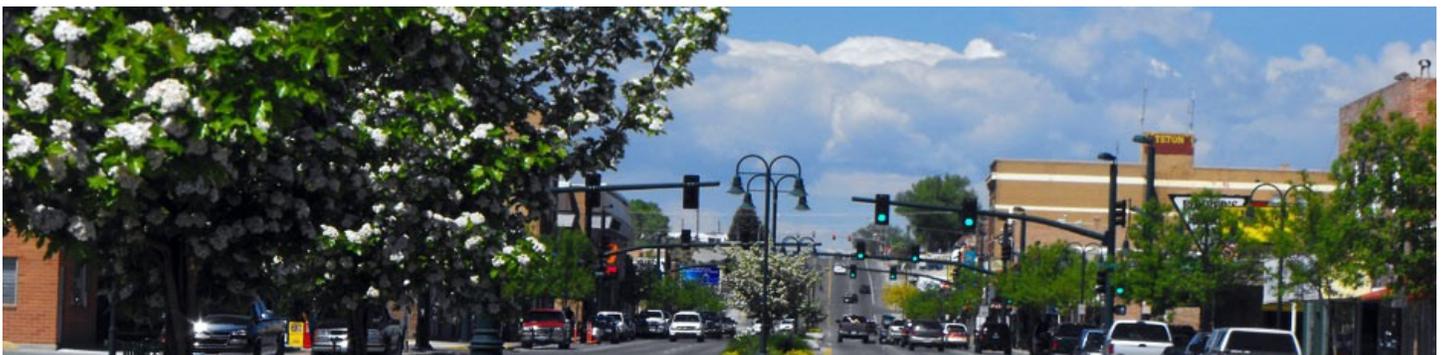


# City of Riverton

“Excellence in Service to the Rendezvous City”



## Fiscal Year 2016-2017 Budget



*Mission: Instill public confidence through exceptional customer service in a transparent, professional manner.*



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# City of Riverton, Wyoming

816 N. Federal

Riverton, WY 82501

**STEVEN M. WEAVER, City Administrator**

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June 2, 2016

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

RE: City Administrator Letter of Transmittal and FY2017 Budget Message

Dear Citizens and Members of the Governing Body:

In accordance with the Riverton Municipal Code and as required by State law, I hereby transmit the budget for the City of Riverton for the period ending June 30, 2017. This document is divided into ten (10) sections: Overview, General Fund, Enterprise Funds, Fixed Costs, Administrative Allocations, Contract for Services, Employee Compensation, Capital, Reserves, and a Conclusion.

## **Overview**

All funds of the City of Riverton can be divided into three categories: governmental, proprietary and fiduciary. The General Fund, 911 Fund, 1% Fund, etc. are governmental funds. Proprietary funds are the enterprise funds: water, wastewater and sanitation. We treat the Airport as a Proprietary fund, however, it should be noted that it is not self-sufficient through business-type activities and relies on the general fund for a subsidy. Fiduciary funds are the Senior Center and Rendezvous.

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

I am proud to say that we have a balanced budget. This has been a particularly difficult budget year with decreased revenue projections. Staff has spent countless hours discussing ways to decrease our expenditures to live within our means in comparison to anticipated revenues. I think it is important to understand the process that has been used to develop the budget. The process started on March 30, 2016 with a preliminary budget overview where we discuss personnel, equipment, capital and where we think the budget will be with revenues. In this meeting was our budget team which includes the City Administrator, Department Heads, Finance Director, HR Director, and Business Services Manager. Next, our Finance Director met with all the division managers and goes over

their budget and identifies any decreases or increases based on their needs. Any increases are documented for justification. The budget numbers are implemented in the preliminary budget by the Finance Director continuously through the whole process. Staff had a pre-budget worksession with the council to get any input prior to the budget. Projected revenues are determined by the City Administrator and finance and these projections both on the revenue and expenditures are presented to the budget team and reviewed by the group. We then combine our expenditures and revenues and see if they match. In the case this year we didn't have enough revenues to cover expenditures and therefore went through the process of cutting back expenditures. This took several meetings and many options were presented before we agreed as a group to the cuts. We had a final budget review. Staff developed budget worksheets to be reviewed by the City Administrator who then compiles the budget message with the help of staff. Books were printed and distributed to the council two weeks prior to the budget worksession. Many councilmember's made appointments with staff to come in an answer any questions. As you can see that the budget process is fairly lengthy with lots of people involved.

I would like to thank the City employees that have contributed to the success of this budget. I would personally like to thank our budget team for their dedication in making this a balanced budget. More importantly, I would like to thank our Administrative Service Director and Finance Director for the many hours they have spent in working on the revenue and expenditures. There is a lot involved in developing a budget. The City's total budget including all funds and capital is \$21,319,443.

The City of Riverton is fiscally responsible and that is why last year we anticipated a downturn in the economy and budgeted fewer revenues, specifically sales and use tax. There has been approximately a nine percent (9%) difference of actual sales tax dollars received versus our projections. Out of 31 divisions, 4 divisions were at 100% than the previous budget, 22 divisions were 99% or less, 1 division indicated a slight increase, and 4 divisions increased more than 5%. 3 of the 4 increased divisions were in Customer Service and that is because of interim pay, finance software maintenance increases and moving bank charges into that division. The fourth is Water Production and that was for additional electricity for a new well and tank cleaning that is done every three years.

Please note that at the beginning of each department/division or fund, you will find a summary page that will tell the mission of the fund/department, a description, revenue assumptions (if applicable), and expenditure highlights. It will explain major changes to the department/fund from the previous year.

The operational and capital revenues are watched closely by staff and reported regularly to the City Council and Finance Committee.

It should also be noted that on May 19, 2015, Council approved two resolutions that assigned \$200,000 of the City's general fund reserves towards the airport minimum revenue guarantee and \$200,000 towards the North Federal Storm Water Project. The revenue guarantee was brought into the budget in June 2016 due to new air service commencing July 1, 2016. The North Federal Storm Water Project will not occur until the next fiscal year so there is still \$200,000 assigned for the project. In addition, we anticipate some remaining funds left over from the WYOLINK Project for the Police Department that we will apply towards the North Federal Stormwater project.

## **General Fund**

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

### ***Revenues***

The City's General Fund Revenue is mainly flat or down with only a few increases. The estimated revenue is \$7,734,055, a decrease of \$1,087,941 from last year. Included in the \$1 million decrease are two large transfers from reserves that were made in last fiscal year for capital projects that are not required this year. Actual revenue sources are reduced this year by approximately \$565,000. We are projecting slight decreases to Property Taxes, Qwest, Building & Encroachment, Mosquito Abatement, Sales Tax, Use Tax, Gasoline Tax, and Special Fuel Tax (Diesel). We are projecting slight increases to Liquor Licenses and Cigarette Taxes. Supplemental funding is up by \$304,468 over last year. In the last legislative session they changed the formula regarding the distribution of funds and it favored Riverton. Supplemental funding is essentially "over the cap" mineral revenues that flow through the state general fund. The Governor may "recommend" a supplemental funding amount, and the Legislature may choose to appropriate the funding. Since the state is experiencing a significant decrease in revenues, the distribution will be split into two payments, one half in August and the other in January. This change provides the legislature flexibility for adjusting the distribution if state revenues continue to decline. Since these revenues cannot be counted on each year the City has never used these funds for operations. They have been spent on Contract for Services and capital projects in the General Fund. Although these increase our revenues it does not help in making up the decline in other revenue. The excess revenue will be earmarked for North Federal in the next Fiscal Year.

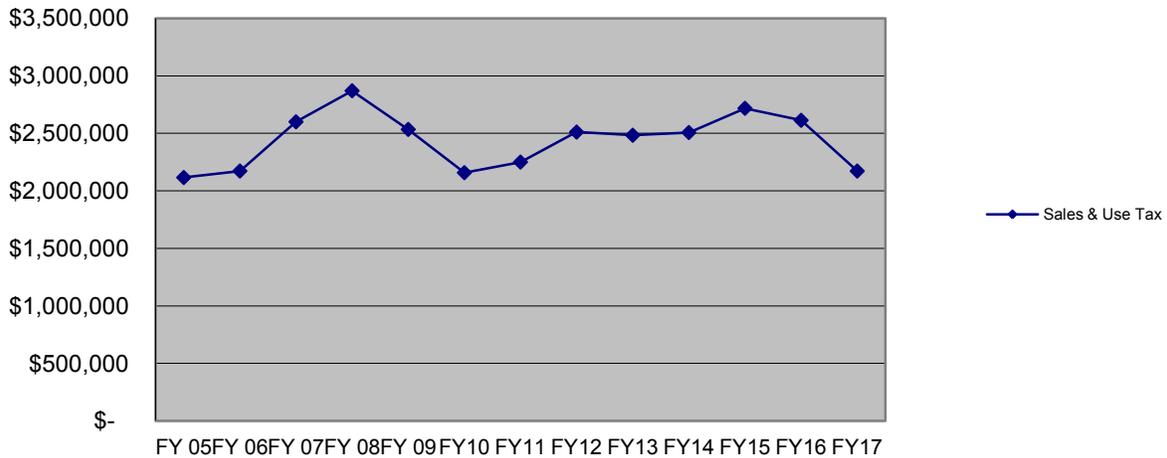
The most stable revenue stream, with a slight decrease, is property taxes. This tax is influenced by two factors: increases in assessed valuation and new construction. Assessed valuation is a function of the Fremont County Assessor. The City anticipates a 5% decrease this year for an approximate projection of \$380,000 for this fiscal year. Discussions with the County Assessor have indicated that most of the significant decreases in property taxes in Fremont County will happen outside our corporate limits as the city is not directly impacted from the oil and gas industry like the County would be. As a reminder, their reporting period is one year behind actual reporting. This revenue stream contributes 5% to the operations of the General Fund.

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

The sales and use tax revenue stream has decreased during this current fiscal year. We are estimating a decrease of \$243,000 in sales tax and \$200,000 in use tax revenue based on what we budgeted last year. The challenge with this revenue stream is it models current economic activity. If times are good, people are spending money; if times are rough, it reduces the flow of revenue.

We are not receiving any county-wide consensus monies from the State this year due to budget cuts. This money has primarily been used on capital projects.

### Sales & Use Tax



Grants account for 20% of the entire budget for the City of Riverton. For FY2017, staff was instrumental in obtaining \$4,271,450 in grant funds for municipal projects. Grant Management continues to be a significant oversight effort on the part of the Finance Director, Gloria Hardman. She is doing a great job in keeping on top of these grants and making sure we are in compliance with grant requirements. Staff oversees approximately 23 grants for the City, which in actual funding is a decrease of \$9,995,066 from prior year. \$3,622,200 is projected to be spent toward capital projects next year with the additional \$400,000 assigned and \$1.6 million in 1% projects. Of that amount, 48.5% of the funds needed to complete these projects will come from granting agencies.

#### **Expenditures**

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

#### **Enterprise Funds**

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

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

The *Water Fund* will bring in revenues projected to be \$2,513,333 to meet an operating obligation of \$2,239,633.

The *Wastewater Fund* will bring in revenues projected to be \$1,800,476 to meet an operating obligation of \$1,720,076.

The *Sanitation Fund* will bring in revenues projected to be \$2,346,500 to meet an operating obligation of \$2,075,473.

The *Airport Fund* will bring in revenues projected to be \$232,800 to meet an operating obligation of \$761,481. This leaves a deficit of \$528,681 which will be transferred from the General Fund.

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

### **Fixed Cost Trends**

It is always interesting to try and predict energy costs. Natural gas prices have been down for some time and we anticipate they will be down for this fiscal year. You will notice that in a majority of the division's heat, electricity, gas/oil, and diesel have been reduced to accommodate lower costs that we incurred this current fiscal year. Staff used a 3-year average to develop budget numbers. A few line items in the enterprise funds may appear higher due to additional equipment coming on line (Booster Station, Well 17). Gasoline prices have been down significantly and therefore you will see decreases in those line items.

### **Administrative Allocations**

The administrative allocation provides a \$904,090 relief to the expense burden of the General Fund. This is a decrease of \$288,244 from the previous year. When expenses decrease administrative allocations should also reflect a decrease. Staff has used this tool as a way of administering the true costs of the Enterprise Funds by an allocation back to the General Fund. The true cost of doing business on the enterprise side of the City's budget is very clear and supported by our auditing team.

### **Contract for Services**

Included in this budget is \$335,980 allocated as nine (9) agency line items within the City budget which is down \$41,328 from the previous year. Staff recommended a 10% across the board cut on contract for services. If the City was experiencing reductions, staff felt that everyone should receive a reduction. All requests went to the Finance Committee which made the recommendation that is included in the budget. As you can see some are at 90% of the previous year and others are more. The Finance Committee felt that the firemen should not receive a reduction. That meant that others received more than the 10% reduction. The Good Samaritan only asked for \$4,000 however they would take more of reduction if the City waived the city utility bills (water, sewer, and sanitation). That is why you only see \$1,752 in the budget line item. Staff added up the city utility bills from last year and it came to \$2,248. The Children's Advocacy Project was reduced more than the 10% because last year they expanded their operations to Riverton and that had saved in officer times, OT, and gasoline in driving to Casper. Now they have closed the office we are required to travel to Casper. Injury Prevention asked for only \$5,000 which is more than the 10%. All of the funding for contract service requests is taken out of supplemental funding from the State of Wyoming. This

year the City is receiving \$1,182,000. The City historically has funded third party requests from supplemental funds and the remaining balance is used in capital projects.

### **Employee Compensation**

The City of Riverton is a service-based organization that relies on its employees to provide exceptional services to the citizens of Riverton; this makes personnel the largest single category of expenses. Our employees are a very important asset and make this organization function properly. Local government jobs across this state and nationwide have similar benefit packages which includes a salary, health insurance, and a retirement plan – either a 401K or a defined benefit plan. The City of Riverton also uses a 10 step pay scale. When an employee is hired, they are generally started at the base wage of the 10 step pay scale. Contingent on favorable annual reviews, the employee would then be moved to the next step of the pay scale. However this year, due to the decrease in revenues, employees will not be receiving step/merit raises. At this time, the City has 134 employees including Mayor and Council, of which 39% are at the top of the pay scale in their respective grade. The City has been able to retain employees and wants to continue to promote longevity within the organization. We currently have 36 employees who have served the City for 5-9 years, and an additional 37 employees who have served the City for 10 years or longer.

With the retirement of several long-time employees, the interim vacancies and the hiring of new employees at a lower salary, the City has seen a cost savings of \$165,000 over the past 12 months. Looking forward, the City is budgeting \$420,000 less in salaries and benefits than what was budgeted in the prior year, due in part to the decision to not fill at least four vacant positions for six to twelve months; however, the job duties of these vacancies will be managed by interims. In addition to the cost savings previously mentioned, employees will not be receiving step/merit increases, cell phone stipends were cut in half (\$50 to \$25 per month for supervisors and department heads), travel and training was cut by twenty percent, overtime was cut by at least ten percent, educational assistance was cut entirely, and seasonal positions were cut by half in most cases. This might sound like a lot, but looking at the overall picture, we were fortunate that we did not have to eliminate any positions or conduct layoffs. The above mentioned cost containment measures are reflected in each of the division funds under the respective cost center.

Wyoming Educator's Benefit Trust (WEBT) has notified the City that it did not incur a health insurance increase this year; however, there will be a 6% increase on the dental portion of the health insurance rates, which is very minimal. The increase will be absorbed by both the City and the employees, with the percentages remaining consistent to last year. With this increase, the total cost to the City is \$2,525. The table below shows the prior two years and the current year percentages and costs to the employee based on the \$1,500 deductible plan:

Plan Type	FY 14-15		FY 15-16		FY 16-17	
	Percentage City/Employee	Cost per Month	Percentage City/Employee	Cost Per Month	Percentage City/Employee	Cost Per Month
<b>Employee</b>	90/10%	\$76.28	90/10%	\$88.14	<b>90/10%</b>	<b>\$88.26</b>
<b>Employee + Dependents</b>	85/15%	\$198.62	85/15%	\$228.88	<b>85/15%</b>	<b>\$229.45</b>
<b>Employee + Spouse</b>	80/20%	\$301.64	80/20%	\$348.21	<b>80/20%</b>	<b>\$348.84</b>
<b>Family</b>	75/25%	\$518.02	75/25%	\$597.64	<b>75/25%</b>	<b>\$598.86</b>

Fortunately, we did not see an increase in retirement or workers' compensation.

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

This budget shows a decrease in capital projects from the previous fiscal year to \$3,650,700 plus \$1.6 million in 1% projects. Capital assets include property, plant, equipment and infrastructure assets (e.g., roads, sidewalks, and similar items). Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

**Reserves**

The investment policy adopted by the Council requires that 18.5% of revenue projections be set aside in the General Fund. In an effort to be transparent, we will strive to keep the governing body apprised of our cash position in the event we are unable to maintain the 18.5% in set aside monies.

**Conclusion**

The work of the City of Riverton is important, even critical. Its products have a profound impact on the quality of the daily lives of its citizens. Preparation of the proposed budget has been a team effort. The management team has approached the budget preparation in a spirit of interdepartmental cooperation with a firm grasp on fiscal reality.

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

Respectfully submitted,

*Steven M. Weaver*

Steven M. Weaver  
City Administrator

# General Fund

## Definition of Revenue Sources

Governmental funds focus on inflows and outflows of current financial resources. Most inflows are reported as revenues. The revenues recorded by the City of Riverton General Fund amount to approximately \$7,735M, a decrease of \$565,000 from prior year.

The valuation of property in the City is determined by the Fremont County Assessor. The property tax is influenced by two factors: increases in assessed valuation and new construction. The City anticipates a 5% decrease this year for an approximate projection of \$380,000 for this fiscal year. Discussions with the County Assessor have indicated that most of the significant decreases in property taxes in Fremont County will happen outside our corporate limits as the city is not directly impacted from the oil and gas industry like the County would be.

