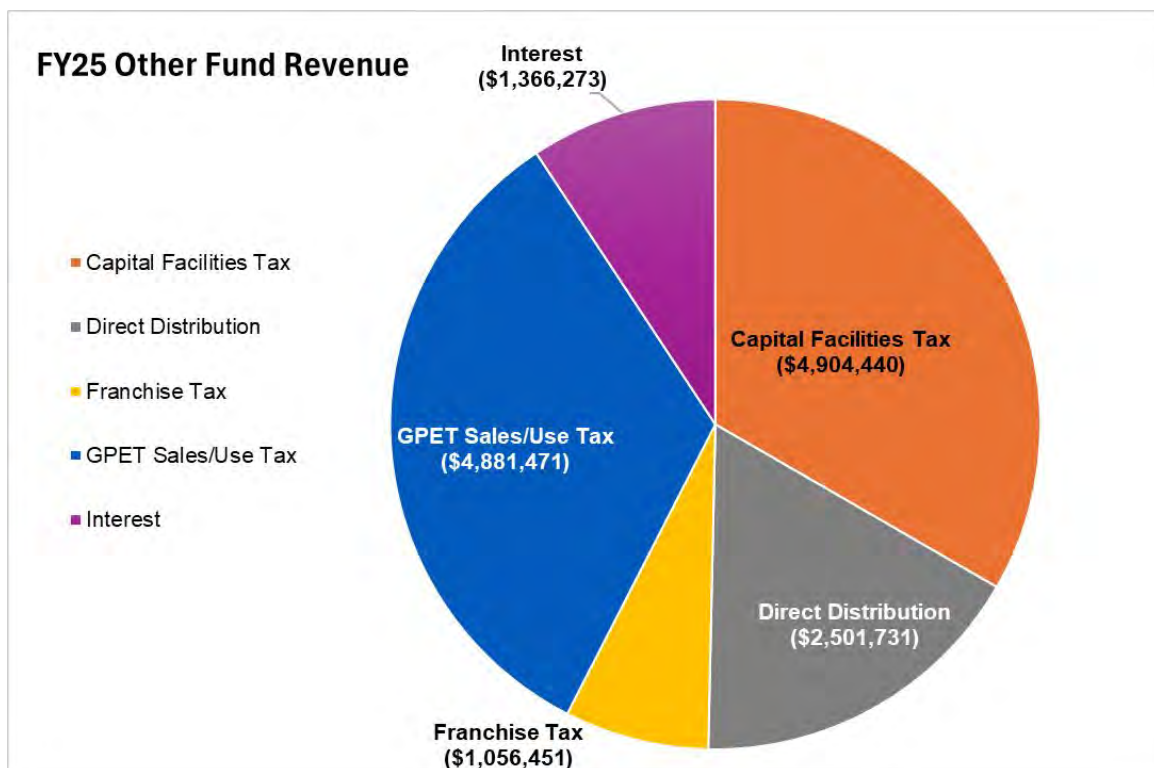
Cap Tax - The Capital Facilities Tax was last voted on in November 2020. It was approved for the collection of \$40 million. It traditionally takes around seven years to fully collect the amount. Currently, due to better than expected revenues during Covid, this tax is expected to be complete by 2025 resulting in it being on the ballot this year (2024) for consideration of a new CapTax. The Cap Facilities Tax is used by the City to fund public works projects such as water/sewer line replacement, street replacement, roto mill & overlay, and park and pathway improvements. Cap Tax revenue is recorded in the Capital Projects Fund.

- **State Revenue**

Direct Distribution - This source of this revenue is essentially “over-the-cap” mineral revenues that flow through the state general fund to this account prior to the Budget Session. The Governor may “recommend” a supplemental funding amount, and the Legislature may choose to appropriate the funding. In the current Biennium, the Wyoming Legislature approved \$146,250,000 for direct distributions split into quarterly payments per fiscal year.

OTHER FUND REVENUE SUMMARY

Top Other Fund Revenue Sources for the City of Sheridan	
Capital Facilities Tax	33%
GPET Use Tax	33%
Direct Distribution	17%
Interest	9%
Franchise Tax	7%



GPET FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
GPET						
11						
	Revenue					
	000					
	Treasurer					
		GPET Sales Tax	(2,247,317)	(2,514,717)	(2,372,370)	(2,850,000)
		GPET Use Tax	(2,903,248)	(251,915)	(3,018,574)	(2,031,471)
		Interest	(72,928)	(65,521)	-	(76,242)
		Miscellaneous	-	-	-	(122,880)
	Revenue Total		(5,223,493)	(2,832,153)	(5,390,944)	(5,080,593)
	Expense					
	000					
	Treasurer					
		Contingency	-	-	91,036	413,566
142						
	Treasurer					
		Contractual-Professional	-	122,377	85,000	120,000
170						
	Information Technology					
		Software & Website Fees	-	133,875	259,572	271,000
		Technology Equipment	-	98	-	27,895
180						
	Gen Govt Bldg Const/Acquis					
		Transfer to Capital Proj Fund	20,000	-	-	-
		Transfer to Debt Service Fund	10,000	-	-	-
181						
	Gen Govt Bldg Maintenance					
		Transfer to Debt Service Fund	-	10,000	10,000	10,000
210						
	Police Administration					
		Cap Outlay-Equip/MachVehicles	402,540	-	-	-
		Contractual-Other	-	10,745	20,000	5,000
		Contractual-Professional	21,772	14,933	18,000	18,000
		Repairs/Maint-EquipMachVehArt	-	11,193	12,000	12,000
		Software & Website Fees	5,738	-	-	-
		Technology Equipment	31,436	-	-	-
		Transfer to Debt Service Fund	32,118	32,118	32,118	32,118
214						
	Patrol					
		Employee Insurance	1,117	-	-	-
		Fica	18	-	-	-
		FT Salaries/Wages	1,573	-	-	-
		Miscellaneous	-	3,000	3,000	-
		Retirement	183	-	-	-
		Workers Comp	39	-	-	-

GPET FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
GPET						
11						
	Expense					
	225					
		Special Detail Services				
		Employee Insurance	1,686	3,969	4,603	12,864
		Fica	245	121	199	501
		FT Salaries/Wages	16,482	9,014	13,657	34,583
		Overtime	852	301	100	-
		Retirement	2,014	1,109	1,589	4,644
		Workers Comp	425	176	252	567
	230					
		Fire Administration				
		Cap Outlay-Equip/MachVehicles	56,386	50,559	51,000	50,000
		Contractual-Other	22	71	-	-
		Contractual-Professional	182,214	39,717	51,740	54,480
		Department Functional Supplies	1,456	179	-	-
		Equip/Mach/Furniture-Non-cap	34,129	59,173	85,300	89,300
		Insurance-Property	64	-	-	-
		Licenses/Fees/Permits- Other	-	20	-	-
		Office Supplies	698	-	-	-
		Petroleum Products	188	-	-	-
		Principal	86,275	-	86,275	-
		Rent/Lease-Equip/Mach/vehicles	1,232	364	-	-
		Repairs/Maint-Buildings	8,174	14,412	11,857	25,000
		Repairs/Maint-EquipMachVehArt	6,932	4,882	20,000	24,500
		Software & Website Fees	119	-	-	-
		Telecom Services	400	641	-	-
		Travel/Training	8,600	-	-	-
		Uniforms/Clothing	4,921	2,272	-	-
	231					
		Fire Fighting				
		Transfer to Special Rev Fund	-	-	6,762	-
	232					
		Fire Prevention				
		Contractual-Other	-	-	48,000	-
	236					
		Medical Services				
		Contractual-Professional	-	124,200	149,040	154,257
	237					
		Fire Stations/Buildings				
		Transfer to Capital Proj Fund	125,000	-	-	-

GPET FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
GPET						
11						
	Expense					
	240					
		Juvenile Probation/Parole				
		Contractual-Other	130,000	130,000	130,000	130,000
	270					
		Shelter Administration				
		Contractual-Other	-	60,000	60,000	40,000
		Contractual-Professional	100,000	100,000	100,000	100,000
		Department Functional Supplies	-	-	-	-
		Gas/Electric-Buildings	17,302	13,068	20,000	20,000
		Insurance-Property	1,280	1,834	1,210	2,018
		Other Expenses	72,500	-	-	-
		Repairs/Maint-Buildings	3,400	11,270	5,000	5,000
		Repairs/Maintenance	972	-	-	-
		Repairs/Maint-EquipMachVehArt	120	-	-	-
	311					
		Highways/Streets/Roadways				
		Transfer to Capital Proj Fund	-	-	100,000	200,000
	312					
		Street Construction/Maint				
		Cap Outlay-Equip/MachVehicles	185,000	-	-	-
		Electric-Other	-	167,864	200,000	212,000
		Transfer to Capital Proj Fund	1,150,000	-	1,650,000	1,050,000
	314					
		Snow/Ice Removal				
		Shipping/Freight	-	3,634	11,700	-
	317					
		Storm Drainage				
		Transfer to Capital Proj Fund	50,000	-	50,000	410,000
	319					
		Signs				
		Department Functional Supplies	-	19,576	24,000	2,400
		Shipping/Freight	-	3,760	-	-
	320					
		Weed/Pest Administration				
		Transfer to Capital Proj Fund	-	-	50,000	-
	330					
		Airport Administration				
		Contractual-Other	236,602	44,579	44,579	400,000
	340					
		Parking Facilities				
		Transfer to Capital Proj Fund	-	-	50,000	-

GPET FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
GPET						
11						
	Expense					
410						
	Public Health Administration					
		Contractual-Other	-	5,000	5,000	5,000
420						
	Welfare Administration					
		Contractual-Other	52,500	69,000	69,000	136,700
510						
	Rec/Senior Cntr Admin					
		Contractual-Other	333,200	303,200	303,200	303,200
		Gas/Electric-Buildings	16,145	9,693	14,000	14,000
		Petroleum Products	-	75,110	100,000	100,000
511						
	Rec/Snr Fac Const/Acq/Main					
		Transfer to Capital Proj Fund	-	-	25,000	-
540						
	Parks Supervision					
		Cap Outlay-Land/Site Imprvmnts	-	58,654	77,000	50,000
541						
	Park Areas					
		Cap Outlay-Equip/MachVehicles	82,438	-	-	-
		Cap Outlay-Land/Site Imprvmnts	29,395	-	-	-
		Contractual-Professional	938	-	-	-
		Transfer to Capital Proj Fund	280,000	-	-	100,000
542						
	Parkways/Blvds/Pathways					
		Transfer to Capital Proj Fund	500,000	-	-	40,000
543						
	Forestry/Nursery					
		Transfer to Special Rev Fund	-	-	-	1,000
570						
	Museum Administration					
		Contractual-Other	44,150	33,500	33,500	36,500
571						
	Museum Collections					
		Advertising	3,506	955	10,000	8,000
		Contractual-Professional	14,029	21,191	32,500	30,000
		Department Functional Supplies	3,367	2,926	8,000	16,000
		Equip/Mach/Furniture-Non-cap	-	5,526	-	-
		Miscellaneous	5,000	1,041	-	-
		Office Supplies	7,477	272	-	1,000
		Repairs/Maintenance	13,595	997	-	-
		Repairs/Maint-EquipMachVehArt	-	13,363	10,000	10,000

GPET FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
GPET						
11						
	Expense					
	622					
		Comm Devel Block Grants				
		Contractual-Other	125,000	155,000	175,000	140,000
	630					
		Economic Opportunity				
		Contractual-Other	25,000	25,000	25,000	30,000
	721					
		Miscellaneous Other				
		Contractual-Other	17,000	-	-	-
	731					
		Service Center				
		Cap Outlay-Equip/MachVehicles	19,427	501,340	960,512	127,500
		Cap Outlay-Land/Site Imprvmnts	8,712	-	30,000	-
		Transfer to Capital Proj Fund	160,000	-	-	-
	Expense Total		4,753,104	2,486,874	5,435,301	5,080,593
GPET Total			(470,389)	(345,279)	44,357	0

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DIRECT DISTRIBUTION FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Direct Distribution						
12						
Revenue						
000						
Treasurer						
		Accounting Services	-	(24,000)	(24,000)	(24,000)
		Direct Distribution	(1,947,501)	(2,633,288)	(2,633,287)	(2,501,731)
		Interest	(38,959)	(59,591)	-	(53,556)
		Miscellaneous	-	-	-	(448,867)
Revenue Total			(1,986,460)	(2,716,879)	(2,657,287)	(3,028,154)
Expense						
000						
Treasurer						
		Contingency	-	-	37,337	480,251
121						
Mayor/City Council						
		Contractual-Other	-	-	-	10,000
		Contractual-Professional	10,000	-	10,000	-
141						
Clerk						
		Contractual-Professional	18,967	14,290	25,000	35,000
		Software & Website Fees	-	51,432	53,000	55,000
		Travel/Training	-	450	5,000	5,000
160						
Human Resources						
		Contractual-Professional	17,068	26,523	18,000	68,000
170						
Information Technology						
		Software & Website Fees	-	10,232	6,500	50,800
		Technology Equipment	19,493	17,678	21,100	18,000
181						
Gen Govt Bldg Maintenance						
		Contractual-Other	-	27,915	55,000	-
		Contractual-Professional	-	11,983	-	5,000
		Equip/Mach/Furniture-Non-cap	-	-	-	9,500
		Transfer to Capital Proj Fund	-	150,000	150,000	-
182						
Engineering						
		Advertising	436	2,468	-	-
		Contractual-Professional	194,671	186,369	320,625	200,000
		Department Functional Supplies	76	35	-	-
		Memberships	377	389	-	500
		Office Supplies	29	55	-	-
		Software & Website Fees	644	10,000	12,000	12,000
		Technology Equipment	4,660	-	-	-
		Travel/Training	2,964	835	-	-

DIRECT DISTRIBUTION FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Direct Distribution						
12						
Expense						
210						
Police Administration						
		Cap Outlay-Equip/MachVehicles	-	-	5,708	-
		Cap Outlay-Land/Site Imprvmnts	4,431	7,680	362,352	-
		Contractual-Other	-	26,776	28,120	32,000
		Contractual-Professional	32,947	3,259	3,680	4,000
		Department Functional Supplies	26,617	26,829	30,800	47,300
		Petroleum Products	9,900	-	-	-
		Rent/Lease-Equip/Mach/vehicles	5,821	4,390	7,000	4,500
		Repairs/Maint-Buildings	22,249	30,757	38,000	27,000
		Repairs/Maint-EquipMachVehArt	67,301	36,780	42,500	-
		Shipping/Freight	-	622	-	1,000
		Software & Website Fees	29,728	51,623	55,100	57,000
230						
Fire Administration						
		Department Functional Supplies	1,704	-	1,750	2,000
		Equip/Mach/Furniture-Non-cap	-	-	-	11,500
312						
Street Construction/Maint						
		Cap Outlay-Equip/MachVehicles	30,486	-	38,818	-
		Cap Outlay-Land/Site Imprvmnts	122,542	-	23,262	-
		Contractual-Other	-	13,628	10,000	-
		Contractual-Professional	1,698	1,675	-	50,000
		Copier Supplies	257	45	-	-
		Department Functional Supplies	84,681	79,338	91,500	215,000
		Equip/Mach/Furniture-Non-cap	-	5,141	7,500	-
		Issuance Costs	-	500	-	-
		Office Supplies	-	351	-	-
		Petroleum Products	1,846	-	-	-
		Rent/Lease-Equip/Mach/vehicles	114,067	269,528	357,000	272,008
		Repairs/Maint-EquipMachVehArt	-	1,485	-	-
		Repairs/Maint-Land/Site/Grnds	8,450	31,160	50,000	-
		Software & Website Fees	-	7,211	-	-
		Tools	-	24	-	-
		Travel/Training	1,349	88	-	-
		Uniforms/Clothing	342	1,068	-	-
314						
Snow/Ice Removal						
		Advertising	-	14,111	15,000	5,000
		Cap Outlay-Equip/MachVehicles	-	-	66,100	-
		Contractual-Other	-	17,371	52,450	135,000
		Contractual-Professional	284,730	-	-	-
		Department Functional Supplies	153,711	146,011	131,000	115,000
		Equip/Mach/Furniture-Non-cap	867	-	-	-
		Petroleum Products	9,418	-	-	-
		Repairs/Maint-EquipMachVehArt	58,292	18,865	5,000	-
		Software & Website Fees	-	9,937	7,550	-

DIRECT DISTRIBUTION FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Direct Distribution						
12						
	Expense					
319						
	Signs					
		Department Functional Supplies	-	-	-	117,000
		Repairs/Maint-EquipMachVehArt	-	7,483	8,738	-
350						
	Cemetery Administration					
		Advertising	-	-	1,000	1,000
		Cap Outlay-Land/Site Imprvmnts	17,980	9,680	25,000	-
		Contractual-Professional	1,261	-	-	-
		Software & Website Fees	36,345	11,490	39,100	8,400
540						
	Parks Supervision					
		Cap Outlay-Equip/MachVehicles	38,545	49,732	50,000	-
		Contractual-Professional	56,449	(900)	-	-
		Department Functional Supplies	77,935	-	-	-
		Equip/Mach/Furniture-Non-cap	-	-	-	31,250
		Repairs/Maint-Buildings	9,404	-	-	-
		Repairs/Maintenance	8,960	-	-	-
		Repairs/Maint-EquipMachVehArt	20,510	-	-	-
		Transfer to Golf Fund	-	-	-	26,245
621						
	Planning/Zoning					
		Contractual-Professional	25,308	68,872	150,000	200,000
		Equip/Mach/Furniture-Non-cap	-	4,707	-	-
		Technology Equipment	-	491	-	-
		Transfer to Capital Proj Fund	13,500	-	-	-
		Travel/Training	4,153	-	-	-
622						
	Comm Devel Block Grants					
		Contractual-Other	186,000	138,500	190,000	190,000
731						
	Service Center					
		Cap Outlay-Equip/MachVehicles	-	256,015	256,015	-
		Contractual-Other	1,111	-	-	-
		Contractual-Professional	1,109	-	-	30,000
		Department Functional Supplies	12,153	19,070	17,000	88,000
		Equip/Mach/Furniture-Non-cap	-	2,547	2,547	8,000
		Petroleum Products	-	-	-	176,000
		Repairs/Maint-Buildings	450	-	-	-
		Repairs/Maint-EquipMachVehArt	-	-	-	149,900
		Software & Website Fees	750	-	-	-
		Tools	-	175	-	70,000
		Travel/Training	747	250	11,383	-
		Uniforms/Clothing	753	2,953	3,600	5,000
Expense Total			1,856,240	1,887,972	2,898,134	3,028,154
Direct Distribution Total			(130,220)	(828,906)	240,847	(0)

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SPECIAL REVENUE FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Special Revenue						
20						
Revenue						
000						
	Treasurer					
		Interest	(86,653)	(7,208)	-	(8,833)
		Miscellaneous	-	(392)	(1,936,410)	(40,945)
142						
	Treasurer					
		Miscellaneous	(14,059)	(890)	-	-
210						
	Police Administration					
		Contributions	-	(25,000)	(25,000)	-
		WY Dept of Transportation	(6,776)	-	-	-
211						
	Crime Control/Investigate					
		Department of Justice	(7,985)	(9,183)	(13,635)	(13,600)
214						
	Patrol					
		Department of Justice	(6,102)	(1,845)	(5,866)	(4,600)
		Department-Homeland Security	-	-	(19,372)	-
219						
	Traffic Control					
		WY Dept of Transportation	(16,391)	(17,322)	(60,856)	(41,000)
		Department of Justice	(9,860)	(2,890)	(8,500)	(8,500)
225						
	Special Detail Services					
		Other Local Government	(31,036)	(34,522)	-	(115,087)
227						
	Police Other					
		Contributions	(1,790)	(3,720)	(3,720)	-
230						
	Fire Administration					
		Transfer from General Fund	(1,482)	-	(6,382)	-
		Department of Energy	(12,099)	-	-	-
		WY Dept of Transportation	(35,820)	-	-	-
		Department-Homeland Security	-	-	(127,644)	-
		Health and Human Services	(70,839)	-	-	-
231						
	Fire Fighting					
		Contributions	(5,050)	(5,050)	(5,000)	-
		Other Local Government	(11,466)	-	(21,701)	-
		Transfer from GPET Fund	-	-	(6,762)	-
		Department-Homeland Security	-	-	(172,751)	-

SPECIAL REVENUE FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Special Revenue						
20						
Revenue						
237						
Fire Stations/Buildings						
		Department-Homeland Security	-	(6,552)	-	-
430						
Drug Education						
		Department of Justice	(3,400)	-	(8,500)	(8,500)
541						
Park Areas						
		Miscellaneous	(2,460)	(2,365)	-	-
543						
Forestry/Nursery						
		Contributions	(8,176)	-	-	-
		Department of Agriculture	-	(1,500)	(1,500)	(1,000)
		Transfer from General Fund	(1,500)	-	-	-
		Transfer from GPET Fund	-	-	-	(1,000)
571						
Museum Collections						
		Contributions	(104,684)	(35,525)	-	-
Revenue Total			(437,626)	(153,965)	(2,423,600)	(243,065)
Expense						
000						
Treasurer						
		Contingency	-	-	1,611,859	49,778
142						
Treasurer						
		Travel/Training	-	-	14,059	-
190						
Other General Govt Costs						
		Cap Outlay-Infrastructure	1,500,000	-	-	-
		Contingency	-	-	169,847	-
		Contractual-Temp Services	2,100	-	-	-
		FT Salaries/Wages	90,750	-	-	-
		Petroleum Products	79,158	-	-	-
		Transfer to Capital Proj Fund	50,000	-	-	-

SPECIAL REVENUE FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Special Revenue						
20						
Expense						
210						
Police Administration						
		Employee Insurance	35	-	-	-
		Equip/Mach/Furniture-Non-cap	-	23,804	23,800	-
		Fica	104	-	-	-
		Overtime	5,793	-	-	-
		Retirement	676	-	-	-
		Shipping/Freight	-	1,200	1,200	-
		Workers Comp	167	-	-	-
211						
Crime Control/Investigate						
		Contractual-Other	4,000	6,000	6,000	-
		Department Functional Supplies	-	-	8,883	-
		Employee Insurance	577	766	1,720	-
		Fica	44	39	201	-
		Overtime	2,918	2,878	4,548	13,600
		Retirement	370	334	1,077	-
		Workers Comp	75	53	89	-
214						
Patrol						
		Equip/Mach/Furniture-Non-cap	-	-	19,372	-
		Miscellaneous	-	14,000	14,063	-
		Uniforms/Clothing	6,102	1,845	5,866	4,600
219						
Traffic Control						
		Advertising	-	-	500	-
		Contractual-Other	-	-	730	-
		Employee Insurance	3,425	2,222	2,016	-
		Equip/Mach/Furniture-Non-cap	-	4,885	11,000	-
		Fica	257	239	425	-
		Miscellaneous	1,120	740	1,200	-
		Overtime	18,802	17,148	51,009	49,500
		Retirement	2,185	1,993	1,876	-
		Workers Comp	462	315	600	-
225						
Special Detail Services						
		Employee Insurance	3,662	12,483	-	-
		Fica	327	433	-	1,432
		FT Salaries/Wages	22,896	31,746	-	98,770
		Overtime	20	378	-	-
		Retirement	2,557	3,839	-	13,265
		Workers Comp	573	608	-	1,620

SPECIAL REVENUE FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Special Revenue						
20						
Expense						
225						
		Special Detail Services				
		Employee Insurance	3,662	12,483	-	-
		Fica	327	433	-	1,432
		FT Salaries/Wages	22,896	31,746	-	98,770
		Overtime	20	378	-	-
		Retirement	2,557	3,839	-	13,265
		Workers Comp	573	608	-	1,620
227						
		Police Other				
		Other Expenses	6,857	-	3,055	-
230						
		Fire Administration				
		Cap Outlay-Mach/Equip/Vehicles	-	144,710	134,026	-
		Equip/Mach/Furniture-Non-cap	35,958	-	-	-
		FT Salaries/Wages	70,839	-	-	-
		Repairs/Maint-Buildings	13,443	-	-	-
231						
		Fire Fighting				
		Cap Outlay-Equip/MachVehicles	-	-	142,000	-
		Cap Outlay-Mach/Equip/Vehicles	-	-	21,739	-
		Department Functional Supplies	-	-	1,574	-
		Equip/Mach/Furniture-Non-cap	11,466	16,352	46,777	-
		Printing	-	2,120	2,120	-
		Uniforms/Clothing	-	640	5,152	-
236						
		Medical Services				
		Cap Outlay-Equip/MachVehicles	319,151	-	-	-
430						
		Drug Education				
		Employee Insurance	166	36	-	-
		Fica	35	1	-	-
		Miscellaneous	440	300	700	-
		Overtime	2,461	104	7,800	8,500
		Retirement	286	12	-	-
		Workers Comp	12	2	-	-
540						
		Parks Supervision				
		Cap Outlay-Construct of Bldgs	779,551	-	-	-
		Cap Outlay-Equip/MachVehicles	11,400	-	-	-

SPECIAL REVENUE FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Special Revenue						
20						
Expense						
541						
Park Areas						
		Department Functional Supplies	2,262	1,526	998	-
		Equip/Mach/Furniture-Non-cap	38	-	62	-
543						
Forestry/Nursery						
		Department Functional Supplies	1,620	3,613	9,261	2,000
571						
Museum Collections						
		Cap Outlay-Art/Historic Treas	75,724	59,250	36,228	-
610						
Urban Redevelopment						
		Contractual-Other	185	16,205	60,168	-
812						
Water Distribution						
		Cap Outlay-Infrastructure	-	1	-	-
Expense Total			3,131,048	372,817	2,423,600	243,065
Special Revenue Total			2,693,422	218,852	(0)	(0)

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CAP TAX FUND DETAIL

Fund	Dept/Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Tax						
21						
	Revenue					
	000					
	Treasurer					
		Capital Facilities Tax	-	(387,401)	-	(4,904,440)
		Interest	-	(18,965)	-	(9,948)
		Miscellaneous	-	-	-	-
	Revenue Total		-	(406,366)	-	(4,914,388)
	Expense					
	000					
	Treasurer					
		Transfer to Capital Proj Fund	370,257	-	-	264,388
	312					
	Street Construction/Maint					
		Transfer to Capital Proj Fund	-	-	-	2,850,000
	521					
	Pool Fac Const Acq/Maint					
		Transfer to Capital Proj Fund	-	-	-	1,800,000
	Expense Total		370,257	-	-	4,914,388
Cap Tax Total			370,257	(406,366)	-	-

PUBLIC BENEFIT FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Public Benefit						
22						
	Revenue					
	000					
	Treasurer					
		Franchise Tax	-	(1,250)	-	(1,056,451)
		Miscellaneous	-	-	-	-
	Revenue Total		-	(1,250)	-	(1,056,451)
	Expense					
	000					
	Treasurer					
		Transfer to Capital Proj Fund	14,969	-	-	32,451
312						
	Street Construction/Maint					
		Transfer to Capital Proj Fund	-	-	-	600,000
		Transfer to Special Rev Fund	-	-	-	-
521						
	Pool Fac Const Acq/Maint					
		Transfer to Capital Proj Fund	-	-	-	400,000
		Transfer to Special Rev Fund	-	-	-	-
540						
	Parks Supervision					
		Transfer to General Fund	-	-	-	24,000
		Transfer to Special Rev Fund	-	-	-	-
	Expense Total		14,969	-	-	1,056,451
Public Benefit Total			14,969	(1,250)	-	-

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects						
40						
Revenue						
000						
Treasurer						
		Capital Facilities Tax	(200,958)	-	(720,572)	-
		Franchise Tax	(77,785)	-	(25,000)	-
		Interest	(450,600)	(303,111)	-	(212,809)
		Miscellaneous	-	-	(17,190,720)	(20,820,000)
		Transfer from Cap Tax Fund	(370,257)	-	-	(500,000)
		Transfer from Pub Benefit Fund	(14,969)	-	-	(100,000)
180						
Gen Govt Bldg Const/Acquis						
		GPET Sales Tax	-	(12,300)	(21,862)	-
		GPET Use Tax	-	(421)	-	-
		Transfer from GPET Fund	(20,000)	-	-	-
		Transfer from Water Fund	(15,944)	-	-	-
181						
Gen Govt Bldg Maintenance						
		Transfer from Direct Dist Fund	-	(150,000)	(150,000)	-
		Transfer from General Fund	-	(20,000)	(20,000)	-
190						
Other General Govt Costs						
		Transfer from GPET Fund	(160,000)	-	-	-
		Transfer from Sewer Fund	(45,000)	-	-	-
		Transfer from Water Fund	(110,000)	-	-	-
237						
Fire Stations/Buildings						
		Transfer from General Fund	(1,309)	-	-	-
		Transfer from GPET Fund	(125,000)	-	-	-
		Department-Homeland Security	(19,631)	(6,552)	(6,552)	-
311						
Highways/Streets/Roadways						
		Franchise Tax	-	(83,903)	(100,000)	-
		GPET Sales Tax	-	(83,732)	-	-
		GPET Use Tax	-	(7,268)	-	-
		Transfer from GPET Fund	-	-	(100,000)	(200,000)

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects						
40						
312						
Street Construction/Maint						
		Capital Facilities Tax	(2,150,000)	(2,332,639)	(2,350,000)	-
		Department of Treasury	(1,012,731)	(1,544,304)	(1,827,269)	-
		Franchise Tax	(200,000)	(201,368)	(240,000)	-
		GPET Sales Tax	-	(1,381,584)	-	-
		GPET Use Tax	-	(119,927)	-	-
		Transfer from Cap Tax Fund	-	-	-	(2,850,000)
		Transfer from GPET Fund	(1,150,000)	-	(1,650,000)	(1,050,000)
		Transfer from Pub Benefit Fund	-	-	-	(600,000)
		Transfer from Sewer Fund	-	(50,000)	(50,000)	-
		Transfer from Special Rev Fund	(50,000)	-	-	-
		Transfer from Water Fund	(50,000)	(100,000)	(100,000)	(50,000)
		Department of the Interior	(1,261,364)	(4,257,054)	(4,438,636)	-
315						
Bridge/Viaduct/Grade Align						
		Capital Facilities Tax	(1,624,000)	(496,306)	(500,000)	-
317						
Storm Drainage						
		Capital Facilities Tax	(350,000)	-	-	-
		Franchise Tax	(200,000)	-	-	-
		GPET Sales Tax	-	(41,866)	-	-
		GPET Use Tax	-	(3,634)	-	-
		Transfer from GPET Fund	(50,000)	-	(50,000)	(410,000)
320						
Weed/Pest Administration						
		GPET Sales Tax	-	(41,866)	-	-
		GPET Use Tax	-	(3,634)	-	-
		Transfer from GPET Fund	-	-	(50,000)	-
		Transfer from Weed/Pest Fund	(135,000)	(50,000)	(50,000)	-
340						
Parking Facilities						
		GPET Sales Tax	-	(41,866)	-	-
		GPET Use Tax	-	(3,634)	-	-
		Transfer from General Fund	(100,000)	-	-	-
		Transfer from GPET Fund	-	-	(50,000)	-
521						
Pool Fac Const Acq/Maint						
		Capital Facilities Tax	(555,000)	(1,468,073)	(1,479,000)	-
		Franchise Tax	-	(503,419)	(600,000)	-
		Transfer from Cap Tax Fund	-	-	-	(1,800,000)
		Transfer from Pub Benefit Fund	-	-	-	(400,000)
		Department of the Interior	-	-	(500,000)	-