Sales and use taxes are the largest sources of revenue for the General Fund. These amounts make up about 28% of the revenue received or approximately \$1,800,000 for FY17. This is a decrease of 4% from prior year. There is roughly a 70/30 split between state and local government of sales and use tax revenue generated on a sales transaction in Fremont County, and of that 30 percent the City receives 28%. Other taxes critical to the general fund in order to provide essential services to our residents are gasoline, special fuel, cigarette, mineral royalty, and severance for a total of \$1,567,253, a decrease of 2% from prior year. Supplemental funding, adjusted by the state and used for capital projects or one-time only expenses, total \$1,182,000 which is a \$304,468 increase from prior year projection. Staff's recommendation for items committed to supplemental funding this year is WyoLink for \$500,000, General Fund Capital projects for \$178,400, Contracts for Services for \$335,980, Airport Capital for \$79,400, and the annual Riverwalk amount paid to the Depot Foundation totaling \$24,000. Remaining funds of \$64,220 will go into a reserve for N. Federal or if all the funds allocated to WyoLink are not spent those will also go towards N. Federal.

The City imposes fees (franchise fees) on gas, electric, and cable television companies for the privilege of using City streets and pipelines. The amount projected this year is approximately \$905,000 (\$3,000 less than last fiscal year) from entities such as Qwest, Rocky Mountain Power, Charter, High Plains Power and Source Gas.

Licenses and Permits collected account for \$196,250 for FY17 which is a decrease of approximately \$30,000 from prior year as we are not anticipating significant new construction as we did with the Job Corp. Other fees include liquor licenses, permits for construction of residential and commercial/industrial structures, encroachments, professional/occupational permits, etc.

The balance of the revenue collected consists of grants (federal, state, county, local), property assessments, and intergovernmental agreements. **Due to major cost containment measures staff is recommending no monies transferred from reserves this year.** We have conscientiously offered conservative numbers the last three years for revenues as we have seen and anticipated slight declines. The decreases have been 6%-10% each fiscal year.

The airport subsidy, which is general fund reserves, will require \$528,681 this coming fiscal year which is an increase of \$221,681 from prior year.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
<b>31000 LOCAL REVENUES</b>										
31100 Property Taxes	371,405	379,299	390,463	397,499	400,000	99%	380,000		380,000	95%
31120 Motor Vehicle	169,504	166,402	153,383	154,560	170,000	91%	170,000		170,000	100%
31411 SRO - School Dist #25	242,889	251,679	286,842	292,710	290,000	101%	295,000		295,000	101%
31412 Weed & Pest Control	63,893	63,304	64,905	65,296	64,000	102%	64,000		64,000	100%
31418 Wind River Visitors					4,000	0%			0	0%
31419 Tobacco Compliance Grant	935	1,105	3,145	3,145	4,200	75%	4,200		4,200	100%
31424 CSBG-Victim Assistance		3,703		8,003	0	***%	14,000		14,000	*****%
31427 Special Events - PD	4,450	8,518	7,039		2,500	0%			0	0%
31428 Community Assistance	563			2,302	0	***%			0	0%
Group:	853,639	874,010	905,777	923,515	934,700	99%	927,200	0	927,200	99%
<b>32000 LICENSES AND PERMITS</b>										
32111 Liquor	45,850	43,483	47,948	46,342	44,000	105%	46,000		46,000	104%
32112 Prof. & Occupational	2,460	3,098	3,380	3,255	3,500	93%	3,500		3,500	100%
32113 Contractor Registrations	12,633	14,025	12,925	11,850	13,000	91%	13,000		13,000	100%
32131 High Plains Power	18,643	18,634	19,618	17,500	18,000	97%	18,000		18,000	100%
32132 Charter Cable Services	195,987	158,413	165,530	168,982	165,000	102%	165,000		165,000	100%
32133 Source Gas	75,621	123,373	84,429	101,054	90,000	112%	90,000		90,000	100%
32134 Pacificorp	572,273	604,147	602,879	590,773	620,000	95%	620,000		620,000	100%
32135 Qwest	13,490	13,017	9,516	13,222	15,000	88%	12,000		12,000	80%
32140 Building & Encroachment	182,975	123,262	176,520	122,559	150,000	82%	130,000		130,000	86%
32142 Engineering Misc.	787	1,249	516	371	1,000	37%	750		750	75%
32143 Sub. & Proc. Fees	4,205	2,920	2,260	1,720	3,500	49%	3,000		3,000	85%
32144 Plan Review	5,314	1,866		7,454	15,000	50%	15,000		15,000	100%
Group:	1,130,238	1,107,487	1,125,521	1,085,082	1,138,000	95%	1,116,250	0	1,116,250	98%
<b>33000 INTERGOVERNMENTAL REVENUES</b>										
33101 Highway Safety Grant				3,000	3,000	100%	3,000		3,000	100%
33102 Alcohol Compliance Grant	1,275	2,125	1,955		4,200	0%	4,200		4,200	100%
33103 DVS (VOCA-Basic Service)	17,994	30,324	8,556	6,390	20,000	32%	20,000		20,000	100%
33104 VAWA Law Enforcement	8,077	17,754	28,459	42,101	15,000	281%	15,000		15,000	100%
33106 DCI Officer Grant	51,181		8,275	47,690	42,000	114%	42,000		42,000	100%
33111 DOJ Protective Vest	4,167	1,107	3,321		2,500	0%	2,500		2,500	100%
33138 VAWA-Culturally Specific				150	0	***%	260		260	*****%
33144 Highway Safety Grant-OT	16,406	15,922	11,940	14,817	38,000	39%	38,000		38,000	100%
33145 CSBG Grant - Set Aside	7,092	1,000			0	0%			0	0%
33146 H.S.G.10-GPD-RIV-LP-HLE10	10,604				0	0%			0	0%
33147 H.S.G.11-GPD-RIV-LP-HLE11		23,216			0	0%			0	0%
33148 H.S.G.12-GDP-RIV-LP-HLE12		10,008			0	0%			0	0%
33149 H.S.G.		1,058	10,417		0	0%			0	0%
33151 H.S.G.14-GPD-RIV-LP-HLE14			13,611		0	0%			0	0%
33152 Big Bend Drain CWC Grant			10,047	289,953	300,000	97%			0	0%
33158 H.S.G.15-GPD-RIV-LP-HLE15					12,000	0%			0	0%
33401 VOCA Victim/Witness	16,405	24,749	17,112	6,175	18,000	34%	18,000		18,000	100%
33402 Mosquito Abatement	30,672	23,140	12,339	17,776	30,000	59%	20,000		20,000	66%
33415 Federal Forestry Grant -	500	3,717		3,000	2,500	120%	5,100		5,100	204%

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
33421 Riverwalk Project-TEAL	24,325	49,677	103,148		0	0%			0	0%
33423 EUDL Grant-OT	9,400	8,287	1,371		6,000	0%			0	0%
33428 Riverwalk		70,000			0	0%			0	0%
33436 West Park SRTS Grant	1,000				0	0%			0	0%
33454 ARRA-Police Technology	79,589				0	0%			0	0%
33457 VOCA State Grant	4,447	10,765	8,026	13,980	8,900	157%	8,900		8,900	100%
33462 DCI Equitable Sharing				2,085	0	***%			0	0%
33470 N Broadway Street	445,569				0	0%			0	0%
33473 N Federal Planning Grant	28,317	7,074			0	0%			0	0%
33510 General Sales Tax	2,064,739	2,041,991	2,134,640	1,838,742	2,043,000	90%	1,800,000		1,800,000	88%
33511 Use Tax	347,115	395,528	513,485	286,861	500,000	57%	300,000		300,000	60%
33520 Gasoline Taxes	185,643	269,556	314,041	300,090	346,000	87%	320,000		320,000	92%
33530 Cigarette Taxes	71,338	69,218	69,447	70,676	70,000	101%	72,000		72,000	102%
33540 Special Fuel Tax	63,428	95,986	114,444	106,737	130,000	82%	110,000		110,000	84%
33550 Supplemental Funding	601,238	895,213	773,360	876,922	877,532	100%	1,182,000		1,182,000	134%
33560 Mineral Royalties	674,841	670,833	671,394	662,522	666,982	99%	669,044		669,044	100%
33570 Severance Taxes	395,768	395,880	397,255	397,248	397,159	100%	396,209		396,209	99%
33575 Wyo Lotto				11,981	0	***%	32,000		32,000	****%
33590 WY Victim Svc Surcharge	5,770	4,017	4,571	2,208	3,000	74%	3,000		3,000	100%
Group:	5,166,900	5,138,145	5,231,214	5,001,104	5,535,773	90%	5,061,213	0	5,061,213	91%
34000 CHARGES FOR GOODS AND SERVICES										
34420 Weeding & Cutting	-3,448	1,430	896	1,821	1,000	182%			0	0%
Group:	-3,448	1,430	896	1,821	1,000	182%	0	0	0	0%
35000 FINES AND FORFEITS										
35100 Court Fines	164,787	206,422	120,624	138,181	125,000	111%	125,000		125,000	100%
Group:	164,787	206,422	120,624	138,181	125,000	111%	125,000	0	125,000	100%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	3,122	2,039	1,202	1,854	2,000	93%	2,000		2,000	100%
36305 Deer Ave. Assessments	300		343		1,500	0%			0	0%
36307 Gardens North SID	-20				0	0%			0	0%
36330 Riverside Improvement		465			500	0%			0	0%
36720 Tree Board Donations	2,245	2,385	1,635	2,255	500	451%	1,500		1,500	300%
36797 RWSPG-Splash Pad				25,411	0	***%	21,782		21,782	****%
36798 Wyolink Console Grant					0	0%	157,000		157,000	****%
36900 Misc. Reimbursements	67,026	31,714	6,475	23,970	197,000	12%	10,000		10,000	5%
36910 General Fund Misc.	98,300	17,744	40,202	17,258	18,000	96%	18,000		18,000	100%
36920 Streets Misc.	40,050				0	0%			0	0%
36925 Park Reservation Fee	2,880	3,690	4,320	4,560	3,000	152%	3,500		3,500	116%
36930 Police Misc.	11,159	5,803	6,510	8,038	6,000	134%	8,000		8,000	133%
36940 WAM Conv Rev	31,481				0	0%			0	0%
36950 Sale of Property	7,175		84,232		30,000	0%	15,000		15,000	50%
36980 Transfer from Reserves				400,000	665,523	60%			0	0%
36981 Transfer from Fleet					151,000	0%			0	0%

CITY OF RIVERTON  
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For the Year: 2016 - 2017

1 GENERAL FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	%	Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget	Budget
36983 Transfer from Wyo Link					0	0%	100,000		100,000	****%	
36985 TRANSFER FROM PFC'S-CAPT.					0	0%	155,110		155,110	****%	
Group:	263,718	63,840	144,919	483,346	1,075,023	45%	491,892	0	491,892	45%	
37000											
37334 Fremont Cnty Collector	111,380				0	0%			0	0%	
37348 Riverview Rd Impv. Grant		258,038	241,962		0	0%			0	0%	
37353 Riverview Road-County			500,000		0	0%			0	0%	
37357 Daniels Fund-Skate Park			100,000		0	0%			0	0%	
Group:	111,380	258,038	841,962		0	0%	0	0	0	0%	
38000 ENTERPRISE OPERATING REVENUE											
38528 CDS Building Lease	6,000	12,500	12,500	12,500	12,500	100%	12,500		12,500	100%	
Group:	6,000	12,500	12,500	12,500	12,500	100%	12,500	0	12,500	100%	
Fund:	7,693,214	7,661,872	8,383,413	7,645,549	8,821,996	87%	7,734,055	0	7,734,055	87%	

# **1% Fund**

## **Definition of Revenue Sources**

Governmental funds focus on inflows and outflows of current financial resources. Most inflows are reported as revenues. In the fall of 2012, Fremont County passed the general purpose One Percent sales and use taxes for 4 years beginning in 2013. Unlike the other sales and use taxes which are collected, the City sees 99% of the funds collected within our limits.

The revenues projected for FY17 by the City of Riverton's One Percent Fund is approximately \$1.618M dollars and include the following: sales tax (\$1.250M), use tax (\$250,000) and a TAP grant in the amount of \$118,000. We were conservative with our projections as the tax proposition will be presented in ballot form to the voters on November 8, 2016 to see if it continues.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
33000 INTERGOVERNMENTAL REVENUES										
33159 TAP Grant					0	0%	118,000		118,000	****%
33480 1% Sales Tax Distribution	88,594	1,729,243	1,813,997	1,563,439	1,700,000	92%	1,250,000		1,250,000	73%
33490 1% Use Tax Distribution	17,932	354,898	387,078	243,072	400,000	61%	250,000		250,000	62%
Group:	106,526	2,084,141	2,201,075	1,806,511	2,100,000	86%	1,618,000	0	1,618,000	77%
36000 MISCELLANEOUS REVENUE										
36900 Misc. Reimbursements				1,445		0 ***%			0	0%
Group:				1,445		0 ***%	0	0	0	0%
Fund:	106,526	2,084,141	2,201,075	1,807,956	2,100,000	86%	1,618,000	0	1,618,000	77%

# Water Fund

## Definition of Revenue Sources

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

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

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

The revenue for the Water Fund for FY16-17 consists mainly of \$2.513M dollars for user fees, irrigation fees, tap fees, standpipe fees, etc. The City currently bills 4,316 customers per month for water fees. The balance of the projected revenue involves grants and/or loans (\$760,000) to help pay for capital projects like the Riverton Water Supply Project. This year no transfer from reserves are anticipated compared to \$242,484 transferred in FY 2016.

Revenues generated from user fees in FY 17 are expected to decrease by 2% due to the anticipated slow down of new construction projects. However, due in part to the completion of the Job Corp Center, the City has experienced a 4.5% increase in water receipts year to date compared to last year.

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41 WATER FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
	12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
33000 INTERGOVERNMENTAL REVENUES										
33154 High Service Pumps Grant			258,307		0	0%			0	0%
33405 WWDC Grant Water Supply	1,123,426	2,830,976	969,378	222,899	603,000	37%	660,000		660,000	109%
33438 WDC Loan-Riverton Water	167,676	422,534	144,683	33,268	90,000	37%	100,000		100,000	111%
Group:	1,291,102	3,253,510	1,372,368	256,167	693,000	37%	760,000	0	760,000	109%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	1,386	853	932	2,337	0	***%	1,500		1,500	****%
36310 Spencer Subdivision	9,662	6,879	5,901	3,429	0	***%	4,000		4,000	****%
36900 Misc. Reimbursements			235,086	1,625	0	***%	2,000		2,000	****%
36980 Transfer from Reserves					242,484	0%			0	0%
Group:	11,048	7,732	241,919	7,391	242,484	3%	7,500	0	7,500	3%
37000										
37337 S. Federal Waterlines	93,981	170,211	68,299		0	0%			0	0%
37344 Booster Station	63,932	311,068			0	0%			0	0%
Group:	157,913	481,279	68,299		0	0%	0	0	0	0%
38000 ENTERPRISE OPERATING REVENUE										
38100 Water Receipts	2,398,073	2,472,620	2,373,824	2,199,643	2,416,895	91%	2,371,833		2,371,833	98%
38125 Water Tap Fees	20,244	67,512	29,795	41,678	27,500	152%	27,500		27,500	100%
38130 Unapplied Fin. Trans.	17	259	1,774	-226	2,000	-11%	500		500	25%
38135 Standpipe	4,971	3,653	5,580	7,411	4,200	176%	6,000		6,000	142%
38140 Transfer Fee	5,040	4,980	4,630	4,420	5,000	88%	5,000		5,000	100%
38180 Penalties and Service	63,694	64,861	67,597	71,617	60,000	119%	60,000		60,000	100%
38190 Water Miscellaneous	10,731	5,988	14,743	19,280	7,000	275%	10,000		10,000	142%
38191 Irrigation Fee	27,969	28,120	28,747	26,294	25,000	105%	25,000		25,000	100%
Group:	2,530,739	2,647,993	2,526,690	2,370,117	2,547,595	93%	2,505,833	0	2,505,833	98%
Fund:	3,990,802	6,390,514	4,209,276	2,633,675	3,483,079	76%	3,273,333	0	3,273,333	93%

# **Wastewater Fund**

## **Definition of Revenue Sources**

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

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

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

The revenue for the Wastewater Fund for FY16-17 consists mainly of \$1.8M dollars for user fees, septic dump fees, tap fees, bio-solid sales, etc. The City currently bills 4,570 customers per month for sewer fees. Revenue generated from the Wasterwater Fund should remain constant compared to the previous year. A transfer from reserves is not anticipated in the Wastewater Fund this year. Last fiscal year \$236,339 was transferred to complete capital improvements to wastewater infrastructure last year.

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42 WASTEWATER FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
	12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
33000 INTERGOVERNMENTAL REVENUES										
33409 2002 SLIB Grant - Sewer	50					0 0%				0 0%
33430 MRG- Gardens North Sewer				108		0 ***%				0 0%
Group:	50			108		0 ***%	0	0		0 0%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	1,626	1,860	2,074	2,094		0 ***%	2,000		2,000	****%
36306 FIKE/Webbwood SID	11,363	11,322	9,818	8,318		0 ***%	5,000		5,000	****%
36307 Gardens North SID	970	534	530	284		0 ***%	300		300	****%
36308 Raintree SID Assessment	12,051	12,133	22,636	6,330		0 ***%	7,000		7,000	****%
36980 Transfer from Reserves					236,339	0%				0 0%
Group:	26,010	25,849	35,058	17,026	236,339	7%	14,300	0	14,300	6%
37000										
37339 S, Federal Sewer Lines		170,211	68,299			0 0%				0 0%
Group:		170,211	68,299			0 0%	0	0		0 0%
38000 ENTERPRISE OPERATING REVENUE										
38300 Sewer Receipts	1,740,168	1,767,693	1,847,464	1,685,560	1,863,800	90%	1,714,176		1,714,176	91%
38320 Sewer Assessment-General		228		7,355		0 ***%				0 0%
38325 Sewer Tap Fees	9,513	10,546	12,994	11,539	10,000	115%	10,000		10,000	100%
38326 Septic Dumps	97,205	95,716	71,398	78,143	50,000	156%	60,000		60,000	120%
38327 SLPP - Sewer Replacement	21,458	-7				0 0%				0 0%
38330 Bio-Solids Sales	8,891	2,029	2,457	1,462	2,000	73%	2,000		2,000	100%
Group:	1,877,235	1,876,205	1,934,313	1,784,059	1,925,800	93%	1,786,176	0	1,786,176	92%
Fund:	1,903,295	2,072,265	2,037,670	1,801,193	2,162,139	83%	1,800,476	0	1,800,476	83%

# Sanitation Fund

## Definition of Revenue Sources

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

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

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

The revenue for the Sanitation Fund for FY16-17 consists of \$2.309M dollars from user fees, solids handling fees, mulch sales, extra rollouts, etc. The City currently bills 4,281 customers per month for sanitation fees. The balance of projected revenue involves revenue from a State Grant for Landfill Mediation (\$37,500) and a transfer from sanitation reserve funds (\$30,673). The transfer of reserve is to support the purchase of a new collection truck.