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects						
40						
541						
Park Areas						
		Capital Facilities Tax	-	(248,153)	(250,000)	-
		Franchise Tax	(485,000)	(113,269)	(135,000)	-
		Transfer from GPET Fund	(280,000)	-	-	(100,000)
		Department of the Interior	(167,481)	(189,638)	(332,519)	-
542						
Parkways/Blvds/Pathways						
		Capital Facilities Tax	-	(99,261)	(100,000)	-
		Franchise Tax	(150,000)	-	-	-
		Sheridan Community Land Trust	(14,372)	(20,320)	(20,629)	-
		Transfer from Direct Dist Fund	(13,500)	-	-	-
		Transfer from GPET Fund	(500,000)	-	-	(40,000)
		WY Dept of Transportation	(180,081)	-	-	-
551						
Oth Rec Fac Const/Acq/Main						
		GPET Sales Tax	-	(8,633)	21,862	-
		GPET Use Tax	-	(1,396)	-	-
		Project Contributions	-	-	(25,000)	-
		Transfer from GPET Fund	-	-	(25,000)	-
811						
Source of Supply						
		Transfer from Water Fund	-	(25,000)	(25,000)	-
812						
Water Distribution						
		Transfer from Water Fund	(175,000)	(150,000)	(150,000)	(183,000)
		Department of the Interior	(375,026)	(1,628,013)	(4,526,809)	(1,755,060)
813						
SWTP						
		Transfer from Water Fund	(152,762)	-	-	(80,000)
814						
BGWTP						
		Transfer from Water Fund	(175,000)	-	-	(80,000)
815						
SAWS						
		Department of the Interior	(124,317)	(186,339)	(640,683)	-
821						
WW Collection						
		Transfer from Sewer Fund	(175,000)	(29,305)	(29,305)	-

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects						
40						
822						
WW Treatment						
		Project Contributions	-	(226,494)	(226,494)	-
		Transfer from Sewer Fund	-	(15,000)	(15,000)	(65,000)
		Department of the Interior	-	(61,446)	(1,200,000)	-
832						
Recycling						
		Transfer from Solid Waste Fund	(550,000)	-	-	-
841						
Landfill						
		Transfer from Solid Waste Fund	(286,000)	(590,863)	(590,863)	-
		Department of the Interior	(1,323,739)	(2,787,822)	(8,351,057)	-
		WY Department of Env Quality	(208,008)	(1,636,393)	(4,409,526)	-
Revenue Total			(15,834,833)	(21,325,807)	(53,300,632)	(31,295,869)
Expense						
000						
Treasurer						
		Contingency	-	-	5,103,765	21,632,809
142						
Treasurer						
		Cap Outlay-Equip/MachVehicles	181,669	86,199	68,427	-
180						
Gen Govt Bldg Const/Acquis						
		Cap Outlay-Bldg Improvements	235,461	46,341	50,694	-
		Cap Outlay-Land/Site Imprvmnts	272,531	-	-	-
		Repairs/Maint-Buildings	-	28,480	30,000	-
		Cap Outlay-Acq of Buildings	-	18,569	21,862	-
181						
Gen Govt Bldg Maintenance						
		Cap Outlay-Bldg Improvements	-	74,625	170,000	-
190						
Other General Govt Costs						
		Cap Outlay-Land/Site Imprvmnts	9,850	25,690	235,937	-
231						
Fire Fighting						
		Cap Outlay-Equip/MachVehicles	18,227	-	-	-
237						
Fire Stations/Buildings						
		Cap Outlay-Bldg Improvements	-	122,439	-	-
		Cap Outlay-Equip/MachVehicles	114,263	-	179,430	-

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects						
40						
Expense						
311						
Highways/Streets/Roadways						
		Cap Outlay-Infrastructure	-	7,649	200,000	200,000
		Cap Outlay-Land/Site Imprvmnts	-	2,241	70,429	-
312						
Street Construction/Maint						
		Cap Outlay-Infrastructure	156	-	500,000	450,000
		Cap Outlay-Land/Site Imprvmnts	6,018,193	6,150,390	11,828,214	3,600,000
		Cap Outlay-Site Improve - Depr	-	-	-	200,000
		Contractual-Other	-	60,000	60,241	-
		Contractual-Professional	150,558	169,630	325,140	-
		Contractual-Professional Serv	-	-	60,000	-
		Repairs/Maint-Infrastructure	152,289	111,289	387,711	300,000
315						
Bridge/Viaduct/Grade Align						
		Cap Outlay-Land/Site Imprvmnts	41,766	68,537	2,090,187	-
317						
Storm Drainage						
		Cap Outlay-Land/Site Imprvmnts	37,709	55,295	159,783	50,000
		Contractual-Professional	747,296	378,600	473,989	360,000
320						
Weed/Pest Administration						
		Cap Outlay-Construct of Bldgs	-	35,528	235,000	-
340						
Parking Facilities						
		Cap Outlay-Land/Site Imprvmnts	132,887	22,732	50,000	-
521						
Pool Fac Const Acq/Maint						
		Cap Outlay-Land/Site Imprvmnts	83,143	449,260	3,877,918	2,200,000
541						
Park Areas						
		Cap Outlay-Land/Site Imprvmnts	496,086	464,693	2,103,593	100,000
542						
Parkways/Blvds/Pathways						
		Cap Outlay-Land/Site Imprvmnts	1,513,115	14,771	225,979	40,000
		Cap Outlay-Site Improve - Depr	-	-	-	-
		Contractual-Professional	15,315	29,804	33,185	-

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cap Projects						
40						
Expense						
551						
Oth Rec Fac Const/Acq/Main						
		Cap Outlay-Construct of Bldgs	-	3,139	28,138	-
731						
Service Center						
		Cap Outlay-Infrastructure	-	-	160,000	-
811						
Source of Supply						
		Cap Outlay-Land/Site Imprvmnts	14,419	(144)	83,255	-
		Contractual-Professional	-	-	-	-
812						
Water Distribution						
		Cap Outlay-Infrastructure	776,142	4,089,221	7,718,346	1,938,060
813						
SWTP						
		Cap Outlay-Bldg Improvements	56	14,237	152,706	80,000
814						
BGWTP						
		Cap Outlay-Bldg Improvements	-	3,577	195,534	80,000
		Cap Outlay-Land/Site Imprvmnts	202,965	17,185	17,186	-
815						
SAWS						
		Cap Outlay-Infrastructure	110,600	9,130	883,259	-
821						
WW Collection						
		Cap Outlay-Infrastructure	366,667	-	202,519	-
822						
WW Treatment						
		Cap Outlay-Bldg Improvements	-	9,540	40,223	-
		Cap Outlay-Equip/Mach Vehicles	30,566	-	-	-
		Cap Outlay-Infrastructure	-	69,233	1,194,000	65,000
		Cap Outlay-Mach/Equip/Vehicles	-	-	241,494	-
		Contractual-Professional	204,758	4,276	4,276	-
		Issuance Costs	-	6,000	6,000	-

CAPITAL PROJECTS FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
	Cap Projects					
	40					
	Expense					
	832					
	Recycling					
		Cap Outlay-Bldg Improvements	87,160	452,501	462,840	-
	841					
	Landfill					
		Cap Outlay-Construct of Bldgs	169,876	7,864	25,044	-
		Cap Outlay-Land/Site Imprvmnts	1,933,818	4,326,144	13,366,328	-
	Expense Total		14,117,540	17,434,665	53,322,632	31,295,869
	Cap Projects Total		(1,717,293)	(3,891,142)	22,000	-

DEBT SERVICE FUND DETAIL

Fund	Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Debt Service						
30						
Revenue						
000						
Treasurer						
		Int/Penalties-Spec Assessments	(8,778)	(12,081)	(11,099)	(3,155)
		Special Assessments	(18,468)	(53,333)	(24,534)	(12,101)
		Transfer from General Fund	(58,954)	(62,045)	(62,045)	(174,179)
		Transfer from GPET Fund	(32,118)	-	-	-
180						
Gen Govt Bldg Const/Acquis						
		Transfer from GPET Fund	(10,000)	(10,000)	(10,000)	(10,000)
210						
Police Administration						
		Sheridan County	(25,000)	(25,000)	(25,000)	(25,000)
		Transfer from GPET Fund	-	(32,118)	(32,118)	(32,118)
230						
Fire Administration						
		Transfer from General Fund	-	(86,275)	-	(86,275)
Revenue Total			(153,318)	(280,852)	(164,796)	(342,828)
Expense						
000						
Treasurer						
		Interest	1,181	-	-	-
180						
Gen Govt Bldg Const/Acquis						
		Principal	10,000	10,000	10,000	10,000
210						
Police Administration						
		Interest	7,316	4,859	7,847	3,288
		Principal	50,749	52,259	49,271	53,830
230						
Fire Administration						
		Principal	-	86,275	-	86,275
312						
Street Construction/Maint						
		Interest	6,122	16,136	24,442	22,854
		Miscellaneous	1,000	1,000	1,000	1,000
		Principal	55,552	60,203	72,236	165,581
Expense Total			131,919	230,732	164,796	342,828
Debt Service Total			(21,400)	(50,120)	-	-

DEBT SUMMARY

Wyoming State Statute 15-7-109 states: “No debt in excess of the taxes for the current year may be created by any city or town, except local improvements as provided by law, unless the proposition to create the debt is approved by a vote of the people. No city or town may create any indebtedness exceeding four percent (4%) of the assessed valuation of the taxable property except an additional indebtedness not exceeding four percent (4%) of the assessed valuation of the property may be created to build and construct sewerage systems. This limitation does not apply to the construction, establishing, extending and maintaining of water works and supplying water for the use of the city or town and its inhabitants.”

Based on the 2024 assessed value of \$347,775,623 the City’s debt limit of 4% of the assessed valuation of the taxable property is \$13,911,025. The debt limit for the Sewer Fund is \$25,996,786. There is no limit for the Water Fund. The City’s capital leases do not count towards its legal debt limit.

The City takes advantage of low-interest loans from the State Loan Investment Board to fund many of the capital projects it undertakes. Many of these loans have principal forgiveness of up to 50%. The payments on these loans are budgeted and paid for through their respective Funds, except for the General Fund debt which is budgeted in the Debt Service Fund. Below is a chart showing the balance as of June 30, 2023, and the next three year’s payments.

Fund	Balance as of June 30, 2023	Estimated FY24 Payment	Estimated FY25 Payment	Estimated FY26 Payment
Debt Service Fund	\$1,973,238	\$186,577	\$191,115	\$191,115
Water Fund	\$10,707,924	\$845,933	\$1,067,749	\$1,447,190
Sewer Fund	\$4,989,620	\$451,205	\$502,338	\$545,471
Solid Waste Fund	\$5,260,443	\$383,215	\$300,252	\$594,879

DEBT SUMMARY

The City incurs debt through capital leases on equipment through the General Fund (Streets Division), Water Fund, Solid Waste Fund, and Golf Course Fund. The payments on capital lease obligations are budgeted and paid through their respective Funds. Below is a chart showing the balance as of June 30, 2023, and the next three years lease payments.

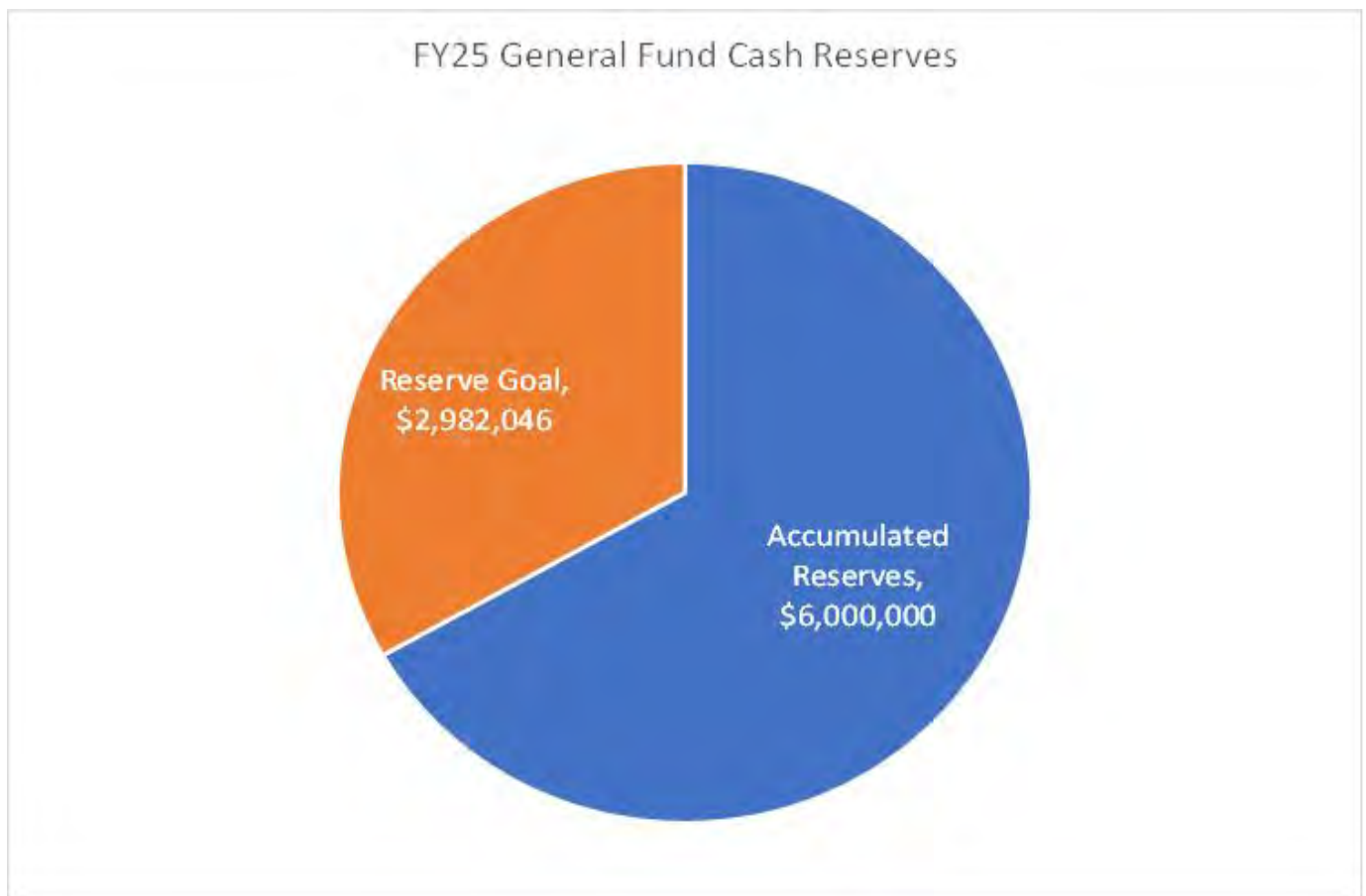
Fund	Balance as of June 30, 2023	Estimated FY24 Payment	Estimated FY25 Payment	Estimated FY26 Payment
Debt Service Fund	\$449,528	\$313,488	\$385,751	\$320,753
Water Fund	\$90,023	\$19,734	\$19,734	\$59,334
Solid Waste Fund	\$632,008	\$320,608	\$115,376	\$115,376
Golf Course Fund	\$0	\$0	\$0	\$0

RESERVE FUND BALANCE

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

The City is making a concerted effort to fulfill the requirements of Resolution #17-14. With that in mind, at the end of FY22, staff requested to add another \$1,399,276 to the General Fund Restricted Fund Balance from the Unreserved Fund Balance, bringing the total to \$6M.

As shown in the pie chart below, our General Fund Reserve is currently at \$6,000,000, which is 33.4% of the City’s goal of 50% of the \$17,964,092 General Fund budget. This goal is based on Resolution No. 17-14, passed in 2014.



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NON-ENTERPRISE EXPENDITURE SUMMARY BY DEPARTMENT

	Dept/Division	General	GPET	Direct Distribution	Grand Total
000	Treasurer	714,809	413,566	480,251	1,608,626
110	Municipal Court	285,090	-		285,090
121	Mayor/City Council	178,564		10,000	188,564
122	Administration	328,057	-	-	328,057
130	Elections	60,000			60,000
141	Clerk	431,830		95,000	526,830
142	Treasurer	654,658	120,000	-	774,658
143	Customer Service	637,434	-		637,434
150	Legal	180,000			180,000
160	Human Resources	345,202		68,000	413,202
170	Information Technology	275,971	298,895	68,800	643,666
180	Gen Govt Bldg Const/Acquis		-		-
181	Gen Govt Bldg Maintenance	182,656	10,000	14,500	207,156
182	Engineering	608,737	-	212,500	821,237
190	Other General Govt Costs	30,027	-	-	30,027
210	Police Administration	4,083,380	67,118	172,800	4,323,298
214	Patrol		-		-
223	Communication Services/911	1,039,811			1,039,811
225	Special Detail Services		53,160		53,160
230	Fire Administration	2,936,421	243,280	13,500	3,193,201
231	Fire Fighting	-	-	-	-
232	Fire Prevention		-		-
236	Medical Services	9,000	154,257		163,257
237	Fire Stations/Buildings	-	-		-
240	Juvenile Probation/Parole		130,000		130,000
250	Building Inspections	856,043		-	856,043
270	Shelter Administration		167,018		167,018
271	Shelter Fac Const/Acq/Main	-			-
300	Public Works Administration	-	-	-	-
311	Highways/Streets/Roadways		200,000		200,000
312	Street Construction/Maint	1,335,906	1,262,000	537,008	3,134,915
314	Snow/Ice Removal	445,980	-	255,000	700,980
315	Bridge/Viaduct/Grade Align		-		-

NON-ENTERPRISE EXPENDITURE SUMMARY BY DEPARTMENT

	Dept/Division	General	GPET	Direct Distribution	Grand Total
317	Storm Drainage		410,000		410,000
319	Signs	333,151	2,400	117,000	452,551
320	Weed/Pest Administration		-		-
330	Airport Administration	-	400,000		400,000
340	Parking Facilities	-	-		-
350	Cemetery Administration	203,230		9,400	212,630
410	Public Health Administration		5,000		5,000
420	Welfare Administration		136,700		136,700
510	Rec/Senior Cntr Admin	2,803	417,200		420,003
511	Rec/Snr Fac Const/Acq/Main		-		-
521	Pool Fac Const Acq/Maint		-		-
530	Golf Course Admin/Super	200,000			200,000
540	Parks Supervision	674,016	50,000	57,495	781,511
541	Park Areas	-	100,000	-	100,000
542	Parkways/Blvds/Pathways		40,000		40,000
543	Forestry/Nursery	257,778	1,000		258,778
570	Museum Administration		36,500		36,500
571	Museum Collections	8,600	65,000		73,600
610	Urban Redevelopment	-	-		-
621	Planning/Zoning	267,470	-	200,000	467,470
622	Comm Devel Block Grants	600	140,000	190,000	330,600
630	Economic Opportunity		30,000		30,000
721	Miscellaneous Other		-		-
731	Service Center	396,867	127,500	526,900	1,051,267
815	SAWS		-		-
Grand Total		17,964,092	5,080,593	3,028,154	26,072,840

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DEPARTMENT/DIVISION BUDGETS

MAYOR/CITY COUNCIL

MISSION STATEMENT

As stewards of the City of Sheridan, the Mayor and City Council will govern in a way that enhances public value and produces a sense of community, while seeking to earn each resident's trust.

FY25 Mayor/City Council Staffing		
Position	Headcount	FTE
Mayor	1	1
City Council Members	6	6

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses to continue operations and the level of service previously provided by the Governing Body.

LONG-TERM GOALS

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

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

MAYOR/CITY COUNCIL

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Mayor/City Council					
121					
General					
10					
6001	FT Salaries/Wages	107,510	96,895	108,927	87,000
6010	Fica	8,121	7,238	8,333	6,556
6030	Retirement	3,022	3,065	3,594	-
6040	Workers Comp	1,415	880	1,191	622
6050	Employee Insurance	7,095	10,656	8,946	-
6101	Office Supplies	1,077	1,916	1,600	1,640
6103	Technology Equipment	788	19	-	800
6104	Software & Website Fees	-	42	-	125
6105	Uniforms/Clothing	70	1,211	1,000	1,500
6108	Equip/Mach/Furniture-Non-cap	1,341	357	1,000	1,000
6111	Department Functional Supplies	1,604	210	-	3,000
6201	Travel/Training	31,734	8,525	15,000	23,500
6202	Memberships	-	23,567	23,000	25,000
6302	Insurance-Vehicle	101	112	165	123
6303	Insurance-Liability	740	732	1,505	1,099
6305	Insurance-Claims	5,000	-	-	-
6403	Telecom Services	1,161	871	1,400	1,400
6601	Contractual-Professional	50	-	-	-
6602	Contractual-Other	-	-	5,000	20,000
6704	Repairs/Maint-EquipMachVehArt	-	20	-	-
6801	Printing	56	1,713	750	2,000
6802	Advertising	1,230	496	-	1,200
6803	Food	235	1,730	2,000	2,000
General Total		172,349	160,256	183,411	178,564
Direct Distribution					
12					
6601	Contractual-Professional	10,000	-	10,000	-
6602	Contractual-Other	-	-	-	10,000
Direct Distribution Total		10,000	-	10,000	10,000
Mayor/City Council Total		182,349	160,256	193,411	188,564

ADMINISTRATION

MISSION STATEMENT

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

FY25 Administration Staffing		
Position	Headcount	FTE
City Administrator	1	1
Executive Assistant	1	1

WHAT WE DO

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

FY23 BUDGET INITIATIVES

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

LONG-TERM GOALS

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

ADMINISTRATION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Administration					
122					
General					
10					
6001	FT Salaries/Wages	171,524	157,718	175,846	212,105
6010	Fica	13,040	11,887	13,453	16,226
6030	Retirement	19,001	18,285	20,434	24,647
6040	Workers Comp	4,267	2,895	3,236	3,479
6050	Employee Insurance	7,974	11,537	9,953	26,771
6101	Office Supplies	1,205	1,579	1,600	1,700
6103	Technology Equipment	462	813	-	3,000
6104	Software & Website Fees	192	450	-	4,425
6105	Uniforms/Clothing	-	352	500	750
6108	Equip/Mach/Furniture-Non-cap	2,608	2,719	1,000	1,000
6110	Books/Periodicals	-	890	-	1,000
6111	Department Functional Supplies	592	-	-	5,000
6112	Postage	-	1	-	50
6201	Travel/Training	7,433	10,324	12,500	16,000
6202	Memberships	941	1,298	1,000	1,300
6303	Insurance-Liability	1,205	1,259	1,505	1,889
6403	Telecom Services	1,800	1,469	1,400	2,216
6502	Rent/Lease-Equip/Mach/vehicles	64	-	-	-
6601	Contractual-Professional	5,129	10,000	10,000	-
6602	Contractual-Other	-	-	-	5,000
6801	Printing	-	695	500	750
6802	Advertising	229	-	250	250
6803	Food	40	218	250	500
General Total		237,706	234,389	253,427	328,057
Administration Total		237,706	234,389	253,427	328,057

LEGAL

MISSION STATEMENT

The City attorney strives to provide quality professional advice to the Mayor, Council and staff in a timely and efficient manner.

WHAT WE DO

The City Attorney is responsible for managing the various civil legal needs of the City. This is accomplished through collaboration with each department concerning ongoing matters.

Some of the specific functions of the City Attorney include:

- Contract drafting and review
- Ordinance drafting
- Advice on current Federal, State and Local Law
- Collective Bargaining and Arbitration
- Review and analysis of Federal and State law changes
- Employment matters
- Public record request reviews

FY25 BUDGET INITIATIVES

The FY25 budget includes a decrease in legal fees.

LONG-TERM GOALS

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

LEGAL

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Legal					
150					
General					
10					
6601	Contractual-Professional	165,851	167,062	180,000	180,000
General Total		165,851	167,062	180,000	180,000
Legal Total		165,851	167,062	180,000	180,000

TREASURER

MISSION STATEMENT

The Treasurer's Office will provide outstanding customer service, record accurate financial transactions, and provide information to our stakeholders in a timely manner.

VALUES

Respect: Treat everyone with dignity. Embrace diversity of people, ideas, and experiences. Encourage and support one another.

Integrity: Be honest, fair, and trustworthy. Communicate responsibly and honor commitments.

Humor: No day is complete without laughter

FY25 Treasurer Staffing		
Position	Headcount	FTE
City Treasurer	1	1
Assistant City Treasurer	1	1
Staff Accountant	1	1
Accounts Payable/Payroll Technician	1	1
Purchasing/Accounts Payable Technician	1	1
Part-Time Accounting Technician	.5	.5

WHAT WE DO

The Treasurer's Office is responsible for maintaining the integrity of the City's financial records and transactions. This is done by establishing and maintaining effective internal controls.

Some of the specific functions of the Treasurer's Office include:

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

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses to continue the level of service previously provided by the Treasurer's Office.

LONG-TERM GOALS

The Treasurer's Office will continue the implementation of the new accounting/financial software which will provide more accurate and efficient processing of all accounting functions. With efficiencies realized from the software, a goal is to bring back to the Treasurer's Office certain duties and processes that have been relinquished to other departments over the years.

TREASURER

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Treasurer					
142					
General					
10					
6001	FT Salaries/Wages	407,208	336,901	407,590	387,680
6002	PT Salaries/Wages	117	9,641	2,112	38,739
6003	Overtime	4,237	1,688	1,400	1,400
6010	Fica	29,643	24,391	31,181	32,621
6030	Retirement	44,529	36,700	47,362	45,048
6040	Workers Comp	10,310	6,350	7,500	6,993
6050	Employee Insurance	54,194	59,980	68,248	95,872
6101	Office Supplies	7,468	3,525	6,000	4,000
6103	Technology Equipment	1,544	-	-	-
6104	Software & Website Fees	16,626	17,171	14,215	14,265
6105	Uniforms/Clothing	11	302	500	500
6108	Equip/Mach/Furniture-Non-cap	26,035	-	9,480	4,600
6111	Department Functional Supplies	164	-	-	-
6112	Postage	-	2,576	-	2,000
6201	Travel/Training	404	1,867	8,000	8,500
6202	Memberships	190	265	255	255
6303	Insurance-Liability	3,552	3,573	5,085	5,086
6403	Telecom Services	2,822	2,200	2,950	2,950
6502	Rent/Lease-Equip/Mach/vehicles	64	(0)	-	-
6601	Contractual-Professional	121,646	-	-	-
6602	Contractual-Other	479	76	500	500
6802	Advertising	213	-	650	650
6804	Bank/CC Fees	132	1,337	6,500	3,000
6809	Miscellaneous	135	(12)	-	-
General Total		731,724	508,533	619,528	654,658
GPET					
11					
6601	Contractual-Professional	-	122,377	85,000	120,000
GPET Total		-	122,377	85,000	120,000
Special Revenue					
20					
4860	Miscellaneous	(14,059)	(890)	-	-
6201	Travel/Training	-	-	14,059	-
Special Revenue Total		(14,059)	(890)	14,059	-
Cap Projects					
40					
7600	Cap Outlay-Equip/MachVehicles	181,669	86,199	68,427	-
Cap Projects Total		181,669	86,199	68,427	-
Treasurer Total		899,334	716,219	787,014	774,658

OTHER GENERAL GOVT COSTS

MISSION STATEMENT

The Other General Govt Costs Division provides funding for costs that are not related specifically to the running of the City.

WHAT WE DO

The Other General Govt Costs Division is where expenses are recorded that are not department specific, such as insurance of leased buildings.

FY25 BUDGET INITIATIVES

The FY25 budget includes property and liability insurance funding for city properties that are leased to non-profits.

OTHER GENERAL GOVT COSTS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Other General Govt Costs					
190					
General					
10					
6301	Insurance-Property	20,707	27,298	18,370	30,027
6303	Insurance-Liability	29,254	-	13,975	-
6701	Repairs/Maint-Buildings	-	6,036	6,036	-
General Total		49,961	33,334	38,381	30,027
Special Revenue					
20					
6001	FT Salaries/Wages	90,750	-	-	-
6109	Petroleum Products	79,158	-	-	-
6603	Contractual-Temp Services	2,100	-	-	-
6899	Contingency	-	-	169,847	-
8040	Transfer to Capital Proj Fund	50,000	-	-	-
7500	Cap Outlay-Infrastructure	1,500,000	-	-	-
Special Revenue Total		1,722,008	-	169,847	-
Cap Projects					
40					
5011	Transfer from GPET Fund	(160,000)	-	-	-
5050	Transfer from Water Fund	(110,000)	-	-	-
5051	Transfer from Sewer Fund	(45,000)	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	9,850	25,690	235,937	-
Cap Projects Total		(305,150)	25,690	235,937	-
Other General Govt Costs Total		1,466,819	59,024	444,165	30,027

AIRPORT ADMINISTRATION

MISSION STATEMENT

Airport Administration supports the initiatives of CAST and Sheridan County in bringing reliable and affordable air service to Sheridan County.

FY25 BUDGET INITIATIVES

The City and Sheridan County have entered into an agreement for the City to provide up to \$400,000 per year to the County to offset their contractual payments to WYDOT for air service provided by Skywest Airlines as part of the Wyoming Commercial Air Service Improvement Act. Because of Federal Funding received during COVID, the City has not had to pay the full amount and has instead accumulated those unspent funds. As a result, the FY25 budget does not include any new funding.

LONG-TERM GOALS

The long-term goal of Airport Administration is to continue providing funding for reliable and affordable air service to Sheridan County.

AIRPORT ADMINISTRATION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Airport Administration					
330					
General					
10					
6602	Contractual-Other	-	125,251	125,251	-
General Total		-	125,251	125,251	-
GPET					
11					
6602	Contractual-Other	236,602	44,579	44,579	400,000
GPET Total		236,602	44,579	44,579	400,000
Airport Administration Total		236,602	169,831	169,830	400,000

PUBLIC HEALTH & WELFARE

MISSION STATEMENT

Public Health and Welfare supports the initiatives of non-profit organizations within Sheridan County and grant funded services provided by the Sheridan Police Department.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for Advocacy & Resources Center, CHAPS Equine Assisted Services, Child Development Center, Compass Center for Families/CASA, NAMI, Uprising, and Volunteers of America Northern Rockies.