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43 SANITATION FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
	12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
33000 INTERGOVERNMENTAL REVENUES										
33488 Landfill Mediation -					0	0%	37,500		37,500	****%
Group:					0	0%	37,500	0	37,500	****%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	748	790	1,093	1,414	0	***%	1,000		1,000	****%
36900 Misc. Reimbursements		135	775	1,076	0	***%	1,000		1,000	****%
36950 Sale of Property				8,825	40,000	22%			0	0%
36980 Transfer from Reserves					220,423	0%	30,673		30,673	13%
Group:	748	925	1,868	11,315	260,423	4%	32,673	0	32,673	12%
38000 ENTERPRISE OPERATING REVENUE										
38810 Sanitation Receipts	2,214,042	2,266,555	2,280,547	2,061,159	2,200,000	94%	2,200,000		2,200,000	100%
38830 Mulch Sales	4,796	14,439	32,177	10,882	12,000	91%	12,000		12,000	100%
38840 Solids Handling Charge	49,040	45,703	77,589	46,685	45,000	104%	45,000		45,000	100%
38890 Sanitation Other	60,163	63,731	74,015	49,659	55,000	90%	50,000		50,000	90%
Group:	2,328,041	2,390,428	2,464,328	2,168,385	2,312,000	94%	2,307,000	0	2,307,000	99%
Fund:	2,328,789	2,391,353	2,466,196	2,179,700	2,572,423	85%	2,377,173	0	2,377,173	92%

# **Airport Fund**

## **Definition of Revenue Sources**

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

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

The Airport Fund revenue generated from lease agreements total \$153,800. This represents a 19% decrease from FY15-16. The fund collects gasoline taxes in the amount of \$4,000. Riverton Regional Airport has requested \$50,000 from Fremont County to support operations and capital projects at the airport, but the request is still awaiting approval. In prior years, the airport has been granted \$95,000 to \$100,000 from Fremont County. The balance of the projected revenue originates from grants used to help pay for capital investments, such as the A.R.F. Building Expansion and Equipment (fire truck and mower), and operation equipment (pickups). An annual subsidy from General Fund reserves also supports the balance of revenue required for operations only. FY17 projects a subsidy of \$528,681 which is an increase of \$221,681 from prior year.

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44 AIRPORT FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
31000 LOCAL REVENUES										
31321 Pass. Facilities Tax	57,007	48,930	24,522	8,239	25,000	33%	25,000		25,000	100%
31417 County Commission	95,000	95,000	95,000	90,000	95,000	95%	50,000		50,000	52%
Group:	152,007	143,930	119,522	98,239	120,000	82%	75,000	0	75,000	62%
33000 INTERGOVERNMENTAL REVENUES										
33112 Airport Security Grant	40,283	36,183	40,956	14,970	30,000	50%	25,000		25,000	83%
33155 Environment Assmt		59,455	28,034		4,875	0%	2,800		2,800	57%
33156 AIP 37-Design Runway 10			511,678	261,791	0	***%			0	0%
33157 AIP 37-Design Runway 10			20,467	10,472	0	***%			0	0%
33419 Airport Hanger Loan-R & N	140,388				0	0%			0	0%
33456 AIP 32	27,819				0	0%			0	0%
33458 AIP32 - State	879				0	0%			0	0%
33474 Airfield Paint Marking	73,952	7,673			0	0%			0	0%
33475 A.R.F. EQUIPMENT GRANT					48,750	0%	780,000		780,000	1600%
33476 AIP37/40 RUNWAY					97,500	0%			0	0%
33478 AIRPORT MOWER - GRANT					58,500	0%	58,500		58,500	100%
33479 A.R.F. BUILDING EXPANSION					48,750	0%	263,250		263,250	540%
33487 Operation Equipment Grant					0	0%	35,000		35,000	*****%
33520 Gasoline Taxes	10,174	10,059	7,626	38,767	11,000	352%	4,000		4,000	36%
Group:	293,495	113,370	608,761	326,000	299,375	109%	1,168,550	0	1,168,550	390%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	3				0	0%			0	0%
36796 Countywide Consensus				100,000	100,000	100%			0	0%
36900 Misc. Reimbursements	916			3,681	0	***%			0	0%
36950 Sale of Property	179,753	71,988			0	0%			0	0%
36970 Snow Removal Equipment			256,250		0	0%	27,000		27,000	*****%
36985 TRANSFER FROM PFC'S-CAPT.					229,880	0%			0	0%
36986 TRANSFER FROM PFC'S-PRIOR					155,247	0%			0	0%
Group:	180,672	71,988	256,250	103,681	485,127	21%	27,000	0	27,000	5%
37000										
37340 Runway 10	3,064	716			0	0%			0	0%
37341 Runway 10	97,030	22,684			0	0%			0	0%
37342 Wildlife Hazard		39,659	24,787	6,934	0	***%			0	0%
37352 Airport Taxiway C & Apron		1,241,121	165,893	157,892	0	***%			0	0%
37354 Airport AIP 38 LOC			112,173	2,079	0	***%			0	0%
37355 AIP 39 RECONSTRUCTION				11,420,956	12,627,763	90%	292,500		292,500	2%
37356 Airport Seal Coat &			99,193		0	0%			0	0%
37359 Airport AIP 40-Localizers				740,220	759,200	98%			0	0%
Group:	100,094	1,304,180	402,046	12,328,081	13,386,963	92%	292,500	0	292,500	2%

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44 AIRPORT FUND

Account	Actuals				Current	%	Prelim,	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
38000 ENTERPRISE OPERATING REVENUE										
38521 Hanger Rentals	9,961		3,274	2,036	0	***%	2,000		2,000	****%
38522 Lease Ground Rentals	41,857	45,227	68,303	33,251	45,000	74%	45,000		45,000	100%
38523 Fuel Farm Rental / FBO	8,012	10,957	6,529	6,200	8,000	78%	6,000		6,000	75%
38524 Rent-A-Cars	47,023	49,628	43,322	31,251	50,000	63%	30,000		30,000	60%
38526 Great Lakes Aviation	26,946	24,191	24,824	24,056	25,000	96%	8,300		8,300	33%
38527 TSA Lease	23,741	23,874	26,788	24,016	24,000	100%	24,000		24,000	100%
38529 DCI Building Lease	16,040	38,500	77,000		38,500	0%	38,500		38,500	100%
38550 Airport Environmental	4,737	19,888			0	0%			0	0%
38590 Airport Miscellaneous			10,000		0	0%			0	0%
Group:	178,317	212,265	260,040	120,810	190,500	63%	153,800	0	153,800	80%
39000 OTHER SOURCES										
39210 GF Apt. Subsidy-To be					307,572	0%	528,681		528,681	171%
Group:					307,572	0%	528,681	0	528,681	171%
Fund:	904,585	1,845,733	1,646,619	12,976,811	14,789,537	88%	2,245,531	0	2,245,531	15%

# **Mayor and Council Department**

(Departments No. 41010)

## **Department Mission**

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

## **Department Description**

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

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

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

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

The City Council has adopted the following goals for 2016: Attract, create, and retain a diverse, stable and business friendly economic environment that supports community needs through goods, services and jobs for residents; Enhance the city's image/appearance/beautification; Sustain essential air service in Fremont County; Adopt Key Amendments to the Riverton Municipal Code; Through collaborative efforts, promote more recreational opportunities; Good governance through fiscal responsibility.

## **Expenditure Highlights**

Legal services was decreased since the EPA decision at the Tenth Circuit Court has been heard and just waiting the decision. Professional & Consulting was reduced since we had only spent a quarter of the budget in the last fiscal year. In the past we had expenses in this line item related to the cleanup of 422 E. Main. Travel and training was reduced to mirror what had been spent in the previous fiscal year. The beautification project/kiosk was reduced in half. The City is still working with "R" Recreation on developing a kiosk for recreation. There is a little money in the 422 Main Street line item to cover the minimal costs for the monitoring of the property from the DEQ.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim,	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41010	Mayor and Council										
109	Salaries and wages	54,000	53,000	52,564	53,500	54,000	99%	54,000		54,000	100%
123	Legal Services	11,490	20,847	22,621	11,230	27,000	42%	18,000		18,000	67%
191	FICA	4,092	4,008	3,946	4,020	4,135	97%	4,135		4,135	100%
193	Retirement	4,568	4,251	4,551	4,949	5,020	99%	5,020		5,020	100%
215	Computer Supplies			1,898	502	1,000	50%	1,000		1,000	100%
331	Promotion & Development	6,867	6,576	6,663	1,941	7,000	28%	7,000		7,000	100%
333	Dues	19,782	18,882	19,176	19,791	21,500	92%	21,500		21,500	100%
338	Job Corp Expenses		1,428			0	0%			0	0%
361	Professional & Consulting	3,187	7,286	4,689	1,503	6,650	23%	5,000		5,000	75%
371	Travel & Training	4,868	2,141	4,135	3,993	6,000	67%	3,200		3,200	53%
619	Riverton WY Splash Pad Gr				6,959	0	***%			0	0%
678	Beautification Proj./Kios				323	10,000	3%	5,000		5,000	50%
700	Park Improvements	2,026				0	0%			0	0%
702	Council Contingency	13,558	3,133		1,491	2,000	75%	2,000		2,000	100%
717	City Park Water Feature			3,601		0	0%			0	0%
791	422 Main Street		3,925		850	850	100%	850		850	100%
	Account:	124,438	125,477	123,844	111,052	145,155	77%	126,705	0	126,705	87%

# **Community Services**

(Division No. 1-41015)

## **Division Description**

The City of Riverton contracts with nine (9) community services agencies: Youth Services, Volunteer Firemen, Volunteers of America, Good Samaritan Center, PAWS, Childrens Advocacy Project, Chamber of Commerce, Injury Prevention Resources, CWC/"R" Recreation. The City has contracts with each of these agencies that indicates the services the organization will provide due to city funding.

## **Revenue Assumptions**

Contract for Services is funded from supplemental funding that the City receives from the State of Wyoming. This year the City will receive \$1,182,000. This is an increase of \$304,468 from prior year. However, the funding will be presented in two installments (August and January) instead of one installment in August and the legislature may decrease funding mid-year if budget restraints continue to happen at the state level.

## **Expenditure Highlights**

Included in this budget is \$335,980 allocated to nine (9) agency line items within the City budget which is a decrease of \$41,328 from the previous year. This year all requests went to the Finance Committee which made the recommendation. City staff requested that all agencies reduce their requests by ten percent (10%). Many of the contracts for services are even lower than 10% because that is the amount they submitted for funding. The Good Samaritan Center was reduced to \$1,752, however the City is waiving all city utilities (water, sewer, and sanitation). All of the funding for contract service requests is taken out of supplemental funding from the State of Wyoming. The City historically has funded third party requests from supplemental funds and the remaining balance is used in capital projects in the general fund.

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41015	Community Services										
707	Youth Services	45,000	45,000	36,000	32,000	32,000	100%	28,800		28,800	90%
708	Volunteer Firemen Support	10,000	10,000	10,000	10,000	10,000	100%	10,000		10,000	100%
711	Volunteers of America	78,000	112,500	112,500	112,000	112,000	100%	100,800		100,800	90%
712	Good Samaritan Center	6,000	6,000	6,000	6,000	6,000	100%	1,752		1,752	29%
715	PAWS	36,000	50,000	42,500	44,250	44,250	100%	39,825		39,825	90%
720	Childrens Advocacy Projec		3,500	3,500	4,500	4,500	100%	3,500		3,500	78%
729	Chamber of Commerce	24,820	24,020	20,158	17,558	17,558	100%	15,803		15,803	90%
737	Injury Prevention Resourc	5,000	5,000	4,250	6,000	6,000	100%	5,000		5,000	83%
756	CWC/Rec Services	145,000	145,000	145,000	145,000	145,000	100%	130,500		130,500	90%
	Account:	349,820	401,020	379,908	377,308	377,308	100%	335,980	0	335,980	89%

# **City Administrator Department**

(Department No.41020)

## **Department Mission**

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

## **Department Description**

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

## **Expenditures Highlights**

FICA, Retirement, and Workers Compensation was increased due to recalculating actual versus projected.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41020	City Administrator										
109	Salaries and wages	104,726	109,791	112,464	117,434	116,975	100%	117,300		117,300	100%
191	FICA	7,368	7,888	8,084	8,427	8,670	97%	8,980		8,980	104%
192	Health Insurance	16,786	19,816	21,606	24,231	24,110	101%	24,160		24,160	100%
193	Retirement	16,447	18,086	20,036	21,802	21,700	100%	21,845		21,845	101%
196	Workers Compensation	368	361	448	480	410	117%	475		475	116%
215	Computer Supplies	500		355	22	100	22%	100		100	100%
231	Gas & Oil	370	137			0	0%			0	0%
234	Veh. & Equip. Maintenance	514	71			0	0%			0	0%
333	Dues	1,470	1,568	725	1,534	1,540	100%	1,540		1,540	100%
371	Travel & Training	3,485	3,465	2,811	3,386	4,000	85%	3,200		3,200	80%
	Account:	152,034	161,183	166,529	177,316	177,505	100%	177,600	0	177,600	100%

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

**Department Mission**

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

**Division Goals**

The main goal for the Municipal Court for FY16-17 is to continue with uncollectible fines to enhance the general fund revenue and maintain court docket records in accordance with state and local retention schedules

**Division Description**

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

**Revenue Assumptions**

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

**Expenditure Highlights**

The municipal court's expenditure budget experienced a significant decrease (12%) due to an employee retiring and cost savings in the Public Defender contract in the amount of \$6,000. At the current time, staff is not recommending replacing the Court Clerk position. However, in order to remain diligent with internal control measures, we will be providing cross-training opportunities to another current employee who will offer assistance to the Deputy Court Clerk in the administration of the municipal court.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41200	Municipal Court										
109	Salaries and wages	121,263	123,081	121,144	135,336	136,660	99%	133,830		133,830	98%
123	Legal Services	42,000	42,000	42,000	37,800	38,400	98%	38,400		38,400	100%
191	FICA	8,917	8,670	8,299	9,645	10,455	92%	10,240		10,240	98%
192	Health Insurance	14,206	22,036	26,186	16,854	16,715	101%	2,795		2,795	17%
193	Retirement	15,323	15,619	15,979	18,825	19,055	99%	13,955		13,955	73%
196	Workers Compensation	427	406	484	555	480	116%	540		540	113%
197	Unemployment				2,220	0	***%			0	0%
211	Office Supplies	3,393	2,074	2,244	1,869	3,000	62%	2,000		2,000	67%
212	Office Equipment	527	1,292	3,571		1,500	0%	500		500	33%
215	Computer Supplies	402	2,458	73		1,150	0%			0	0%
217	Contract Services		25		25	180	14%	180		180	100%
312	Postage	568	377	423	806	900	90%	1,100		1,100	122%
333	Dues	100	100			100	0%	100		100	100%
345	Telephone	1,440	1,440	1,518	1,440	1,500	96%	1,500		1,500	100%
357	Alternate Judge		1,008		1,350	1,020	132%	1,020		1,020	100%
359	Public Defender	36,000	21,000	24,000	20,500	24,000	85%	18,000		18,000	75%
370	Restitution	3,058	4,095	1,815	1,549	3,000	52%	2,000		2,000	67%
371	Travel & Training	355	245	-12		350	0%	280		280	80%
375	Software Maint Agreement	2,127				0	0%			0	0%
380	Refund of Overpayment	427	419	80	175	300	58%	300		300	100%
394	Recruitment Expenditures	285	248		256	300	85%	500		500	167%
713	Food For Fines Program	7,200				0	0%			0	0%
723	Victim Comp Sur Charge	3,096	3,530	1,905	1,754	2,295	76%	2,300		2,300	100%
	Account:	261,114	250,123	249,709	250,959	261,360	96%	229,540	0	229,540	88%

# **Administrative Services Division**

(Division No. 1-41510)

## **Department Mission**

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

## **Division Goals**

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

- Maintain ongoing fiscal responsibility in order to provide cost effective core services that meet the needs of the community.
- Set the “bar” for extraordinary customer service with both internal and external customers.
- Adhere to sound financial practices by maintaining working capital in the General Fund to support increase/decrease in economic activity.
- Lead a comprehensive budget strategy that will decrease liabilities/long-term debt while maintaining a positive cash balance.
- Continue to exercise employee advocacy while acting in the best interests of the City of Riverton.

## **Department Description**

The Administrative Services Department includes approximately 4 full-time employees that work in Finance, Administration and Human Resources. We provide support not only to external customers but vital support to the Mayor, City Council, and other City departments. Ultimately, our main responsibility is to conduct the day-to-day business functions of the City through the direction of the elected officials and City Administrator. We coordinate the budget, finance, investments, cash, fixed assets, receivables, payables, inventories, special assessments, grant administration and capital/enterprise fund management. The HR portion of this division provides major functions such as bi-weekly payroll, managing the benefits and liabilities, and most importantly meeting the constant need of our employees. We continue to provide exceptional internal and external customer service support through the City Secretary position.

## **Revenue Assumptions**

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

## **Expenditure Highlights**

For FY16-17, the Administrative Services Division experienced a substantial decrease due to employee retirements. Other slight decreases were absorbed through dues, travel/training, software maintenance, educational assistance, office equipment/supplies. Overall, there was a ten percent (10%) decrease in this division. At the current time, staff is not recommending replacing two positions (Administrative Services Dir. and Finance Director) for 4-6 months or more. However, in order to remain diligent with internal control measures and chain of custody for monies received, we will be providing cross-training opportunities to other employees to assist this division with day to day duties and responsibilities as well as the annual audit.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41510	Administrative Services										
109	Salaries and wages	230,758	237,440	214,892	277,145	227,725	122%	210,220		210,220	92%
120	Overtime		105	66		0	0%			0	0%
191	FICA	16,064	17,730	18,377	19,847	17,460	114%	16,085		16,085	92%
192	Health Insurance	41,384	41,979	36,958	44,227	45,275	98%	30,190		30,190	67%
193	Retirement	30,539	33,729	32,968	39,141	35,970	109%	28,890		28,890	80%
196	Workers Compensation	812	775	871	1,136	800	142%	845		845	106%
197	Unemployment			3,164	3,330	0	***%			0	0%
211	Office Supplies	4,409	3,251	4,529	4,097	3,900	105%	3,500		3,500	90%
212	Office Equipment			5,631	515	1,500	34%	500		500	33%
215	Computer Supplies	500	1,100	3,067		200	0%			0	0%
231	Gas & Oil	487				0	0%			0	0%
234	Veh. & Equip. Maintenance	37				0	0%			0	0%
311	Theft Loss		3,100			0	0%			0	0%
312	Postage	2,860	2,083	2,157	3,362	3,500	96%	3,500		3,500	100%
321	Printing	1,690	1,810	2,178	1,139	1,200	95%	1,200		1,200	100%
333	Dues	1,200	1,225	1,080	1,479	1,560	95%	1,000		1,000	64%
345	Telephone	2,506	2,512	2,518	4,275	3,700	116%	3,700		3,700	100%
360	Audit	10,500	15,625	13,500	13,900	13,900	100%	13,900		13,900	100%
371	Travel & Training	2,018	1,423	1,031	2,374	2,500	95%	2,000		2,000	80%
375	Software Maint Agreement	2,275	2,123	1,804	3,715	3,800	98%	2,220		2,220	58%
390	Refund - Misc.	650	610	75	85	100	85%	100		100	100%
391	Advertising	11,149	11,098	9,666	9,797	9,000	109%	9,000		9,000	100%
392	Drug Testing	2,743	2,373	1,766	1,619	2,000	81%	2,000		2,000	100%
394	Recruitment Expenditures			1,136	92	900	10%	900		900	100%
397	Employee Council	473	724	500	892	500	178%	200		200	40%
398	Educational Assistance	2,925	1,284	2,998	814	295	276%			0	0%
501	Insurance	81,887	85,482	83,668	82,008	84,500	97%	82,700		82,700	98%
	Account:	447,866	467,581	444,600	514,989	460,285	112%	412,650	0	412,650	90%

**Information Technology Division**  
**(Administrative Services Department)**  
**(Division No. 1-41800)**

**Department Mission**

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

**Division Goals**

- The primary focus is delivering communication, technology and network solutions that improve the City's business practices.
- Maintain user support - continue to install and ensure proper functioning of licensed software.
- Continue the corporate protocol of updating a percentage of PC stock, annually.
- Administer city-wide databases, city website maintenance and Channel 191.
- Provide in-house end-user training.
- Complete projects (all divisions) as outlined in the FY16-17 budget.

**Division Description**

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

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

**Revenue Assumptions**

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

**Expenditure Highlights**

This division's budget indicates a slight decrease overall (1%) due to cost containment measures in website management, recruitment, travel/training, telephone, office equipment and computer supplies. The only IT related project in the General Fund this year is the purchase of software licensing as Phase III of a multi-fiscal year commitment to upgrade servers that are running out of space and reducing our daily functionality from a technological standpoint.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
41800	Information Technology										
109	Salaries and wages	95,318	136,978	143,014	149,316	149,790	100%	148,970		148,970	99%
120	Overtime	451	2,927	231		2,000	0%			0	0%
191	FICA	7,208	10,440	10,491	10,763	11,540	93%	11,400		11,400	99%
192	Health Insurance	16,180	24,072	25,108	34,140	28,560	120%	35,815		35,815	125%
193	Retirement	12,149	17,657	18,894	20,815	21,160	98%	20,770		20,770	98%
196	Workers Compensation	337	462	573	612	535	114%	600		600	112%
211	Office Supplies	989	1,128	1,473	1,399	1,500	93%	1,500		1,500	100%
212	Office Equipment	11,327	13,293	9,533	8,493	8,350	102%	8,000		8,000	96%
215	Computer Supplies	7,804	17,764	20,622	7,536	11,980	63%	10,710		10,710	89%
231	Gas & Oil				7	200	4%	180		180	90%
234	Veh. & Equip. Maintenance				188	300	63%	300		300	100%
247	Safety Supplies	3,247	1,121	598	704	750	94%	750		750	100%
345	Telephone	4,871	4,945	4,698	4,317	5,500	78%	4,500		4,500	82%
361	Professional & Consulting	209	569			305	0%	1,200		1,200	393%
371	Travel & Training	3,588	5,894	316	1,867	2,150	87%	2,500		2,500	116%
373	Internet Access	3,842	18,023	21,213	21,314	20,700	103%	20,700		20,700	100%
394	Recruitment Expenditures		246			250	0%			0	0%
399	Website Maintenance	2,000	2,000	2,000	7,275	7,300	100%	2,500		2,500	34%
	Account:	169,520	257,519	258,764	268,746	272,870	98%	270,395	0	270,395	99%

# **Facility Maintenance Division**

## **(Administrative Services Department)**

(Division No. 1-41920)

### **Division Mission**

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

### **Division Goals**

- Provide an effective, efficient and proactive building maintenance program for a clean, healthy, safe working and social environment for internal and external customers.
- To assist with setup of any event or function from day to day working of City Hall to special events.
- To apply Best Management Practices to the maintenance of the City facilities to preserve and extend the lifespan of the buildings and it's equipment.

### **Division Description**

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

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

### **Revenue Assumptions**

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

### **Expenditure Highlights**

The Facility Maintenance Division experienced a decrease (6%) this year due to replacing previous custodial positions at a lower rate (two custodians retired). Decreases were also absorbed through the heat, electricity, safety supplies, vehicle/equipment maintenance, and uniform line items.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41920	Facility Maintenance										
109	Salaries and wages	190,760	196,868	197,641	191,494	201,800	95%	195,165		195,165	97%
120	Overtime	693	1,250	82	138	0	***%			0	0%
191	FICA	13,558	13,986	13,764	13,496	15,440	87%	14,935		14,935	97%
192	Health Insurance	50,327	53,053	53,242	53,049	63,345	84%	51,415		51,415	81%
193	Retirement	24,294	25,141	25,504	25,568	28,135	91%	27,210		27,210	97%
196	Workers Compensation	5,111	5,389	6,742	6,388	5,775	111%	6,540		6,540	113%
211	Office Supplies	234	388	400	589	500	118%	575		575	115%
212	Office Equipment	832	1,032	1,360	1,399	1,400	100%	1,400		1,400	100%
215	Computer Supplies		1,354	1,179		0	0%			0	0%
223	Janitor Supplies	15,943	20,069	16,163	16,062	13,885	116%	15,000		15,000	108%
229	Uniforms	216	9	117		400	0%	300		300	75%
231	Gas & Oil	2,398	2,647	2,317	1,693	2,500	68%	2,000		2,000	80%
232	Diesel		1,098	715		0	0%			0	0%
234	Veh. & Equip. Maintenance	1,552	7,467	972	1,758	1,500	117%	1,000		1,000	67%
241	Tools & Supplies	86		285	2,774	3,250	85%	3,250		3,250	100%
247	Safety Supplies		95	143	79	600	13%	500		500	83%
313	Underground Tanks	200	200	200	200	200	100%	200		200	100%
341	Electricity	38,551	41,291	41,860	42,619	45,000	95%	40,000		40,000	89%
342	Utility Locate Services			1,450		0	0%			0	0%
343	Heat	14,973	15,939	12,051	10,099	17,000	59%	15,000		15,000	88%
345	Telephone	720	720	660	720	800	90%	800		800	100%
363	Building Maintenance	19,448	39,172	10,124	16,313	18,500	88%	18,500		18,500	100%
371	Travel & Training	155			140	200	70%	320		320	160%
391	Advertising				143	0	***%			0	0%
394	Recruitment Expenditures				633	650	97%			0	0%
	Account:	380,051	427,168	386,971	385,354	420,880	92%	394,110	0	394,110	94%

# **Police Department**

(Department No. 1-42120)

## **Department Mission**

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

## **Department Description**

The Riverton Police Department is a full service law enforcement agency, providing 24 hour a day police services to the City of Riverton. The Police Department handled more than 13,000 calls for service in 2015. The Department is funded through the General Fund, and relies on some grant funding for specific overtime and equipment needs. The Department has 28 sworn officers and 13.5 non-sworn staff (dispatchers, animal control, victim/witness, and the part-time Community Relations Ombudsman). Entering the new Fiscal year the Department is fully staffed.

## **Revenue Assumptions**

The Police Department uses a few grants for specific needs. A grant was obtained to help off-set the required dispatch console upgrades to remain compatible with the state-wide WyoLink radio system. Additionally, the Department utilizes a grant through the Department of Justice to help offset the costs of body armor. A grant from the State of Wyoming Highway Safety program is used to fund overtime costs for officers on specific details searching for DUI drivers or other details as prescribed by the grant (speeding, seat belt enforcement, etc.) Two smaller, additional grants are utilized for underage alcohol enforcement and tobacco enforcement. Both of these grants are through the Wyoming Association of Sheriffs and Chiefs of Police. The RPD Victim/Witness unit is almost exclusively funded through grants provided by the State of Wyoming's Victim Services Office. Our relationship with School District #25 continues to be strong, and the District continues to fully fund three School Resource Officer (SRO) positions. RPD plans to continue to participate in the DCI Task Force with an officer, and the State of Wyoming funds up to \$42,000 annually for that position.

## **Expenditure Highlights**

The Police Department is showing a budget decrease in the coming year of 11%. The majority of this decrease comes from turnover which occurred in FY 2015-2016, and positions were replaced with lower paying, entry-level positions. Additional, specific cuts due to budget constraints include:

- A reduction in ammunition of 20%. Firearms training is very important and will continue throughout the coming year, but we will need to be creative with less funding to pay for practice ammo.
- No new patrol cars will be purchased this year. Typically this is among the Department's only capital expenditures, and we feel that keeping the patrol fleet healthy with 2 replacement vehicles

each year is good planning. We are holding off our usual purchases this year due to budget constraints.

- Vehicle and Equipment Maintenance shows a massive decrease, however this is because we are not purchasing new patrol vehicles this year. Starting just a year ago, all of the equipment that is put on a new patrol car (lights, cages, etc) was listed in this line item rather than as a capital expenditure as it had been previously listed. Since we are not purchasing new patrol cars, this line item was reduced by more than 75%.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
42120	Law Enforcement										
109	Salaries and wages	1,828,553	1,878,783	2,027,533	2,005,697	2,053,735	98%	1,946,765		1,946,765	95%
110	ARRA Funded Salaries	48,164				0	0%			0	0%
119	DCI Wages & Benefits			5,897	42,298	42,000	101%			0	0%
120	Overtime	132,007	133,590	119,034	113,723	108,000	105%	100,000		100,000	93%
125	OT - Grants	27,198	18,613	9,099	14,936	51,000	29%	50,000		50,000	98%
128	OT - DCI Overtime			1,466	7,324	2,000	366%			0	0%
129	OT- DCI					0	0%	2,000		2,000	****%
134	OT - SCHOOL DISTRICT	35,508	28,497	22,481	22,794	17,000	134%	17,000		17,000	100%
181	ARRA - FICA	6,570	3,593			0	0%			0	0%
182	ARRA - Health Insurance	24,868	13,153			0	0%			0	0%
183	ARRA - Retirement	10,292	5,620			0	0%			0	0%
186	ARRA - Workers Compensati	2,443	1,359			0	0%			0	0%
191	FICA	145,773	144,788	159,925	160,443	175,730	91%	161,860		161,860	92%
192	Health Insurance	345,826	399,793	469,691	525,763	567,245	93%	504,975		504,975	89%
193	Retirement	223,244	228,686	252,888	252,262	266,895	95%	244,220		244,220	92%
196	Workers Compensation	40,999	41,729	53,959	54,842	52,265	105%	50,395		50,395	96%
197	Unemployment	8,946	-31		11,769	0	***%			0	0%
199	Misc Medical Expenses	544				2,000	0%			0	0%
211	Office Supplies	4,480	2,415	3,873	5,827	5,200	112%	5,200		5,200	100%
212	Office Equipment	3,348	181	2,831	1,000	5,000	20%	5,000		5,000	100%
215	Computer Supplies	2,974	11,956	6,809	18,579	18,840	99%	15,000		15,000	80%
217	Contract Services	6,166	5,391	66,866	68,505	68,000	101%	8,000		8,000	12%
221	Investigation Supplies	713	1,366	916	1,496	1,500	100%	2,000		2,000	133%
222	SRT Supplies		834	993	860	1,000	86%	1,000		1,000	100%
226	Firearm Supplies	13,168	7,293	24,443	16,233	22,000	74%	17,600		17,600	80%
229	Uniforms	11,528	13,953	11,899	11,527	15,000	77%	15,000		15,000	100%
231	Gas & Oil	72,623	80,196	73,976	50,009	75,000	67%	67,500		67,500	90%
234	Veh. & Equip. Maintenance	30,967	28,697	28,871	44,456	59,000	75%	18,000		18,000	31%
241	Tools & Supplies	8,966	6,975	6,533	8,458	9,000	94%	9,000		9,000	100%
271	Vest Replacement	4,485	3,690	2,952	4,428	5,000	89%	5,000		5,000	100%
312	Postage	1,774	1,160	1,649	963	2,000	48%	2,000		2,000	100%
321	Printing	3,216	2,209	2,403	2,645	3,500	76%	3,500		3,500	100%
333	Dues	1,748	1,366	1,594	1,577	2,500	63%	2,500		2,500	100%
341	Electricity	2,120	2,155	2,158	1,795	2,100	85%	2,100		2,100	100%
343	Heat	1,807	1,861	1,926	2,856	2,800	102%	2,800		2,800	100%
345	Telephone	17,360	17,455	17,752	17,270	17,700	98%	17,700		17,700	100%
351	Prisoner Medical Continge	11,047				1,300	0%			0	0%
361	Professional & Consulting	375	303	163	2,360	2,000	118%	2,000		2,000	100%
368	Veh. Tow-In Service	1,863	1,115	3,380	2,251	2,500	90%	2,500		2,500	100%
371	Travel & Training	20,538	24,385	26,080	22,796	24,500	93%	19,600		19,600	80%
385	Housing Prisoners	60,352	77,550	83,325	93,393	75,000	125%	85,000		85,000	113%
392	Drug Testing	37				0	0%			0	0%
394	Recruitment Expenditures	2,847	2,768	2,825	3,920	5,000	78%			0	0%
396	Special Events-PD	5,758	9,167	7,832	319	2,500	13%	2,500		2,500	100%
398	Educational Assistance	1,199	4,355	12,293	9,824	7,000	140%			0	0%
618	Alcohol Sensors				3,479	0	***%			0	0%
641	H.S.G.12-GPD-RIV-LP-HLE12		10,008			0	0%			0	0%

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim,	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
642	H.S.G.13-GPD-RIV-LP-HLE13		1,058	10,417		0	0%			0	0%
666	H.L.S. 14-GPD-RIV-LP-HLE1			13,611		0	0%			0	0%
672	Prisoner Drug Treatment				10,364	10,000	104%			0	0%
673	H.S.G.15-GPD-RIV-LP-HLE15					12,000	0%			0	0%
692	VAWA Grant-Culturally Spe				397	0	***%			0	0%
698	Emergency Funds				1,139	1,000	114%	1,000		1,000	100%
724	Alcohol Compliance Grant	150	250	490	210	4,200	5%	4,200		4,200	100%
725	Tobacco Compliance Grant	240		290	370	4,200	9%	4,200		4,200	100%
746	H.S.G.11-GPD-RIV-LP-HLE11	16,619	6,597			0	0%			0	0%
764	Community Assistance	1,727	1,737	2,184	1,153	1,000	115%	1,000		1,000	100%
774	Hwy Safety Equipment Gran				2,595	3,000	87%	3,000		3,000	100%
775	H.S.G.10-GPD-RIV-LP-HLE10	9,659				0	0%			0	0%
Account:		3,200,789	3,226,619	3,543,307	3,624,905	3,808,210	95%	3,401,115	0	3,401,115	89%

## **Fire Division**

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

An agreement was signed between the City of Riverton and the Riverton Volunteer Fire Department in April, 1972. The terms of the agreement states that the City agrees to pay \$2.50 towards each active member's retirement contribution not to exceed 47 members. Presently, the city pays an annual amount of \$2000 - \$3000 for the fire department pension contribution and the individual amount has been changed through the years to reflect \$7.50 for each member as of this current fiscal year. We pay on a quarterly basis and reimburse the Riverton Volunteer Fire Department based on a report that indicates the number of active members.

As a side note, we also consider the Riverton Volunteer Fire Department as a Contract for Service and contribute \$10,000 to them annually from supplemental funding.

CITY OF RIVERTON  
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1 GENERAL FUND

Account	Object	Actuals				Current	Exp.	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	15-16	16-17	Changes	Budget	Budget
42200	Fire										
194	Fireman Pension	2,163	3,113	1,700	2,655	2,300	115%	2,300		2,300	100%
	Account:	2,163	3,113	1,700	2,655	2,300	115%	2,300	0	2,300	100%

# **Public Works Department**

(Department 1-43000)

## **Department Mission**

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

## **Department Goals**

- Continue fiscal discipline.
- Coordinate city interests with WYDOT for the North Federal Reconstruction Project.
- Proceed with Phase III of the Riverton Water Supply Project to expand and improve the water system on the west and north side of town.
- Develop capital improvement plans across the department.
- Coordinate and implement the FORCC recommendations.
- Professional administration of the Enterprise Funds of the City of Riverton.
- Maximize existing and new air service options at Riverton Regional Airport.