LONG-TERM GOALS

The long-term goal of Public Health and Welfare is to continue to provide funding to local non-profit agencies working to improve the health and welfare of the citizens of Sheridan County.

PUBLIC HEALTH & WELFARE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Public Health Administration					
410					
GPET					
11					
6602	Contractual-Other	-	5,000	5,000	5,000
GPET Total		-	5,000	5,000	5,000
Public Health Administration Total		-	5,000	5,000	5,000
Welfare Administration					
420					
GPET					
11					
6602	Contractual-Other	52,500	69,000	69,000	136,700
GPET Total		52,500	69,000	69,000	136,700
Welfare Administration Total		52,500	69,000	69,000	136,700
Drug Education					
430					
Special Revenue					
20					
6003	Overtime	2,461	104	7,800	8,500
6010	Fica	35	1	-	-
6030	Retirement	286	12	-	-
6040	Workers Comp	12	2	-	-
6050	Employee Insurance	166	36	-	-
6809	Miscellaneous	440	300	700	-
4270	Department of Justice	(3,400)	-	(8,500)	(8,500)
Special Revenue Total		-	454	-	-
Drug Education Total		-	454	-	-

REC/SENIOR CENTERS

MISSION STATEMENT

The mission of the Rec/Senior Center is to enhance the quality of life in our community by providing innovative and safe recreation opportunities while embracing and protecting Sheridan's western cultural values.

WHAT WE DO

The City of Sheridan provides funding to support the Sheridan Recreation District. These funds are used to maintain the athletic fields, including Thorne-Rider Park, Madia Field, Oatts Field, the Sheridan Community Softball Complex, Kendrick Outdoor Pool, and the Kendrick Park Ice Cream Stand. The City also provides funding to the Hub on Smith and their transit system, Goose Creek Transit.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for the Sheridan Recreation District, Hub on Smith, and Goose Creek Transit, in addition to funding for the new Kendrick Park Pool and bathrooms at Thorne-Rider Park.

LONG-TERM GOALS

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

REC/SENIOR CENTERS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Rec/Senior Cntr Admin					
510					
General					
10					
6301	Insurance-Property	2,177	2,547	2,090	2,803
General Total		2,177	2,547	2,090	2,803
GPET					
11					
6109	Petroleum Products	-	75,110	100,000	100,000
6401	Gas/Electric-Buildings	16,145	9,693	14,000	14,000
6602	Contractual-Other	333,200	303,200	303,200	303,200
GPET Total		349,345	388,003	417,200	417,200
Rec/Senior Cntr Admin Total		351,522	390,550	419,290	420,003
Rec/Snr Fac Const/Acq/Main					
511					
GPET					
11					
8040	Transfer to Capital Proj Fund	-	-	25,000	-
GPET Total		-	-	25,000	-
Rec/Snr Fac Const/Acq/Main Total		-	-	25,000	-
Pool Fac Const Acq/Maint					
521					
Cap Tax					
21					
8040	Transfer to Capital Proj Fund	-	-	-	1,800,000
Cap Tax Total		-	-	-	1,800,000
Public Benefit					
22					
8020	Transfer to Special Rev Fund	-	-	-	-
8040	Transfer to Capital Proj Fund	-	-	-	400,000
Public Benefit Total		-	-	-	400,000
Cap Projects					
40					
5022	Transfer from Pub Benefit Fund	-	-	-	(400,000)
7400	Cap Outlay-Land/Site Imprvmnts	83,143	449,260	3,877,918	2,200,000
4220	Department of the Interior	-	-	(500,000)	-
5021	Transfer from Cap Tax Fund	-	-	-	(1,800,000)
4030	Capital Facilities Tax	(555,000)	(1,468,073)	(1,479,000)	-
4110	Franchise Tax	-	(503,419)	(600,000)	-
Cap Projects Total		(471,857)	(1,522,232)	1,298,918	-
Pool Fac Const Acq/Maint Total		(471,857)	(1,522,232)	1,298,918	2,200,000

COMMUNITY DEVELOPMENT

MISSION STATEMENT

Community Development supports the initiatives of non-profit organizations within Sheridan County that promote economic opportunity for citizens and businesses.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for Downtown Sheridan Association, Habitat for Humanity of the Big Horns, Phorge, Inc., Sheridan Community Land Trust, Sheridan County Chamber of Commerce, and Sheridan County Conservation District.

LONG-TERM GOALS

The long-term goal of Community Development is to continue to provide funding to local non-profit agencies working to improve the economic outlook of the citizens and businesses of Sheridan County.

COMMUNITY DEVELOPMENT

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Urban Redevelopment					
610					
Special Revenue					
20					
6602	Contractual-Other	185	16,205	60,168	-
Special Revenue Total		185	16,205	60,168	-
Urban Redevelopment Total		185	16,205	60,168	-
Comm Devel Block Grants					
622					
General					
10					
6602	Contractual-Other	-	2,400	2,400	600
General Total		-	2,400	2,400	600
GPET					
11					
6602	Contractual-Other	125,000	155,000	175,000	140,000
GPET Total		125,000	155,000	175,000	140,000
Direct Distribution					
12					
6602	Contractual-Other	186,000	138,500	190,000	190,000
Direct Distribution Total		186,000	138,500	190,000	190,000
Comm Devel Block Grants Total		311,000	295,900	367,400	330,600
Economic Opportunity					
630					
GPET					
11					
6602	Contractual-Other	25,000	25,000	25,000	30,000
GPET Total		25,000	25,000	25,000	30,000
Economic Opportunity Total		25,000	25,000	25,000	30,000

CLERK

MISSION STATEMENT

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

FY25 Clerk Staffing		
Position	Headcount	FTE
City Clerk/Strategy Director	1	1
Assistant City Clerk	.5	.5
Deputy City Clerk	1	1

WHAT WE DO

The City Clerk's Office serves the administrative framework of the City of Sheridan, acting as the custodian of official city records and the primary point of contact for citizens seeking access to public documents. The Clerks prepare agendas and packets for City Council meetings, ensure legal notices are published, and attend these meetings to record minutes, providing an official account of the proceedings. This office plays a vital role in ensuring transparency and accountability in local government by managing a wide array of documents, from City Council minutes to ordinances, resolutions, and various licenses and permits. The office manages the website and social media communications. Additionally, the City Clerk's Office works closely with Sheridan County on municipal general and special elections.

FY25 BUDGET INITIATIVES

This budget will assist with the continuity of operations within the Clerk's Office. This budget includes contractual payments to software providers and money for supplies/services to be used for the purpose of working towards the Clerk's mission statement. Efficiencies in operations are utilized to increase the level of services provided by the Clerk's Office. Additionally, funds are allocated for statute driven requirements such as legal advertising.

LONG-TERM GOALS

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

CLERK

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Clerk					
141					
General					
10					
6001	FT Salaries/Wages	156,133	158,065	161,970	208,875
6002	PT Salaries/Wages	122	430	2,112	2,112
6003	Overtime	308	237	400	-
6010	Fica	11,055	11,163	12,553	15,979
6030	Retirement	18,140	18,145	18,821	24,271
6040	Workers Comp	3,893	2,881	3,019	3,426
6050	Employee Insurance	37,880	37,341	41,732	57,513
6101	Office Supplies	3,967	3,547	4,500	5,500
6103	Technology Equipment	59	1,569	-	-
6104	Software & Website Fees	29,143	30,300	30,300	43,700
6105	Uniforms/Clothing	224	264	200	400
6108	Equip/Mach/Furniture-Non-cap	5,099	4,333	-	1,500
6109	Petroleum Products	-	-	-	-
6111	Department Functional Supplies	-	410	-	-
6112	Postage	-	101	-	300
6201	Travel/Training	9,353	10,556	11,000	17,500
6202	Memberships	135	903	1,000	1,000
6204	Licenses/Fees/Permits- Other	-	60	1,300	-
6303	Insurance-Liability	1,105	1,169	1,237	1,755
6403	Telecom Services	2,085	1,961	2,100	3,000
6502	Rent/Lease-Equip/Mach/vehicles	64	-	-	-
6601	Contractual-Professional	6,280	5,355	2,500	20,000
6602	Contractual-Other	-	-	-	-
6704	Repairs/Maint-EquipMachVehArt	15	-	-	-
6802	Advertising	20,873	19,277	25,000	25,000
6803	Food	40	655	-	-
General Total		305,973	308,721	319,744	431,830
Direct Distribution					
12					
6104	Software & Website Fees	-	51,432	53,000	55,000
6201	Travel/Training	-	450	5,000	5,000
6601	Contractual-Professional	18,967	14,290	25,000	35,000
Direct Distribution Total		18,967	66,172	83,000	95,000
Clerk Total		324,940	374,893	402,744	526,830

MUNICIPAL COURT

MISSION STATEMENT

The City of Sheridan Municipal Court aims to efficiently, fairly, and accurately process and manage City Ordinance violations to sustain quality service that promotes public confidence in the court system. We are dedicated to providing courteous, knowledgeable, and professional service with the highest standards of integrity in the administration of justice.

FY25 Municipal Court Staffing		
Position	Headcount	FTE
Clerk of the Court	1	1
Assistant Clerk	.5	.5

WHAT WE DO

The primary function of the Court is to provide for the expeditious resolution of cases brought before it involving alleged violations of the Municipal Code of the City of Sheridan.

Municipal Court is responsible for the recording of alleged violations and the disposition of cases. These include such traffic laws as driving while suspended or revoked and failure to maintain liability insurance. Other municipal ordinance violations include peace disturbance, possession of drug paraphernalia and various animal violations.

The Clerk issues summons to defendants and witnesses, prepares the court for hearings, records final dispositions of cases, receipts fines and court costs, and distributes such funds to their proper designations.

Other specific functions of the Clerk of Court include:

- Creating warrants and monitoring bond payments
- Overseeing restitution and payment plans
- Managing the recording system
- Maintaining and disbursing Court records to various agencies
- Providing backup support for all Customer Service Division operations
- Assisting citizens with walk-in, phone and email inquiries

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses necessary to continue the level of service currently provided by Municipal Court which consists primarily of the professional and contractual services provided by the Judge and Prosecuting Attorney. Also included are licenses and customer support fees for the Municipal Court software.

LONG-TERM GOALS

The Court's primary goal in FY25 is to draft procedures regarding the management of court to create efficiencies, training staff, and upgrading the safety of the courtroom. the e-citations program purchased by the Police Department. Additionally, the division is working to transition to digital methods of process completion. Paperless and more efficient methods of producing and tracking citations will greatly benefit citizens who would prefer to make immediate payments for citations involving minor violations.

MUNICIPAL COURT

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Municipal Court					
110					
General					
10					
6001	FT Salaries/Wages	47,495	51,576	48,910	82,517
6002	PT Salaries/Wages	120	706	2,112	2,112
6003	Overtime	515	871	300	-
6010	Fica	3,724	4,066	3,904	6,313
6030	Retirement	5,537	5,984	5,684	9,588
6040	Workers Comp	1,196	961	939	1,353
6050	Employee Insurance	86	81	83	8,777
6101	Office Supplies	731	789	600	3,500
6103	Technology Equipment	562	83	-	2,100
6104	Software & Website Fees	3,642	7,104	6,732	12,000
6105	Uniforms/Clothing	-	3,592	-	-
6112	Postage	-	296	-	500
6201	Travel/Training	462	2,108	880	7,500
6303	Insurance-Liability	430	453	511	530
6403	Telecom Services	432	790	450	1,800
6601	Contractual-Professional	113,997	90,086	117,800	135,000
6801	Printing	-	1,661	2,005	2,000
6802	Advertising	587	-	-	-
6804	Bank/CC Fees	673	5,975	4,200	6,500
6809	Miscellaneous	-	1,264	-	3,000
General Total		180,189	178,446	195,110	285,090
Municipal Court Total		180,189	178,446	195,110	285,090

ELECTIONS

MISSION STATEMENT

Conduct election processes according to statutory and regulatory requirements.

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget is based on previous costs of elections - 2024 is an election year, so funds will be allocated in this budget.

LONG-TERM GOALS

The long-term goal for Elections is to minimize costs while still supporting the County in the management of regular municipal elections.

ELECTIONS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Elections					
130					
General					
10					
6601	Contractual-Professional	52,715	-	-	60,000
General Total		52,715	-	-	60,000
Elections Total		52,715	-	-	60,000

PUBLIC ARTS/MUSEUMS

MISSION STATEMENT

Enriching Sheridan's culture and economy through public art, while becoming an art destination.

VISION STATEMENT

Our vision is to become a premier arts destination by fostering public engagement in the visual arts through inspiration, creativity, and diversity.

WHAT WE DO

The Sheridan Public Arts Committee (SPAC) conducts a wide range of activities tied to public arts in the community:

- Holds an annual fundraising campaign that enables the City to add permanent sculptures to the City's collection.
- Organizes an annual On Loan program that brings new sculptures to Sheridan for a year. This helps us keep the program fresh by continuing to introduce new sculptures annually.
- Cleaning and maintaining the sculptures. On an annual basis, professionals come to Sheridan to clean and maintain Sheridan's permanent collection.
- Marketing the program to bring more people to downtown Sheridan. Currently, the committee has been working with Certified Display to circulate brochures on an annual basis in Northeastern Wyoming.

FY25 BUDGET INITIATIVES

The committee has built a permanent collection of 120 sculptures for the City of Sheridan. One large accomplishment was best summarized by sculptor Chris Navarro. Chris pointed out that several other communities—Gillette, Casper, Cheyenne, Green River, and Cody—have attempted to create programs similar to Sheridan's, but not one of them has even come close to achieving what the Sheridan community has. The committee will continue to maintain the existing sculptures while fundraising for future acquisitions and on-loan pieces.

The FY25 budget includes funding to support Downtown Sheridan Association, Sheridan Arts Collective, SAGE Community Arts, Sheridan Arts Council, and Sheridan County Historical Society (Museum at the Big Horns).

LONG-TERM GOALS

The long-term goal of SPAC is to build on what has been started by continuing to add larger and higher quality pieces to the collection. The additions of Eggspert by Kimber Fiebiger, Sun Lion by Djean Jawrunner, D.R.'s Saddle by George Walbye, and If the Shoe Fits by T.D. Kelsey. The committee is focused on creating interactions with the artwork that promote engagement and appreciation for the arts.

PUBLIC ARTS/MUSEUMS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Museum Administration					
570					
GPET					
11					
6602	Contractual-Other	44,150	33,500	33,500	36,500
GPET Total		44,150	33,500	33,500	36,500
Museum Administration Total		44,150	33,500	33,500	36,500
Museum Collections					
571					
General					
10					
6111	Department Functional Supplies	1,721	7,239	10,000	-
6301	Insurance-Property	2,557	2,995	2,500	3,600
6602	Contractual-Other	-	-	10,000	5,000
General Total		4,278	10,234	22,500	8,600
GPET					
11					
6101	Office Supplies	7,477	272	-	1,000
6108	Equip/Mach/Furniture-Non-cap	-	5,526	-	-
6111	Department Functional Supplies	3,367	2,926	8,000	16,000
6601	Contractual-Professional	14,029	21,191	32,500	30,000
6700	Repairs/Maintenance	13,595	997	-	-
6704	Repairs/Maint-EquipMachVehArt	-	13,363	10,000	10,000
6802	Advertising	3,506	955	10,000	8,000
6809	Miscellaneous	5,000	1,041	-	-
GPET Total		46,974	46,273	60,500	65,000
Special Revenue					
20					
4820	Contributions	(104,684)	(35,525)	-	-
7700	Cap Outlay-Art/Historic Treas	75,724	59,250	36,228	-
Special Revenue Total		(28,960)	23,725	36,228	-
Museum Collections Total		22,292	80,232	119,228	73,600

HUMAN RESOURCES

MISSION STATEMENT

As a strategic partner to internal departments and our community, the Human Resources Department is committed to retaining and developing a diverse workforce of dedicated public servants; and providing best in class human resources programs and services to effectively utilize and manage the City's most valuable asset - its people!

FY25 Human Resources Staffing		
Position	Headcount	FTE
Human Resources Director	1	1
Human Resources Generalist	1	1

WHAT WE DO

The Human Resources Department is an integral part of city management, participating in strategic planning, budget, collective bargaining, and development of and adherence to policies and procedures regarding the City's personnel – such as the Employee Handbook.

HR is involved in all aspects of an employee life cycle, from recruitment to separation. Employee engagement is a large aspect of the department, supported through things like the Employee Newsletter, Employee Relations Committee, Safety BBQ, Annual Golf Tournament, Employee Recognition Party, and many other programs and services offered to show the City's appreciation for their staff.

This department coordinates compensation and benefits for the entire City staff. This involves the assistance in running payroll, initiating pay studies, and implementation of certification increases, as well as the administration of health, dental, and vision insurance, retirement packages, all types of leave, and initiatives that contribute to and protect employee well-being – such as the Wellness Program, Safety and Risk Management, and Workers Compensation.

To develop and maintain top-quality employees, HR is heavily involved in training and performance management through the creation of training opportunities, performance appraisals, promotion, and advancement. When an employee is struggling, HR is there to help facilitate services with the Employee Assistance Program and Performance Improvement Plans to assist in the retention of our staff. When necessary, HR also assists with disciplinary action and separation.

Finally, the Human Resources Department is responsible for all personnel-connected records management. This department also handles liability and property insurance policies and claims.

FY25 BUDGET INITIATIVES

This budget provides Human Resources with essential tools to retain a professional and effective staff, both in and out of the department, including a much-needed increase to the pay scale due to inflation and benefit cost increases among other factors. This pay scale increase will help the City to be competitive in the current labor market.

LONG-TERM GOALS

This department will work toward strengthening the City's team through top-level recruitment, strengthening employee engagement and encouraging development for emerging leaders.

HUMAN RESOURCES

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Human Resources					
160					
General					
10					
6001	FT Salaries/Wages	173,353	167,433	175,248	189,267
6002	PT Salaries/Wages	3,347	59	2,112	1,560
6003	Overtime	-	62	-	-
6010	Fica	13,106	12,189	13,407	14,479
6030	Retirement	20,107	17,649	20,364	21,993
6040	Workers Comp	4,395	3,033	3,225	3,104
6050	Employee Insurance	28,927	26,184	31,998	35,100
6101	Office Supplies	4,107	1,730	2,200	10,300
6103	Technology Equipment	788	-	-	-
6109	Petroleum Products	-	111	-	200
6111	Department Functional Supplies	34,356	4,395	13,000	12,000
6112	Postage	-	450	-	500
6201	Travel/Training	9,934	7,710	16,000	15,800
6303	Insurance-Liability	1,232	1,265	1,506	1,899
6403	Telecom Services	2,085	1,821	2,500	2,500
6502	Rent/Lease-Equip/Mach/vehicles	64	0	-	-
6601	Contractual-Professional	10,541	23,329	22,000	15,300
6602	Contractual-Other	101	6,233	6,000	6,200
6802	Advertising	6,681	22,453	20,483	15,000
General Total		313,123	296,108	330,043	345,202
Direct Distribution					
12					
6601	Contractual-Professional	17,068	26,523	18,000	68,000
Direct Distribution Total		17,068	26,523	18,000	68,000
Human Resources Total		330,190	322,632	348,043	413,202

FIRE

MISSION STATEMENT

Sheridan Fire-Rescue will protect the people and property of Sheridan utilizing integrated whole Community Risk Reduction strategies (Education, Engineering, Enforcement, Economic Incentive, and Emergency Response).

FY25 Fire Staffing		
Position	Headcount	FTE
Fire Chief	1	1
Administrative Coordinator	1	1
Division Chief of Operations	1	1
Division Chief of Community Risk Reduction, aka Fire Marshal	1	1
Battalion Chief	3	3
Lieutenant	3	3
Firefighter/EMT	12	12

WHAT WE DO

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

- Structure and Wildland fires
- Emergency medical incidents
- Hazardous materials incidents (we share Wyoming Region 1 Hazmat with Campbell County Fire Department)
- Swift water and Ice Rescue
- High and low angle rope rescue, Confined Space Rescue
- We provide automatic aid countywide for structure fires and mutual aid as requested on all other responses
- Origin and Cause investigation of all fires as required by state statute
- Extensive training in all listed disciplines and pre-incident planning of target hazards
- A community Risk Reduction effort that encompasses a variety of public education, public assistance programs, and Fire Code Maintenance Inspections

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses to continue the level of service previously provided by the Fire Department. The FY25 budget will see one additional FTE, we will be filling the Fire Marshal position which has been vacant for over a decade. This position will be instrumental in supporting Council Strategic Priorities; Responsible Planning and Zoning Requirements, Preserving the Downtown Atmosphere, and Responding to Community Concerns.

LONG-TERM GOALS

Our Vision Statement: Plan for Change, Sheridan Fire-Rescue will plan to keep pace with the needs of the public, a growing city, and an ever-changing Fire Service. We will plan to replace 2 Fire Engines, evaluate and plan for an additional station, evaluate staffing models compared to standards, laws, and community needs. Seek innovative methods to increase our effectiveness and improve or maintain the Insurance Services Organization Public Protection Class rating for the City.

FIRE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Fire Administration					
230					
General					
10					
6001	FT Salaries/Wages	1,389,074	1,467,109	1,610,993	1,836,010
6003	Overtime	94,004	90,005	128,600	120,000
6010	Fica	25,386	24,707	27,197	30,766
6030	Retirement	234,731	235,862	255,048	290,834
6040	Workers Comp	37,047	28,214	29,643	30,111
6050	Employee Insurance	230,948	259,888	289,486	340,689
6101	Office Supplies	688	2,604	3,000	3,200
6103	Technology Equipment	2,213	1,150	-	1,500
6104	Software & Website Fees	4,151	4,460	7,628	9,078
6105	Uniforms/Clothing	12,866	17,653	25,800	29,800
6108	Equip/Mach/Furniture-Non-cap	-	-	1,500	-
6109	Petroleum Products	14,864	2,423	-	-
6111	Department Functional Supplies	6,375	8,362	8,800	8,800
6112	Postage	-	48	-	60
6201	Travel/Training	8,752	24,980	29,000	28,700
6202	Memberships	70	2,989	2,770	3,375
6203	Licenses/Certs-Employees	232	2,172	500	2,000
6301	Insurance-Property	5,225	7,138	4,400	7,851
6302	Insurance-Vehicle	8,522	9,954	4,180	10,950
6303	Insurance-Liability	10,772	11,666	10,783	17,508
6401	Gas/Electric-Buildings	17,795	12,405	17,000	17,000
6403	Telecom Services	11,006	9,805	13,000	14,000
6502	Rent/Lease-Equip/Mach/vehicles	3,421	3,282	4,000	4,889
6601	Contractual-Professional	7,902	17,198	50,403	-
6602	Contractual-Other	2,447	1,246	-	-
6701	Repairs/Maint-Buildings	11,039	15,994	11,000	23,500
6704	Repairs/Maint-EquipMachVehArt	28,169	21,574	19,275	19,025
6803	Food	-	161	500	500
8020	Transfer to Special Rev Fund	1,482	-	6,382	-
8030	Transfer to Debt Service Fund	-	86,275	86,275	86,275
General Total		2,169,180	2,369,326	2,647,163	2,936,421

FIRE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Fire Administration					
230					
GPET					
11					
6101	Office Supplies	698	-	-	-
6104	Software & Website Fees	119	-	-	-
6105	Uniforms/Clothing	4,921	2,272	-	-
6108	Equip/Mach/Furniture-Non-cap	34,129	59,173	85,300	89,300
6109	Petroleum Products	188	-	-	-
6111	Department Functional Supplies	1,456	179	-	-
6201	Travel/Training	8,600	-	-	-
6204	Licenses/Fees/Permits- Other	-	20	-	-
6301	Insurance-Property	64	-	-	-
6403	Telecom Services	400	641	-	-
6502	Rent/Lease-Equip/Mach/vehicles	1,232	364	-	-
6601	Contractual-Professional	182,214	39,717	51,740	54,480
6602	Contractual-Other	22	71	-	-
6701	Repairs/Maint-Buildings	8,174	14,412	11,857	25,000
6704	Repairs/Maint-EquipMachVehArt	6,932	4,882	20,000	24,500
6850	Principal	86,275	-	86,275	-
7600	Cap Outlay-Equip/MachVehicles	56,386	50,559	51,000	50,000
GPET Total		391,812	172,290	306,172	243,280
Direct Distribution					
12					
6108	Equip/Mach/Furniture-Non-cap	-	-	-	11,500
6111	Department Functional Supplies	1,704	-	1,750	2,000
Direct Distribution Total		1,704	-	1,750	13,500
Debt Service					
30					
6850	Principal	-	86,275	-	86,275
5010	Transfer from General Fund	-	(86,275)	-	(86,275)
Debt Service Total		-	-	-	-
Special Revenue					
20					
6001	FT Salaries/Wages	70,839	-	-	-
6108	Equip/Mach/Furniture-Non-cap	35,958	-	-	-
6701	Repairs/Maint-Buildings	13,443	-	-	-
7600	Cap Outlay-Mach/Equip/Vehicles	-	144,710	134,026	-
5010	Transfer from General Fund	(1,482)	-	(6,382)	-
4260	Department of Energy	(12,099)	-	-	-
4334	WY Dept of Transportation	(35,820)	-	-	-
4280	Department-Homeland Security	-	-	(127,644)	-
4210	Health and Human Services	(70,839)	-	-	-
Special Revenue Total		-	144,710	-	-
Fire Administration Total		2,562,695	2,686,326	2,955,085	3,193,201

FIRE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Fire Fighting					
231					
GPET					
11					
8020	Transfer to Special Rev Fund	-	-	6,762	-
GPET Total		-	-	6,762	-
Special Revenue					
20					
4490	Other Local Government	(11,466)	-	(21,701)	-
4820	Contributions	(5,050)	(5,050)	(5,000)	-
5011	Transfer from GPET Fund	-	-	(6,762)	-
6105	Uniforms/Clothing	-	640	5,152	-
6108	Equip/Mach/Furniture-Non-cap	11,466	16,352	46,777	-
6111	Department Functional Supplies	-	-	1,574	-
6801	Printing	-	2,120	2,120	-
7600	Cap Outlay-Equip/MachVehicles	-	-	142,000	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	21,739	-
4280	Department-Homeland Security	-	-	(172,751)	-
Special Revenue Total		(5,050)	14,062	13,147	-
Cap Projects					
40					
7600	Cap Outlay-Equip/MachVehicles	18,227	-	-	-
Cap Projects Total		18,227	-	-	-
Fire Fighting Total		13,177	14,062	19,909	-
Fire Prevention					
232					
GPET					
11					
6602	Contractual-Other	-	-	48,000	-
GPET Total		-	-	48,000	-
Fire Prevention Total		-	-	48,000	-
Medical Services					
236					
General					
10					
6111	Department Functional Supplies	7,354	3,949	8,000	9,000
General Total		7,354	3,949	8,000	9,000
GPET					
11					
6601	Contractual-Professional	-	124,200	149,040	154,257
GPET Total		-	124,200	149,040	154,257
Special Revenue					
20					
7600	Cap Outlay-Equip/MachVehicles	319,151	-	-	-
Special Revenue Total		319,151	-	-	-
Medical Services Total		326,505	128,149	157,040	163,257

POLICE

MISSION STATEMENT

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

FY25 Police Staffing		
Position	Headcount	FTE
Police Chief	1	1
Police Captain	1	1
Administrative Coordinator	1	1
Police Lieutenant	2	2
Police Sergeant	5	5
Police Corporal	4	4
Police Officer	18	18
Community Service Officer	2	2
Evidence Technician	1	1
Records Technician	2	2

WHAT WE DO

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

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

FY25 BUDGET INITIATIVES

The FY25 budget has a personnel increase in attempts to bring the police department in line with other departments across the State of Wyoming. Continued inflationary increases in supplies and equipment are anticipated. The department is in need of replacing the existing administrative phone line due to the end of life status of the existing service. A five (5) year replacement is required for the communications center's backup battery system. The department has requested four (4) patrol vehicles and one (1) CSO vehicle to maintain a strong and healthy fleet.

LONG-TERM GOALS

The long-term goals of the Police Department include strategies to address seven (7) strategic priorities. Traffic Safety; Crime Prevention; Criminal Investigations; Community Policing; Mental Health; Growth, Resources and Community Needs; and Staff, Leadership and Personal/Professional Development are the strategic priorities identified through a Community Needs Assessment and Internal Review.