## **Department Description**

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

## **Revenue Assumptions**

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

## **Expenditure Highlights**

The Public Works Department cost center remains relatively flat in FY17. Decreases are exhibited in Office Supplies, Office Equipment, and Computer Supplies line items. The only significant increase is exhibited in the health insurance line item.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
43000	PUBLIC SERVICES										
109	Salaries and wages	114,651	134,580	53,801	58,454	57,285	102%	58,645		58,645	102%
191	FICA	8,198	8,633	3,962	4,240	4,385	97%	4,490		4,490	102%
192	Health Insurance	16,227	15,252	8,023	10,784	10,520	103%	13,145		13,145	125%
193	Retirement	14,175	12,067	7,096	8,148	7,990	102%	8,180		8,180	102%
196	Workers Compensation	2,492	2,405	215	239	140	171%	240		240	171%
211	Office Supplies	5,010	2,195	3,807	2,457	4,500	55%	3,000		3,000	67%
212	Office Equipment	3,609		575	71	70	101%	500		500	714%
215	Computer Supplies	1,400	12,665	500	2,208	2,500	88%			0	0%
223	Janitor Supplies	907	984	920	1,553	1,500	104%	1,650		1,650	110%
231	Gas & Oil	2,107	1,360			0	0%			0	0%
234	Veh. & Equip. Maintenance	776	241			0	0%			0	0%
312	Postage	298	231	246	116	300	39%	300		300	100%
333	Dues				189	200	95%	200		200	100%
341	Electricity	2,101	2,162	2,415	2,021	2,500	81%	2,200		2,200	88%
343	Heat	5,095	5,255	4,725	3,840	6,000	64%	4,000		4,000	67%
345	Telephone	3,553	3,607	3,664	3,695	3,500	106%	4,000		4,000	114%
363	Building Maintenance	342	710	1,490	805	750	107%	750		750	100%
371	Travel & Training	924	160	659	169	750	23%	600		600	80%
394	Recruitment Expenditures	246	939	1,241	85	100	85%	100		100	100%
	Account:	182,111	203,446	93,339	99,074	102,990	96%	102,000	0	102,000	99%

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

**Division Mission**

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

**Division Goals**

- Maintain city streets within budgetary constraints.
- Grade gravel streets and alleys.
- Utilize the recently completed Pavement Assessment and Management Plan to best prioritize repair projects.
- Remove snow in a timely and efficient manner with limited use of overtime.
- Maintain city storm sewer systems and the Big Bend Drainage District.

**Division Description**

The Streets & Alleys Division is responsible for the maintenance of the city's transportation network and a wide array of other construction and maintenance projects for the city. Under the direction of the Operations Division Manager and Operations Division Superintendent, there are four full time employees in the division. FY17 budget includes the use of seasonal employees to augment the manpower of the department during the summer for maintenance duties.

**Revenue Assumptions**

The Streets & Alleys Division is a General Fund cost center and reflects revenue assumptions associated with that fund.

**Expenditure Highlights**

The Streets and Alleys Division exhibits significant decreases in Street Lighting, Travel & Training, Crack Seal Repair and Road Materials line items. These decreases reflect expenditure patterns from the previous fiscal year and also accommodate increases to other line items. Fiscal Year 17 includes the addition of a new line item, Concrete Replacement. This line item allows for the replacement of sections of curb and gutter when residents remove and replace adjoining sections of their own sidewalk. Outside of this addition, the division exhibits increases to Painting & Supplies, Tools & Supplies, and Street Sign line items. The Tools and Supplies line item was increased to facilitate the purchase a jumping jack. This piece of equipment will provide better compaction results for road repair projects.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
43100	Streets & Alleys										
109	Salaries and wages	159,065	207,733	208,106	217,376	229,810	95%	245,955		245,955	107%
120	Overtime	3,946	4,982	1,547	706	5,000	14%	4,500		4,500	90%
191	FICA	12,088	15,461	15,140	16,274	18,215	89%	19,160		19,160	105%
192	Health Insurance	28,410	42,043	60,647	57,883	59,675	97%	56,185		56,185	94%
193	Retirement	20,475	24,972	27,231	27,810	29,300	95%	31,675		31,675	108%
196	Workers Compensation	4,353	5,669	7,040	7,480	6,810	110%	8,390		8,390	123%
197	Unemployment			302	273	0	***%			0	0%
211	Office Supplies	614	649	597	231	700	33%	500		500	71%
212	Office Equipment	139		733		0	0%	200		200	*****%
229	Uniforms	1,604	1,571	507	1,107	1,750	63%	1,750		1,750	100%
231	Gas & Oil	7,804	8,277	7,670	6,942	10,000	69%	7,500		7,500	75%
232	Diesel	33,032	39,498	26,421	20,199	36,000	56%	30,000		30,000	83%
234	Veh. & Equip. Maintenance	79,049	53,812	35,651	36,214	50,000	72%	43,100		43,100	86%
235	Painting & Supplies	5,932	2,788	5,313	4,685	6,000	78%	7,000		7,000	117%
241	Tools & Supplies	1,469	847	1,250	1,329	1,500	89%	3,500		3,500	233%
242	Street Sign	1,339	8,600	4,671	7,388	7,500	99%	8,500		8,500	113%
243	Snow Removal	26,994	37,900	20,762	12,061	40,000	30%	40,000		40,000	100%
247	Safety Supplies	2,391	757	954	870	1,500	58%	1,500		1,500	100%
254	Rails to Trails Materials				21	0	***%			0	0%
341	Electricity			235	284	240	118%	300		300	125%
343	Heat	3,141	3,212	2,920	2,322	3,500	66%	3,500		3,500	100%
345	Telephone	480	480	480	480	600	80%	600		600	100%
347	Street Lighting	123,797	87,789	103,617	80,414	110,000	73%	100,000		100,000	91%
348	Decorative Lighting	19,572	20,272	21,029	23,163	30,000	77%	30,000		30,000	100%
363	Building Maintenance	614	5,108	793	1,427	2,500	57%	2,500		2,500	100%
371	Travel & Training	606	289	1,365	532	2,000	27%	1,200		1,200	60%
382	Road Materials	46,532	90,432	69,484	51,958	65,000	80%	60,000		60,000	92%
394	Recruitment Expenditures	246	1,170	309	920	600	153%	700		700	117%
671	Crack Seal Repair				11,021	15,000	73%	12,500		12,500	83%
903	Concrete Replacement					0	0%	12,500		12,500	*****%
	Account:	583,692	664,311	624,774	591,370	733,200	81%	733,215	0	733,215	100%

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

**Division Mission**

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

**Division Goals**

- Perform an audit on the City's fleet and develop an inventory replacement plan.
- Facilitate efficient equipment maintenance and repairs to ensure the best service to city residents.

**Division Description**

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

**Revenue Assumptions**

The Fleet Maintenance Division is a General Fund cost center and reflects revenue assumptions associated with that fund.

**Expenditure Highlights**

The Fleet Maintenance Operations Division expenditures remain relatively consistent for FY17. Reductions in personnel related line items reflect the retirement of the Assets Division Manager. Furthermore, the Building Maintenance line item was reduced to historical levels now that repairs have been made to the leaking roof.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
43440	Fleet Maint. Operations										
109	Salaries and wages	161,554	163,434	157,806	184,794	165,885	111%	100,445		100,445	61%
120	Overtime	403	356		459	500	92%	450		450	90%
191	FICA	12,047	12,075	11,502	13,664	12,730	107%	7,720		7,720	61%
192	Health Insurance	28,399	28,506	31,428	34,202	35,755	96%	26,280		26,280	74%
193	Retirement	20,552	19,808	20,800	21,315	23,195	92%	14,065		14,065	61%
196	Workers Compensation	4,325	4,455	5,377	6,353	4,760	133%	3,380		3,380	71%
211	Office Supplies	488	491	356	351	450	78%	450		450	100%
212	Office Equipment	2,103				0	0%			0	0%
215	Computer Supplies		1,100	1,247		0	0%			0	0%
229	Uniforms	1,283	1,038	683	795	1,200	66%	1,200		1,200	100%
231	Gas & Oil	2,184	2,714	2,680	1,971	5,000	39%	3,500		3,500	70%
234	Veh. & Equip. Maintenance	968	1,335	1,467	2,138	3,000	71%	3,000		3,000	100%
241	Tools & Supplies	5,433	4,148	4,845	2,572	3,395	76%	3,500		3,500	103%
247	Safety Supplies	988	552	445	358	900	40%	900		900	100%
255	Fleet Maintenance Supplie	24,378	19,434	20,497	23,077	22,500	103%	20,000		20,000	89%
312	Postage	118	63	71		100	0%	100		100	100%
341	Electricity	2,495	2,605	2,677	2,585	2,500	103%	2,500		2,500	100%
343	Heat	2,153	2,184	2,041	1,586	2,500	63%	2,000		2,000	80%
345	Telephone	1,440	1,440	1,440	1,440	1,700	85%	1,700		1,700	100%
363	Building Maintenance	564	1,457	1,494	8,276	9,000	92%	6,000		6,000	67%
371	Travel & Training	1,803	570	265	88	1,000	9%	800		800	80%
375	Software Maint Agreement	495	750			500	0%	500		500	100%
394	Recruitment Expenditures		379			500	0%	500		500	100%
	Account:	274,173	268,894	267,121	306,024	297,070	103%	198,990	0	198,990	67%

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

**Division Mission**

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

**Division Goals**

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

**Division Description**

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

**Revenue Assumptions**

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

**Expenditure Highlights**

Personnel costs in the Weed and Pest Division decreased due to the elimination of one seasonal employee. Expenditures for Laboratory Supplies and Tools & Supplies were decreased to match spending patterns from FY16.

CITY OF RIVERTON  
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For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
44900	Weed and Pest Control										
109	Salaries and wages	71,217	64,693	15,044	30,403	42,085	72%	32,450		32,450	77%
120	Overtime	39			81	180	45%	162		162	90%
191	FICA	5,238	4,701	1,137	2,297	3,245	71%	2,500		2,500	77%
192	Health Insurance	8,082	9,179	350	4,790	4,760	101%	4,770		4,770	100%
193	Retirement	5,203	5,650	209	2,402	2,245	107%	2,540		2,540	113%
196	Workers Compensation	948	777	465	1,046	1,215	86%	1,095		1,095	90%
197	Unemployment	3,705				0	0%			0	0%
211	Office Supplies	369	542	339	100	400	25%	200		200	50%
224	Laboratory Supplies	16,391	26,690	18,835	23,863	34,600	69%	30,000		30,000	87%
231	Gas & Oil	3,532	3,727	2,335	2,689	6,500	41%	5,850		5,850	90%
232	Diesel	780	932	618	477	1,500	32%	1,250		1,250	83%
234	Veh. & Equip. Maintenance	4,767	1,081	1,778	3,051	3,500	87%	3,500		3,500	100%
241	Tools & Supplies	1,567	469	1,418	703	1,200	59%	1,000		1,000	83%
312	Postage	663	440	494		500	0%	100		100	20%
345	Telephone	480	480	480	480	500	96%	500		500	100%
371	Travel & Training	366	1,591	178	150	1,500	10%	1,200		1,200	80%
387	Contracted Tree Trimming		113			250	0%	250		250	100%
391	Advertising	73		881	410	900	46%	900		900	100%
394	Recruitment Expenditures		215	157	154	400	39%	400		400	100%
	Account:	123,420	121,280	44,718	73,096	105,480	69%	88,667	0	88,667	84%

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

**Division Mission**

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

**Division Goals**

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

**Division Description**

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

**Revenue Assumptions**

The Parks Division is a General Fund cost center and reflects revenue assumptions associated with that fund.

**Expenditure Highlights**

Personnel costs in the Parks Division decreased due to the elimination of one seasonal employee. Other decreases reflect cost containment measures that have been incorporated citywide.

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Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
45400	Parks										
109	Salaries and wages	302,941	288,517	272,105	249,929	291,760	86%	261,770		261,770	90%
120	Overtime	1,188	1,257	1,625	1,592	1,800	88%	1,620		1,620	90%
191	FICA	21,991	20,779	19,591	18,050	22,730	79%	20,155		20,155	89%
192	Health Insurance	59,032	65,405	71,322	59,625	87,340	68%	63,555		63,555	73%
193	Retirement	29,710	31,467	31,119	29,483	34,630	85%	30,930		30,930	89%
196	Workers Compensation	8,111	7,882	9,334	8,624	8,500	101%	8,825		8,825	104%
197	Unemployment	5,630	3,805	8,091	588	4,500	13%	3,000		3,000	67%
211	Office Supplies	343	198	399	433	500	87%	500		500	100%
215	Computer Supplies	1,044	178			500	0%	500		500	100%
217	Contract Services	2,110	1,345	660	1,830	2,290	80%	2,290		2,290	100%
229	Uniforms	865	1,003	1,045	1,252	1,500	83%	1,500		1,500	100%
231	Gas & Oil	11,487	11,242	9,517	8,058	12,300	66%	10,000		10,000	81%
232	Diesel	7,803	9,350	6,182	4,771	12,700	38%	9,000		9,000	71%
234	Veh. & Equip. Maintenance	8,315	13,095	19,440	14,139	15,000	94%	15,000		15,000	100%
237	Land & Hort. Sup.	14,295	13,184	16,225	14,109	17,100	83%	17,100		17,100	100%
238	Park Maintenance	13,569	14,632	12,595	14,245	15,000	95%	15,000		15,000	100%
239	Tree Replacement & Maint	150	262	842	1,200	1,200	100%	1,200		1,200	100%
240	Tree Board Expenses	5,101	5,135	4,350	4,370	5,000	87%	5,000		5,000	100%
241	Tools & Supplies	1,963	1,897	1,785	2,047	2,500	82%	2,500		2,500	100%
246	State Forestry Grant		1,817		7,065	2,000	353%	2,000		2,000	100%
247	Safety Supplies	693	491	543	539	950	57%	950		950	100%
252	Irrigation Supplies	13,028	4,121	5,920	11,306	11,500	98%	11,500		11,500	100%
254	Rails to Trails Materials			365	32	400	8%	400		400	100%
341	Electricity	14,759	17,261	19,447	15,017	19,000	79%	19,000		19,000	100%
343	Heat	1,392	1,416	860	915	1,500	61%	1,500		1,500	100%
345	Telephone	1,455	1,471	1,487	1,521	1,500	101%	1,500		1,500	100%
348	Decorative Lighting				34	0	***%			0	0%
371	Travel & Training	155	50	20	510	1,000	51%	800		800	80%
390	Refund - Misc.	30				0	0%			0	0%
394	Recruitment Expenditures	625	460	825	955	630	152%	630		630	100%
669	Wyoming Community Gas Par			6,160		0	0%			0	0%
	Account:	527,785	517,720	521,854	472,239	575,330	82%	507,725	0	507,725	88%

# **Community Development Department**

(Department No. 1-46540)

## **Department Mission**

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

## **Department Goals**

Maintain a good customer service experience with the department:

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

Facilitate business development and growth within the City of Riverton:

- Continue to review codes and regulations and recommend changes to amend or eliminate.
- Work with the Planning Commission to reevaluate the goals, policies, and strategies in the Riverton Master Plan and certify updates and amendments to the Council for adoption.
- Maintain reasonable time lines for the re-zone and re-plat process for our citizens.
- Provide a constant quality Code interpretation and project inspection process.
- Always be open to different ideas for meeting Code requirements for construction.
- Strive to maintain timely plan reviews for residential and commercial projects.
- Serve as a resource to Riverton builders by becoming well-versed in International Building Code requirements.
- Continue to hold “Lunchtime Seminars” for contractors and interested citizens.

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

## **Department Description**

The Community Development Department provides services to the citizens of the City of Riverton related to planning, zoning, building construction and code enforcement. The CD Department is responsible for reviewing building plans, issuing building permits, performing inspections, reviewing plats, zoning properties, issuing home occupation permits, assisting developers, updating city maps and a variety of related jobs. The CD Department also spends many hours on code enforcement working towards community beautification. The Planning Commission and the Construction Board of Appeals are the two citizen committees directed by the CD Department that assist with decisions and recommendations to the City Council regarding planning, zoning and building code issues. The CD Department consists of six (6) full time positions, Community Development Director, Building Inspector, Permit Technician, CD Clerk, Engineering Tech II and the Code Enforcement Officer. The Engineering Tech wages are allocated to

Public Works utility departments as well as portions of other positions for time spent on utility related issues.

## **Revenue Assumptions**

The Community Development Department is funded in part by the general fund (i.e. taxes, permits, licenses). The CD Department performs a variety of services for the City organization as well as for the citizens of Riverton and historically, per City Council direction, has charged fees to cover a minimum of 40% of the costs of the department. The last few years we were able to cover between 50% to 60% of the department costs. We anticipate that this percentage may be slightly lower this year. Since several large school and college projects were in the works last fiscal year, revenue projections were increased slightly, but due to the downturn in the economy, revenue projections for construction permits have been decreased for FY 2016-2017.

## **Expenditure Highlights**

Several budget meetings were held by staff regarding revenue shortfalls for FY 2016-2017 and decisions were made to reduce several line items in all departments. The Community Development Department budget is fairly small but additional cuts were made to help bridge the gap between expenditures and anticipated revenue.

The line item for computer supplies was reduced to zero this year as we believe there are no IT related needs this year. The line item for books has been decreased since many of the 2015 "I" Codes books and software were purchased within the current fiscal year. We were able to save a substantial amount by purchasing books during the Code Training Seminars since freight is free at that time even if the books are shipped. Some of this expense will be offset by contractors purchasing new code books. We are required by the State of Wyoming to adopt the 2015 Codes by July 2016 in order to maintain Home Rule, which requires the purchase of the new codes. We decreased our postage and advertising line items for the current fiscal year due to the ordinance change not requiring registered letters for certain applications and fewer reviews of plats and replats. We have further reduced the line item for advertising.