POLICE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Police Administration					
210					
General					
10					
6001	FT Salaries/Wages	2,256,163	2,086,915	2,373,247	2,754,104
6002	PT Salaries/Wages	-	88	-	-
6003	Overtime	25,093	47,052	35,000	35,000
6010	Fica	52,134	47,489	54,682	62,152
6030	Retirement	263,490	240,053	274,418	360,124
6040	Workers Comp	55,482	38,430	43,422	44,948
6050	Employee Insurance	425,049	436,843	520,983	603,078
6101	Office Supplies	7,580	6,792	8,000	7,000
6105	Uniforms/Clothing	20,242	19,198	28,000	28,000
6108	Equip/Mach/Furniture-Non-cap	4,019	-	-	-
6109	Petroleum Products	59,446	527	-	-
6111	Department Functional Supplies	57,011	41,925	50,000	50,000
6113	Shipping/Freight	-	1,139	-	1,500
6201	Travel/Training	24,242	26,063	35,000	35,000
6301	Insurance-Property	6,775	9,194	7,150	10,113
6302	Insurance-Vehicle	3,107	3,867	3,850	4,254
6303	Insurance-Liability	21,259	22,060	25,585	33,108
6305	Insurance-Claims	-	2,461	-	-
6401	Gas/Electric-Buildings	38,110	30,387	31,500	-
6403	Telecom Services	31,953	28,879	30,000	45,000
6502	Rent/Lease-Equip/Mach/vehicles	455	-	-	-
6700	Repairs/Maintenance	147	-	-	-
6704	Repairs/Maint-EquipMachVehArt	-	(30)	1,500	1,500
6801	Printing	-	1,558	3,000	1,500
6802	Advertising	2,019	1,488	2,000	6,500
6803	Food	20	163	-	500
7600	Cap Outlay-Equip/MachVehicles	6,845	-	-	-
General Total		3,360,639	3,092,540	3,527,337	4,083,380
GPET					
11					
6103	Technology Equipment	31,436	-	-	-
6104	Software & Website Fees	5,738	-	-	-
6601	Contractual-Professional	21,772	14,933	18,000	18,000
6602	Contractual-Other	-	10,745	20,000	5,000
6704	Repairs/Maint-EquipMachVehArt	-	11,193	12,000	12,000
7600	Cap Outlay-Equip/MachVehicles	402,540	-	-	-
8030	Transfer to Debt Service Fund	32,118	32,118	32,118	32,118
GPET Total		493,604	68,989	82,118	67,118

POLICE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Police Administration					
210					
Direct Distribution					
12					
6104	Software & Website Fees	29,728	51,623	55,100	57,000
6109	Petroleum Products	9,900	-	-	-
6111	Department Functional Supplies	26,617	26,829	30,800	47,300
6113	Shipping/Freight	-	622	-	1,000
6502	Rent/Lease-Equip/Mach/vehicles	5,821	4,390	7,000	4,500
6601	Contractual-Professional	32,947	3,259	3,680	4,000
6602	Contractual-Other	-	26,776	28,120	32,000
6701	Repairs/Maint-Buildings	22,249	30,757	38,000	27,000
6704	Repairs/Maint-EquipMachVehArt	67,301	36,780	42,500	-
7400	Cap Outlay-Land/Site Imprvmnts	4,431	7,680	362,352	-
7600	Cap Outlay-Equip/MachVehicles	-	-	5,708	-
Direct Distribution Total		198,994	188,716	573,259	172,800
Debt Service					
30					
5011	Transfer from GPET Fund	-	(32,118)	(32,118)	(32,118)
6850	Principal	50,749	52,259	49,271	53,830
6851	Interest	7,316	4,859	7,847	3,288
4410	Sheridan County	(25,000)	(25,000)	(25,000)	(25,000)
Debt Service Total		33,065	(0)	-	(0)
Special Revenue					
20					
4820	Contributions	-	(25,000)	(25,000)	-
6003	Overtime	5,793	-	-	-
6010	Fica	104	-	-	-
6030	Retirement	676	-	-	-
6040	Workers Comp	167	-	-	-
6050	Employee Insurance	35	-	-	-
6108	Equip/Mach/Furniture-Non-cap	-	23,804	23,800	-
6113	Shipping/Freight	-	1,200	1,200	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	0	-
4334	WY Dept of Transportation	(6,776)	-	-	-
Special Revenue Total		-	4	0	-
Police Administration Total		4,086,302	3,350,249	4,182,714	4,323,297

POLICE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Crime Control/Investigate					
211					
Special Revenue					
20					
6003	Overtime	2,918	2,878	4,548	13,600
6010	Fica	44	39	201	-
6030	Retirement	370	334	1,077	-
6040	Workers Comp	75	53	89	-
6050	Employee Insurance	577	766	1,720	-
6111	Department Functional Supplies	-	-	8,883	-
6602	Contractual-Other	4,000	6,000	6,000	-
4270	Department of Justice	(7,985)	(9,183)	(13,635)	(13,600)
Special Revenue Total		-	887	8,883	-
Crime Control/Investigate Total		-	887	8,883	-
Patrol					
214					
GPET					
11					
6001	FT Salaries/Wages	1,573	-	-	-
6010	Fica	18	-	-	-
6030	Retirement	183	-	-	-
6040	Workers Comp	39	-	-	-
6050	Employee Insurance	1,117	-	-	-
6809	Miscellaneous	-	3,000	3,000	-
GPET Total		2,929	3,000	3,000	-
Special Revenue					
20					
6105	Uniforms/Clothing	6,102	1,845	5,866	4,600
6108	Equip/Mach/Furniture-Non-cap	-	-	19,372	-
6809	Miscellaneous	-	14,000	14,063	-
4270	Department of Justice	(6,102)	(1,845)	(5,866)	(4,600)
4280	Department-Homeland Security	-	-	(19,372)	-
Special Revenue Total		-	14,000	14,063	-
Patrol Total		2,929	17,000	17,063	-

POLICE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Traffic Control					
219					
Special Revenue					
20					
6003	Overtime	18,802	17,148	51,009	49,500
6010	Fica	257	239	425	-
6030	Retirement	2,185	1,993	1,876	-
6040	Workers Comp	462	315	600	-
6050	Employee Insurance	3,425	2,222	2,016	-
6108	Equip/Mach/Furniture-Non-cap	-	4,885	11,000	-
6602	Contractual-Other	-	-	730	-
6802	Advertising	-	-	500	-
6809	Miscellaneous	1,120	740	1,200	-
4334	WY Dept of Transportation	(16,391)	(17,322)	(60,856)	(41,000)
4270	Department of Justice	(9,860)	(2,890)	(8,500)	(8,500)
5000	Transfers From/Other Sources	-	-	-	-
Special Revenue Total		-	7,329	0	-
Traffic Control Total		-	7,329	0	-
Special Detail Services					
225					
GPET					
11					
6001	FT Salaries/Wages	16,482	9,014	13,657	34,583
6003	Overtime	852	301	100	-
6010	Fica	245	121	199	501
6030	Retirement	2,014	1,109	1,589	4,644
6040	Workers Comp	425	176	252	567
6050	Employee Insurance	1,686	3,969	4,603	12,864
GPET Total		21,705	14,690	20,400	53,160
Special Revenue					
20					
4490	Other Local Government	(31,036)	(34,522)	-	(115,087)
6001	FT Salaries/Wages	22,896	31,746	-	98,770
6003	Overtime	20	378	-	-
6010	Fica	327	433	-	1,432
6030	Retirement	2,557	3,839	-	13,265
6040	Workers Comp	573	608	-	1,620
6050	Employee Insurance	3,662	12,483	-	-
Special Revenue Total		(1,002)	14,963	-	(0)
Special Detail Services Total		20,703	29,653	20,400	53,160

POLICE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Police Other					
227					
Special Revenue					
20					
4820	Contributions	(1,790)	(3,720)	(3,720)	-
6800	Other Expenses	6,857	-	3,055	-
Special Revenue Total		5,067	(3,720)	(665)	-
Police Other Total		5,067	(3,720)	(665)	-
Juvenile Probation/Parole					
240					
GPET					
11					
6602	Contractual-Other	130,000	130,000	130,000	130,000
GPET Total		130,000	130,000	130,000	130,000
Juvenile Probation/Parole Total		130,000	130,000	130,000	130,000

POLICE COMMUNICATIONS

MISSION STATEMENT

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

FY25 Police Communications Staffing		
Position	Headcount	FTE
Communications Officer	12	11

WHAT WE DO

Sheridan Police Department Communications center provides service to all public safety agencies in Sheridan County. Operating on the same rotating, 12-hour shifts as the patrol division, communications officers have vast responsibilities to both our public and social service partners. Some of the duties of the communications center include:

- Answer and triage 911 and non-emergency requests for services
- Direct dispatch of eleven (11) law enforcement, medical, and fire resources to said requests
- Access National Crime Information Computer database for records checks
- Monitor multiple camera systems, flood gauges and NOAA channel
- Monitor ten (10) other support agencies such as WHP, Game and Fish, Forest Service, and State of Montana agencies in case assistance is needed
- Provide emergency medical instructions to callers if needed
- Monitor and answer walk-in requests for service after business hours
- Issue and broadcast emergency alerts to the community

FY25 BUDGET INITIATIVES

The FY25 budget reflects personnel increases in attempts to bring the police department in line with other departments across the State of Wyoming. An increase in the training budget has been requested to certify communications technicians that were recently hired, as well as provide technical training to key personnel. The other line items remained the same as the FY24 budget.

LONG-TERM GOALS

The long-term goal of the communications division is to continue to provide emergency call response and resource allocation to the residents and visitors of the City of Sheridan and Sheridan County. No large-scale projects or expenditures are required at this time due to the recent remodel of the communications center, and upgrade of both radio and phone systems. The communications center has a high historical turnover rate. Recruitment and retention remain a priority for the department to maintain a high level of service our community expects.

POLICE COMMUNICATIONS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Communication Services/911					
223					
General					
10					
6001	FT Salaries/Wages	484,657	404,647	540,417	604,604
6002	PT Salaries/Wages	2,761	24,168	33,155	52,370
6003	Overtime	40,259	38,678	35,000	35,000
6010	Fica	38,374	33,649	43,879	50,259
6030	Retirement	60,058	49,733	62,851	81,198
6040	Workers Comp	1,218	876	1,090	1,248
6050	Employee Insurance	126,242	118,090	174,433	199,532
6105	Uniforms/Clothing	922	1,698	2,000	2,000
6111	Department Functional Supplies	2,408	1,338	2,500	2,500
6113	Shipping/Freight	-	103	-	250
6201	Travel/Training	6,765	4,730	8,100	10,000
6403	Telecom Services	2	632	500	850
General Total		763,667	678,342	903,925	1,039,811
Communication Services/911 Total		763,667	678,342	903,925	1,039,811

ANIMAL SHELTERS

MISSION STATEMENT

Our mission is to be a safe haven for stray and surrendered pets until they are adopted, rehabilitated, or returned to their owner..

WHAT WE DO

Year to date, the Shelter's daily housing has an average of 175 animals per day. Additionally, the shelter reported the following:

- ***Pets safely returned to their owners***
 - 184 dogs
 - 47 cats
 - 0 various small animals
- ***Adoptions***
 - 79 dogs
 - 148 cats
 - 20 various small animals
- ***Pets Surrendered***
 - 61 animals were surrendered to the Shelter
- ***Strays (brought in by police, public, and CSO)***
 - 381 animals were brought to the shelter as strays or surrenders
- ***Services***
 - 97 low cost spay neuter certificates issued
 - 2,018 volunteer hours and provides thousands of hours of community service opportunities

FY25 BUDGET INITIATIVES

The FY25 budget reflects the operational payment of \$100,000, along with building/facility maintenance and utilities. The City is projecting some maintenance items to be necessary for continued operations as the facility is approximately 20 years old.

LONG-TERM GOALS

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

ANIMAL SHELTERS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Shelter Administration					
270					
GPET					
11					
6301	Insurance-Property	1,280	1,834	1,210	2,018
6401	Gas/Electric-Buildings	17,302	13,068	20,000	20,000
6601	Contractual-Professional	100,000	100,000	100,000	100,000
6602	Contractual-Other	-	60,000	60,000	40,000
6700	Repairs/Maintenance	972	-	-	-
6701	Repairs/Maint-Buildings	3,400	11,270	5,000	5,000
6704	Repairs/Maint-EquipMachVehArt	120	-	-	-
6800	Other Expenses	72,500	-	-	-
GPET Total		195,574	186,172	186,210	167,018
Shelter Administration Total		195,574	186,172	186,210	167,018

ENGINEERING

MISSION STATEMENT

The Engineering Division works to enhance the health, safety, and welfare within the City by providing economical, responsive, and effective professional engineering services, while ensuring sustainable and resilient infrastructure.

FY25 Engineering Staffing		
Position	Headcount	FTE
Public Works Director	1	1
Administrative Coordinator/Fleet Manager	1	1
City Engineer	1	1
Sr. Project Manager	1	1
Project Manager	1	1

WHAT WE DO

The Engineering Division provides many essential functions for the City of Sheridan. These include the administration of the Capital Improvement Plan, review of engineering design documents, coordination of street maintenance, annual levee inspections, project oversight, project bidding, budget for ongoing projects, managing grant and loan funds, traffic services, procurement of vehicles and equipment for the City fleet, community updates on projects both upcoming and ongoing, storm sewer planning and mapping, coordination with the Utilities Department for projects, review of engineering design of subdivisions, and general engineering support for all other departments and divisions within the City. In addition, the Engineering Division is responsible for keeping GIS mapping and database up to date and accurate. This includes adding or revising information as new subdivisions, and roadways are incorporated into the City.

The Public Works Director oversees the following divisions within the Public Works Department: Engineering, Building, Planning/Zoning, Streets, Signs, Service Center/Fleet, and General Govt Buildings.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue to update the Geographic Information System, training and continuing education, and contractual services for projects and surveying.

LONG-TERM GOALS

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

ENGINEERING

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Engineering					
182					
General					
10					
6001	FT Salaries/Wages	312,627	332,430	354,180	392,315
6003	Overtime	1,759	4,090	600	3,000
6010	Fica	23,334	24,616	26,876	29,187
6030	Retirement	36,474	38,688	41,156	45,587
6040	Workers Comp	7,801	6,125	6,517	6,434
6050	Employee Insurance	57,465	64,781	72,431	78,587
6101	Office Supplies	1,421	373	900	500
6102	Copier Supplies	369	138	-	200
6103	Technology Equipment	1,572	1,639	-	-
6104	Software & Website Fees	4,304	4,569	5,000	5,000
6105	Uniforms/Clothing	-	-	1,500	1,500
6108	Equip/Mach/Furniture-Non-cap	-	650	-	2,200
6109	Petroleum Products	602	-	-	-
6110	Books/Periodicals	-	55	-	-
6111	Department Functional Supplies	407	321	500	500
6112	Postage	-	58	-	100
6201	Travel/Training	5,956	9,690	9,000	12,000
6203	Licenses/Certs-Employees	-	165	-	200
6302	Insurance-Vehicle	210	218	242	240
6303	Insurance-Liability	2,970	2,557	3,064	3,837
6403	Telecom Services	4,227	4,253	5,000	5,000
6502	Rent/Lease-Equip/Mach/vehicles	64	-	-	-
6601	Contractual-Professional	77,103	18,330	15,000	20,000
6704	Repairs/Maint-EquipMachVehArt	302	171	1,000	-
6801	Printing	-	332	-	350
6802	Advertising	1,706	1,382	2,000	2,000
6803	Food	-	106	-	-
General Total		540,674	515,736	544,966	608,737
Direct Distribution					
12					
6101	Office Supplies	29	55	-	-
6103	Technology Equipment	4,660	-	-	-
6104	Software & Website Fees	644	10,000	12,000	12,000
6111	Department Functional Supplies	76	35	-	-
6201	Travel/Training	2,964	835	-	-
6202	Memberships	377	389	-	500
6601	Contractual-Professional	194,671	186,369	320,625	200,000
6802	Advertising	436	2,468	-	-
Direct Distribution Total		203,857	200,151	332,625	212,500
Engineering Total		744,531	715,888	877,591	821,237

PLANNING/ZONING

MISSION STATEMENT

The Planning/Zoning Division strives to encourage and promote the orderly and responsible growth of the City of Sheridan. We accomplish this with proper zoning, planning, and best management practices, while focusing on thoughtful and vibrant development.

FY25 Planning/Zoning Staffing		
Position	Headcount	FTE
City Planner	1	1
Planning Technician	1	1

WHAT WE DO

The Planning/Zoning Division is responsible for all zoning, subdivision, building, and permitting activity within the City. We strive to be responsive and solution oriented in our approach to guiding applications through the planning and development processes.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to update the Industrial Zoning Code, facilitate the Downtown Development District Zoning Project, the addition of County Records software, and attendance to the Planning Conference for staff and committee members.

LONG-TERM GOALS

The long-term goals of the Planning/Zoning Division are to update the M1/M2 and downtown zoning while keeping them aligned with the community goals and character, and the overall zoning code update.

PLANNING/ZONING

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Planning/Zoning					
621					
General					
10					
6001	FT Salaries/Wages	135,059	54,055	144,859	168,340
6003	Overtime	267	353	300	300
6010	Fica	9,919	3,903	11,082	12,878
6030	Retirement	15,062	6,148	16,833	19,561
6040	Workers Comp	3,376	974	2,666	2,761
6050	Employee Insurance	31,899	16,020	36,318	39,581
6101	Office Supplies	757	113	1,500	1,000
6103	Technology Equipment	3,363	250	-	-
6104	Software & Website Fees	-	-	-	1,400
6108	Equip/Mach/Furniture-Non-cap	-	3,517	5,000	4,000
6109	Petroleum Products	118	-	-	-
6111	Department Functional Supplies	96	271	500	500
6112	Postage	-	667	-	800
6201	Travel/Training	3,317	1,150	4,000	8,000
6202	Memberships	110	368	200	1,000
6302	Insurance-Vehicle	64	73	-	80
6303	Insurance-Liability	1,053	1,046	1,269	1,569
6403	Telecom Services	1,105	351	1,500	1,500
6502	Rent/Lease-Equip/Mach/vehicles	64	-	-	-
6601	Contractual-Professional	-	255	-	-
6602	Contractual-Other	-	177	-	-
6704	Repairs/Maint-EquipMachVehArt	3,010	855	1,500	-
6801	Printing	-	158	-	200
6802	Advertising	2,662	4,188	2,000	4,000
General Total		211,299	94,891	229,527	267,470
Direct Distribution					
12					
6103	Technology Equipment	-	491	-	-
6108	Equip/Mach/Furniture-Non-cap	-	4,707	-	-
6201	Travel/Training	4,153	-	-	-
6601	Contractual-Professional	25,308	68,872	150,000	200,000
8040	Transfer to Capital Proj Fund	13,500	-	-	-
Direct Distribution Total		42,961	74,071	150,000	200,000
Planning/Zoning Total		254,260	168,962	379,527	467,470

BUILDING INSPECTIONS

MISSION STATEMENT

The Building Inspections Division's mission is to ensure commercial buildings and residential structures are constructed, altered, and maintained in the City of Sheridan to meet recognized standards, utilizing International Building Codes to ensure a safe and livable community.

FY25 Building Inspections Staffing		
Position	Headcount	FTE
Building Supervisor	1	1
Permit Technician II	1	1
Mechanical Inspector	1	1
Building Inspector	1	1
Electrical & Plumbing Inspector	1	1
Building Official/Plans Examiner	1	1
Code Compliance Officer	1	1

WHAT WE DO

The Building Inspections Division receives and reviews all applications for building permits for structures within the City of Sheridan, as well as reviews the plans and issues the permits. Perform inspections to buildings and structures during construction to ensure that they meet the standards required by code. Our Code Compliance Officer ensures compliance with the International Property Maintenance Code, existing Building Maintenance Code, and Sheridan City Code.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue training and certifications, the purchase of new code books, and consulting for City-wide code adoption.

LONG-TERM GOALS

The long-term goals of the Building Inspections Division are to continue to cross train the inspectors.

BUILDING INSPECTIONS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Building Inspections					
250					
General					
10					
6001	FT Salaries/Wages	327,533	409,884	453,317	482,283
6003	Overtime	697	723	2,100	2,100
6010	Fica	23,307	28,626	34,985	36,894
6030	Retirement	38,140	47,184	53,141	56,041
6040	Workers Comp	8,148	7,471	8,415	7,909
6050	Employee Insurance	109,166	134,370	144,960	162,096
6101	Office Supplies	2,781	817	400	400
6103	Technology Equipment	10,524	1,185	-	-
6104	Software & Website Fees	29,148	30,502	31,900	32,700
6105	Uniforms/Clothing	2,204	1,171	1,800	1,800
6108	Equip/Mach/Furniture-Non-cap	5,486	8,762	15,000	3,500
6109	Petroleum Products	4,333	-	-	-
6110	Books/Periodicals	-	25	-	9,000
6111	Department Functional Supplies	5,633	2,956	3,000	10,000
6112	Postage	-	825	-	1,200
6113	Shipping/Freight	-	75	-	-
6201	Travel/Training	21,992	16,090	15,000	20,000
6202	Memberships	-	160	-	150
6203	Licenses/Certs-Employees	5,509	7,325	8,000	8,000
6302	Insurance-Vehicle	204	212	297	233
6303	Insurance-Liability	2,092	3,294	5,903	4,944
6403	Telecom Services	7,335	6,013	5,000	6,792
6502	Rent/Lease-Equip/Mach/vehicles	64	237	-	-
6601	Contractual-Professional	97,152	-	5,000	10,000
6602	Contractual-Other	-	458	-	-
6700	Repairs/Maintenance	188	-	-	-
6704	Repairs/Maint-EquipMachVehArt	4,567	9,633	1,200	-
General Total		706,204	717,999	789,418	856,043
Building Inspections Total		706,204	717,999	789,418	856,043

STREETS

MISSION STATEMENT

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

FY25 Streets Staffing		
Position	Headcount	FTE
Operations Superintendent	1	.75
Administrative Assistant	1	.5
Street Maintenance Supervisor	1	.75
Equipment Operator	10	7.5
Senior Street Equipment Operator	4	3

WHAT WE DO

The Streets Division is responsible for the repair, maintenance, and snow and ice control on 285 lane miles of City streets. The division also maintains and repairs 28 miles of alleys, 289,452 feet (54 miles) of storm sewer pipelines, 21 stormceptors (these prevent oil and other contaminants from entering the creeks), 2,506 storm sewer inlets, 860 storm sewer manholes, and 391 storm sewer outfalls. The Streets Division is also responsible for the inspection, repair, and maintenance of all flood control levees within the City of Sheridan.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for integration of new Asset Management Software.

LONG-TERM GOALS

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

STREETS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Highways/Streets/Roadways					
311					
GPET					
11					
8040	Transfer to Capital Proj Fund	-	-	100,000	200,000
GPET Total		-	-	100,000	200,000
Cap Projects					
40					
4020	GPET Sales Tax	-	(83,732)	-	-
4021	GPET Use Tax	-	(7,268)	-	-
5011	Transfer from GPET Fund	-	-	(100,000)	(200,000)
7400	Cap Outlay-Land/Site Imprvmnts	-	2,241	70,429	-
7500	Cap Outlay-Infrastructure	-	7,649	200,000	200,000
4110	Franchise Tax	-	(83,903)	(100,000)	-
Cap Projects Total		-	(165,014)	70,429	-
Highways/Streets/Roadways Total		-	(165,014)	170,429	200,000
Street Construction/Maint					
312					
General					
10					
6001	FT Salaries/Wages	535,671	608,170	655,908	658,690
6002	PT Salaries/Wages	126	-	-	-
6003	Overtime	16,651	15,403	5,000	5,000
6010	Fica	40,040	45,144	50,024	50,237
6030	Retirement	63,509	68,413	75,985	76,307
6040	Workers Comp	13,712	11,225	12,032	10,770
6050	Employee Insurance	130,843	138,063	187,928	183,087
6060	Unemployment	-	8,494	-	-
6101	Office Supplies	1,597	503	2,000	2,000
6102	Copier Supplies	368	380	2,200	2,200
6103	Technology Equipment	1,601	-	-	-
6104	Software & Website Fees	6,254	2,486	6,500	23,585
6105	Uniforms/Clothing	4,483	10,096	6,000	10,080
6108	Equip/Mach/Furniture-Non-cap	3,139	4,738	3,000	3,000
6109	Petroleum Products	63,587	1,613	-	-
6111	Department Functional Supplies	284,726	123,507	175,000	-
6113	Shipping/Freight	-	7,018	-	-
6201	Travel/Training	11,764	993	8,000	9,500
6202	Memberships	270	-	500	500
6204	Licenses/Fees/Permits- Other	-	1,337	1,500	1,000
6301	Insurance-Property	2,283	2,469	2,200	877
6302	Insurance-Vehicle	8,695	7,973	8,250	8,788
6303	Insurance-Liability	5,589	7,524	6,450	7,106
6305	Insurance-Claims	4,366	1,000	-	-
6401	Gas/Electric-Buildings	31,146	22,774	24,000	24,000

STREETS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Street Construction/Maint					
312					
General					
10					
6402	Electric-Other	184,342	-	-	-
6403	Telecom Services	(737)	5,020	7,000	7,000
6502	Rent/Lease-Equip/Mach/vehicles	12,769	19,698	20,000	15,000
6601	Contractual-Professional	23,881	2,435	2,000	2,000
6602	Contractual-Other	5,180	23,181	50,000	50,000
6700	Repairs/Maintenance	21,050	133	-	-
6701	Repairs/Maint-Buildings	4,079	5,344	5,000	5,000
6704	Repairs/Maint-EquipMachVehArt	47,666	95,893	10,000	5,000
6801	Printing	-	-	500	500
6802	Advertising	290	-	500	500
8030	Transfer to Debt Service Fund	58,954	62,045	62,045	174,179
General Total		1,587,894	1,303,074	1,389,522	1,335,906
GPET					
11					
6402	Electric-Other	-	167,864	200,000	212,000
7600	Cap Outlay-Equip/MachVehicles	185,000	-	-	-
8040	Transfer to Capital Proj Fund	1,150,000	-	1,650,000	1,050,000
GPET Total		1,335,000	167,864	1,850,000	1,262,000
Direct Distribution					
12					
6101	Office Supplies	-	351	-	-
6102	Copier Supplies	257	45	-	-
6104	Software & Website Fees	-	7,211	-	-
6105	Uniforms/Clothing	342	1,068	-	-
6107	Tools	-	24	-	-
6108	Equip/Mach/Furniture-Non-cap	-	5,141	7,500	-
6109	Petroleum Products	1,846	-	-	-
6111	Department Functional Supplies	84,681	79,338	91,500	215,000
6201	Travel/Training	1,349	88	-	-
6502	Rent/Lease-Equip/Mach/vehicles	114,067	269,528	357,000	272,008
6601	Contractual-Professional	1,698	1,675	-	50,000
6602	Contractual-Other	-	13,628	10,000	-
6702	Repairs/Maint-Land/Site/Grnds	8,450	31,160	50,000	-
6704	Repairs/Maint-EquipMachVehArt	-	1,485	-	-
6853	Issuance Costs	-	500	-	-
7400	Cap Outlay-Land/Site Imprvmnts	122,542	-	23,262	-
7600	Cap Outlay-Equip/MachVehicles	30,486	-	38,818	-
Direct Distribution Total		365,718	411,243	578,080	537,008

STREETS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Street Construction/Maint					
312					
Cap Tax					
21					
8040	Transfer to Capital Proj Fund	-	-	-	2,850,000
Cap Tax Total		-	-	-	2,850,000
Public Benefit					
22					
8040	Transfer to Capital Proj Fund	-	-	-	600,000
Public Benefit Total		-	-	-	600,000
Debt Service					
30					
6809	Miscellaneous	1,000	1,000	1,000	1,000
6850	Principal	55,552	60,203	72,236	165,581
6854	Bad Debt Expense	-	-	-	-
6851	Interest	6,122	16,136	24,442	22,854
Debt Service Total		62,673	77,339	97,678	189,435
Cap Projects					
40					
4020	GPET Sales Tax	-	(1,381,584)	-	-
4021	GPET Use Tax	-	(119,927)	-	-
5011	Transfer from GPET Fund	(1,150,000)	-	(1,650,000)	(1,050,000)
5020	Transfer from Special Rev Fund	(50,000)	-	-	-
5022	Transfer from Pub Benefit Fund	-	-	-	(600,000)
5050	Transfer from Water Fund	(50,000)	(100,000)	(100,000)	(50,000)
5051	Transfer from Sewer Fund	-	(50,000)	(50,000)	-
6601	Contractual-Professional	150,558	169,630	325,140	-
	Contractual-Professional Serv	-	-	60,000	-
6602	Contractual-Other	-	60,000	60,241	-
6703	Repairs/Maint-Infrastructure	152,289	111,289	387,711	300,000
7400	Cap Outlay-Land/Site Imprvmnts	6,018,193	6,150,390	11,828,214	3,600,000
	Cap Outlay-Site Improve - Depr	-	-	-	200,000
4240	Department of Treasury	(1,012,731)	(1,544,304)	(1,827,269)	-
7500	Cap Outlay-Infrastructure	156	-	500,000	450,000
4220	Department of the Interior	(1,261,364)	(4,257,054)	(4,438,636)	-
5021	Transfer from Cap Tax Fund	-	-	-	(2,850,000)
4030	Capital Facilities Tax	(2,150,000)	(2,332,639)	(2,350,000)	-
4110	Franchise Tax	(200,000)	(201,368)	(240,000)	-
Cap Projects Total		447,101	(3,495,565)	2,505,400	-
Street Construction/Maint Total		3,798,386	(1,536,045)	6,420,680	6,774,350

STREETS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Street Construction/Maint					
312					
Bridge/Viaduct/Grade Align					
315					
Cap Projects					
40					
7400	Cap Outlay-Land/Site Imprvmnts	41,766	68,537	2,090,187	-
4030	Capital Facilities Tax	(1,624,000)	(496,306)	(500,000)	-
Cap Projects Total		(1,582,234)	(427,769)	1,590,187	-
Bridge/Viaduct/Grade Align Total		(1,582,234)	(427,769)	1,590,187	-
Storm Drainage					
317					
GPET					
11					
8040	Transfer to Capital Proj Fund	50,000	-	50,000	410,000
GPET Total		50,000	-	50,000	410,000
Cap Projects					
40					
4020	GPET Sales Tax	-	(41,866)	-	-
4021	GPET Use Tax	-	(3,634)	-	-
5011	Transfer from GPET Fund	(50,000)	-	(50,000)	(410,000)
5022	Transfer from Pub Benefit Fund	-	-	-	-
6601	Contractual-Professional	747,296	378,600	473,989	360,000
7400	Cap Outlay-Land/Site Imprvmnts	37,709	55,295	159,783	50,000
4030	Capital Facilities Tax	(350,000)	-	-	-
4110	Franchise Tax	(200,000)	-	-	-
Cap Projects Total		185,005	388,395	583,772	-
Storm Drainage Total		235,005	388,395	633,772	410,000
Parking Facilities					
340					
General					
10					
8040	Transfer to Capital Proj Fund	100,000	-	-	-
General Total		100,000	-	-	-
GPET					
11					
8040	Transfer to Capital Proj Fund	-	-	50,000	-
GPET Total		-	-	50,000	-
Cap Projects					
40					
4020	GPET Sales Tax	-	(41,866)	-	-
4021	GPET Use Tax	-	(3,634)	-	-
5011	Transfer from GPET Fund	-	-	(50,000)	-
7400	Cap Outlay-Land/Site Imprvmnts	132,887	22,732	50,000	-
5010	Transfer from General Fund	(100,000)	-	-	-
Cap Projects Total		32,887	(22,769)	-	-
Parking Facilities Total		132,887	(22,769)	50,000	-

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TRAFFIC/SIGNS

MISSION STATEMENT

To maintain and provide our community and visitors with a safe and efficient commute through our City.

FY25 Traffic/Signs Staffing		
Position	Headcount	FTE
Traffic & Sign Supervisor	1	.95
Sign Technician I/II	3	2.8

WHAT WE DO

The Traffic/Signs Division is responsible for the installation, repair, and maintenance of 5,100 signs, 975 decorative and roadway lights, 5 traffic control signals, 9 sets of school zone signals, 2 sets of school crossing signals, 15 sets of pedestrian crossing signals, several pathway lights, as well as painting and striping of streets, curbs, and crosswalks. The Traffic/Sign Division provides temporary traffic control (barricades, signs, message boards, etc.) for public events and internal construction projects/closures. The Division installs Christmas Decorations, American Flags, and banners for events/holidays. The staff is also responsible for the placement and relocation of sculptures in conjunction with SPAC. During the winter season, the Traffic/Signs Division assists the Streets Division with snow removal/sanding operations to keep our city streets clear of snow and ice.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for the maintenance and repairs to our signs, signals, and pavement markings, including upgrading two of our pedestrian crossing signals.