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
46540	Community Development										
109	Salaries and wages	200,398	213,566	252,359	263,208	262,860	100%	262,790		262,790	100%
120	Overtime	1,160	1,395	2,739	1,156	1,100	105%	1,100		1,100	100%
191	FICA	13,792	14,715	17,118	17,678	18,485	96%	20,105		20,105	109%
192	Health Insurance	42,231	44,548	54,099	62,359	61,990	101%	62,090		62,090	100%
193	Retirement	25,578	26,690	33,640	36,847	36,795	100%	36,635		36,635	100%
196	Workers Compensation	3,574	3,801	5,043	5,218	5,435	96%	5,060		5,060	93%
211	Office Supplies	1,109	1,176	1,669	2,439	2,600	94%	2,600		2,600	100%
212	Office Equipment	1,127	1,836	1,827	2,006	2,250	89%	2,250		2,250	100%
215	Computer Supplies	800	2,200	3,737	1,580	1,600	99%			0	0%
217	Contract Services			80	55	500	11%	500		500	100%
229	Uniforms	214	117	209	167	250	67%	250		250	100%
231	Gas & Oil	2,812	3,371	3,344	2,854	4,000	71%	3,600		3,600	90%
234	Veh. & Equip. Maintenance	1,390	1,684	1,092	1,675	2,000	84%	2,000		2,000	100%
241	Tools & Supplies	154	317	324	492	600	82%	650		650	108%
312	Postage	838	566	635	528	750	70%	750		750	100%
331	Promotion & Development	64	23	324	108	500	22%	500		500	100%
332	Books	3,143	2,997	1,517	3,550	3,750	95%	3,000		3,000	80%
333	Dues	1,438	1,503	1,660	1,845	2,000	92%	2,000		2,000	100%
345	Telephone	1,493	1,496	1,499	1,705	1,500	114%	1,750		1,750	117%
353	Plan Review	1,230	2,520		7,454	15,000	50%	15,000		15,000	100%
361	Professional & Consulting	105	561	75	5,017	400	***%	400		400	100%
371	Travel & Training	3,432	4,559	3,647	6,481	7,800	83%	4,500		4,500	58%
375	Software Maint Agreement	1,170	1,217	1,290	1,380	1,400	99%	1,442		1,442	103%
380	Refund of Overpayment	310	92	4,078	50	2,000	3%	2,000		2,000	100%
391	Advertising	1,439	842	653	266	1,250	21%	1,000		1,000	80%
394	Recruitment Expenditures			92		100	0%	100		100	100%
	Account:	309,001	331,792	392,750	426,118	436,915	98%	432,072	0	432,072	99%

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1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
61100	Operating Transfers					307,572	0%	528,681		528,681	172%
821	Airport Subsidy					-1,192,334	91%	-904,090		( 904,090	76%
825	Administrative Allocation	-1,101,439	-992,817	-998,720	-1,085,827	-884,762	123%	-375,409		0 ( 375,40	42%
	Account:	-1,101,439	-992,817	-998,720	-1,085,827	-884,762	123%	-375,409		0 ( 375,40	42%
	Fund:	7,342,005	7,511,269	9,380,482	8,058,693	8,821,996	91%	7,734,055		0 7,734,055	88%

## **Water Fund**

### **Debt Service**

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

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

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

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

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41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
47000	DEBT SERVICE										
621	Int Exp - DWSRF 019 SLIB	48,102	48,102	48,102	48,102	48,200	100%	48,200		48,200	100%
633	DWSRF-99 Loan	64,147	64,147	64,147	64,147	64,200	100%	64,200		64,200	100%
635	JPA-11574-Main Street Boo	9,712	24,228	24,228	24,228	24,300	100%	24,300		24,300	100%
	Account:	121,961	136,477	136,477	136,477	136,700	100%	136,700	0	136,700	100%

**Customer Services Division**  
**(Administrative Services Department)**  
(Division No. 41-51020, 42-51020, 43-51020)

**Department Mission**

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

**Division Goals**

The following is a list of goals offered by the Customer Services Division for FY16-17:

- Continue to set the “bar” for extraordinary customer service with both internal and external customers.
- Incorporate the Smart Utilities Systems functionality for smart phone users which will save in resources and time for this division. We anticipate seeing a decline in overall calls made to the city.
- Continue to schedule appointments with citizens to replace outdated meter equipment (batteries).
- Continue to provide solutions to customers regarding cost savings and efficiencies with billing options.

**Division Description**

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

**Revenue Assumptions**

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

**Expenditure Highlights**

For FY16-17, the Customer Services division (enterprise funds) indicated an increase of 5%-7% due to software maintenance with the new Smart Utilities Systems program and shifting bank charges from Administration to Customer Service within said funds.

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41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
51020	Customer Service										
109	Salaries and wages				47,350	46,940	101%	49,473		49,473	105%
191	FICA				3,244	3,595	90%	3,780		3,780	105%
192	Health Insurance				13,604	13,790	99%	13,410		13,410	97%
193	Retirement				6,601	6,545	101%	6,885		6,885	105%
196	Workers Compensation				194	1,260	15%	200		200	16%
211	Office Supplies				2,613	3,250	80%	2,600		2,600	80%
212	Office Equipment				1,883	1,950	97%	2,500		2,500	128%
215	Computer Supplies					0	0%	1,520		1,520	*****%
234	Veh. & Equip. Maintenance					2,800	0%			0	0%
312	Postage				5,876	8,500	69%	6,000		6,000	71%
333	Dues				50	50	100%	50		50	100%
334	Bank Charges					0	0%	6,700		6,700	*****%
345	Telephone				87	120	73%	120		120	100%
371	Travel & Training				1,575	1,600	98%	800		800	50%
375	Software Maint Agreement				5,592	5,720	98%	7,515		7,515	131%
380	Refund of Overpayment				299	500	60%	500		500	100%
391	Advertising					0	0%	200		200	*****%
392	Drug Testing					200	0%	200		200	100%
394	Recruitment Expenditures					100	0%	100		100	100%
805	Bad Debt Expense				219	300	73%	300		300	100%
	Account:				89,187	97,220	92%	102,853	0	102,853	106%

# **Water Production Division**

(Division No. 41-53010)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

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

## **Revenue Assumptions**

The Water Production Division is a subset of the Water Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY16 was not proposed due to the Consumer Price Index. As such, revenues are projected to be relatively consistent for FY17.

## **Expenditure Highlights**

The Water Production Division exhibits increases to both Electricity and Electricity to Water Well line items. This increase was made to reflect spending patterns of FY16. With a new well, tank, and two booster stations recently installed, electrical usage for the division is still being honed down. The Building Maintenance line item was increased to allow for crack seal material to be applied to the treatment plant parking lot. General Maintenance was increased to perform a power usage study, make outstanding repairs to well houses, and to clean the 2 million gallon tank. Pursuant to citywide cost containment measures, treatment plant operators will not be able to advance their certification level with the Department of Environmental Quality in FY17.

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41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
53010	Water Production										
109	Salaries and wages	217,495	241,584	243,397	282,069	285,105	99%	299,250		299,250	105%
120	Overtime	7,787	9,057	7,973	6,424	7,500	86%	6,750		6,750	90%
191	FICA	16,091	16,332	17,524	20,253	22,550	90%	23,410		23,410	104%
192	Health Insurance	57,382	60,341	67,233	67,258	76,305	88%	66,910		66,910	88%
193	Retirement	28,213	29,900	33,146	40,209	41,095	98%	42,660		42,660	104%
196	Workers Compensation	6,012	6,409	8,569	9,893	8,430	117%	10,255		10,255	122%
197	Unemployment		2,080		713	0	0%			0	0%
211	Office Supplies	343	412	675	713	800	89%	800		800	100%
215	Computer Supplies			3,886	1,545	1,550	100%			0	0%
224	Laboratory Supplies	25,261	10,431	37,349	37,071	47,100	79%	47,100		47,100	100%
231	Gas & Oil	3,933	4,394	3,629	2,370	4,600	52%	3,140		3,140	68%
232	Diesel	373	29	38	458	1,500	31%	900		900	60%
234	Veh. & Equip. Maintenance	2,098	747	1,555	171	2,500	7%	2,500		2,500	100%
241	Tools & Supplies	1,594	1,660	1,299	1,629	1,900	86%	2,000		2,000	105%
247	Safety Supplies		1,054	793	1,221	1,250	98%	1,150		1,150	92%
249	Treatment Chemicals	89,589	92,142	85,713	66,218	99,200	67%	100,000		100,000	101%
314	Consumer Confidence	60	1,092	1,032	2,169	1,500	145%	1,500		1,500	100%
340	Electricity for Water Wel	198,249	222,753	240,040	252,867	225,000	112%	235,000		235,000	104%
341	Electricity	20,404	21,333	35,151	36,091	31,000	116%	40,000		40,000	129%
343	Heat	7,421	8,485	7,533	5,297	9,700	55%	7,000		7,000	72%
344	Carriage Agreement	25,288		9,905	22,763	30,000	76%	30,000		30,000	100%
345	Telephone	4,364	4,437	4,599	4,732	4,400	108%	4,400		4,400	100%
363	Building Maintenance	6,922	5,056	5,282	8,894	9,100	98%	10,100		10,100	111%
364	General Maintenance	40,164	38,598	72,681	81,015	77,450	105%	112,340		112,340	145%
371	Travel & Training	5,128	3,074	2,586	3,716	5,000	74%	4,480		4,480	90%
373	Internet Access					0	0%	660		660	*****
389	Litigation		10,000			0	0%			0	0%
392	Drug Testing	115		147	386	355	109%			0	0%
394	Recruitment Expenditures		246	570	594	620	96%	775		775	125%
	Account:	764,286	791,646	892,305	956,026	995,510	96%	1,053,080	0	1,053,080	106%

# **Collection and Distribution Division**

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

## **Department Mission**

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

## **Department Goals**

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

## **Department Description**

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

## **Revenue Assumptions**

The Collection and Distribution Division is a subset of both the Water and Sewer Enterprise Fund. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY16 was not proposed due to the Consumer Price Index. As such, revenues are projected to be relatively consistent for FY17.

## **Expenditure Highlights**

The Water Distribution cost center exhibits a decrease in the Building Maintenance, Travel & Training, Ditch Maintenance, Water Assessment Taxes, and Fire Hydrant Installation line items. The cost center

exhibits increases in the Tools & Supplies, Safety Supplies, and Direct Waster Assessment by Irrigation District line items. The water assessment line item was increased to reflect Riverton Valley Irrigation District's assessment increase. Tools & Supplies and Safety Supplies line items were increased to replace a failed generator and to purchase updated traffic control supplies.

The Wastewater Collection cost center witnessed the addition of two new line items in FY16 – lift station maintenance and sewer lateral repair. Pursuant to the municipal code, the wastewater utility is responsible to assume the cost of replacing laterals made of unsuitable materials. The new lateral repair line item was initiated to comply with this code. After having a full year of to see how the new line item would be used, it will see a slight decrease in FY17. Lift stations across the city continue to age and require more regular maintenance. The new lift station line item was a great benefit in FY16 as it allowed the city to better track this maintenance. In light of this tracking, the lift station line item was increased in FY17 to accommodate projected maintenance needs. To accommodate this increase, the System Maintenance line item was decreased. The cost center also reflects a decrease in Building Maintenance. This was adjusted to historical levels after the leaking roof was repaired in FY16. The wastewater cost center exhibits a substantial increase in Vehicle and Equipment Maintenance. This increase is to accommodate the replacement of four hoses for the division's vactor truck.

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41 WATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
54000	Water Distribution										
109	Salaries and wages	98,762	112,454	107,275	124,962	130,095	96%	129,955		129,955	100%
120	Overtime	1,993	7,754	6,206	2,911	4,500	65%	2,700		2,700	60%
191	FICA	7,332	7,901	8,152	8,981	10,595	85%	10,150		10,150	96%
192	Health Insurance	28,134	29,694	28,118	38,930	35,180	111%	44,860		44,860	128%
193	Retirement	12,764	13,870	14,642	17,307	17,355	100%	17,530		17,530	101%
196	Workers Compensation	2,714	2,998	3,870	4,386	3,960	111%	4,445		4,445	112%
211	Office Supplies	74	633	488	399	750	53%	750		750	100%
229	Uniforms	1,560	1,164	1,530	931	1,050	89%	1,050		1,050	100%
231	Gas & Oil	10,453	10,644	9,263	8,600	10,500	82%	9,100		9,100	87%
232	Diesel	2,601	3,134	2,061	1,590	3,500	45%	2,500		2,500	71%
234	Veh. & Equip. Maintenance	4,817	7,136	4,076	4,312	6,500	66%	6,500		6,500	100%
241	Tools & Supplies	9,459	4,713	4,950	5,387	5,500	98%	6,000		6,000	109%
247	Safety Supplies		746	23	947	1,500	63%	2,000		2,000	133%
248	Meter Maintenance	75,237	32,686	72,958	38,992	75,500	52%	75,500		75,500	100%
333	Dues	392	381	678	673	700	96%	700		700	100%
341	Electricity	2,495	2,605	2,677	2,585	3,000	86%	3,000		3,000	100%
342	Utility Locate Services	137				0	0%			0	0%
343	Heat	1,077	1,092	1,021	1,586	2,000	79%	1,800		1,800	90%
345	Telephone	2,869	2,900	2,993	2,593	3,000	86%	3,000		3,000	100%
363	Building Maintenance	888	1,682	1,605	7,612	11,200	68%	10,550		10,550	94%
371	Travel & Training	3,540	2,793	2,000	3,969	3,500	113%	3,200		3,200	91%
372	System Maintenance	32,118	31,175	54,431	33,576	58,500	57%	58,500		58,500	100%
379	Ditch Maintenance	2,988	2,957	45	757	7,000	11%	5,000		5,000	71%
394	Recruitment Expenditures		584	736	77	500	15%	500		500	100%
502	Direct Wtr. Asm't by Irri	10,318	10,318	10,318	10,318	10,319	100%	12,300		12,300	119%
503	Water Assm't Taxes Withdr	2,886	2,335	13,518	2,108	10,000	21%	3,000		3,000	30%
936	New Fire Hydrant Installa	7,020	2,298	327	2,000	10,000	20%	7,000		7,000	70%
	Account:	322,628	296,647	353,961	326,489	426,204	77%	421,590	0	421,590	99%

# **Water Administration Division**

(Division No. 41-54030)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

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

## **Revenue Assumptions**

The Water Treatment Division is a subset of the Water Enterprise Fund of the city. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY16 was not proposed due to the Consumer Price Index. As such, revenues are projected to be relatively consistent for FY17.

## **Expenditure Highlights**

Expenditures for the division remain relatively flat or have decreased. The Developer Assistance line item was slightly increased to support the improvement or upgrade of utilities associated with private developments that occur within the city.

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
54030	Water Administration										
109	Salaries and wages	113,029	125,428	125,887	101,199	102,510	99%	104,355		104,355	102%
120	Overtime		5,304	2,381	412	2,000	21%	1,800		1,800	90%
191	FICA	8,011	9,315	9,099	7,233	7,995	90%	8,125		8,125	102%
192	Health Insurance	25,806	27,126	28,586	22,532	22,090	102%	23,735		23,735	107%
193	Retirement	14,343	15,713	16,848	14,165	14,570	97%	14,800		14,800	102%
196	Workers Compensation	2,028	2,319	2,171	2,436	2,990	81%	2,435		2,435	81%
211	Office Supplies	9,816	8,639	2,780	320	500	64%	500		500	100%
212	Office Equipment	45		3,000		0	0%			0	0%
215	Computer Supplies	3,047	1,342			0	0%			0	0%
231	Gas & Oil	984	1,024	969	635	1,000	64%	500		500	50%
234	Veh. & Equip. Maintenance		1,104	578	1,711	2,000	86%	1,500		1,500	75%
241	Tools & Supplies		80	142		250	0%	250		250	100%
247	Safety Supplies	826	21		18	250	7%	250		250	100%
312	Postage	7,129	7,308	8,446		0	0%			0	0%
333	Dues	250	465	296		430	44%	250		250	58%
334	Bank Charges			6,279	6,563	0	***%			0	0%
345	Telephone			30		300	0%			0	0%
360	Audit	10,500	15,625	13,500	13,900	13,900	100%	13,900		13,900	100%
361	Professional & Consulting	10,231	8,266		54	380	14%			0	0%
371	Travel & Training	1,584	2,336	1,503	1,445	1,700	85%	1,200		1,200	71%
373	Internet Access					0	0%	360		360	****%
375	Software Maint Agreement	5,272	4,252	5,654	1,738	1,740	100%	1,300		1,300	75%
380	Refund of Overpayment	107	1,991	1,484	305	320	95%			0	0%
391	Advertising		209		92	200	46%	200		200	100%
392	Drug Testing	573	153	37	203	150	135%	650		650	433%
394	Recruitment Expenditures	699	308	46	92	150	61%	100		100	67%
395	Developer Assistance	18,478			42	2,680	2%	5,000		5,000	187%
501	Insurance	33,617	35,236	35,524	35,121	38,000	92%	44,100		44,100	116%
825	Administrative Allocation	358,151	327,475	325,952	354,934	405,590	88%	300,100		300,100	74%
	Account:	624,526	601,039	591,192	565,338	621,695	91%	525,410	0	525,410	85%
	Fund:	5,059,255	6,016,044	4,499,030	2,680,238	3,483,079	77%	3,273,333	0	3,273,333	94%

# **Wastewater Fund**

## **Debt Service**

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

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

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

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

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
47000	DEBT SERVICE										
631	CWSRF 108	18,450	18,450	18,450	18,450	18,500	100%	18,500		18,500	100%
632	CWSRF 118	12,320	12,320	12,320	12,320	12,500	99%	12,500		12,500	100%
	Account:	30,770	30,770	30,770	30,770	31,000	99%	31,000	0	31,000	100%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
47200	Webbwood Road Loan CWSRF-063										
628	Principal CWSRF-063	17,888	17,888	17,888	17,888	18,000	99%	18,000		18,000	100%
	Account:	17,888	17,888	17,888	17,888	18,000	99%	18,000	0	18,000	100%

**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 41-51020, 42-51020, 43-51020)**

**Department Mission**

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

**Division Goals**

The following is a list of goals offered by the Customer Services Division for FY16-17:

- Continue to set the “bar” for extraordinary customer service with both internal and external customers.
- Incorporate the Smart Utilities Systems functionality for smart phone users which will save in resources and time for this division. We anticipate seeing a decline in overall calls made to the city.
- Continue to schedule appointments with citizens to replace outdated meter equipment (batteries).
- Continue to provide solutions to customers regarding cost savings and efficiencies with billing options.