LONG-TERM GOALS

The long-term goals of the Traffic/Signs Division are to keep up with the improvements and requirements that are needed to make our roads safe and more efficient for the traveling community.

TRAFFIC/SIGNS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Signs					
319					
General					
10					
6001	FT Salaries/Wages	-	149,495	115,789	170,910
6003	Overtime	-	1,240	1,500	1,500
6010	Fica	-	11,059	8,858	13,075
6030	Retirement	-	17,101	13,455	19,744
6040	Workers Comp	-	2,715	2,131	2,788
6050	Employee Insurance	-	27,257	35,726	55,631
6105	Uniforms/Clothing	-	1,123	1,500	2,000
6107	Tools	-	647	500	1,000
6108	Equip/Mach/Furniture-Non-cap	-	-	500	1,000
6111	Department Functional Supplies	-	46,586	117,000	-
6201	Travel/Training	-	3,036	5,000	6,000
6202	Memberships	-	320	300	400
6203	Licenses/Certs-Employees	-	47	300	400
6303	Insurance-Liability	-	-	-	1,254
6502	Rent/Lease-Equip/Mach/vehicles	-	-	200	200
6602	Contractual-Other	-	24,587	5,000	52,000
6701	Repairs/Maint-Buildings	-	569	500	1,000
6704	Repairs/Maint-EquipMachVehArt	-	14,240	14,250	4,250
General Total		-	300,023	322,509	333,151
GPET					
11					
6111	Department Functional Supplies	-	19,576	24,000	2,400
6113	Shipping/Freight	-	3,760	-	-
GPET Total		-	23,336	24,000	2,400
Direct Distribution					
12					
6111	Department Functional Supplies	-	-	-	117,000
6704	Repairs/Maint-EquipMachVehArt	-	7,483	8,738	-
Direct Distribution Total		-	7,483	8,738	117,000
Signs Total		-	330,842	355,247	452,551

SNOW REMOVAL

MISSION STATEMENT

Provide efficient and effective snow and ice control through safe and practical means.

FY25 Snow/Ice Removal Staffing		
Position	Headcount	FTE
Street Maintenance Superintendent	1	.25
City Service Center Coordinator	1	.2
Street Maintenance Supervisor	1	.25
Traffic & Sign Supervisor	1	.05
Equipment Operator	10	2.5
Senior Street Equipment Operator	4	1
Sign Technician I	3	.2

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue the level of service previously provided.

LONG-TERM GOALS

The long-term goal of the Snow Removal Division is to increase the level of service to the community through refined methods and updated technology.

SNOW REMOVAL

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Snow/Ice Removal					
314					
General					
10					
6001	FT Salaries/Wages	242,754	101,502	270,632	279,418
6003	Overtime	46,595	14,614	30,000	30,000
6010	Fica	21,657	8,440	20,474	21,146
6030	Retirement	33,531	13,288	31,099	32,120
6040	Workers Comp	7,231	2,118	4,925	4,533
6050	Employee Insurance	56,852	26,225	72,698	63,699
6104	Software & Website Fees	-	1,540	2,400	11,450
6109	Petroleum Products	29,008	-	-	-
6111	Department Functional Supplies	33,327	78	-	-
6113	Shipping/Freight	-	530	-	-
6302	Insurance-Vehicle	365	364	220	632
6303	Insurance-Liability	-	-	-	2,932
6403	Telecom Services	30	2	50	50
6601	Contractual-Professional	14,706	-	-	-
6802	Advertising	540	-	-	-
7600	Cap Outlay-Equip/MachVehicles	-	-	419,544	-
General Total		486,597	169,399	852,042	445,980
GPET					
11					
6113	Shipping/Freight	-	3,634	11,700	-
GPET Total		-	3,634	11,700	-
Direct Distribution					
12					
6104	Software & Website Fees	-	9,937	7,550	-
6108	Equip/Mach/Furniture-Non-cap	867	-	-	-
6109	Petroleum Products	9,418	-	-	-
6111	Department Functional Supplies	153,711	146,011	131,000	115,000
6601	Contractual-Professional	284,730	-	-	-
6602	Contractual-Other	-	17,371	52,450	135,000
6704	Repairs/Maint-EquipMachVehArt	58,292	18,865	5,000	-
6802	Advertising	-	14,111	15,000	5,000
7600	Cap Outlay-Equip/MachVehicles	-	-	66,100	-
Direct Distribution Total		507,017	206,294	277,100	255,000
Snow/Ice Removal Total		993,614	379,327	1,140,842	700,980

PROJECTS

MISSION STATEMENT

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

WHAT WE DO

The Engineering Division provides oversight, funding, planning, bidding, and public involvement for our capital projects.

FY25 BUDGET INITIATIVES

The FY25 budget shows a responsible use of public funds for a mixture of projects that range from reconstruction and improvement to aging infrastructure, identified Capital Improvement Projects, maintenance of City facilities, and other public amenities.

LONG-TERM GOALS

The long-term goals for Capital Projects is to continue finding additional funding opportunities for the needed infrastructure projects and to keep working through the Capital Improvement Program.

PROJECTS

Line No.	Project	Construction Budget FY-2025	Estimated	Estimated	Available	GPET	CapTax	Franchise	WWDC	Water	Sewer	Total FY25	Estimated	Estimated
1	0152P	Pavement Rehabilitation (R&O)	1,800,000	100,000	161,354	650,000	600,000	600,000		50,000		1,900,000	2,000,000	(200,000)
2	0155P	Residence Hill (S. Downtown Neighborhood)	14,000,000	2,530,000	500,000		1,700,000					1,700,000	4,230,000	9,770,000
3	0158P	East Downtown Improvements	4,000,000	150,000	(156)		450,000					450,000	600,000	3,400,000
4	0159P	Water Creek Crossing	400,000	246,000						183,000		183,000	429,000	(29,000)
5	0175P	Blacktooth Park	1,800,000	1,490,000	1,866,621	100,000						100,000	1,590,000	210,000
6	0180P	Kendrick Pool	5,650,000	3,460,000	1,872,725		1,800,000	400,000				2,200,000	5,660,000	(10,000)
7	0182P	Community Drainage	125,000	35,000	73,138	50,000						50,000	85,000	40,000
8	0206P	ACOE GI Study	1,500,000	46,000		360,000						360,000	406,000	630,000
9	0209P	Pavement Preservation	500,000	276,000	273,058	200,000	100,000					300,000	576,000	(76,000)
10	0224P	Northeast Transmission Main	3,800,000	278,000	-				1,755,060	150,000		1,905,060	2,183,060	1,616,940
11	0225P	WWTP South Clarifier	1,200,000	1,124,000							65,000	65,000	1,189,000	11,000
12	0228P	Beltway Project	15,000,000	195,000	-	200,000						200,000	395,000	14,605,000
13	0249P	SWTP Floors	220,000	142,000						80,000		80,000	222,000	(2,000)
14	0251P	Teal Springs Pathway	160,000	124,000		40,000						40,000	164,000	(4,000)
15	0268P	BGWTP Porch Repair	275,000	195,500						80,000		80,000	275,500	(500)
16	0277P	12th Street Roadway Realignment	350,000	-		200,000						200,000	200,000	150,000
Total =			50,780,000	10,391,500	4,746,740	1,800,000	4,650,000	1,000,000	1,755,060	543,000	65,000	9,813,060	20,204,560	30,575,440

CONTINGENCY

Line No.	Project	Construction Budget FY-2025	SRF	GRANTS	GRANTS
2	0155P	Residence Hill (S. Downtown Neighborhood)	7,500,000		
10	0224P	Northeast Transmission Main	1,900,000		
12	0228P	Beltway Project		1,520,000	1,520,000
0268P	WWTP Upgrades	7,800,000			
	E. 5th Street Sewer Improvements	2,000,000			

- 1 Pavement Rehabilitation (R&O) - CIP project, North Heights Phase I, additional funds rollover into future projects
- 2 South Downtown - CIP Project currently in design, 7.5M CW/DW SRF loan contingency (water, sewer, storm)
- 3 East Downtown Improvements - Building funds for future CIP project
- 4 Water Creek Crossing - Building funds for future CIP project
- 5 Black Tooth Park - CIP project for construction of sidewalks, new playground equipment, landscaping & irrigation
- 6 Kendrick Park Pool - Building up project funds for CIP construction
- 7 Community Drainage - Building funds for continuing drainage improvements & emergency drainage projects
- 8 ACOE GI Study - Funds needed for 1.5M GI Study (870K spent to date)
- 9 Pavement Preservation - Crack sealing & Microsurfacing in summer 2024, additional funds rollover into future projects
- 10 Northeast Transmission Main - CIP project construction costs, 1.755M WWDC, 1.9M DWSRF loan contingency
- 11 WWTP South Clarifier - funds needed for project construction
- 12 Beltway Project - Funds for meeting RAISE grant match, 1.52M RAISE grant contingency
- 13 SWTP Floors - Funds needed for project construction
- 14 Teal Springs Pathway - Required project per 2013 agreement, Funds needed for project construction
- 15 BGWTP Porch Repair - Funds needed for project construction
- 16 12th Street Roadway Realignment - Funds needed for project construction

WWTP Upgrade - 7.8M CWSRF loan contingency
E. 5th Street Sewer Improvements - 2M CWSRF loan contingency

GENERAL GOVT BUILDINGS

MISSION STATEMENT

The mission of General Government Buildings Division is to provide a safe, healthy, and efficient place for the citizens to interact with City Government. We also provide a safe, healthy, and efficient place for employees to work.

WHAT WE DO

Maintain and update a 124-year-old building.

FY25 BUDGET INITIATIVES

The FY25 budget includes general maintenance, utilities, cleaning services, costs associated with copying and a loan payment for the City Hall windows.

LONG-TERM GOALS

The long-term goals of General Government Buildings budget are to continue to maintain and update the facility.

GENERAL GOVT BUILDINGS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Gen Govt Bldg Const/Acquis					
180					
GPET					
11					
8030	Transfer to Debt Service Fund	10,000	-	-	-
8040	Transfer to Capital Proj Fund	20,000	-	-	-
GPET Total		30,000	-	-	-
Debt Service					
30					
5011	Transfer from GPET Fund	(10,000)	(10,000)	(10,000)	(10,000)
6850	Principal	10,000	10,000	10,000	10,000
Debt Service Total		-	0	-	-
Cap Projects					
40					
4020	GPET Sales Tax	-	(12,300)	(21,862)	-
4021	GPET Use Tax	-	(421)	-	-
5011	Transfer from GPET Fund	(20,000)	-	-	-
5050	Transfer from Water Fund	(15,944)	-	-	-
6701	Repairs/Maint-Buildings	-	28,480	30,000	-
7130	Cap Outlay-Bldg Improvements	235,461	46,341	50,694	-
7400	Cap Outlay-Land/Site Imprvmnts	272,531	-	-	-
7100	Cap Outlay-Acq of Buildings	-	18,569	21,862	-
Cap Projects Total		472,047	80,669	80,694	-
Gen Govt Bldg Const/Acquis Total		502,047	80,669	80,694	-
Gen Govt Bldg Maintenance					
181					
General					
10					
6101	Office Supplies	2,094	1,413	5,000	2,000
6102	Copier Supplies	-	442	-	-
6108	Equip/Mach/Furniture-Non-cap	446	100	8,104	-
6111	Department Functional Supplies	5,329	3,746	16,700	20,700
6301	Insurance-Property	9,765	14,819	7,400	16,301
6302	Insurance-Vehicle	135	141	140	155
6305	Insurance-Claims	-	19,180	7,000	7,000
6401	Gas/Electric-Buildings	24,559	19,809	23,000	23,000
6502	Rent/Lease-Equip/Mach/vehicles	12,838	13,341	15,500	15,500
6601	Contractual-Professional	53,945	-	-	-
6602	Contractual-Other	2,700	13,063	8,000	48,000
6700	Repairs/Maintenance	16,930	254	-	-
6701	Repairs/Maint-Buildings	2,560	23,877	48,500	48,500
6704	Repairs/Maint-EquipMachVehArt	216	1,824	1,900	1,500
6802	Advertising	196	-	-	-
8040	Transfer to Capital Proj Fund	-	20,000	20,000	-
General Total		131,713	132,010	161,244	182,656

GENERAL GOVT BUILDINGS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Gen Govt Bldg Maintenance					
181					
GPET					
11					
8030	Transfer to Debt Service Fund	-	10,000	10,000	10,000
GPET Total		-	10,000	10,000	10,000
Direct Distribution					
12					
6108	Equip/Mach/Furniture-Non-cap	-	-	-	9,500
6601	Contractual-Professional	-	11,983	-	5,000
6602	Contractual-Other	-	27,915	55,000	-
8040	Transfer to Capital Proj Fund	-	150,000	150,000	-
Direct Distribution Total		-	189,897	205,000	14,500
Cap Projects					
40					
5012	Transfer from Direct Dist Fund	-	(150,000)	(150,000)	-
7130	Cap Outlay-Bldg Improvements	-	74,625	170,000	-
5010	Transfer from General Fund	-	(20,000)	(20,000)	-
Cap Projects Total		-	(95,375)	-	-
Gen Govt Bldg Maintenance Total		131,713	236,532	376,244	207,156

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SERVICE CENTER

MISSION STATEMENT

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

FY25 Service Center Staffing		
Position	Headcount	FTE
Shop Supervisor	1	1
Administrative Assistant	1	.3
Mechanic II	2	2

WHAT WE DO

The Service Center tracks the entire fleet of the City of Sheridan, including maintenance and repairs. The Service Center also tracks the age and hours of the fleet and makes recommendations on fleet type and replacement of equipment.

FY25 BUDGET INITIATIVES - SERVICE CENTER

The FY25 budget includes funding for integration of new Asset Management software, and outfitting the shop with complete sets of industry standard tools.

FY25 BUDGET INITIATIVES - FLEET (NON-ENTERPRISE)

The FY25 budget includes non-enterprise fleet related purchases, including the costs for parts, sublets, and fuel.

LONG-TERM GOALS - SERVICE CENTER

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

LONG-TERM GOALS - FLEET

The long-term goals for fleet are to create a city-wide fleet budget, as well as creating a replacement fund for future purchases.

This year fleet related costs are identified with project "D" codes.

FY25 FLEET-RELATED BUDGET CODES (NON-ENTERPRISE)

0188D - Police	0241D - Engineering
0189D - Fire	0242D - Building
0190D - Streets	0243D - Snow Removal
0192D - Cemetery	0244D - Community Forestry
0193D - Parks	0245D - Planning
0195D - Motorpool	0247D - Signs
0240D - IT	

SERVICE CENTER

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Service Center					
731					
General					
10					
6001	FT Salaries/Wages	178,175	168,829	190,485	209,501
6003	Overtime	1,644	2,000	3,300	3,300
6010	Fica	13,538	12,722	14,343	15,367
6030	Retirement	20,873	19,613	21,786	23,342
6040	Workers Comp	4,473	3,107	3,450	3,294
6050	Employee Insurance	31,008	30,334	35,347	35,573
6101	Office Supplies	211	437	400	400
6103	Technology Equipment	162	363	-	500
6104	Software & Website Fees	12,960	4,900	14,500	32,385
6107	Tools	547	10,509	10,000	-
6108	Equip/Mach/Furniture-Non-cap	5,511	25,298	40,000	10,000
6109	Petroleum Products	-	142,365	195,750	500
6111	Department Functional Supplies	6,435	103,760	48,000	10,000
6112	Postage	-	24	-	-
6113	Shipping/Freight	-	244	-	-
6201	Travel/Training	195	8,393	1,000	5,000
6204	Licenses/Fees/Permits- Other	-	444	1,200	500
6301	Insurance-Property	614	-	550	1,840
6303	Insurance-Liability	1,291	1,375	1,720	2,064
6401	Gas/Electric-Buildings	28,532	20,492	24,000	24,000
6403	Telecom Services	674	676	500	800
6502	Rent/Lease-Equip/Mach/vehicles	121	334	-	200
6601	Contractual-Professional	4,150	475	-	-
6602	Contractual-Other	2,714	2,328	5,500	2,500
6701	Repairs/Maint-Buildings	4,534	3,508	5,000	12,000
6704	Repairs/Maint-EquipMachVehArt	-	1,728	4,500	3,000
6802	Advertising	-	184	800	800
General Total		318,363	564,445	622,131	396,867

SERVICE CENTER

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Service Center					
731					
GPET					
11					
7400	Cap Outlay-Land/Site Imprvmnts	8,712	-	30,000	-
7600	Cap Outlay-Equip/MachVehicles	19,427	501,340	960,512	127,500
8040	Transfer to Capital Proj Fund	160,000	-	-	-
GPET Total		188,139	501,340	990,512	127,500
Direct Distribution					
12					
6104	Software & Website Fees	750	-	-	-
6105	Uniforms/Clothing	753	2,953	3,600	5,000
6107	Tools	-	175	-	70,000
6108	Equip/Mach/Furniture-Non-cap	-	2,547	2,547	8,000
6109	Petroleum Products	-	-	-	176,000
6111	Department Functional Supplies	12,153	19,070	17,000	88,000
6201	Travel/Training	747	250	11,383	-
6601	Contractual-Professional	1,109	-	-	30,000
6602	Contractual-Other	1,111	-	-	-
6701	Repairs/Maint-Buildings	450	-	-	-
6704	Repairs/Maint-EquipMachVehArt	-	-	-	149,900
7600	Cap Outlay-Equip/MachVehicles	-	256,015	256,015	-
Direct Distribution Total		17,073	281,010	290,545	526,900
Cap Projects					
40					
7500	Cap Outlay-Infrastructure	-	-	160,000	-
Cap Projects Total		-	-	160,000	-
Service Center Total		523,574	1,346,794	2,063,188	1,051,267

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FLEET

Dept/ Division	Object	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Service Center						
731						
General						
10						
0188D						
	6109	Petroleum Products	-	54,081	63,000	-
	6111	Department Functional Supplies	-	354	-	-
0189D						
	6109	Petroleum Products	-	11,293	17,000	-
	6111	Department Functional Supplies	-	462	-	-
0190D						
	6109	Petroleum Products	-	49,271	55,000	-
	6111	Department Functional Supplies	165	56,380	-	-
0192D						
	6109	Petroleum Products	-	6,340	9,000	-
	6111	Department Functional Supplies	-	838	-	-
0193D						
	6109	Petroleum Products	-	11,098	14,000	-
	6111	Department Functional Supplies	-	3,912	-	-
0240D						
	6109	Petroleum Products	-	242	250	-
0241D						
	6109	Petroleum Products	-	353	1,300	-
0242D						
	6109	Petroleum Products	-	3,281	4,500	-
	6111	Department Functional Supplies	-	1,593	-	-
0243D						
	6109	Petroleum Products	-	605	30,000	-
	6111	Department Functional Supplies	-	23,920	30,000	-
0244D						
	6109	Petroleum Products	-	128	1,200	-
	6111	Department Functional Supplies	-	406	-	-
	6704	Repairs/Maint-EquipMachVehArt	-	360	-	-
0245D						
	6109	Petroleum Products	-	190	500	-
0247D						
	6109	Petroleum Products	-	3,119	-	-
	6111	Department Functional Supplies	-	279	15,000	-
General Total			165	228,507	240,750	-

FLEET

Dept/ Division	Object	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Service Center						
731						
GPET						
11						
0188D						
	7600	Cap Outlay-Equip/MachVehicles	-	223,941	235,000	62,500
0189D						
	7600	Cap Outlay-Equip/MachVehicles	-	-	-	65,000
0190D						
	7600	Cap Outlay-Equip/MachVehicles	-	100,422	385,792	-
0243D						
	7600	Cap Outlay-Equip/MachVehicles	-	123,509	259,720	-
0244D						
	7600	Cap Outlay-Equip/MachVehicles	-	53,467	80,000	-
GPET Total			-	501,340	960,512	127,500
Direct Distribution						
12						
0188D						
	6109	Petroleum Products	-	-	-	63,000
	6111	Department Functional Supplies	-	-	-	500
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	42,500
0189D						
	6109	Petroleum Products	-	-	-	17,000
	6111	Department Functional Supplies	-	-	-	1,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	10,000
0190D						
	6109	Petroleum Products	-	-	-	55,000
	6111	Department Functional Supplies	-	-	-	50,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	40,000
0192D						
	6109	Petroleum Products	-	-	-	9,000
	6111	Department Functional Supplies	-	-	-	1,200
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	2,000
	7600	Cap Outlay-Equip/MachVehicles	-	68,617	68,617	-

FLEET

Dept/ Division	Object	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Service Center						
731						
Direct Distribution						
12						
0193D						
	6108	Equip/Mach/Furniture-Non-cap	-	2,547	2,547	8,000
	6109	Petroleum Products	-	-	-	14,000
	6111	Department Functional Supplies	-	-	-	2,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	20,000
	7600	Cap Outlay-Equip/MachVehicles	-	187,398	187,398	-
0195D						
	6111	Department Functional Supplies	-	-	-	1,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	1,000
0240D						
	6109	Petroleum Products	-	-	-	300
	6111	Department Functional Supplies	-	-	-	500
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	500
0241D						
	6109	Petroleum Products	-	-	-	1,000
	6111	Department Functional Supplies	-	-	-	1,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	2,500
0242D						
	6109	Petroleum Products	-	-	-	4,500
	6111	Department Functional Supplies	-	-	-	2,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	4,000
0243D						
	6109	Petroleum Products	-	-	-	5,000
	6111	Department Functional Supplies	-	-	-	10,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	15,000
0244D						
	6109	Petroleum Products	-	-	-	1,200
	6111	Department Functional Supplies	-	-	-	500
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	2,000
0245D						
	6109	Petroleum Products	-	-	-	1,000
	6111	Department Functional Supplies	-	-	-	300
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	400
0247D						
	6109	Petroleum Products	-	-	-	5,000
	6111	Department Functional Supplies	-	-	-	1,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	10,000
Direct Distribution Total			-	258,562	258,562	404,900
Service Center Total			165	988,409	1,459,824	532,400

FLEET

			FY23	FY24	FY24	
Dept/ Division	Object	Account Description	Actuals	Actuals	Revised Budget	FY25 Budget
Water Administration						
810						
Water						
50						
	0270D					
	6109	Petroleum Products	-	-	-	1,845
	6111	Department Functional Supplies	-	-	-	880
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	240
Water Total			-	-	-	2,965
Water Administration Total			-	-	-	2,965
Source of Supply						
811						
Water						
50						
	0271D					
	6108	Equip/Mach/Furniture-Non-cap	-	-	-	15,000
	6109	Petroleum Products	-	-	-	2,900
	6111	Department Functional Supplies	-	-	-	450
Water Total			-	-	-	18,350
Source of Supply Total			-	-	-	18,350
Water Distribution						
812						
Water						
50						
	0196D					
	6109	Petroleum Products	-	-	-	15,000
	6111	Department Functional Supplies	-	-	-	2,500
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	6,000
	7600	Cap Outlay-Mach/Equip/Vehicles	-	-	-	431,000
Water Total			-	-	-	454,500
Water Distribution Total			-	-	-	454,500

FLEET

			FY24			
Dept/ Division	Object	Account Description	FY23 Actuals	FY24 Actuals	Revised Budget	FY25 Budget
SWTP						
813						
Water						
50						
0273D						
	6109	Petroleum Products	-	-	-	10,000
	6111	Department Functional Supplies	-	-	-	2,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	1,100
	7600	Cap Outlay-Mach/Equip/Vehicles	-	-	-	140,000
	Water Total		-	-	-	153,100
SWTP Total			-	-	-	153,100
BGWTP						
814						
Water						
50						
0274D						
	6108	Equip/Mach/Furniture-Non-cap	-	-	-	7,500
	6109	Petroleum Products	-	-	-	5,000
	6111	Department Functional Supplies	-	-	-	2,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	1,000
	Water Total		-	-	-	15,500
BGWTP Total			-	-	-	15,500
Wastewater Administration						
820						
Sewer						
51						
0275D						
	6109	Petroleum Products	-	-	-	1,540
	6111	Department Functional Supplies	-	-	-	400
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	160
	Sewer Total		-	-	-	2,100
Wastewater Administration Total			-	-	-	2,100
WW Collection						
821						
Sewer						
51						
0272D						
	6109	Petroleum Products	-	-	-	7,300
	6111	Department Functional Supplies	-	-	-	1,800
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	6,000
	Sewer Total		-	-	-	15,100
WW Collection Total			-	-	-	15,100

FLEET

Dept/ Division	Object	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
WW Treatment						
822						
Sewer						
51						
0276D						
	6108	Equip/Mach/Furniture-Non-cap	-	-	-	8,500
	6109	Petroleum Products	-	-	-	13,000
	6111	Department Functional Supplies	-	-	-	3,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	500
	7600	Cap Outlay-Mach/Equip/Vehicles	-	-	-	50,000
Sewer Total			-	-	-	75,000
WW Treatment Total			-	-	-	75,000
Sanitation						
831						
Solid Waste						
52						
0197D						
	6109	Petroleum Products	-	-	-	110,000
	6111	Department Functional Supplies	-	-	-	115,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	20,000
	7600	Cap Outlay-Mach/Equip/Vehicles	-	-	-	705,000
Solid Waste Total			-	-	-	950,000
Sanitation Total			-	-	-	950,000
Recycling						
832						
Solid Waste						
52						
0198D						
	6109	Petroleum Products	-	-	-	52,000
	6111	Department Functional Supplies	-	-	-	84,500
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	15,000
Solid Waste Total			-	-	-	151,500
Recycling Total			-	-	-	151,500
Landfill						
841						
Solid Waste						
52						
0199D						
	6109	Petroleum Products	-	-	-	150,000
	6111	Department Functional Supplies	-	-	-	97,000
	6704	Repairs/Maint-EquipMachVehArt	-	-	-	100,000
	7600	Cap Outlay-Mach/Equip/Vehicles	-	-	-	195,000
Solid Waste Total			-	-	-	542,000
Landfill Total			-	-	-	542,000

PARKS

MISSION STATEMENT

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

FY25 Parks Staffing		
Position	Headcount	FTE
Parks Director	1	.55
Parks Superintendent	1	.5
Natural Resources Coordinator	1	.1
Grounds Maintenance Coordinator	1	1
Grounds Maintenance Worker II	2	2

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to assist with deferred maintenance in the Parks system, including aging playgrounds, pathways, and irrigation systems. Also, to continue the level of service previously provided by the Parks Department, including some additions to allow for the care of the added areas.

LONG-TERM GOALS

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

PARKS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Parks Supervision					
540					
General					
10					
6001	FT Salaries/Wages	236,964	207,185	240,381	247,888
6002	PT Salaries/Wages	47,354	33,786	38,776	43,000
6003	Overtime	3,157	3,763	1,500	2,000
6010	Fica	21,491	18,094	21,356	21,930
6030	Retirement	26,709	24,055	27,933	28,805
6040	Workers Comp	9,341	4,436	5,137	4,701
6050	Employee Insurance	50,933	48,171	55,767	60,675
6101	Office Supplies	1,507	1,204	1,200	1,500
6103	Technology Equipment	2,960	-	-	-
6104	Software & Website Fees	-	-	-	4,400
6105	Uniforms/Clothing	1,854	2,200	2,000	2,000
6107	Tools	-	734	1,250	1,250
6108	Equip/Mach/Furniture-Non-cap	3,557	2,521	3,750	-
6109	Petroleum Products	17,460	-	-	-
6111	Department Functional Supplies	4,134	52,156	69,000	81,500
6113	Shipping/Freight	-	1,971	-	-
6201	Travel/Training	1,351	1,613	4,500	3,400
6301	Insurance-Property	1,849	3,229	2,200	3,552
6302	Insurance-Vehicle	580	723	440	795
6303	Insurance-Liability	1,618	1,680	2,097	2,521
6305	Insurance-Claims	-	120	-	-
6401	Gas/Electric-Buildings	25,755	27,221	25,000	26,500
6403	Telecom Services	3,829	2,142	4,500	4,500
6502	Rent/Lease-Equip/Mach/vehicles	1,094	1,269	1,100	1,100
6601	Contractual-Professional	127	1,322	-	-
6602	Contractual-Other	2,163	68,275	80,000	92,500
6700	Repairs/Maintenance	-	2,286	-	-
6701	Repairs/Maint-Buildings	1,096	21,976	17,000	23,000
6702	Repairs/Maint-Land/Site/Grnds	-	7,232	12,000	6,000
6703	Repairs/Maint-Infrastructure	-	14	-	-
6704	Repairs/Maint-EquipMachVehArt	3,513	16,538	25,000	5,000
6801	Printing	-	6,770	11,000	5,000
6802	Advertising	8,969	195	500	500
General Total		479,363	562,879	653,387	674,016

PARKS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Parks Supervision					
540					
GPET					
11					
7400	Cap Outlay-Land/Site Imprvmnts	-	58,654	77,000	50,000
GPET Total		-	58,654	77,000	50,000
Direct Distribution					
12					
6108	Equip/Mach/Furniture-Non-cap	-	-	-	31,250
6111	Department Functional Supplies	77,935	-	-	-
6601	Contractual-Professional	56,449	(900)	-	-
6700	Repairs/Maintenance	8,960	-	-	-
6701	Repairs/Maint-Buildings	9,404	-	-	-
6704	Repairs/Maint-EquipMachVehArt	20,510	-	-	-
7600	Cap Outlay-Equip/MachVehicles	38,545	49,732	50,000	-
8054	Transfer to Golf Fund	-	-	-	26,245
Direct Distribution Total		211,804	48,832	50,000	57,495
Public Benefit					
22					
8010	Transfer to General Fund	-	-	-	24,000
Public Benefit Total		-	-	-	24,000
Special Revenue					
20					
7120	Cap Outlay-Construct of Bldgs	779,551	-	-	-
7600	Cap Outlay-Equip/MachVehicles	11,400	-	-	-
Special Revenue Total		790,951	-	-	-
Parks Supervision Total		1,482,118	670,365	780,387	805,511
Park Areas					
541					
GPET					
11					
6601	Contractual-Professional	938	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	29,395	-	-	-
7600	Cap Outlay-Equip/MachVehicles	82,438	-	-	-
8040	Transfer to Capital Proj Fund	280,000	-	-	100,000
GPET Total		392,770	-	-	100,000

PARKS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Park Areas					
541					
Special Revenue					
20					
4860	Miscellaneous	(2,460)	(2,365)	-	-
6108	Equip/Mach/Furniture-Non-cap	38	-	62	-
6111	Department Functional Supplies	2,262	1,526	998	-
Special Revenue Total		(160)	(839)	1,059	-
Cap Projects					
40					
5011	Transfer from GPET Fund	(280,000)	-	-	(100,000)
7400	Cap Outlay-Land/Site Imprvmnts	496,086	464,693	2,103,593	100,000
4220	Department of the Interior	(167,481)	(189,638)	(332,519)	-
4030	Capital Facilities Tax	-	(248,153)	(250,000)	-
4110	Franchise Tax	(485,000)	(113,269)	(135,000)	-
Cap Projects Total		(436,395)	(86,368)	1,386,074	-
Park Areas Total		(43,785)	(87,207)	1,387,134	100,000
Parkways/Blvds/Pathways					
542					
GPET					
11					
8040	Transfer to Capital Proj Fund	500,000	-	-	40,000
GPET Total		500,000	-	-	40,000
Cap Projects					
40					
4502	Sheridan Community Land Trust	(14,372)	(20,320)	(20,629)	-
5011	Transfer from GPET Fund	(500,000)	-	-	(40,000)
5012	Transfer from Direct Dist Fund	(13,500)	-	-	-
6601	Contractual-Professional	15,315	29,804	33,185	-
7400	Cap Outlay-Land/Site Imprvmnts	1,513,115	14,771	225,979	40,000
4334	WY Dept of Transportation	(180,081)	-	-	-
4030	Capital Facilities Tax	-	(99,261)	(100,000)	-
4110	Franchise Tax	(150,000)	-	-	-
Cap Projects Total		670,478	(75,006)	138,536	-
Parkways/Blvds/Pathways Total		1,170,478	(75,006)	138,536	40,000

CEMETERY

MISSION STATEMENT

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

FY25 Cemetery Staffing		
Position	Headcount	FTE
Parks Director	1	.1
Parks Superintendent	1	.2
Cemetery Foreman	1	1

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for interments and cemetery maintenance.