**Division Description**

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

**Revenue Assumptions**

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

**Expenditure Highlights**

For FY16-17, the Customer Services division (enterprise funds) indicated an increase of 5%-7% due to software maintenance with the new Smart Utilities Systems program and shifting bank charges from Administration to Customer Service within said funds.

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
51020	Customer Service										
109	Salaries and wages				47,348	46,800	101%	50,865		50,865	109%
191	FICA				3,244	3,185	102%	3,895		3,895	122%
192	Health Insurance				13,605	13,385	102%	13,410		13,410	100%
193	Retirement				6,600	6,525	101%	7,095		7,095	109%
196	Workers Compensation				194	1,255	15%	205		205	16%
211	Office Supplies				2,641	3,050	87%	2,600		2,600	85%
212	Office Equipment				1,883	1,950	97%	2,500		2,500	128%
215	Computer Supplies					0	0%	1,520		1,520	*****%
312	Postage				5,876	8,500	69%	6,000		6,000	71%
333	Dues				50	50	100%	50		50	100%
334	Bank Charges					5,000	0%	6,700		6,700	134%
345	Telephone				87	120	73%	120		120	100%
371	Travel & Training				700	700	100%	800		800	114%
375	Software Maint Agreement				5,592	5,720	98%	7,515		7,515	131%
380	Refund of Overpayment				111	500	22%	500		500	100%
	Account:				87,931	96,740	91%	103,775	0	103,775	107%

# **Wastewater Treatment Division**

(Division 42-53020)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

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

## **Revenue Assumptions**

The Wastewater Treatment Division is a subset of the Wastewater Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY16 was not proposed due to the Consumer Price Index. As such, revenues are projected to be relatively consistent for FY17.

## **Expenditure Highlights**

The Wastewater Treatment Division expenditures remain relatively consistent for FY17. The only substantial increase in the cost center is seen in Vehicle and Equipment Maintenance. This line item was increased to reflect historical expenditure needs. The equipment associated with the line item is aging and requires maintenance investment each year.

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
53020	Wastewater Treatment										
109	Salaries and wages	243,648	263,401	248,495	256,923	257,175	100%	256,870		256,870	100%
120	Overtime	1,691	1,253	1,538	2,292	2,700	85%	2,430		2,430	90%
191	FICA	17,697	17,834	17,446	18,068	19,885	91%	19,840		19,840	100%
192	Health Insurance	45,653	46,830	47,148	54,311	53,640	101%	53,740		53,740	100%
193	Retirement	31,134	31,681	32,979	36,135	36,230	100%	36,150		36,150	100%
196	Workers Compensation	6,551	6,791	8,526	8,891	7,435	120%	8,690		8,690	117%
211	Office Supplies	3,003	933	1,517	1,245	1,500	83%	1,500		1,500	100%
215	Computer Supplies			8,954		2,200	0%			0	0%
224	Laboratory Supplies	17,042	25,394	29,844	28,357	39,478	72%	39,478		39,478	100%
229	Uniforms	1,483	1,573	1,484	1,495	2,000	75%	2,000		2,000	100%
231	Gas & Oil	1,514	1,261	992	1,261	1,750	72%	1,575		1,575	90%
232	Diesel	5,487	5,390	3,859	2,605	6,000	43%	3,500		3,500	58%
234	Veh. & Equip. Maintenance	20,516	1,788	7,460	8,985	3,000	300%	4,000		4,000	133%
241	Tools & Supplies	212	723	959	60	1,000	6%	1,000		1,000	100%
247	Safety Supplies		358	321	719	1,000	72%	1,000		1,000	100%
249	Treatment Chemicals	56,285	59,546	48,487	48,397	62,250	78%	62,250		62,250	100%
315	Tank License	300	700	200	200	700	29%	700		700	100%
333	Dues			90	90	100	90%	100		100	100%
341	Electricity	137,983	136,612	137,317	135,977	145,600	93%	140,000		140,000	96%
343	Heat	34,969	28,879	35,482	27,584	43,000	64%	37,000		37,000	86%
345	Telephone	3,422	3,448	3,412	3,397	3,500	97%	3,500		3,500	100%
363	Building Maintenance	3,861	4,839	3,905	2,614	4,479	58%	4,500		4,500	100%
364	General Maintenance	21,891	23,599	20,465	29,984	37,478	80%	37,478		37,478	100%
371	Travel & Training	1,322	1,707	1,489	1,532	2,500	61%	2,000		2,000	80%
394	Recruitment Expenditures					0	0%	200		200	*****%
	Account:	655,664	664,540	662,369	671,122	734,600	91%	719,501	0	719,501	98%

# **Collection and Distribution Division**

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

## **Department Mission**

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

## **Department Goals**

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

## **Department Description**

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

## **Revenue Assumptions**

The Collection and Distribution Division is a subset of both the Water and Sewer Enterprise Fund. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY16 was not proposed due to the Consumer Price Index. As such, revenues are projected to be relatively consistent for FY17.

## **Expenditure Highlights**

The Water Distribution cost center exhibits a decrease in the Building Maintenance, Travel & Training, Ditch Maintenance, Water Assessment Taxes, and Fire Hydrant Installation line items. The cost center exhibits increases in the Tools & Supplies, Safety Supplies, and Direct Waster Assessment by Irrigation

District line items. The water assessment line item was increased to reflect Riverton Valley Irrigation District's assessment increase. Tools & Supplies and Safety Supplies line items were increased to replace a failed generator and to purchase updated traffic control supplies.

The Wastewater Collection cost center witnessed the addition of two new line items in FY16 – lift station maintenance and sewer lateral repair. Pursuant to the municipal code, the wastewater utility is responsible to assume the cost of replacing laterals made of unsuitable materials. The new lateral repair line item was initiated to comply with this code. After having a full year of to see how the new line item would be used, it will see a slight decrease in FY17. Lift stations across the city continue to age and require more regular maintenance. The new lift station line item was a great benefit in FY16 as it allowed the city to better track this maintenance. In light of this tracking, the lift station line item was increased in FY17 to accommodate projected maintenance needs. To accommodate this increase, the System Maintenance line item was decreased. The cost center also reflects decrease in Building Maintenance. This was adjusted to historical levels after the leaking roof was repaired in FY16. The wastewater cost center exhibits a substantial increase in Vehicle and Equipment Maintenance. This increase is to accommodate the replacement of four hoses for the division's vector truck.

CITY OF RIVERTON  
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For the Year: 2016 - 2017

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
53030	Wastewater Collection										
109	Salaries and wages	98,762	112,454	107,275	125,018	130,086	96%	129,955		129,955	100%
120	Overtime	1,993	7,754	6,206	2,856	2,700	106%	2,700		2,700	100%
191	FICA	7,332	7,901	8,152	8,982	10,455	86%	10,150		10,150	97%
192	Health Insurance	28,135	29,694	28,118	38,931	35,180	111%	44,865		44,865	128%
193	Retirement	12,764	13,870	14,642	17,307	17,105	101%	17,530		17,530	102%
196	Workers Compensation	2,670	2,998	3,870	4,386	3,910	112%	4,445		4,445	114%
211	Office Supplies			40	12	200	6%	200		200	100%
215	Computer Supplies				1,101	1,200	92%			0	0%
229	Uniforms	196	594	607	1,071	1,100	97%	1,100		1,100	100%
231	Gas & Oil	1,649	2,375	881		2,000	0%	1,890		1,890	95%
232	Diesel	3,901	4,659	3,091	2,776	5,200	53%	3,680		3,680	71%
234	Veh. & Equip. Maintenance	1,721	1,655	4,835	4,941	4,943	100%	12,000		12,000	243%
241	Tools & Supplies	938	38	1,069	2,899	3,000	97%	3,000		3,000	100%
247	Safety Supplies	1,263	677	448	884	1,000	88%	1,000		1,000	100%
312	Postage	118	63	71		200	0%			0	0%
330	SLPP Residential	86,529				0	0%			0	0%
333	Dues	84	215	405	198	600	33%	600		600	100%
341	Electricity	2,495	2,605	2,677	2,585	2,500	103%	3,100		3,100	124%
345	Telephone	4,985	4,960	5,034	4,113	4,800	86%	4,800		4,800	100%
363	Building Maintenance	96	400	503	7,185	10,174	71%	4,350		4,350	43%
366	Sewer Line Foam Generatin	4,498	743			0	0%			0	0%
367	Sewer Line Video Service	6,823	1,154			0	0%			0	0%
369	SLPP Services	53,028				0	0%			0	0%
371	Travel & Training	413	574	440	1,657	1,526	109%	2,800		2,800	183%
372	System Maintenance	76,155	77,374	93,655	81,333	89,257	91%	70,000		70,000	78%
394	Recruitment Expenditures			46	77	200	39%	200		200	100%
670	Lift Station Maintenance				29,912	30,000	100%	40,000		40,000	133%
945	Sewer Lateral Rep Proj					7,994	0%	5,000		5,000	63%
	Account:	396,548	272,757	282,065	338,224	365,330	93%	363,365	0	363,365	99%

# **Wastewater Administration Division**

(Division No. 42-53040)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

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

## **Revenue Assumptions**

The Wastewater Treatment Division is a subset of the Wastewater Enterprise Fund of the City. It is funded from the tiered utility rate structure. Depending on usage, citizens pay a fee on a monthly basis. A utility rate change in FY16 was not proposed due to the Consumer Price Index. As such, revenues are projected to be relatively consistent for FY17.

## **Expenditure Highlights**

Expenditures for the division remain relatively flat or have decreased. The Developer Assistance line item was slightly increased to support the improvement or upgrade of utilities associated with private developments that occur within the city.

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Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
53040	Wastewater Administration										
109	Salaries and wages	113,026	125,424	125,883	101,199	102,510	99%	104,355		104,355	102%
120	Overtime		5,304	2,381	412	2,000	21%	1,800		1,800	90%
191	FICA	8,011	9,312	9,096	7,230	7,995	90%	8,125		8,125	102%
192	Health Insurance	25,805	27,118	28,585	22,523	22,090	102%	23,735		23,735	107%
193	Retirement	14,343	15,708	16,845	14,157	14,570	97%	14,800		14,800	102%
196	Workers Compensation	2,051	2,318	2,171	2,437	2,990	82%	2,435		2,435	81%
211	Office Supplies	9,318	9,024	3,172	320	500	64%	500		500	100%
212	Office Equipment			3,000		0	0%			0	0%
215	Computer Supplies	3,529	1,342			0	0%			0	0%
231	Gas & Oil	236		43	118	600	20%	250		250	42%
234	Veh. & Equip. Maintenance		362	563	1,693	1,600	106%	1,500		1,500	94%
241	Tools & Supplies		108			250	0%	250		250	100%
247	Safety Supplies	100	25			250	0%	250		250	100%
312	Postage	7,129	7,308	8,445		0	0%			0	0%
333	Dues	250	50	266	158	255	62%	250		250	98%
334	Bank Charges			6,279	6,563	0	***%			0	0%
345	Telephone			30		0	0%			0	0%
360	Audit	10,500	15,625	13,500	13,900	13,900	100%	13,900		13,900	100%
361	Professional & Consulting	410				700	0%			0	0%
371	Travel & Training	1,207	2,163	1,397	1,426	1,700	84%	1,200		1,200	71%
373	Internet Access					0	0%	360		360	*****%
375	Software Maint Agreement	5,268	4,252	5,649	1,738	1,740	100%	1,300		1,300	75%
380	Refund of Overpayment		204	799		0	0%			0	0%
391	Advertising	114	209			250	0%	200		200	80%
392	Drug Testing	55		184	331	258	128%	650		650	252%
394	Recruitment Expenditures	116	62	46	92	142	65%	100		100	70%
395	Developer Assistance	8,123				2,530	0%	5,000		5,000	198%
501	Insurance	28,045	29,530	29,533	27,034	30,000	90%	30,000		30,000	100%
825	Administrative Allocation	338,115	296,232	304,072	330,661	360,889	92%	273,475		273,475	76%
	Account:	575,751	551,680	561,939	531,992	567,719	94%	484,435	0	484,435	85%
	Fund:	1,757,502	2,651,046	1,845,074	1,915,716	2,162,139	89%	1,800,476	0	1,800,476	83%

**Customer Services Division**  
**(Administrative Services Department)**  
**(Division No. 41-51020, 42-51020, 43-51020)**

**Department Mission**

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

**Division Goals**

The following is a list of goals offered by the Customer Services Division for FY16-17:

- Continue to set the “bar” for extraordinary customer service with both internal and external customers.
- Incorporate the Smart Utilities Systems functionality for smart phone users which will save in resources and time for this division. We anticipate seeing a decline in overall calls made to the city.
- Continue to schedule appointments with citizens to replace outdated meter equipment (batteries).
- Continue to provide solutions to customers regarding cost savings and efficiencies with billing options.

**Division Description**

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

**Revenue Assumptions**

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

**Expenditure Highlights**

For FY16-17, the Customer Services division (enterprise funds) indicated an increase of 5%-7% due to software maintenance with the new Smart Utilities Systems program and shifting bank charges from Administration to Customer Service within said funds.

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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
51020	Customer Service										
109	Salaries and wages				47,348	46,800	101%	49,368		49,368	105%
191	FICA				3,244	3,185	102%	3,785		3,785	119%
192	Health Insurance				13,604	13,385	102%	13,410		13,410	100%
193	Retirement				6,600	6,525	101%	6,895		6,895	106%
196	Workers Compensation				194	1,255	15%	200		200	16%
211	Office Supplies				2,587	3,130	83%	2,600		2,600	83%
212	Office Equipment				1,883	1,950	97%	2,500		2,500	128%
215	Computer Supplies					0	0%	1,520		1,520	*****%
312	Postage				5,876	8,500	69%	6,000		6,000	71%
333	Dues				50	50	100%	50		50	100%
334	Bank Charges					5,000	0%	6,700		6,700	134%
345	Telephone				87	120	73%	120		120	100%
371	Travel & Training				500	500	100%	800		800	160%
375	Software Maint Agreement				5,592	5,720	98%	7,515		7,515	131%
380	Refund of Overpayment				171	500	34%	500		500	100%
391	Advertising					200	0%			0	0%
392	Drug Testing					100	0%			0	0%
	Account:				87,736	96,920	91%	101,963	0	101,963	105%

# **Sanitation Operations Division**

(Division No. 43-52000)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

The Sanitation Operations Division provides a variety of services that range from residential solid waste collection, commercial solid waste collection, yard waste collection, and supplying and collecting open top containers. Sanitation service was highly impacted in FY15 by a Fremont County Solid Waste Disposal District decision to reduce its days of operation. Consequently, the city reconsidered how and when it collected and deposited its solid waste. It replaced residential alley dumpsters with rollout receptacles and shifted its residential and commercial solid waste collection schedule to Tuesdays through Fridays. After accessing these changes throughout FY16, it is determined that sanitation operations were able to successfully adjust. Under the direction of the Operations Division Manager and Operations Division Foreman, there are five full time employees in this division.

## **Revenue Assumptions**

The Sanitation Operations Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Revenues are projected to remain consistent for FY17.

## **Expenditure Highlights**

Expenditures for the Sanitation Operations Division exhibit decreases in Container Maintenance and Tool & Supplies line items. The division purchased a large number of containers in FY15. The decrease to the Container Maintenance line item reflects a decrease in the division's need to maintain newer containers. The Landfill Charges line item was slightly increased in order accommodate a potential increase to solid waste tonnage collected by the City of Riverton should Fremont County Solid Waste Disposal District reduce its recycling program.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
52000	Operations										
109	Salaries and wages	328,876	296,489	245,453	195,361	260,719	75%	197,915		197,915	76%
120	Overtime	2,259	531	439	1,147	2,700	42%	2,250		2,250	83%
191	FICA	23,687	20,798	17,683	14,310	20,153	71%	15,315		15,315	76%
192	Health Insurance	85,707	68,749	60,747	57,661	75,508	76%	59,695		59,695	79%
193	Retirement	40,320	35,187	32,427	27,387	36,721	75%	27,905		27,905	76%
196	Workers Compensation	8,833	7,807	8,383	6,740	7,534	89%	6,710		6,710	89%
197	Unemployment		239	7,877		5,000	0%			0	0%
211	Office Supplies	710	391	164	296	550	54%	500		500	91%
215	Computer Supplies		1,277		1,101	1,200	92%			0	0%
229	Uniforms	3,168	3,212	2,505	2,782	3,500	79%	3,500		3,500	100%
231	Gas & Oil	2,004	1,220	1,074	1,406	1,500	94%	1,350		1,350	90%
232	Diesel	72,980	87,316	58,497	44,645	94,000	47%	60,000		60,000	64%
234	Veh. & Equip. Maintenance	89,858	107,346	99,066	96,294	100,000	96%	100,000		100,000	100%
241	Tools & Supplies	2,916	1,922	2,881	1,464	3,200	46%	3,000		3,000	94%
247	Safety Supplies	1,897	808	515	708	1,000	71%	1,000		1,000	100%
250	Container Maintenance	23,494	6,776	8,988	6,151	15,000	41%	10,000		10,000	67%
251	Containers-Rollouts	64		820	7,372	7,500	98%	7,500		7,500	100%
312	Postage			3,000		250	0%	100		100	40%
345	Telephone	1,200	1,200	1,200	2,337	2,300	102%	2,300		2,300	100%
355	Nuisance Building Abateme	210				1,200	0%	1,200		1,200	100%
363	Building Maintenance	2,405	6,075	500	9,352	12,500	75%	12,850		12,850	103%
371	Travel & Training	1,172	1,153	752	34	1,500	2%	600		600	40%
384	Monitor Wells	40,651	50,753	25,501	14,802	40,000	37%	40,000		40,000	100%
388	Landfill Charges	655,626	641,975	686,019	622,735	710,000	88%	725,000		725,000	102%
391	Advertising	544	300	410	1,738	1,500	116%	1,700		1,700	113%
394	Recruitment Expenditures			184		200	0%	300		300	150%
Account:		1,388,581	1,341,524	1,265,085	1,115,823	1,405,235	79%	1,280,690	0	1,280,690	91%

# **Sanitation Administration Division**

(Division No. 43-52030)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

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

## **Revenue Assumptions**

The Sanitation Administrative Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Revenues are projected to remain consistent for FY17.