LONG-TERM GOALS

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

CEMETERY

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Cemetery Administration					
350					
General					
10					
6001	FT Salaries/Wages	70,305	68,762	73,858	80,674
6002	PT Salaries/Wages	27,700	24,657	34,365	34,365
6003	Overtime	298	377	1,500	1,000
6010	Fica	7,517	7,121	8,280	8,801
6030	Retirement	8,198	7,887	8,583	9,374
6040	Workers Comp	2,439	1,691	1,992	1,807
6050	Employee Insurance	4,522	4,233	4,765	5,135
6101	Office Supplies	93	35	700	700
6105	Uniforms/Clothing	300	412	400	600
6107	Tools	-	-	625	625
6108	Equip/Mach/Furniture-Non-cap	770	-	1,875	2,500
6109	Petroleum Products	8,844	-	-	-
6111	Department Functional Supplies	10,191	13,828	11,000	18,000
6112	Postage	-	102	-	-
6113	Shipping/Freight	-	2,192	-	-
6201	Travel/Training	38	452	1,000	1,000
6301	Insurance-Property	694	841	599	926
6302	Insurance-Vehicle	460	476	220	523
6303	Insurance-Liability	484	533	570	800
6401	Gas/Electric-Buildings	17,397	8,615	14,000	14,000
6403	Telecom Services	1,152	1,031	1,500	1,500
6502	Rent/Lease-Equip/Mach/vehicles	835	835	1,000	1,000
6601	Contractual-Professional	696	1,320	2,000	2,000
6602	Contractual-Other	-	875	600	3,900
6603	Contractual-Temp Services	830	-	-	-
6700	Repairs/Maintenance	5,187	-	-	-
6701	Repairs/Maint-Buildings	1,744	756	1,500	1,500
6702	Repairs/Maint-Land/Site/Grnds	-	5,994	10,000	10,000
6704	Repairs/Maint-EquipMachVehArt	3,385	2,818	3,500	2,000
6801	Printing	-	1,566	1,500	500
General Total		174,079	157,410	185,932	203,230
Direct Distribution					
12					
6104	Software & Website Fees	36,345	11,490	39,100	8,400
6601	Contractual-Professional	1,261	-	-	-
6802	Advertising	-	-	1,000	1,000
7400	Cap Outlay-Land/Site Imprvmnts	17,980	9,680	25,000	-
Direct Distribution Total		55,586	21,170	65,100	9,400
Cemetery Administration Total		229,665	178,581	251,032	212,630

WEED & PEST

MISSION STATEMENT

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

FY25 Weed & Pest Staffing		
Position	Headcount	FTE
Parks Director	1	.1
Parks Superintendent	1	.1
Natural Resources Coordinator	1	.2
Weed & Pest Technician	1	1

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget includes funding for training and seasonal staffing to maintain a high level of service.

LONG-TERM GOALS

The long-term goals of the Weed and Pest Division are to continue providing great service and staying up to date on best management practices and public education.

FY25 WEED & PEST FUND DETAILED REVENUE

Fund	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Weed & Pest					
Revenue					
53					
4810	Interest	(5,104)	(986)	-	(2,966)
4980	Weed/Pest Control Tax Revenue	(237,535)	(203,536)	(259,600)	(259,600)
4981	Mosquito Control Fee	(20,516)	(18,385)	(20,000)	(20,000)
Revenue Total		(263,155)	(222,906)	(279,600)	(282,566)
Weed & Pest Total		(263,155)	(222,906)	(279,600)	(282,566)

WEED & PEST

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
320					
Weed/Pest Administration					
GPET					
11					
8040	Transfer to Capital Proj Fund	-	-	50,000	-
GPET Total		-	-	50,000	-
Weed & Pest					
53					
6001	FT Salaries/Wages	67,592	67,339	74,937	80,532
6002	PT Salaries/Wages	11,410	6,024	14,400	7,200
6003	Overtime	932	575	1,200	500
6010	Fica	5,993	5,417	6,835	6,711
6030	Retirement	7,994	7,717	8,708	9,358
6040	Workers Comp	2,008	1,324	1,644	1,438
6050	Employee Insurance	17,599	13,160	15,377	16,338
6101	Office Supplies	1,615	100	300	300
6104	Software & Website Fees	750	1,350	1,500	5,900
6105	Uniforms/Clothing	375	671	900	900
6107	Tools	-	-	500	500
6108	Equip/Mach/Furniture-Non-cap	1,243	469	1,500	1,500
6109	Petroleum Products	3,963	3,431	4,590	4,500
6111	Department Functional Supplies	3,243	4,138	3,000	3,000
6113	Shipping/Freight	-	300	-	-
6201	Travel/Training	978	1,442	1,500	2,000
6301	Insurance-Property	103	120	550	133
6302	Insurance-Vehicle	248	668	275	735
6303	Insurance-Liability	517	541	484	812
6401	Gas/Electric-Buildings	2,161	1,708	1,800	1,800
6403	Telecom Services	2,343	2,005	2,500	2,500
6601	Contractual-Professional	2,905	-	-	-
6602	Contractual-Other	-	-	600	2,000
6701	Repairs/Maint-Buildings	967	-	1,500	1,500
6704	Repairs/Maint-EquipMachVehArt	2,766	1,730	3,000	3,000
6801	Printing	-	-	-	-
6802	Advertising	1,456	-	1,500	1,500
6854	Bad Debt Expense	(7)	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	-	-	-	-
7600	Cap Outlay-Equip/MachVehicles	134,848	27,181	29,500	-
8010	Transfer to General Fund	26,000	26,000	26,000	26,000
8040	Transfer to Capital Proj Fund	135,000	50,000	50,000	-
6810	Depreciation Expense	12,642	-	-	-
7999	Cap Outlay-Contra Account	(134,848)	(19,250)	-	-
6106	Chemicals	19,053	18,990	25,000	25,000
Weed & Pest Total		331,849	223,150	279,600	205,657
Cap Projects					
40					
4020	GPET Sales Tax	-	(41,866)	-	-
4021	GPET Use Tax	-	(3,634)	-	-
5011	Transfer from GPET Fund	-	-	(50,000)	-
5053	Transfer from Weed/Pest Fund	(135,000)	(50,000)	(50,000)	-
7120	Cap Outlay-Construct of Bldgs	-	35,528	235,000	-
Cap Projects Total		(135,000)	(59,973)	135,000	-
Weed/Pest Administration Total		196,849	163,177	464,600	205,657

WEED & PEST

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
320					
	Weed/Pest Administration				
	Weed & Pest				
53					
6001	FT Salaries/Wages	67,592	67,339	74,937	80,532
6002	PT Salaries/Wages	11,410	6,024	14,400	7,200
6003	Overtime	932	575	1,200	500
6010	Fica	5,993	5,417	6,835	6,711
6030	Retirement	7,994	7,717	8,708	9,358
6040	Workers Comp	2,008	1,324	1,644	1,438
6050	Employee Insurance	17,599	13,160	15,377	16,338
6101	Office Supplies	1,615	100	300	300
6104	Software & Website Fees	750	1,350	1,500	5,900
6105	Uniforms/Clothing	375	671	900	900
6107	Tools	-	-	500	500
6108	Equip/Mach/Furniture-Non-cap	1,243	469	1,500	1,500
6109	Petroleum Products	3,963	3,431	4,590	4,500
6111	Department Functional Supplies	3,243	4,138	3,000	3,000
6113	Shipping/Freight	-	300	-	-
6201	Travel/Training	978	1,442	1,500	2,000
6301	Insurance-Property	103	120	550	133
6302	Insurance-Vehicle	248	668	275	735
6303	Insurance-Liability	517	541	484	812
6401	Gas/Electric-Buildings	2,161	1,708	1,800	1,800
6403	Telecom Services	2,343	2,005	2,500	2,500
6601	Contractual-Professional	2,905	-	-	-
6602	Contractual-Other	-	-	600	2,000
6701	Repairs/Maint-Buildings	967	-	1,500	1,500
6704	Repairs/Maint-EquipMachVehArt	2,766	1,730	3,000	3,000
6802	Advertising	1,456	-	1,500	1,500
6854	Bad Debt Expense	(7)	-	-	-
7600	Cap Outlay-Equip/MachVehicles	134,848	27,181	29,500	-
8010	Transfer to General Fund	26,000	26,000	26,000	26,000
8040	Transfer to Capital Proj Fund	135,000	50,000	50,000	-
6810	Depreciation Expense	12,642	-	-	-
7999	Cap Outlay-Contra Account	(134,848)	(19,250)	-	-
6106	Chemicals	19,053	18,990	25,000	25,000
Weed & Pest Total		331,849	223,150	279,600	205,657

WEED & PEST

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
320					
Weed/Pest Administration					
GPET					
11					
8040	Transfer to Capital Proj Fund	-	-	50,000	-
GPET Total		-	-	50,000	-
Cap Projects					
40					
4020	GPET Sales Tax	-	(41,866)	-	-
4021	GPET Use Tax	-	(3,634)	-	-
5011	Transfer from GPET Fund	-	-	(50,000)	-
5053	Transfer from Weed/Pest Fund	(135,000)	(50,000)	(50,000)	-
7120	Cap Outlay-Construct of Bldgs	-	35,528	235,000	-
Cap Projects Total		(135,000)	(59,973)	135,000	-
Weed/Pest Administration Total		196,849	163,177	464,600	205,657

GOLF COURSE

MISSION STATEMENT

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

FY25 Golf Course Staffing		
Position	Headcount	FTE
Parks Director	1	.15
Parks Superintendent	1	.1
Golf Course Superintendent	1	1
Assistant Golf Course Superintendent	1	1

WHAT WE DO

Parks Department staff collaborates with the contracted management team to maintain and enhance the overall condition and playing experience of Kendrick Golf Course.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to increase tournaments and playtime through proper management.

LONG-TERM GOALS

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

FY25 GOLF COURSE FUND DETAILED REVENUE

Fund	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Golf Course					
Revenue					
54					
4880	Gain/Loss - Sale of Cap Assets	675	-	-	-
4650	Golf Course Greens Fee	(277,790)	(153,914)	(250,000)	(250,000)
4651	Driving Range Fee	(569)	3,655	(400)	(1,000)
4652	Food Service Revenue	(1,396)	(938)	(1,300)	(1,300)
4653	Merchandise Revenue	(1,485)	(716)	(1,100)	(1,100)
4654	Golf Cart Rent	(74,914)	(48,394)	(85,000)	(85,000)
4655	Golf Cart Barn Rent	(1,835)	-	-	-
Revenue Total		(357,314)	(200,307)	(337,800)	(338,400)
Transfers In					
54					
5012	Transfer from Direct Dist Fund	-	-	-	(26,245)
5060	Sale of Capital Assets	-	(5,670)	-	-
5010	Transfer from General Fund	(575,628)	(201,799)	(201,799)	(200,000)
Transfers In Total		(575,628)	(207,469)	(201,799)	(226,245)
Golf Course Total		(932,942)	(407,776)	(539,599)	(564,645)

GOLF COURSE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Golf Course Admin/Super					
General					
10					
8054	Transfer to Golf Fund	575,628	201,799	201,799	200,000
General Total		575,628	201,799	201,799	200,000
Golf Course					
54					
6001	FT Salaries/Wages	133,942	116,279	136,314	145,096
6002	PT Salaries/Wages	48,993	38,793	51,520	51,520
6003	Overtime	3,008	3,006	2,000	2,000
6010	Fica	13,523	12,166	14,370	15,041
6030	Retirement	15,116	14,301	8,708	16,860
6040	Workers Comp	4,446	2,978	3,457	3,225
6050	Employee Insurance	20,400	22,259	27,390	27,416
6104	Software & Website Fees	7,050	5,872	4,400	11,400
6105	Uniforms/Clothing	1,059	617	800	1,200
6107	Tools	-	50	250	500
6108	Equip/Mach/Furniture-Non-cap	678	1,877	7,933	1,000
6109	Petroleum Products	21,560	16,450	25,000	25,000
6111	Department Functional Supplies	36,354	28,468	38,500	38,500
6113	Shipping/Freight	-	212	-	-
6201	Travel/Training	1,076	2,449	2,800	1,000
6202	Memberships	154	635	-	465
6301	Insurance-Property	1,215	1,422	1,100	1,564
6302	Insurance-Vehicle	611	832	440	916
6303	Insurance-Liability	918	984	-	1,477
6401	Gas/Electric-Buildings	16,462	10,620	20,000	15,000
6403	Telecom Services	3,118	3,652	2,500	3,840
6502	Rent/Lease-Equip/Mach/vehicles	50,937	44,040	40,000	58,000
6601	Contractual-Professional	3,142	2,596	2,800	1,000
6602	Contractual-Other	75,000	75,000	75,000	75,000
6700	Repairs/Maintenance	4,113	6,275	-	-
6701	Repairs/Maint-Buildings	14,583	130	15,000	15,000
6702	Repairs/Maint-Land/Site/Grnds	-	1,722	3,500	27,125
6704	Repairs/Maint-EquipMachVehArt	7,100	6,325	10,000	10,000
6802	Advertising	750	150	500	500
6850	Principal	24,184	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	21,254	-	15,000	15,000
7600	Cap Outlay-Equip/MachVehicles	401,635	28,165	30,317	-
6851	Interest	3,976	-	-	-
4880	Gain/Loss - Sale of Cap Assets	675	-	-	-
6810	Depreciation Expense	38,279	-	-	-
7999	Cap Outlay-Contra Account	(417,280)	(12,303)	-	-
Golf Course Total		558,033	436,020	539,599	564,645

COMMUNITY FORESTRY

MISSION STATEMENT

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

FY25 Community Forestry Staffing		
Position	Headcount	FTE
Parks Director	1	.1
Parks Superintendent	1	.1
Natural Resources Coordinator	1	.7
Landscape Technician	1	1

WHAT WE DO

The Community Forestry Program Division is tasked with maintaining and promoting the health of nearly 5,000 trees in public spaces such as parks, boulevards, and natural areas. It also acts as a useful resource for private tree owners by promoting education focused on local tree species and proper tree maintenance. The program continues the process of beautification of all City parks and greenspaces through proper landscaping.

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses to fund for additional and diverse species of trees. It also includes funds to plan, plant and care for all trees and landscape areas citywide.

LONG-TERM GOALS

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

COMMUNITY FORESTRY

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Forestry/Nursery					
543					
General					
10					
6001	FT Salaries/Wages	100,254	102,129	110,725	114,775
6002	PT Salaries/Wages	16,475	12,124	20,055	30,000
6003	Overtime	1,942	1,429	1,500	-
6010	Fica	8,815	8,467	10,005	10,315
6030	Retirement	11,840	11,755	12,867	13,337
6040	Workers Comp	2,936	2,066	2,407	2,211
6050	Employee Insurance	30,866	32,061	34,940	38,050
6104	Software & Website Fees	1,500	915	750	5,300
6105	Uniforms/Clothing	330	1,615	800	2,000
6107	Tools	-	601	500	750
6108	Equip/Mach/Furniture-Non-cap	923	1,450	1,500	2,000
6109	Petroleum Products	600	-	-	-
6111	Department Functional Supplies	10,284	2,154	9,500	11,000
6201	Travel/Training	1,755	1,795	2,000	3,000
6303	Insurance-Liability	737	799	-	1,200
6403	Telecom Services	698	737	-	840
6502	Rent/Lease-Equip/Mach/vehicles	1,600	917	1,600	1,000
6601	Contractual-Professional	24,136	16,990	20,000	15,000
6702	Repairs/Maint-Land/Site/Grnds	-	-	-	6,000
6704	Repairs/Maint-EquipMachVehArt	-	-	-	1,000
8020	Transfer to Special Rev Fund	1,500	-	-	-
General Total		217,193	198,005	229,149	257,778
GPET					
11					
8020	Transfer to Special Rev Fund	-	-	-	1,000
GPET Total		-	-	-	1,000
Special Revenue					
20					
4290	Department of Agriculture	-	(1,500)	(1,500)	(1,000)
4820	Contributions	(8,176)	-	-	-
5011	Transfer from GPET Fund	-	-	-	(1,000)
6111	Department Functional Supplies	1,620	3,613	9,261	2,000
5010	Transfer from General Fund	(1,500)	-	-	-
Special Revenue Total		(8,056)	2,113	7,761	-
Forestry/Nursery Total		209,136	200,118	236,910	258,778

CUSTOMER SERVICE

MISSION STATEMENT

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

FY25 Customer Service Staffing		
Position	Headcount	FTE
Customer Service Supervisor	1	1
Customer Service Specialist	3	3

WHAT WE DO

The Customer Service Division is responsible for meter reading, account maintenance, fee calculations, and accounts receivables for over 10,000 utility customers with nearly 120,000 bills prepared annually. The daily counting, reconciling, and reporting for all payments are managed within Customer Service. These services include landfill charge accounts, building permits, bulk water accounts, golf passes, various use and mobile vending permits, cemetery fees, and community garden plot rentals.

City Hall is the only designated Passport Application Acceptance Facility in Sheridan County. Customer Service staff are trained Acceptance Agents and are recertified annually through the U.S. Department of State. Approximately 1,000 applications are processed annually.

Other specific functions include:

- Assisting citizens with walk-in, phone, and email inquiries
- Managing the disconnect and collections processes for past due accounts
- Producing and distributing work orders in response to service requests
- Facilitating the scheduling and approvals for various use, alcohol, park and mobile vending permits
- Receiving other monies due the City for utility services and all other sources of miscellaneous income
- Producing social media content and other public outreach information
- Providing backup support for Municipal Court operations by processing payments for fines and bonds

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses necessary to continue the level of service currently provided by the Customer Service Division. These expenses primarily consist of professional services such as banking fees, bill printing expenses, and processing fees for various bill pay options. Software licenses and support for the meter reading/data hosting for the AML system is also included. The FY25 budget will also help to improve overall efficiencies through updated, ergonomic furniture for the Customer Service Division.

LONG-TERM GOALS

Division goals consist of implementing the utility billing and cash receipts software solution within the Tyler Technologies accounting and financial system. An additional objective is creating and implementing a formal public information program aimed at expanding the content and methods used to inform, educate and serve the community.

CUSTOMER SERVICE

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Customer Service					
143					
General					
10					
6001	FT Salaries/Wages	203,851	180,301	201,329	225,992
6003	Overtime	1,331	1,150	2,200	1,500
6010	Fica	15,115	12,961	15,402	16,528
6030	Retirement	22,038	20,730	23,395	25,105
6040	Workers Comp	5,104	3,283	3,705	3,543
6050	Employee Insurance	44,353	53,406	59,706	84,836
6101	Office Supplies	9,289	1,532	8,450	1,000
6103	Technology Equipment	1,904	-	-	-
6104	Software & Website Fees	72,101	54,961	67,115	48,000
6108	Equip/Mach/Furniture-Non-cap	-	-	-	20,000
6111	Department Functional Supplies	-	250	-	200
6112	Postage	-	6,091	-	7,100
6201	Travel/Training	1,464	-	2,800	3,900
6303	Insurance-Liability	1,412	1,453	1,720	2,181
6403	Telecom Services	1,268	1,570	1,050	1,800
6502	Rent/Lease-Equip/Mach/vehicles	64	-	-	-
6601	Contractual-Professional	254,622	116,640	137,296	92,700
6602	Contractual-Other	-	-	-	1,500
6603	Contractual-Temp Services	4,699	-	-	-
6801	Printing	117	-	1,500	1,500
6802	Advertising	116	-	-	-
6804	Bank/CC Fees	11,121	111,284	130,000	100,000
6854	Bad Debt Expense	(77,160)	50	-	50
General Total		572,809	565,663	655,668	637,434
Customer Service Total		572,809	565,663	655,668	637,434

INFORMATION TECHNOLOGY

MISSION STATEMENT

The mission of the Information Technology (IT) Division is to build a comprehensive, high quality technology infrastructure, establish and maintain an effective and secure operational environment, and deliver prompt, cost effective, and reliable technology services to all who utilize City IT infrastructure.

FY25 Information Technology Staffing		
Position	Headcount	FTE
Information Technology Manager	1	1
IT Specialist	1	1

WHAT WE DO

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

- A secure network environment for City information and technology functions. This includes individual workstations, data servers, and networking infrastructure, such as fiber connections, switches, firewalls, WIFI, and internet access. This includes protecting City information in its processing, storage, and transmission within the City IT infrastructure
- Assisting City departments in evaluating software for delivery of services
- Maintaining external network connections for City services, including the city website and service delivery software such as billing, payment portals, and GIS mapping
- System maintenance and regular procurement of new technologies to provide optimal services to the City's citizens, businesses and visitors

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses to continue the level of service previously provided by the IT Division. This includes ongoing renewals of critical software and hardware systems, such as our firewall, endpoint defense (AV/anti-malware), remote management/support, digital signage, server backup software, IT Training for employees, helpdesk services, professional services, and system logging and monitoring. The budget accounts for continued upgrades of servers, storage arrays, and network infrastructure (switches, firewalls, and routers) as needed on a regular replacement plan.

LONG-TERM GOALS

The long-term goals of the IT Division are extensive. Our first goal is to ensure City funds are used in acquiring the most secure and efficiently manageable technology systems while maintaining sound fiscal stewardship. A second goal is to increase responsiveness to City staff and customers by leveraging technology to track requests, inventory, and processes for more targeted performance. The third goal for the IT division is to coordinate more closely with other departments and divisions in the acquisition of key software for specific departmental functions, including functional assessment, pricing, and resource needs. Finally, the IT Division is working with the overall strategic plan of the City to reflect the organization's mission, vision, and values.

INFORMATION TECHNOLOGY

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Information Technology					
170					
General					
10					
6001	FT Salaries/Wages	168,619	159,488	164,996	174,660
6003	Overtime	4,912	6,982	2,080	7,800
6010	Fica	13,051	12,417	12,623	13,361
6030	Retirement	20,164	19,117	19,173	20,295
6040	Workers Comp	4,316	3,027	3,036	2,864
6050	Employee Insurance	22,351	21,820	24,490	26,827
6101	Office Supplies	79	21	250	200
6103	Technology Equipment	2,650	38,435	73,782	-
6104	Software & Website Fees	116,517	170	200	200
6105	Uniforms/Clothing	-	-	-	550
6109	Petroleum Products	207	-	-	-
6111	Department Functional Supplies	2,031	3,650	3,500	4,325
6201	Travel/Training	2,790	1,287	5,500	2,500
6303	Insurance-Liability	1,147	1,191	1,274	1,787
6403	Telecom Services	2,078	1,905	3,364	3,000
6601	Contractual-Professional	6,195	15,540	20,500	17,600
6802	Advertising	124	-	-	-
General Total		367,230	285,052	334,768	275,971
GPET					
11					
6103	Technology Equipment	-	98	-	27,895
6104	Software & Website Fees	-	133,875	259,572	271,000
GPET Total		-	133,973	259,572	298,895
Direct Distribution					
12					
6103	Technology Equipment	19,493	17,678	21,100	18,000
6104	Software & Website Fees	-	10,232	6,500	50,800
Direct Distribution Total		19,493	27,910	27,600	68,800
Information Technology Total		386,722	446,935	621,940	643,666

WATER FUND

MISSION STATEMENT

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

WHAT WE DO

The Utilities Department Water Enterprise Fund represents the administrative and operational divisions that oversee and conduct the daily operations, maintenance and repair of the City's water system. The Water Fund is made of the following divisions and the systems they manage:

- **Utilities Administration** - conducts capital planning, rate making, engineering, budgeting and overall administration of the Water Enterprise Fund.
- **Utility Services** - provides regulatory and technical services on behalf of the water utility. Staff reviews and issues permits for water infrastructure and service lines. They inspect installations and perform all the utility locates for the City. Staff administers/manages our asset management system for the City.
- **Utility Maintenance (Water Distribution)** - conducts operations, maintenance, and repair activities on the City's 130+ miles of water transmission mains and water distribution pipes and for its two (2) water pump stations. Under contract with the City, they maintain the Sheridan Area Water Supply (SAWS) and Downer Neighborhood Improvement & Service District's (DNISD) water distribution system and pump station.
- **Water Treatment (Source of Supply, Sheridan and Big Goose Water Treatment Plants)** - conducts operations and maintenance of our Water Treatment Plants and intake facility to ensure compliance with the Safe Drinking Water Act under the regulation of the Environmental Protection Agency (EPA).

FY25 BUDGET INITIATIVES

The FY25 budget of the Water Enterprise Fund will generate the necessary revenues to fund annual operating expenses, fund FY25 capital expenditures and build capital for anticipated, future capital expenditures for all Water Fund operating divisions. We will be able to make all annual debt service payments owed by the Water Fund, maintain minimum debt service coverage ratios, and ensure reserve balance target minimums are exceeded.

LONG-TERM GOALS

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

WATER FUND

FY25 WATER FUND SUMMARY

Fund	Dept/Division	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
50					
	Water				
810	Water Administration	1,480,346	1,900,425	2,703,404	2,364,979
811	Source of Supply	195,275	279,930	328,362	252,115
812	Water Distribution	255,488	1,031,057	1,096,784	1,465,914
813	SWTP	992,402	805,917	860,848	1,054,063
814	BGWTP	653,020	525,651	653,542	736,003
815	SAWS	205,564	192,166	263,572	325,724
Water Total		3,782,095	4,735,146	5,906,512	6,198,798

FY25 WATER FUND DETAILED REVENUE

Fund	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
50					
	Water				
4810	Interest	(265,722)	(211,782)	(197,913)	(206,723)
4860	Miscellaneous	(535)	(325)	-	-
4870	Appreciation	724	(140)	-	-
4911	Water Fees	(3,781,001)	(3,185,978)	(3,909,977)	(3,952,987)
4912	SAWS Fees	(1,367,275)	(758,327)	(1,005,334)	(1,090,398)
4913	Water PIFF Fees	(453,361)	(304,507)	(330,000)	(400,000)
4914	Water Card/Hydrant Fees	(145,793)	(160,398)	(151,034)	(152,695)
4915	Water Connection Fees	(58,327)	(52,586)	(67,375)	(67,375)
4916	Hydropower Revenue	(22,706)	(19,365)	(36,000)	(36,000)
5051	Transfer from Sewer Fund	(60,458)	(38,658)	(38,658)	(208,258)
5060	Sale of Capital Assets	(779)	-	-	(9,000)
8040	Transfer to Capital Proj Fund	678,706	297,000	297,000	393,000
Water Total		(5,476,525)	(4,435,066)	(5,439,291)	(5,730,436)

WATER ADMINISTRATION

MISSION STATEMENT

The City of Sheridan Utilities (Water) Administration Division is committed to providing operational support, maintaining a productive, collaborative, and professional environment while providing efficient, and effective service to all divisions within the department.

FY25 Water Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.4
Assistant Utilities Director	1	.6
Administrative Coordinator	1	.4
Project Engineer	1	.6
Utility Services Technician	1	.36
GIS Specialist	1	.6

WHAT WE DO

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

- Provide overall administration of Water Enterprise Fund and its associated divisions
- Prepare and present Water Enterprise business items to City Council for approval
- Develop the fiscal budget for the Water Enterprise Fund and manage the use of its funds for expenditures approved by the Mayor and City Council
- Oversee the billing and collection of revenues from water usage fees and plant investment fees for new water service connections
- Perform the capital planning, financial planning and rate making for the Water Enterprise Fund to ensure its sustainability and long-term fiscal health
- Perform the regulatory review and permitting of all water distribution system improvements within the entire water service area (City and SAWS)
- Collect, maintain and update GIS datasets, web viewers, and mapping as they relate to utility infrastructure and services
- Manage and develop the City's computerized maintenance management system (CMMS) to ensure assets are responsibly and efficiently managed and that resident's service requests are addressed in a effective and timely manner

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to support the mission of the Administrative Division and the level of service it provides to the Water Enterprise. The expenses from the Water Administration budget include transfers to the General Fund for the cost of its administrative support to the Water Fund, and debt service payments for the Water Enterprise Fund project loans. The currently utilized CMMS program, Cityworks, does not include an asset management component. This is a critical component for managing infrastructure maintenance and planning for capital infrastructure replacements. For FY25, Staff has identified an intuitive and all-encompassing program, Cartegraph, that will replace our CMMS and add an Asset Management module that will allow for the development of an Asset Management Plan. This plan will be updated in real-time as maintenance and repairs are made and entered into the platform, by staff, as work orders and inspections. The overarching goal is to better understand the condition and plan for the replacement of the numerous assets that the Utilities Department is responsible for.

LONG-TERM GOALS

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

WATER ADMINISTRATION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Water Administration					
810					
Water					
50					
6001	FT Salaries/Wages	217,453	224,036	237,730	256,751
6002	PT Salaries/Wages	-	-	1,267	-
6003	Overtime	418	1,303	400	1,000
6010	Fica	17,064	15,732	18,284	19,641
6030	Retirement	24,415	24,656	27,628	29,834
6040	Workers Comp	5,692	3,904	4,398	4,211
6050	Employee Insurance	38,904	41,676	51,235	49,357
6101	Office Supplies	623	731	800	900
6103	Technology Equipment	4,822	1,523	-	-
6104	Software & Website Fees	40,198	42,719	49,818	106,500
6105	Uniforms/Clothing	79	156	360	360
6108	Equip/Mach/Furniture-Non-cap	-	18,176	18,000	-
6109	Petroleum Products	2,145	1,394	1,800	1,845
6110	Books/Periodicals	-	321	-	350
6111	Department Functional Supplies	707	1,116	1,100	2,355
6112	Postage	-	72	-	50
6201	Travel/Training	6,170	2,018	9,534	9,840
6202	Memberships	636	3,145	3,100	3,200
6204	Licenses/Fees/Permits- Other	-	-	200	54
6302	Insurance-Vehicle	93	173	110	191
6303	Insurance-Liability	1,454	1,716	1,613	2,575
6305	Insurance-Claims	-	3,000	-	-
6403	Telecom Services	3,992	3,325	3,500	3,000
6502	Rent/Lease-Equip/Mach/vehicles	38	-	-	-
6601	Contractual-Professional	29,910	26,587	51,000	12,000
6602	Contractual-Other	-	-	-	125
6704	Repairs/Maint-EquipMachVehArt	952	1,489	1,400	240
6801	Printing	-	63	-	90
6802	Advertising	150	-	150	100
6850	Principal	101,042	673,503	645,062	668,402
6853	Issuance Costs	-	-	10,000	12,500
6854	Bad Debt Expense	(2,379)	-	-	-
6899	Contingency	-	-	562,610	35,000
8010	Transfer to General Fund	731,700	731,700	731,700	737,926
8040	Transfer to Capital Proj Fund	-	50,000	50,000	-
6851	Interest	202,529	192,164	220,605	406,582
4880	Gain/Loss - Sale of Cap Assets	6,401	-	-	-
6810	Depreciation Expense	8,986	-	-	-
7998	Cap Outlay-CIP Contra Account	126,643	-	-	-
7999	Cap Outlay-Contra Account	(90,490)	(165,974)	-	-
8051	Transfer to Waste Water Fund	-	-	-	-
Water Total		1,480,346	1,900,425	2,703,404	2,364,979
Water Administration Total		1,480,346	1,900,425	2,703,404	2,364,979

SOURCE OF SUPPLY

MISSION STATEMENT

Protecting public health and preserving our resources through sound management practices - protecting public health and the environment for our community by providing high-quality water in an effective, efficient, and responsible manner. We endeavor to exceed our citizens expectations and regulatory standards for quality drinking water and to ensure an excess quantity for fire, domestic and commercial use.

FY25 Source of Supply Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.4
Administrative Assistant	1	.24
Source Water/Intake Operator	1	1

WHAT WE DO

The Source of Supply Division is responsible for providing an abundance of water to our treatment plants. Our constant goal is to provide our customers with a safe, dependable, and pleasant supply of source water. This is done by implementing and maintaining an effective watershed control program to protect our valuable natural resources. This involves periodic mountain stream quality monitoring as well as stream bed evaluations. We continuously seek to acquire more stored water and stream flow rights to meet the needs of our community for generations to come.

The water supply and treatment division consists of 1 site specific state-licensed operator that is responsible for the operation, maintenance and repair of this facility as well as our two treatment plants and mountain reservoirs/dam facilities. The source water operator provides oversight of construction projects and establishes partnerships with engineers, contractors, vendors, USFS personnel, WG&F, area landowners, Sheridan County, and regulatory agencies such as DEQ and EPA. Staff perform operations and maintenance of all aspects of the infrastructure related to delivering water. Our intake facility has a capacity of 22 million gallons per day. We conduct routine Dam safety inspections to protect property and lives by preventing catastrophic failure. We administer the City of Sheridan and SAWS stream flow rights as well as manage Twin Lakes Reservoir.

FY25 BUDGET INITIATIVES

The FY25 budget includes operational expenses to continue the level of service currently provided by the Source of Supply Division with special emphasis on watershed control. With this budget, we intend to retrofit the intake sedimentation basins with a permanent skimming device to more efficiently remove pine needles and floating debris, which will improve raw water quality into the treatment plants. On the tower at Twin Lakes, we will replace a faulty valve actuator on the 42" emergency drawdown valve. We are also replacing a 22 year old ATV for mountain sampling detail and replacing an aging air quality monitor for confined space safety.

LONG-TERM GOALS

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

SOURCE OF SUPPLY

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Source of Supply					
811					
Water					
50					
6001	FT Salaries/Wages	83,747	81,599	87,603	93,149
6002	PT Salaries/Wages	9,758	10,040	11,491	12,491
6003	Overtime	922	1,683	1,600	1,600
6010	Fica	7,082	6,569	7,469	7,970
6030	Retirement	9,888	9,243	10,010	10,654
6040	Workers Comp	2,403	1,645	1,797	1,709
6050	Employee Insurance	19,313	16,124	28,114	21,178
6101	Office Supplies	15	183	100	300
6103	Technology Equipment	4,203	53	-	200
6104	Software & Website Fees	528	490	480	500
6105	Uniforms/Clothing	517	654	700	700
6107	Tools	-	-	-	1,000
6108	Equip/Mach/Furniture-Non-cap	1,960	309	3,000	17,226
6109	Petroleum Products	5,703	2,275	7,500	2,900
6111	Department Functional Supplies	2,419	2,168	5,000	3,450
6112	Postage	754	2,308	-	3,200
6201	Travel/Training	1,218	2,270	2,600	3,000
6202	Memberships	263	157	300	300
6204	Licenses/Fees/Permits- Other	-	1,035	-	100
6301	Insurance-Property	3,342	3,853	3,751	4,238
6302	Insurance-Vehicle	73	82	165	90
6303	Insurance-Liability	748	706	1,022	1,060
6401	Gas/Electric-Buildings	10,259	10,465	11,000	10,000
6403	Telecom Services	2,107	2,263	3,900	3,900
6502	Rent/Lease-Equip/Mach/vehicles	1,050	-	-	-
6601	Contractual-Professional	10,078	6,876	-	6,000
6602	Contractual-Other	539	5,689	13,100	11,600
6701	Repairs/Maint-Buildings	89	3,030	15,800	6,300
6702	Repairs/Maint-Land/Site/Grnds	-	-	-	2,500
6703	Repairs/Maint-Infrastructure	10,715	26,221	25,000	17,200
6704	Repairs/Maint-EquipMachVehArt	1,563	11,138	11,900	7,400
6803	Food	-	66	-	200
7400	Cap Outlay-Land/Site Imprvmnts	184	-	-	-
7600	Cap Outlay-Equip/MachVehicles	3,838	45,735	49,960	-
8040	Transfer to Capital Proj Fund	-	25,000	25,000	-
Water Total		195,275	279,930	328,362	252,115
Cap Projects					
40					
5050	Transfer from Water Fund	-	(25,000)	(25,000)	-
7400	Cap Outlay-Land/Site Imprvmnts	14,419	(144)	83,255	-
Cap Projects Total		14,419	(25,144)	58,255	-
Source of Supply Total		209,694	254,786	386,617	252,115

WATER DISTRIBUTION

MISSION STATEMENT

The City of Sheridan Utility Maintenance Division is committed to providing clean drinking water, fire protection and outstanding customer service in a consistent, professional, safe and cost-effective manner.

FY25 Water Distribution Staffing		
Position	Headcount	FTE
Utility Maintenance Superintendent	1	.65
Administrative Assistant	1	.53
Utility Maintenance Supervisor	1	.45
Utility Maintenance Operator (Vacancy)	1	.45
Utility Maintenance Operator	1	.45
Utility Maintenance Operator I	1	.45
Utility Maintenance Operator II	2	.90
Utility Maintenance Operator III	3	1.35

WHAT WE DO

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

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

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue the level of service currently provided by Utility Maintenance. This budget will provide for an intern to help gather information for the inventory in all of the water service lines in our system to meet the requirements of the EPA's Lead and Copper Rule. The budget will provide for the replacement of (4-5) old Ludlow fire hydrants. We will be replacing 3 vehicles in our fleet; a Pick up Truck, Tool Truck and Dump Truck with a (40%) cost share from wastewater collections. The budget includes funding for the cleaning (2) of our below ground water tanks that are scheduled to be cleaned every 5 years. Included in the budget is funding to provide upgrades to our radios in our Scada system that are currently obsolete and/or difficult to find parts for.

LONG-TERM GOALS

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

WATER DISTRIBUTION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Water Distribution					
812					
Water					
50					
6001	FT Salaries/Wages	251,675	265,837	265,360	280,977
6002	PT Salaries/Wages	24,360	25,776	34,073	36,200
6003	Overtime	22,157	22,250	19,000	19,000
6010	Fica	21,570	22,579	21,836	23,767
6030	Retirement	31,946	33,155	30,405	32,219
6040	Workers Comp	7,862	5,676	5,252	5,095
6050	Employee Insurance	79,096	71,664	91,119	94,496
6101	Office Supplies	294	391	700	900
6102	Copier Supplies	-	177	500	300
6103	Technology Equipment	1,725	618	300	-
6104	Software & Website Fees	12,375	9,953	9,700	10,000
6105	Uniforms/Clothing	5,747	3,932	3,800	4,000
6107	Tools	-	2,098	2,000	2,000
6108	Equip/Mach/Furniture-Non-cap	3,490	5,933	5,500	12,700
6109	Petroleum Products	22,239	11,614	23,400	15,000
6111	Department Functional Supplies	112,530	121,873	118,400	132,610
6112	Postage	-	-	-	500
6113	Shipping/Freight	-	262	-	-
6201	Travel/Training	10,503	4,698	10,600	5,100
6202	Memberships	120	270	263	263
6203	Licenses/Certs-Employees	189	347	100	450
6301	Insurance-Property	1,642	3,515	2,090	3,866
6302	Insurance-Vehicle	2,018	3,460	2,090	3,805
6303	Insurance-Liability	2,104	2,104	2,795	3,157
6305	Insurance-Claims	2,580	-	5,000	5,000
6401	Gas/Electric-Buildings	20,949	16,384	31,100	25,000
6403	Telecom Services	8,571	12,144	11,640	12,920
6501	Rent/Lease-Buildings/Land	1,034	758	1,250	1,250
6502	Rent/Lease-Equip/Mach/vehicles	521	36	-	390
6601	Contractual-Professional	16,769	5,395	-	3,000
6602	Contractual-Other	956	2,131	4,100	8,500
6701	Repairs/Maint-Buildings	9,305	-	2,500	11,500
6702	Repairs/Maint-Land/Site/Grnds	-	-	-	-
6703	Repairs/Maint-Infrastructure	113,176	39,254	16,750	33,750
6704	Repairs/Maint-EquipMachVehArt	7,566	10,293	12,400	12,000

WATER DISTRIBUTION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Water Distribution					
812					
Water					
50					
6801	Printing	-	-	250	250
6802	Advertising	-	-	250	250
6803	Food	-	243	500	500
6804	Bank/CC Fees	-	-	-	1,200
7400	Cap Outlay-Land/Site Imprvmnts	-	-	27,000	-
7600	Cap Outlay-Equip/MachVehicles	-	126,239	134,761	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	-	431,000
8040	Transfer to Capital Proj Fund	270,000	200,000	200,000	233,000
7998	Cap Outlay-CIP Contra Account	(810,284)	-	-	-
6106	Chemicals	706	-	-	-
Water Total		255,488	1,031,057	1,096,784	1,465,914
Cap Projects					
40					
5050	Transfer from Water Fund	(175,000)	(150,000)	(150,000)	(183,000)
7500	Cap Outlay-Infrastructure	776,142	4,089,221	7,718,346	1,938,060
4220	Department of the Interior	(375,026)	(1,628,013)	(4,526,809)	(1,755,060)
Cap Projects Total		226,116	2,311,208	3,041,537	-
Water Distribution Total		481,604	3,342,265	4,138,321	1,465,914

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SHERIDAN WATER TREATMENT PLANT

MISSION STATEMENT

Protecting public health and preserving our resources and the environment for our community through sound management practices by providing high-quality water in an effective, efficient and responsible manner. We endeavor to exceed our citizens expectations and regulatory standards for quality drinking water and to ensure an excess quantity for fire, domestic and commercial use.

FY25 Sheridan Water Treatment Plant Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.3
Administrative Assistant	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator IV	1	1
Water Treatment Plant Operator II	1	1
Water Treatment Plant Operator I	1	1

WHAT WE DO

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

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

FY25 BUDGET INITIATIVES

The FY25 budget includes operational expenses to continue the level of service currently provided by the water supply and treatment division. We are replacing an aging air quality monitor for confined space safety. We will be replacing a 20+ year old loader that we use for sludge management and snow removal, a decades old heated power washer for cleaning chemical tanks and equipment maintenance as well as replacing a lagoon return waste wash water pump. We have our hypochlorite generator cells (5) on a replacement schedule. This year we are replacing two of them. We are looking to complete our floor refinishing project with the final, phase three of this project.

LONG-TERM GOALS

The Water Treatment Division's plan is to further develop our asset management

SHERIDAN WATER TREATMENT PLANT

Dept/ Division		Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
SWTP						
813						
Water						
50						
6001		FT Salaries/Wages	243,023	228,104	240,349	259,168
6002		PT Salaries/Wages	14,817	14,608	16,491	17,491
6003		Overtime	8,301	7,834	6,400	6,500
6010		Fica	18,821	18,274	19,258	20,773
6030		Retirement	28,507	27,491	27,335	29,522
6040		Workers Comp	6,473	4,619	4,632	4,453
6050		Employee Insurance	68,447	74,886	78,255	88,404
6101		Office Supplies	679	593	1,200	1,100
6102		Copier Supplies	-	238	400	500
6103		Technology Equipment	5,534	899	-	200
6104		Software & Website Fees	6,002	7,590	6,000	6,000
6105		Uniforms/Clothing	741	531	1,750	1,656
6107		Tools	200	1,098	1,000	1,000
6108		Equip/Mach/Furniture-Non-cap	659	190	4,000	24,026
6109		Petroleum Products	8,748	9,202	10,000	10,000
6110		Books/Periodicals	275	307	-	-
6111		Department Functional Supplies	19,539	25,486	41,800	19,000
6112		Postage	26	1,320	-	2,100
6113		Shipping/Freight	-	6,541	-	-
6201		Travel/Training	5,312	5,886	6,450	10,300
6202		Memberships	295	270	800	671
6203		Licenses/Certs-Employees	-	315	-	200
6301		Insurance-Property	9,934	11,629	11,134	12,792
6302		Insurance-Vehicle	549	617	605	679
6303		Insurance-Liability	1,712	1,818	2,247	2,728
6305		Insurance-Claims	507	-	-	-
6401		Gas/Electric-Buildings	75,112	71,771	66,000	69,500
6403		Telecom Services	23,070	27,583	15,000	18,000
6502		Rent/Lease-Equip/Mach/vehicles	102	-	-	1,200
6601		Contractual-Professional	33,186	13,784	-	12,000
6602		Contractual-Other	92	19,853	29,600	29,000
6701		Repairs/Maint-Buildings	3,396	5,496	20,000	2,800
6702		Repairs/Maint-Land/Site/Grnds	-	3,121	8,000	2,500
6703		Repairs/Maint-Infrastructure	18,083	13,392	5,000	24,000
6704		Repairs/Maint-EquipMachVehArt	4,079	55,375	38,854	14,700

SHERIDAN WATER TREATMENT PLANT

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
SWTP					
813					
Water					
50					
6801	Printing	-	204	3,000	4,000
6802	Advertising	4,883	-	-	600
6803	Food	-	40	-	500
7120	Cap Outlay-Construct of Bldgs	238	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	29,626	-	39,000	-
7600	Cap Outlay-Equip/MachVehicles	3,450	-	-	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	-	140,000
8040	Transfer to Capital Proj Fund	201,206	16,000	16,000	80,000
7500	Cap Outlay-Infrastructure	4,269	14,437	10,288	-
7998	Cap Outlay-CIP Contra Account	(56)	-	-	-
6106	Chemicals	142,566	114,514	130,000	136,000
Water Total		992,402	805,917	860,848	1,054,063
Cap Projects					
40					
5050	Transfer from Water Fund	(152,762)	-	-	(80,000)
7130	Cap Outlay-Bldg Improvements	56	14,237	152,706	80,000
Cap Projects Total		(152,706)	14,237	152,706	-
SWTP Total		839,696	820,154	1,013,554	1,054,063

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BIG GOOSE WATER TREATMENT PLANT

MISSION STATEMENT

Protecting public health and preserving our resources and the environment for our community through sound management practices by providing high-quality water in an effective, efficient and responsible manner. We endeavor to exceed our citizens expectations and regulatory standards for quality drinking water and to ensure an excess quantity for fire, domestic and commercial use.

FY25 Big Goose Water Treatment Plant Staffing		
Position	Headcount	FTE
Water Supply & Treatment Superintendent	1	.3
Administrative Assistant	1	.23
Water Treatment Plant Supervisor	1	.5
Water Treatment Plant Operator IV	2	2
Water Treatment Plant Operator In Training	1	1

WHAT WE DO

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

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

FY25 BUDGET INITIATIVES

The FY25 budget includes operational expenses to continue the level of service currently provided by the Water Supply and Treatment Division. We are replacing an aging air quality monitor for confined space safety; a sewer lift pump to replace the existing 1996 version; adding a secondary 500 gallon diesel tank with proper containment and finishing up the T1 communication link between the plants. We have One operator seeking a higher level certification this year.

LONG-TERM GOALS

The Water Treatment Division's plan is to further develop our asset management program, tailoring it to meet water treatment needs. The division also plans to implement a strategic plan to optimize the treatment process for more efficient operations and cost reduction. Additionally, we would like to further explore plate settlers to improve basin efficiency and allow us to handle extreme turbidity events in the future.

BIG GOOSE WATER TREATMENT PLANT

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
BGWTP					
814					
Water					
50					
6001	FT Salaries/Wages	210,988	201,278	228,643	249,470
6002	PT Salaries/Wages	9,646	10,366	16,491	16,491
6003	Overtime	6,486	4,141	5,600	6,000
6010	Fica	16,733	15,524	18,362	19,955
6030	Retirement	25,306	23,340	25,975	28,395
6040	Workers Comp	5,667	3,883	4,417	4,278
6050	Employee Insurance	47,237	54,615	54,867	74,429
6101	Office Supplies	113	93	1,000	400
6102	Copier Supplies	-	73	-	100
6103	Technology Equipment	2,381	584	-	500
6104	Software & Website Fees	5,245	4,829	5,300	6,000
6105	Uniforms/Clothing	488	681	2,000	1,664
6107	Tools	-	117	-	1,000
6108	Equip/Mach/Furniture-Non-cap	7,626	-	1,500	13,726
6109	Petroleum Products	7,002	1,966	8,500	5,000
6111	Department Functional Supplies	5,276	15,045	17,000	11,300
6113	Shipping/Freight	-	1,738	-	-
6201	Travel/Training	3,114	5,446	6,000	10,300
6202	Memberships	323	337	240	365
6203	Licenses/Certs-Employees	-	-	-	100
6301	Insurance-Property	7,878	8,834	9,801	9,717
6302	Insurance-Vehicle	215	209	275	230
6303	Insurance-Liability	1,664	1,754	2,129	2,633
6305	Insurance-Claims	9,142	-	-	-
6401	Gas/Electric-Buildings	28,719	33,255	32,500	33,500
6403	Telecom Services	11,200	5,945	12,200	18,000
6601	Contractual-Professional	26,096	633	-	12,000
6602	Contractual-Other	246	10,720	32,100	23,650
6701	Repairs/Maint-Buildings	1,357	409	3,500	1,000
6702	Repairs/Maint-Land/Site/Grnds	-	38	-	2,500
6703	Repairs/Maint-Infrastructure	22,458	1,988	-	2,500
6704	Repairs/Maint-EquipMachVehArt	2,306	30,398	22,642	13,300
6801	Printing	-	204	-	-
6803	Food	-	9	-	500
7400	Cap Outlay-Land/Site Imprvmnts	-	-	39,000	-
7600	Cap Outlay-Equip/MachVehicles	98,145	7,800	7,500	-
8040	Transfer to Capital Proj Fund	207,500	6,000	6,000	80,000
7500	Cap Outlay-Infrastructure	-	2,006	5,000	-
7998	Cap Outlay-CIP Contra Account	(207,923)	-	-	-
6106	Chemicals	90,386	71,396	85,000	87,000
Water Total		653,020	525,651	653,542	736,003
40					
5050	Transfer from Water Fund	(175,000)	-	-	(80,000)
7130	Cap Outlay-Bldg Improvements	-	3,577	195,534	80,000
7400	Cap Outlay-Land/Site Imprvmnts	202,965	17,185	17,186	-
Cap Projects Total		27,965	20,762	212,720	-
BGWTP Total		680,985	546,413	866,262	736,003

SAWS

MISSION STATEMENT

The City of Sheridan Utility Maintenance Division is committed to providing clean drinking water, fire protection and outstanding customer service in a consistent, professional, safe and cost-effective manner

FY25 SAWS Staffing		
Position	Headcount	FTE
Utility Maintenance Supervisor	1	.2
Utility Services Technician	1	.24
Utility Maintenance Operator (Vacancy)	1	.2
Utility Maintenance Operator	1	.2
Utility Maintenance Operator I	1	.2
Utility Maintenance Operator II	2	.4
Utility Maintenance Operator III	3	.6

WHAT WE DO

The Utility Maintenance Division consists of 10 State-licensed operators, each responsible for the operation, maintenance and repair of 120+ miles of Sheridan Area Water Supply (SAWS) water transmission mains and water distribution pipes throughout the SAWSJPB District of Sheridan County. Utility Maintenance provides oversight on construction projects and establishes partnerships with developers and contractors to meet standards established by the City of Sheridan and DEQ. Staff performs operations and maintenance functions on:

- 2,000 water meters
- 18 water pumping stations
- 33 pressure reducing valve stations
- 300 fire hydrants
- 3 water storage reservoirs

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue the level of service currently provided by Utility Maintenance including water main flushing, monthly chlorine residual testing, and pump station and system maintenance. The budget includes the cleaning of (2) below ground water tanks that are scheduled to be cleaned every 5 years. This year's budget will provide for the upgrade to our radios in our Scada system that are currently obsolete and difficult to find parts for.

LONG-TERM GOALS

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

- Tracking all SAWSJPB assets with our asset management software
- Flushing hydrant replacements

SAWS

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
SAWS					
Water					
50					
6001	FT Salaries/Wages	86,081	81,246	107,396	112,882
6003	Overtime	4,915	5,682	5,000	6,000
6010	Fica	6,649	6,293	8,216	8,635
6030	Retirement	10,525	9,830	12,480	13,117
6040	Workers Comp	2,465	1,566	1,977	1,851
6050	Employee Insurance	21,580	19,925	31,119	33,608
6104	Software & Website Fees	27	-	-	-
6111	Department Functional Supplies	27,462	29,465	46,200	54,800
6301	Insurance-Property	3,035	3,808	2,410	4,819
6303	Insurance-Liability	778	774	1,075	1,161
6401	Gas/Electric-Buildings	30,674	27,973	30,000	32,500
6403	Telecom Services	681	1,283	900	1,400
6601	Contractual-Professional	5,783	1,060	-	3,000
6602	Contractual-Other	-	553	200	2,000
6701	Repairs/Maint-Buildings	-	-	3,000	18,000
6703	Repairs/Maint-Infrastructure	4,910	1,352	6,000	29,750
6704	Repairs/Maint-EquipMachVehArt	-	584	5,999	600
6803	Food	-	-	500	500
6106	Chemicals	-	774	1,100	1,100
Water Total		205,564	192,166	263,572	325,724
Cap Projects					
40					
7500	Cap Outlay-Infrastructure	110,600	9,130	883,259	-
4220	Department of the Interior	(124,317)	(186,339)	(640,683)	-
Cap Projects Total		(13,717)	(177,209)	242,576	-
SAWS Total		191,847	14,957	506,148	325,724

SEWER FUND

MISSION STATEMENT

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

WHAT WE DO

The Utilities Department Sewer Enterprise Fund represents the administrative and operational divisions that oversee and conduct the daily operations, maintenance, and repair of the City's sanitary sewer system. The Sewer Fund is made of the following divisions and the systems they manage:

- **Utilities Administration** - conducts capital planning, rate making, engineering, budgeting, and overall administration of the Sewer Enterprise Fund.
- **Utility Services** - provides regulatory and technical services on behalf of the sewer utility. Staff reviews and issues permits for sewer infrastructure and service lines. They inspect installations and perform all the utility locates for the City. Staff administers/manages our asset management system for the City.
- **Utility Maintenance (Sewer Collection)** - conducts operations, maintenance, and repair activities on the City's 120+ miles of sanitary sewer collection system and for its four sewer lift stations. Under contract with the City, they maintain the Downer Neighborhood Improvement & Service District's (DNISD) sewer collection system and lift station.
- **Wastewater Treatment Plant** - conducts operations and maintenance of our Wastewater Treatment Plant to ensure compliance with our WDEQ permit to discharge into the Goose Creek.

FY25 BUDGET INITIATIVES

The FY25 budget for the Sewer Enterprise Fund will generate the necessary revenues to fund the annual operating expenses, fund present year capital expenditures and build capital for anticipated, future capital expenditures for all Sewer Fund operating divisions. We will be able to make all annual debt service payments owed by the Sewer Fund, maintain minimum debt service coverage ratios, and ensure reserve balance target minimums are exceeded.

LONG-TERM GOALS

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

SEWER FUND

FY25 SEWER FUND SUMMARY

Fund	Dept/Division	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
51					
	Sewer				
820	Wastewater Administration	756,150	1,168,435	1,452,072	1,338,212
821	WW Collection	749,476	499,784	591,146	731,121
822	WW Treatment	1,235,348	1,271,881	1,366,876	1,376,679
Sewer Total		2,740,975	2,940,101	3,410,094	3,446,012

FY25 SEWER FUND DETAILED REVENUE

Fund	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
51					
	Sewer				
4330	WY Department of Health	-	(22,800)	(45,000)	(24,600)
4810	Interest	(109,835)	(92,113)	(82,893)	(89,684)
4860	Miscellaneous	(454)	-	-	-
4930	Sewer Fees	(2,760,756)	(2,625,999)	(2,891,741)	(2,969,202)
4931	Sewer PIFF Fees	(366,474)	(258,169)	(275,000)	(300,000)
4932	Grease/Septage Fees	(63,819)	(60,823)	(65,000)	(69,313)
4949	Other Sewer Fees	(6,850)	(6,950)	(8,000)	(8,000)
5060	Sale of Capital Assets	-	(6,210)	-	(6,000)
Sewer Total		(3,308,188)	(3,073,064)	(3,367,634)	(3,466,799)

SEWER ADMINISTRATION

MISSION STATEMENT

The City of Sheridan Utilities (Sewer) Administration Division is committed to providing operational support, maintaining a productive, collaborative, and professional environment while providing efficient, and effective service to all divisions within the department.

FY25 Sewer Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.2
Assistant Utilities Director	1	.4
Administrative Coordinator	1	.2
Project Engineer	1	.4
Utility Services Technician	1	.4
GIS Specialist	1	.4

WHAT WE DO

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

- Provide overall administration of Sewer Enterprise Fund and associated divisions
- Prepare and present Sewer Enterprise business items to City Council for approval
- Develop the fiscal budget for the Sewer Enterprise Fund and manage the use of its funds for expenditures approved by the Mayor and City Council
- Oversee the billing and collection of revenues from sewer usage fees and plant investment fees for new sewer service connections
- Perform the capital planning, financial planning and rate making for the Sewer Enterprise Fund to ensure its sustainability and long-term fiscal health
- Perform the regulatory review and permitting of all sewer collection system improvements within the City and surrounding Urban Services Area
- Collect, maintain and update GIS datasets, web viewers, and mapping as they relate to utility infrastructure and services
- Manage and develop the City's computerized maintenance management system (CMMS) to ensure assets are responsibly and efficiently managed and that resident's service requests are addressed in a effective and timely manner

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to support the mission of the Sewer Administrative Division and the level of service it provides to the Sewer Enterprise Fund. The expenses from the Sewer Administration budget consist of personnel, operating expenses, professional services, capital project funding, transfers to the General Fund for the cost of its administrative support to the Water Fund, and debt service payments for the Sewer Enterprise Fund project loans. The currently utilized CMMS program, Cityworks, does not include an asset management component. This is a critical component for managing infrastructure maintenance and better planning for capital replacements. For FY25, Staff has identified an intuitive and all-encompassing program, Cartegraph, that will replace our CMMS and add an Asset Management module that will allow for the development of an Asset Management Plan.

LONG-TERM GOALS

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

SEWER ADMINISTRATION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Sewer Administration					
820					
Sewer					
51					
5060	Sale of Capital Assets	-	-	-	-
6001	FT Salaries/Wages	108,142	129,464	157,109	168,867
6002	PT Salaries/Wages	-	-	845	-
6003	Overtime	-	45	250	600
6010	Fica	8,606	8,958	12,084	12,918
6030	Retirement	13,344	14,019	18,256	19,622
6040	Workers Comp	2,873	2,220	2,907	2,769
6050	Employee Insurance	21,442	23,528	34,942	33,835
6101	Office Supplies	415	644	700	700
6103	Technology Equipment	3,212	1,015	-	-
6104	Software & Website Fees	22,128	29,587	30,260	86,500
6105	Uniforms/Clothing	8	104	240	240
6108	Equip/Mach/Furniture-Non-cap	-	12,117	13,000	-
6109	Petroleum Products	1,210	929	1,500	1,540
6110	Books/Periodicals	-	214	-	182
6111	Department Functional Supplies	384	804	800	1,240
6112	Postage	-	23	-	-
6201	Travel/Training	2,616	1,346	6,356	6,460
6202	Memberships	384	404	470	650
6204	Licenses/Fees/Permits- Other	-	-	-	36
6302	Insurance-Vehicle	62	2	110	121
6303	Insurance-Liability	958	1,134	1,075	1,702
6305	Insurance-Claims	-	2,000	-	-
6403	Telecom Services	2,385	1,875	2,050	1,900
6502	Rent/Lease-Equip/Mach/vehicles	26	-	-	-
6601	Contractual-Professional	20,921	12,139	26,000	8,000
6602	Contractual-Other	-	-	-	-
6704	Repairs/Maint-EquipMachVehArt	586	993	900	160
6801	Printing	-	42	-	60
6802	Advertising	104	-	100	50
6850	Principal	-	346,296	334,117	340,759
6853	Issuance Costs	-	-	7,000	-
6854	Bad Debt Expense	(408)	-	-	-
6899	Contingency	-	-	155,552	35,000
7600	Cap Outlay-Mach/Equip/Vehicles	-	-	-	-
8010	Transfer to General Fund	427,500	427,500	427,500	430,613
8020	Transfer to Special Rev Fund	-	-	-	-
8040	Transfer to Capital Proj Fund	-	50,000	50,000	-
6851	Interest	125,808	104,909	132,091	147,829
4880	Gain/Loss - Sale of Cap Assets	1,332	-	-	-
6810	Depreciation Expense	2,191	-	-	-
7998	Cap Outlay-CIP Contra Account	-	-	-	-
7999	Cap Outlay-Contra Account	(45,935)	(39,735)	-	-
8050	Transfer to Water Fund	35,858	35,858	35,858	35,858
Sewer Total		756,150	1,168,435	1,452,072	1,338,212
Sewer Administration Total		756,150	1,168,435	1,452,072	1,338,212

WASTEWATER COLLECTION

MISSION STATEMENT

The City of Sheridan Utility Maintenance Division is committed to providing safe sanitary sewer collection and outstanding customer service in a consistent, professional, safe and cost-effective manner.

FY25 Wastewater Collection Staffing		
Position	Headcount	FTE
Utility Maintenance Superintendent	1	.35
Administrative Assistant	1	.29
Utility Maintenance Supervisor	1	.35
Utility Maintenance Operator (Vacancy)	1	.35
Utility Maintenance Operator	1	.35
Utility Maintenance Operator I	1	.35
Utility Maintenance Operator II	2	.70
Utility Maintenance Operator III	3	1.05

WHAT WE DO

The Utility Maintenance Division consists of 10 State-licensed operators, each responsible for the operation, maintenance and repair of 120+ miles of wastewater collection system pipes throughout the City of Sheridan and the Downer Neighborhood Improvement and Service District (DNSID). Utility Maintenance provides oversight on construction projects and establishes partnerships with developers and contractors to meet standards established by the City of Sheridan and DEQ. Staff performs operations and maintenance functions on the following:

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

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue the level of service currently provided by Utility Maintenance. The FY25 budget includes funding for the replacement of 3 vehicles in our fleet UM26(Pick-up), UM325 (Tool Truck) and UM382 (Dump truck) with a cost share of (60%) from water distribution . Annual sewer chemical root control will occur in the autumn to help prevent root growth in the collection system to minimize sewer backups. Included in the budget is funding to continue our lining of 6-8 sanitary sewer manholes to prevent inflow and infiltration (I/I) into our collection system

LONG-TERM GOALS

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

WASTEWATER COLLECTION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
WW Collection					
821					
Sewer					
51					
6001	FT Salaries/Wages	172,521	154,834	194,523	202,435
6002	PT Salaries/Wages	17,488	18,940	14,541	15,704
6003	Overtime	16,305	13,167	11,000	12,500
6010	Fica	14,946	13,554	15,753	16,267
6030	Retirement	22,182	19,638	22,290	23,209
6040	Workers Comp	5,490	3,423	3,746	3,487
6050	Employee Insurance	56,143	53,090	63,774	74,084
6101	Office Supplies	-	389	700	700
6102	Copier Supplies	-	137	-	150
6103	Technology Equipment	1,150	-	300	-
6104	Software & Website Fees	1,585	1,607	5,300	5,500
6105	Uniforms/Clothing	3,243	3,509	3,800	4,000
6107	Tools	-	468	2,000	2,000
6108	Equip/Mach/Furniture-Non-cap	2,426	3,408	5,500	7,200
6109	Petroleum Products	6,874	6,217	7,350	7,300
6111	Department Functional Supplies	5,755	7,299	12,200	14,000
6112	Postage	-	-	-	300
6113	Shipping/Freight	-	5	-	-
6201	Travel/Training	2,403	6,182	9,200	10,400
6202	Memberships	-	95	95	95
6203	Licenses/Certs-Employees	45	326	50	400
6301	Insurance-Property	1,095	988	1,271	1,086
6302	Insurance-Vehicle	1,345	619	1,271	2,043
6303	Insurance-Liability	1,512	1,506	2,032	2,261
6305	Insurance-Claims	14,743	44,161	50,000	10,000
6401	Gas/Electric-Buildings	14,744	13,335	12,250	12,500
6403	Telecom Services	3,497	4,162	5,000	5,000
6501	Rent/Lease-Buildings/Land	2,397	2,950	2,700	2,700
6502	Rent/Lease-Equip/Mach/vehicles	232	-	-	300
6601	Contractual-Professional	76,131	1,681	-	1,500
6602	Contractual-Other	-	625	4,100	8,300
6701	Repairs/Maint-Buildings	2,938	-	1,500	1,500
6703	Repairs/Maint-Infrastructure	14,008	76,994	76,995	101,300
6704	Repairs/Maint-EquipMachVehArt	10,420	14,371	11,300	10,000
6803	Food	-	-	500	500
7400	Cap Outlay-Land/Site Imprvmnts	-	-	18,000	-
8040	Transfer to Capital Proj Fund	220,000	29,305	29,305	-
7998	Cap Outlay-CIP Contra Account	33,260	-	-	-
8050	Transfer to Water Fund	24,600	2,800	2,800	172,400
Sewer Total		749,476	499,784	591,146	731,121
Cap Projects					
40					
5051	Transfer from Sewer Fund	(175,000)	(29,305)	(29,305)	-
7500	Cap Outlay-Infrastructure	366,667	-	202,519	-
Cap Projects Total		191,667	(29,305)	173,214	-
WW Collection Total		941,144	470,479	764,360	731,121

WASTEWATER TREATMENT

MISSION STATEMENT

The City of Sheridan Wastewater Treatment Plant (WWTP) treats the City's wastewater based upon the high standards of the City and the rules set forth by the State of Wyoming and federal law. Our mission is to manage and operate safe, cost-efficient, and environmentally sound services for the benefit of the City of Sheridan. It is ultimately our goal to produce and discharge the highest quality effluent possible to maintain and protect our Wyoming waterways and its downstream users.

FY25 Wastewater Treatment Staffing		
Position	Headcount	FTE
Wastewater Treatment Superintendent Operator IV	1	1
Wastewater Treatment Operator IV	1	1
Wastewater Treatment Operator OIT	1	1
WWTP Operations Coordinator	1	1
WWTP Maintenance Mechanic Coordinator	1	1
WWTP Maintenance Mechanic	1	1
WWTP Maintenance Mechanic Technician	1	1

WHAT WE DO

The WWTP consists of 4, certified plant operators along with 3 maintenance mechanics. Currently we have two certified level IV operators and two operators studying and working hard towards certification. The WWTP collects and treats the sewage produced by the citizens and businesses of Sheridan. The wastewater is treated utilizing conventional activated sludge treatment methods with Sodium Hypochlorite disinfection. The WWTP treats an average of 2.8 million gallons of wastewater per day, and the biosolids that are removed from the plant are then transported to the City Landfill for garbage compaction or composting, which is sold to the public as a Class A biosolids product.

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue the high level of maintenance and repairs required for a conventional activated sludge plant, which also includes expenses for wastewater treatment process requirements and for regulatory testing and reporting. This budget will provide a replacement of a ½ ton work truck, and funding to replace, using our own resources, two oxidation ditch aerator gear boxes, motors, and shafts. This is the second year of a plan to replace them all over the course of several years (total cost approximately \$600K). Through this effort, we are seeking to achieve 30-40% more efficiency on the motors and extend the effective life of the oxidation ditch another 20-30 years. This budget will also provide for a much needed replacement and upgrade of critical laboratory equipment. In addition it is the intent of the budget to begin an ongoing comprehensive process to replace and upgrade equipment and facilities throughout the plant to help ensure safe, reliable operations.

LONG-TERM GOALS

Develop all plant operators and maintenance mechanics/technicians to be skilled and competent to the highest level of their profession and implement the top 7 priority plant improvements recommended in the most recent 2022 Wastewater System Master Plan.

WASTEWATER TREATMENT

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
WW Treatment					
822					
Sewer					
51					
6001	FT Salaries/Wages	442,241	419,614	441,386	462,309
6002	PT Salaries/Wages	6,134	4,600	10,800	6,800
6003	Overtime	1,171	2,296	1,000	1,500
6010	Fica	33,143	29,115	33,575	35,696
6030	Retirement	50,906	45,088	50,999	53,530
6040	Workers Comp	11,616	7,392	8,076	7,652
6050	Employee Insurance	127,970	109,287	144,892	126,128
6101	Office Supplies	919	316	1,350	350
6103	Technology Equipment	1,213	-	250	250
6104	Software & Website Fees	2,438	1,607	1,500	2,500
6105	Uniforms/Clothing	1,690	1,630	2,000	3,500
6107	Tools	-	701	750	1,500
6108	Equip/Mach/Furniture-Non-cap	16,777	8,631	10,000	32,850
6109	Petroleum Products	20,263	13,578	20,000	13,000
6110	Books/Periodicals	-	489	-	-
6111	Department Functional Supplies	34,342	80,697	56,795	65,200
6112	Postage	-	660	-	650
6113	Shipping/Freight	208	4,398	-	-
6201	Travel/Training	2,551	2,208	4,500	6,500
6202	Memberships	90	325	290	1,350
6203	Licenses/Certs-Employees	-	47	-	500
6301	Insurance-Property	11,290	14,786	13,041	16,264
6302	Insurance-Vehicle	1,156	1,199	968	1,318
6303	Insurance-Liability	3,053	3,235	4,139	4,782
6401	Gas/Electric-Buildings	173,344	165,313	165,000	165,000
6403	Telecom Services	8,268	6,960	7,000	10,100
6502	Rent/Lease-Equip/Mach/vehicles	405	940	400	1,500
6601	Contractual-Professional	68,625	-	-	6,000
6602	Contractual-Other	1,807	40,935	28,500	34,250
6701	Repairs/Maint-Buildings	2,590	32,771	35,000	21,500
6702	Repairs/Maint-Land/Site/Grnds	653	-	-	-
6703	Repairs/Maint-Infrastructure	24,482	31,882	13,500	80,000
6704	Repairs/Maint-EquipMachVehArt	4,344	10,344	15,000	15,500
6801	Printing	-	-	-	1,700
6853	Issuance Costs	-	-	39,000	-
7120	Cap Outlay-Construct of Bldgs	38,735	-	-	-
7600	Cap Outlay-Equip/MachVehicles	7,200	82,165	82,165	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	-	50,000
8040	Transfer to Capital Proj Fund	-	15,000	15,000	65,000
7500	Cap Outlay-Infrastructure	-	56,294	80,000	-
7998	Cap Outlay-CIP Contra Account	43,158	-	-	-
6106	Chemicals	92,565	77,382	80,000	82,000
Sewer Total		1,235,348	1,271,881	1,366,876	1,376,679

WASTEWATER TREATMENT

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
WW Treatment					
822					
Cap Projects					
40					
5051	Transfer from Sewer Fund	-	(15,000)	(15,000)	(65,000)
6601	Contractual-Professional	204,758	4,276	4,276	-
6853	Issuance Costs	-	6,000	6,000	-
7130	Cap Outlay-Bldg Improvements	-	9,540	40,223	-
7600	Cap Outlay-Equip/Mach Vehicles	30,566	-	-	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	241,494	-
7500	Cap Outlay-Infrastructure	-	69,233	1,194,000	65,000
4220	Department of the Interior	-	(61,446)	(1,200,000)	-
4821	Project Contributions	-	(226,494)	(226,494)	-
Cap Projects Total		235,324	(213,892)	44,499	-
WW Treatment Total		1,470,672	1,057,990	1,411,375	1,376,679

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SOLID WASTE FUND

MISSION STATEMENT

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

WHAT WE DO

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

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

FY25 BUDGET INITIATIVES

With approval of the proposed FY25 budget the Solid Waste Enterprise Fund will generate the necessary revenues to fund the annual operating expenses, fund present year capital expenditures and build capital for anticipated, future capital expenditures for all Solid Waste Fund operating divisions. We will be able to make all annual debt service payments, maintain minimum debt service coverage ratios, and ensure reserve balance target minimums are exceeded.

LONG-TERM GOALS

The long-term goals of the Solid Waste Enterprise are to keep solid waste rates as low as possible for our customers while ensuring long-term financial sustainability, excellent system health, and a level of service that exceeds expectation. Another goal is to improve our Asset Management Program to support the production of a long-term Capital Improvement Plan that aligns with financial goals, facility objectives and key performance indicators established by the Mayor, Council, the community, and city staff.

SOLID WASTE FUND

FY25 SOLID WASTE FUND SUMMARY

Fund	Dept/Division	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
52					
	Solid Waste				
830	Solid Waste Administration	673,364	1,543,761	1,909,213	1,652,364
831	Sanitation	1,783,233	1,186,033	1,347,579	1,910,576
832	Recycling	1,430,591	1,292,220	1,783,760	1,265,373
841	Landfill	62,114	2,065,388	2,201,432	1,762,199
Solid Waste Total		3,949,302	6,087,402	7,241,983	6,590,513

FY25 SOLID WASTE FUND DETAILED REVENUE

Fund	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
52					
	Solid Waste				
4810	Interest	(208,260)	(149,927)	(155,513)	(155,513)
4860	Miscellaneous	(8,022)	-	(1,950)	(1,950)
4870	Appreciation	173	(27)	-	-
4950	Sanitation Fees	(3,902,926)	(3,607,328)	(3,926,456)	(3,985,353)
4960	Curbside Recycling Fees	(271,571)	(251,384)	(273,885)	(277,993)
4961	Recycling Commodity Revenue	(118,029)	(106,478)	(182,869)	(185,612)
4962	Recycling Sorting Fees	(2,178)	(2,596)	(2,800)	(2,842)
4963	Recycling Container Rent Fee	(43,314)	(37,136)	(41,000)	(41,615)
4964	Compost Bagging Fee	-	-	(60,000)	(60,900)
4965	Other Recycling Fees	(151,755)	(124,698)	(150,000)	(152,250)
4970	Landfill	(1,621,335)	(1,388,610)	(1,434,398)	(1,455,914)
5060	Sale of Capital Assets	-	(204,114)	(250,000)	(25,000)
Solid Waste Total		(6,327,217)	(5,872,297)	(6,478,871)	(6,344,942)

SOLID WASTE ADMINISTRATION

MISSION STATEMENT

The mission of the Solid Waste Division is to serve each person within the City and County of Sheridan by working together and practicing economically sound solid waste and environmental management to make our community a place everyone would want to call home.

The Solid Waste Administration Division is committed to providing outstanding customer service, record keeping, accurate financial transactions, regulatory compliance and to provide information in a timely manner.

FY25 Solid Waste Administration Staffing		
Position	Headcount	FTE
Utilities Director	1	.4
Administrative Coordinator	1	.4
Solid Waste Superintendent	1	1
Solid Waste/Recycling Coordinator	1	1

WHAT WE DO

Solid Waste Administration is responsible for overseeing all solid waste operations while in compliance with federal, state, and local regulations. This includes, but is not limited to:

- Landfill operations serving Sheridan County
- Municipal Solid Waste (MSW) collection and disposal for residential and commercial within the City of Sheridan
- Recycling collection and disposal
- Green Waste collection and composting
- Household Hazardous Waste (HHW) collection and disposal

FY25 BUDGET INITIATIVES

The FY25 budget includes expenses to continue the level of service previously provided by the Solid Waste Division. Additionally, the Solid Waste Administration will be heavily involved in the landfill remediation program that is scheduled this fall; ensuring quality customer service is maintained at the landfill throughout the process.

LONG-TERM GOALS

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

SOLID WASTE ADMINISTRATION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Solid Waste Administration					
830					
Solid Waste					
52					
6001	FT Salaries/Wages	208,257	199,450	210,960	226,212
6003	Overtime	2,039	2,698	2,226	2,500
6010	Fica	14,967	14,510	16,139	17,305
6030	Retirement	24,005	23,268	24,514	26,286
6040	Workers Comp	5,138	3,697	3,882	3,710
6050	Employee Insurance	47,003	48,721	52,210	56,711
6101	Office Supplies	381	50	560	500
6102	Copier Supplies	496	722	852	900
6103	Technology Equipment	788	-	-	-
6104	Software & Website Fees	2,490	4,482	6,797	39,765
6201	Travel/Training	-	879	2,500	3,000
6202	Memberships	-	-	946	946
6303	Insurance-Liability	1,472	1,523	1,828	2,285
6305	Insurance-Claims	2,550	-	1,000	-
6403	Telecom Services	1,471	1,844	1,400	1,780
6502	Rent/Lease-Equip/Mach/vehicles	1,376	985	1,104	1,200
6601	Contractual-Professional	1,392	13,500	2,500	500
6801	Printing	3,061	13,395	18,618	15,000
6802	Advertising	16,560	8,331	8,450	9,450
6850	Principal	174,021	299,378	473,782	314,106
6853	Issuance Costs	39,058	-	-	-
6854	Bad Debt Expense	-	532	-	-
6899	Contingency	-	-	-	35,000
8010	Transfer to General Fund	783,300	783,300	783,300	789,526
6851	Interest	(46,109)	198,681	295,645	105,681
6810	Depreciation Expense	66,355	-	-	-
7999	Cap Outlay-Contra Account	(676,707)	(76,184)	-	-
Solid Waste Total		673,364	1,543,761	1,909,213	1,652,364
Solid Waste Administration Total		673,364	1,543,761	1,909,213	1,652,364

SANITATION

MISSION STATEMENT

The mission of the Sanitation Division is to protect the environment, public health and welfare, and enhance the quality of life by providing effective programs to collect and remove solid waste materials in a convenient, economical and environmentally sensitive manner.

FY25 Sanitation Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator I	1	1
Sanitation/Recycling Equipment Operator II	1	1
Sanitation/Recycling Equipment Operator III	6	6
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

The Sanitation Division collects refuse from residential and commercial customers of the City. All residential and commercial customers receive collection service at least once per week from Monday through Friday. Commercial customers receive collection services as needed. All collected municipal solid waste (MSW) is disposed of at the Sheridan Landfill at 83 East Ridge Road. Primary functions of the division include:

- Collecting MSW from over 6,947 residential and 765 commercial customers
- Transporting the MSW to the landfill for proper disposal

FY25 BUDGET INITIATIVES

The FY25 budget includes funding to continue the level of service previously provided by the Sanitation Division and to ensure that current and future services are met. In addition to routine annual operating expenses, this budget will also provide funding to purchase 50 300-gallon bins, 500 90-gallon replacement trash cans, and 10 2-CY metal rear-load containers. Sanitation's FY25 budget will include the purchase of one front-load collection truck, and one rear-load collection truck..

LONG-TERM GOALS

The long-term goals of the Sanitation Division are to efficiently collect, transport, and dispose of MSW in an environmentally, safe, effective way. This includes ongoing research of new technology and better equipment replacement options to maintain a strong and productive fleet in the most economical fashion.

SANITATION

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Sanitation					
831					
Solid Waste					
52					
6001	FT Salaries/Wages	428,825	454,028	451,702	468,979
6003	Overtime	18,735	21,179	26,000	22,000
6010	Fica	33,958	32,563	34,058	35,380
6030	Retirement	51,565	51,437	51,733	53,740
6040	Workers Comp	11,622	8,249	8,192	7,585
6050	Employee Insurance	113,599	119,452	136,798	143,576
6101	Office Supplies	1,266	573	650	650
6102	Copier Supplies	195	421	800	800
6103	Technology Equipment	43	21	-	-
6104	Software & Website Fees	9,987	4,694	5,900	7,950
6105	Uniforms/Clothing	5,021	4,620	3,000	6,000
6107	Tools	-	-	2,000	1,000
6108	Equip/Mach/Furniture-Non-cap	87,590	52,553	59,500	87,750
6109	Petroleum Products	120,592	103,401	109,000	110,000
6111	Department Functional Supplies	56,307	133,337	146,100	126,600
6113	Shipping/Freight	-	3,823	-	-
6201	Travel/Training	143	-	400	-
6202	Memberships	-	-	112	112
6203	Licenses/Certs-Employees	-	154	-	-
6302	Insurance-Vehicle	9,848	9,888	11,110	10,876
6303	Insurance-Liability	3,117	4,706	3,870	4,829
6305	Insurance-Claims	2,372	500	10,000	5,000
6401	Gas/Electric-Buildings	1,816	-	969	7,300
6403	Telecom Services	(407)	613	1,500	700
6502	Rent/Lease-Equip/Mach/vehicles	581	-	750	-
6601	Contractual-Professional	82,135	1,846	1,000	900
6602	Contractual-Other	60	13,565	45,950	33,350
6701	Repairs/Maint-Buildings	6,977	5,937	9,500	5,500
6702	Repairs/Maint-Land/Site/Grnds	-	502	-	500
6704	Repairs/Maint-EquipMachVehArt	155,237	63,169	-	34,500
6803	Food	128	2,020	210	-
6804	Bank/CC Fees	2,817	28,163	34,000	30,000
6854	Bad Debt Expense	(445)	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	15,000	10,150	32,000	-
7600	Cap Outlay-Equip/MachVehicles	289,549	54,470	160,775	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	-	705,000
8040	Transfer to Capital Proj Fund	275,000	-	-	-
Solid Waste Total		1,783,233	1,186,033	1,347,579	1,910,576
Sanitation Total		1,783,233	1,186,033	1,347,579	1,910,576

RECYCLING

MISSION STATEMENT

The mission of the Recycling Division is to provide and promote recycling services, protect the environment, and promote waste diversion from the landfill to ensure a safe and healthy community for current and future generations.

FY25 Recycling Staffing		
Position	Headcount	FTE
Sanitation/Recycling Supervisor	1	.5
Sanitation/Recycling Equipment Operator II	2	2
Sanitation/Recycling Equipment Operator III	6	6
Sanitation/Recycling Senior Equipment Operator	1	1

WHAT WE DO

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

FY25 BUDGET INITIATIVES

The FY25 budget includes all funding needed to continue the level of excellent service provided by the Recycling Division. In addition to routine annual operations, this budget will also provide funding to purchase a commercial grade washer and dryer for uniform cleaning at the recycle center. This on-site laundry practice allows our employees to avoid tracking refuse and waste matter into their own homes.

LONG-TERM GOALS

The long-term goals of the Recycling Division are to efficiently collect, transport, and dispose of recyclable materials from citizens and businesses in a cost effective and safe manner and to extend the life of the landfill through waste diversion practices.

RECYCLING

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Recycling					
832					
Solid Waste					
52					
6001	FT Salaries/Wages	452,919	434,633	468,573	499,548
6003	Overtime	20,198	19,634	21,200	19,000
6010	Fica	33,879	33,229	35,349	37,718
6030	Retirement	53,926	52,433	53,693	57,292
6040	Workers Comp	11,553	8,358	8,503	8,086
6050	Employee Insurance	117,863	130,951	141,589	155,381
6101	Office Supplies	1,684	651	650	650
6102	Copier Supplies	291	1,573	800	2,300
6103	Technology Equipment	23	20	-	-
6104	Software & Website Fees	5,599	4,694	4,996	7,950
6105	Uniforms/Clothing	5,385	4,147	3,000	6,000
6107	Tools	-	-	2,000	1,000
6108	Equip/Mach/Furniture-Non-cap	25,455	1,575	59,500	1,750
6109	Petroleum Products	81,799	46,940	68,500	52,000
6111	Department Functional Supplies	48,497	87,584	101,600	104,200
6113	Shipping/Freight	-	2,931	-	-
6201	Travel/Training	123	-	400	-
6202	Memberships	-	-	112	112
6203	Licenses/Certs-Employees	-	24	-	-
6204	Licenses/Fees/Permits- Other	40	40	50	50
6302	Insurance-Vehicle	2,904	3,109	3,300	3,420
6303	Insurance-Liability	3,183	3,345	3,978	5,076
6305	Insurance-Claims	-	275	-	5,000
6401	Gas/Electric-Buildings	11,011	11,897	11,500	7,300
6403	Telecom Services	448	698	1,500	700
6502	Rent/Lease-Equip/Mach/vehicles	581	-	750	-
6601	Contractual-Professional	48,402	3,006	1,000	900
6602	Contractual-Other	682	13,250	45,950	33,440
6603	Contractual-Temp Services	276,307	194,202	203,170	222,000
6701	Repairs/Maint-Buildings	7,304	5,954	9,500	5,500
6702	Repairs/Maint-Land/Site/Grnds	-	628	-	1,000
6704	Repairs/Maint-EquipMachVehArt	59,304	27,300	38,000	28,000

RECYCLING

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Recycling					
832					
Solid Waste					
52					
6802	Advertising	-	-	300	-
6803	Food	112	1,348	210	-
6804	Bank/CC Fees	-	-	34,000	-
6854	Bad Debt Expense	(31)	-	-	-
7400	Cap Outlay-Land/Site Imprvmnts	21,579	10,150	32,000	-
7600	Cap Outlay-Equip/MachVehicles	-	187,643	428,087	-
8040	Transfer to Capital Proj Fund	275,000	-	-	-
7998	Cap Outlay-CIP Contra Account	(135,431)	-	-	-
Solid Waste Total		1,430,591	1,292,220	1,783,760	1,265,373
Cap Projects					
40					
5052	Transfer from Solid Waste Fund	(550,000)	-	-	-
7130	Cap Outlay-Bldg Improvements	87,160	452,501	462,840	-
Cap Projects Total		(462,839.63)	452,501.07	462,839.63	-
Recycling Total		967,751.23	1,744,720.80	2,246,599.63	1,265,373.41

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LANDFILL

MISSION STATEMENT

The mission of the Landfill is to provide long term, cost effective and environmentally sound solutions for the management of waste generated by citizens and businesses of Sheridan County.

FY25 Landfill Staffing		
Position	Headcount	FTE
Principal Lead Operator	1	1
Principal Lead Technician	1	1
Landfill Equipment Operator IV	4	4
Landfill Equipment Operator III	1	1
Landfill Technician	1	1
Landfill Attendant	2	1.6

WHAT WE DO

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

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

FY25 BUDGET INITIATIVES

The FY25 budget includes all funding needed to continue the level of excellent service provided by the Landfill. The FY25 budget will allow for an additional Scale-house Attendant position to better assist scale-house duties and relieve staff shortages at the Landfill. This budget will also provide funding for the purchase of a new 908 loader, a landfill tarping machine and will support operations in the Cell 10 waste disposal area.

LONG-TERM GOALS

The long-term goals of the landfill include continued operation in compliance with State and Federal regulations. This includes:

- Design, permitting, construction and operations of new landfill cells
- Remediation of older impacted landfill cells
- Improved compaction and added air space to the landfill
- Better diversion and recycling opportunities and practices

LANDFILL

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Landfill					
841					
Solid Waste					
52					
6001	FT Salaries/Wages	424,449	410,633	424,783	510,586
6002	PT Salaries/Wages	32,895	31,629	74,630	34,578
6003	Overtime	18,767	34,636	13,200	21,090
6010	Fica	34,614	34,518	32,496	41,705
6030	Retirement	53,151	52,384	49,360	61,571
6040	Workers Comp	11,834	8,680	7,817	8,941
6050	Employee Insurance	118,048	114,439	120,426	155,945
6101	Office Supplies	2,161	3,303	1,600	900
6102	Copier Supplies	350	1,598	3,614	3,710
6103	Technology Equipment	2,959	9,014	7,000	4,500
6104	Software & Website Fees	3,197	2,318	4,302	4,800
6105	Uniforms/Clothing	6,025	6,679	4,000	7,000
6107	Tools	-	96	3,000	1,000
6108	Equip/Mach/Furniture-Non-cap	7,398	40,382	40,000	1,500
6109	Petroleum Products	167,106	133,966	155,000	150,000
6110	Books/Periodicals	-	18	-	-
6111	Department Functional Supplies	89,341	130,509	143,807	136,000
6112	Postage	-	62	-	90
6113	Shipping/Freight	-	3,745	-	-
6201	Travel/Training	5,829	3,153	1,000	4,000
6202	Memberships	725	1,285	491	491
6204	Licenses/Fees/Permits- Other	40	155	50	115
6301	Insurance-Property	1,792	2,108	2,020	2,319
6302	Insurance-Vehicle	1,807	2,622	2,090	2,884
6303	Insurance-Liability	3,587	3,473	3,870	4,949
6305	Insurance-Claims	-	587	5,000	5,000
6401	Gas/Electric-Buildings	8,613	9,836	9,000	10,000
6403	Telecom Services	4,961	5,998	5,800	7,000
6502	Rent/Lease-Equip/Mach/vehicles	777	759	1,500	1,300
6601	Contractual-Professional	251,128	145,624	134,900	127,000
6602	Contractual-Other	22,604	46,083	122,300	112,400
6603	Contractual-Temp Services	19,124	2,544	13,200	7,326
6701	Repairs/Maint-Buildings	26,837	11,477	4,900	4,500
6702	Repairs/Maint-Land/Site/Grnds	4,503	2,591	-	-
6704	Repairs/Maint-EquipMachVehArt	162,812	160,616	140,000	100,000

LANDFILL

Dept/ Division	Account Description	FY23 Actuals	FY24 Actuals	FY24 Revised Budget	FY25 Budget
Landfill					
841					
Solid Waste					
52					
6803	Food	540	2,529	900	-
6804	Bank/CC Fees	2,121	17,554	15,450	20,000
7400	Cap Outlay-Land/Site Imprvmnts	15,875	-	5,000	-
7600	Cap Outlay-Equip/MachVehicles	416,965	30,842	38,990	-
	Cap Outlay-Mach/Equip/Vehicles	-	-	-	195,000
8040	Transfer to Capital Proj Fund	286,000	590,863	601,726	-
6810	Depreciation Expense	1,192	-	-	-
7998	Cap Outlay-CIP Contra Account	(1,961,362)	-	-	-
7999	Cap Outlay-Contra Account	(190,651)	-	-	-
6304	DEQ Reclamation Premium	4,001	6,081	8,210	14,000
Solid Waste Total		62,114	2,065,388	2,201,432	1,762,199
Cap Projects					
40					
5052	Transfer from Solid Waste Fund	(286,000)	(590,863)	(590,863)	-
7120	Cap Outlay-Construct of Bldgs	169,876	7,864	25,044	-
7400	Cap Outlay-Land/Site Imprvmnts	1,933,818	4,326,144	13,366,328	-
4220	Department of the Interior	(1,323,739)	(2,787,822)	(8,351,057)	-
4341	WY Department of Env Quality	(208,008)	(1,636,393)	(4,409,526)	-
Cap Projects Total		285,947	(681,069)	39,927	-
Landfill Total		348,061	1,384,319	2,241,358	1,762,199

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