## **Expenditure Highlights**

Expenditures for the Sanitation Administrative Division remain relatively flat or have decreased.

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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
52030	Sanitation Administration										
109	Salaries and wages	65,036	68,877	94,790	85,167	79,786	107%	85,985		85,985	108%
120	Overtime				135	0	***%			0	0%
191	FICA	4,637	4,907	6,667	6,286	6,107	103%	6,580		6,580	108%
192	Health Insurance	13,684	14,413	19,812	17,238	18,552	93%	17,090		17,090	92%
193	Retirement	8,253	8,750	12,503	11,891	11,124	107%	11,990		11,990	108%
196	Workers Compensation	763	826	1,104	2,082	2,286	91%	1,950		1,950	85%
211	Office Supplies	8,215	7,979	4,024	312	350	89%	400		400	114%
212	Office Equipment					0	0%			0	0%
312	Postage	7,489	7,559	8,727		0	0%			0	0%
333	Dues	290	50	111		0	0%			0	0%
334	Bank Charges			6,279	6,563	0	***%			0	0%
341	Electricity	1,873	2,018	1,851	2,308	2,450	94%	2,700		2,700	110%
343	Heat	2,917	3,021	2,584	2,164	3,330	65%	2,700		2,700	81%
345	Telephone			30		0	0%			0	0%
360	Audit	10,500	15,625	13,500	13,900	13,900	100%	13,900		13,900	100%
361	Professional & Consulting		656	11,318		0	0%			0	0%
371	Travel & Training	785	791	30		0	0%			0	0%
375	Software Maint Agreement	4,843	4,170	4,276	316	360	88%	360		360	100%
380	Refund of Overpayment		414	1,698		0	0%			0	0%
391	Advertising		82			0	0%			0	0%
392	Drug Testing	423		110	147	0	***%			0	0%
394	Recruitment Expenditures	73				0	0%			0	0%
501	Insurance	9,626	9,553	9,132	10,538	9,800	108%	9,500		9,500	97%
825	Administrative Allocation	310,594	245,226	254,529	275,182	296,628	93%	211,965		211,965	71%
	Account:	450,001	394,917	456,074	434,229	444,673	98%	365,120	0	365,120	82%

# **Sanitation Tub Grinder Division**

(Division No. 43-52100)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

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

## **Revenue Assumptions**

The Sanitation Tub Grinder Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Revenues are projected to remain consistent for FY17.

## **Expenditure Highlights**

Expenditures for the Sanitation Tub Grinder Division remain relatively flat or have decreased.

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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
52100	Tub Grinder Operations										
109	Salaries and wages	107,142	88,671	91,308	71,927	108,500	66%	110,120		110,120	101%
120	Overtime	283	736	192	236	500	47%	450		450	90%
191	FICA	8,113	6,256	6,336	4,962	8,340	59%	8,460		8,460	101%
192	Health Insurance	22,538	26,239	27,250	34,740	30,070	116%	37,165		37,165	124%
193	Retirement	12,223	9,646	10,163	8,626	11,310	76%	11,555		11,555	102%
196	Workers Compensation	2,868	2,432	3,120	2,475	3,120	79%	3,705		3,705	119%
197	Unemployment	2,796	2,976			0	0%			0	0%
231	Gas & Oil	3,602	3,490	2,235	1,262	4,500	28%	2,000		2,000	44%
232	Diesel	4,222	6,212	4,121	3,181	7,500	42%	4,200		4,200	56%
234	Veh. & Equip. Maintenance	17,855	26,003	22,520	10,729	26,000	41%	26,000		26,000	100%
241	Tools & Supplies	25	46	355	30	500	6%	500		500	100%
257	Yard Waste Recycling Cont	12,500	9,538	8,758	5,535	7,500	74%	7,500		7,500	100%
337	Bio-Solids Screening			11,668		7,500	0%	7,500		7,500	100%
394	Recruitment Expenditures		92	102	154	0	***%			0	0%
	Account:	194,167	182,337	188,128	143,857	215,340	67%	219,155	0	219,155	102%

# **Sanitation Curbside Recycle Division**

(Division No. 43-52200)

## **Division Mission**

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

## **Division Goals**

- Work closely with the Fremont County Solid Waste Disposal District and Community Entry Services in light of potential changes to recycling changes in Fremont County.
- Continue education of the public regarding the importance of recycling.
- Reduce waste going to the baler facility and corresponding tipping fees.

## **Division Description**

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

## **Revenue Assumptions**

The Sanitation Curbside Recycling Division is a subset of the Sanitation Enterprise Fund of the City. It is funded from the tiered rate structure based on usage and recycling participation. Depending on usage, citizens pay a fee on a monthly basis. Fremont County Solid Waste Disposal District is discussing potential changes to the recycling program it operates. Without knowing the final result of these discussions, revenues are projected to remain consistent for FY17.

## **Expenditure Highlights**

Expenditures for the Sanitation Curbside Recycling Division remain relatively flat or have decreased. That being said, the Advertising line item was increase by \$300 in order to keep City of Riverton residents informed of potential changes to the recycling program.

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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
52200	Curbside Recycle										
109	Salaries and wages	49,575	73,065	78,099	93,532	82,020	114%	64,755		64,755	79%
120	Overtime	1,247	333	95	279	300	93%	450		450	150%
191	FICA	3,825	5,481	5,768	7,028	6,300	112%	4,990		4,990	79%
192	Health Insurance	10,470	16,979	16,734	16,771	18,580	90%	19,070		19,070	103%
193	Retirement	6,447	9,314	10,314	10,107	11,475	88%	9,090		9,090	79%
196	Workers Compensation	1,355	1,997	2,666	3,218	2,355	137%	2,190		2,190	93%
211	Office Supplies		725	197		125	0%			0	0%
231	Gas & Oil	4,715	4,857	6,094	4,547	6,000	76%	5,000		5,000	83%
234	Veh. & Equip. Maintenance	1,498	2,426	1,184	3,059	2,700	113%	2,500		2,500	93%
241	Tools & Supplies	240	78	336	135	200	68%			0	0%
318	Riverton Recycles	521				0	0%			0	0%
391	Advertising		164			200	0%	500		500	250%
981	Recycle Container		120			0	0%			0	0%
	Account:	79,893	115,539	121,487	138,676	130,255	106%	108,545	0	108,545	83%
	Fund:	2,760,771	2,105,180	2,318,231	1,920,516	2,572,423	75%	2,377,173	0	2,377,173	92%

# **Airport Fund**

## **Debt Service**

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

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

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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
-----											
47000	DEET SERVICE										
627	R & M Hangar Loan	139,138				0	0%			0	0%
637	DCI Office Building Loan	30,091	30,091	30,091	30,091	30,091	100%	30,091		30,091	100%
	Account:	169,229	30,091	30,091	30,091	30,091	100%	30,091	0	30,091	100%

# **Airport Division**

(Division No. 44-52000)

## **Division Mission**

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

## **Division Goals**

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

## **Division Description**

The Airport Division operates and maintains Riverton Regional Airport for the flying public. This includes airfield operations, Airport Rescue and Firefighting (ARFF) operations, and the stationing of certified law enforcement officers for security. The Airport Division operates the ARFF truck, three multi-purpose snow removal vehicles, and two ground maintenance mowers with a staff of one division manager and four operators. The Airport Division operates jointly out of the Airport Enterprise Fund and the General Fund. The Airport Enterprise Fund is necessary in order to provide a separate accounting system for grant administration and compliance issues. However, it does not generate sufficient revenue to cover all airport related expenses. For this reason, the General Fund is also utilized to support the airport.

## **Revenue Assumptions**

The Airport Enterprise Fund anticipates a shortfall of revenues in FY17. This is primarily seen in revenues received from the County Commission, Great Lakes Aviation, and Rent-A-Car line items. The decrease in the Rent-A-Car line item is due to the loss of one of the airport's rental car agencies. Great Lakes Aviation revenues will be decreasing due to a reduction in service from the air carrier. Starting July 1, 2016, Great Lakes will no longer operate its morning flight. Revenues received from the County Commission were decreased to reflect the budget shortfall Fremont County will experience in FY17. While Riverton Regional Airport will see the addition of a new air service provider on July 1, 2016, revenue potentials for landing fees and terminal lease fees will not be realized in FY17. Pursuant to the Federal Aviation Administration's Air Carrier Incentive Program, the above mentioned fees will be waived for the initial service years for the new air carrier.

## **Expenditure Highlights**

In light of the reduction of revenues in the Airport Enterprise Fund, expenditure reductions in Uniforms, Gas & Oil, Diesel, Vehicle & Equipment Maintenance, Tools & Supplies, Professional & Consulting, and Travel & Training were made for FY17. The Computer Supplies line item was increased to facilitate the installation of equipment to improve network connectivity for both the terminal and ARFF building. The Promotion & Development line item was increased to accommodate hosting fees for the new flyriverton.com website.

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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
52000	Operations										
109	Salaries and wages	244,603	256,098	267,823	278,191	276,820	100%	268,130		268,130	97%
120	Overtime	8,217	2,178	654	884	2,000	44%	1,800		1,800	90%
191	FICA	17,767	17,825	18,129	18,619	21,330	87%	20,650		20,650	97%
192	Health Insurance	55,516	61,378	63,345	71,193	70,455	101%	69,395		69,395	98%
193	Retirement	32,065	32,776	35,404	38,903	38,870	100%	37,630		37,630	97%
196	Workers Compensation	6,752	7,025	8,873	9,266	7,975	116%	9,045		9,045	113%
211	Office Supplies	2,047	1,805	1,645	1,325	1,800	74%	1,800		1,800	100%
215	Computer Supplies		543	2,798	39	500	8%	6,700		6,700	1340%
223	Janitor Supplies	4,477	4,466	434	211	600	35%	600		600	100%
229	Uniforms	3,219	1,820	141	485	1,800	27%	1,000		1,000	56%
231	Gas & Oil	5,139	4,675	4,090	3,560	6,500	55%	4,400		4,400	68%
232	Diesel	5,537	5,411	3,542	3,551	5,600	63%	4,000		4,000	71%
234	Veh. & Equip. Maintenance	5,506	7,561	8,987	6,337	8,700	73%	7,500		7,500	86%
241	Tools & Supplies	1,629	923	927	662	1,250	53%	1,000		1,000	80%
247	Safety Supplies	237	94	386	334	450	74%	450		450	100%
256	Fire Truck Supplies	2,641			120	1,500	8%	1,500		1,500	100%
312	Postage	31	63	117	119	100	119%	350		350	350%
331	Promotion & Development	4,276	2,654	6,235	1,040	1,000	104%	1,500		1,500	150%
333	Dues	1,205	535	1,385	485	1,000	49%	1,000		1,000	100%
341	Electricity	39,967	41,433			0	0%			0	0%
343	Heat	17,298	23,083			0	0%			0	0%
345	Telephone	8,273	8,136	8,341	7,298	7,500	97%	7,500		7,500	100%
360	Audit			13,500	13,900	16,500	84%	16,500		16,500	100%
361	Professional & Consulting	783	2,588	491	296	750	39%	500		500	67%
363	Building Maintenance	10,326	28,754	4,262	2,513	5,800	43%	5,800		5,800	100%
365	Runway Maintenance	4,160	4,087	2,326	8,218	2,860	287%	8,900		8,900	311%
371	Travel & Training	5,488	4,702	6,978	6,841	6,950	98%	5,560		5,560	80%
375	Software Maint Agreement		1,873	1,804	2,122	2,200	96%	2,220		2,220	101%
392	Drug Testing	55	110	202	147	210	70%	210		210	100%
501	Insurance	10,689	11,181	11,184	11,066	12,050	92%	11,250		11,250	93%
684	Property Taxes/Vacant Lan				5,048	5,500	92%	5,000		5,000	91%
825	Administrative Allocation	94,580	123,885	114,168	125,049	127,226	98%	118,550		118,550	93%
	Account:	592,483	657,662	588,171	617,822	635,796	97%	620,440	0	620,440	98%

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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
56010	Terminal Building			3,310	3,574	3,500	102%			0	0%
223	Janitor Supplies										
341	Electricity			42,136	35,427	38,500	92%	35,000		35,000	91%
343	Heat			17,419	13,823	19,000	73%	14,500		14,500	76%
363	Building Maintenance			15,672	7,755	18,100	43%			0	0%
	Account:			78,537	60,579	79,100	77%	49,500	0	49,500	63%

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44 AIRPORT FUND

Account	Object	Actuals				Current	%	Prelim,	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
57020	DCI Building										
341	Electricity	862	4,455	4,835	4,632	5,200	89%	4,800		4,800	92%
343	Heat	549	1,334	961	864	1,500	58%	1,200		1,200	80%
363	Building Maintenance		150	12,452		1,000	0%	1,000		1,000	100%
	Account:	1,411	5,939	18,268	5,496	7,700	71%	7,000	0	7,000	91%
	Fund:	1,431,073	2,274,696	2,360,985	13,133,316	14,789,537	89%	2,245,531	0	2,245,531	15%

## **Economic Development Fund**

(Division No. 10-41900)

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

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10 ECONOMIC DEVELOPMENT FUND											
Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17	
31000 LOCAL REVENUES											
31510 Child Development	15,478					0	0%			0	0%
31590 Community Entry Services	194,305		11,500	75		0	***%			0	0%
31591 Community Entry Services	146,610					0	0%			0	0%
Group:	356,393		11,500	75		0	***%	0	0	0	0%
33000 INTERGOVERNMENTAL REVENUES											
33150 Job Corp		5,243				0	0%			0	0%
Group:		5,243				0	0%	0	0	0	0%
36000 MISCELLANEOUS REVENUE											
36980 Transfer from Reserves					24,000	0%	24,000			24,000	100%
Group:					24,000	0%	24,000	0		24,000	100%
Fund:	356,393	5,243	11,500	75	24,000	0%	24,000	0		24,000	100%

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10 ECONOMIC DEVELOPMENT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
338	Job Corp Expenses	5,826	41	5,600		0	0%			0	0%
620	CES-Alzheimer's/Dementia		8,000	3,500		0	0%			0	0%
752	Depot Foundation-Riverwal	24,000	24,000	24,000	22,000	24,000	92%	24,000		24,000	100%
790	Community Entry Services	335,509				0	0%			0	0%
	Account:	365,335	32,041	33,100	22,000	24,000	92%	24,000	0	24,000	100%
	Fund:	365,335	32,041	33,100	22,000	24,000	92%	24,000	0	24,000	100%

## **Optional 1% Tax Fund**

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

In November of 2012, Fremont County residents approved the application of an Optional 1% Tax. This optional tax is a 1% tax on the sale of goods and services in Fremont County. The purpose of the optional tax is to maintain and improve infrastructure related to streets, roads, bridges, water and sewer utilities, for the benefit of all who work, play, or visit Fremont County and the City of Riverton.

After the Optional 1% Tax was approved through ballot initiative, the City of Riverton formed the Fix Our Roads Citizen Committee (FORCC). The mission of FORCC is to provide recommendations to the City Council on how to best utilize revenues generated by the optional tax. FORCC is made up of nine citizens interested in improving the infrastructure of the City of Riverton and ensuring public confidence in the use of 1% funds. They are a committee of volunteers who meet on a monthly basis to review the capital needs of the City of Riverton.

Revenues generated by the Optional 1% Tax have gone towards neighborhood concrete improvement projects, Americans with Disabilities Act (ADA) accessibility projects, chip seal projects, and asphalt overlay projects.

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12 1% Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
43200	FORCC Operations										
	109 Salaries and wages		612			0	0%			0	0%
	191 FICA		47			0	0%			0	0%
	196 Workers Compensation		90			0	0%			0	0%
	Account:		749			0	0%	0	0	0	0%
	Fund:	273	148,754	1,354,915	1,959,609	2,100,000	93%	1,618,000	0	1,618,000	77%

## **911 Fund**

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

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

The city is projecting anticipated revenues of \$24,000 in 911 tax surcharge fees for FY17. The County receives the revenue for any call made with a cell phone; therefore, our assumption is this fund will continue to decrease with the use of cell phones in our jurisdiction.

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16 911 FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
	12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
31000 LOCAL REVENUES										
31415 911 Revenue	25,860	23,388	18,875	19,426	24,000	81%	24,000		24,000	100%
Group:	25,860	23,388	18,875	19,426	24,000	81%	24,000	0	24,000	100%
Fund:	25,860	23,388	18,875	19,426	24,000	81%	24,000	0	24,000	100%

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16 911 FUND

Account	Object	Actuals				Current	%	Prelim,	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
42151	911 Operations										
	345 Telephone	22,886	20,972	24,940	21,276	24,000	89%	24,000		24,000	100%
	Account:	22,886	20,972	24,940	21,276	24,000	89%	24,000	0	24,000	100%
	Fund:	22,886	20,972	24,940	21,276	24,000	89%	24,000	0	24,000	100%

## **Air Service Division**

(Division No. 45-56020)

### **Division Mission**

The mission of the Air Service Division is to maximize the revenue potential of air service routes supported by minimum revenue guarantees so as to protect and best utilize public funds.

### **Division Goals**

- Work with F.A.S.T to provide the most reliable air service to Fremont County residents.
- Ensure the professional administration of community and grant funds supporting air service routes associated with minimum revenue guarantees.
- Maximize commercial air service ticket sales at Riverton Regional Airport.

### **Division Description**

The Air Service Division was created to manage community and grant funds associated with the enhancement of air service at Riverton Regional Airport. Management of these funds occurs through the Fremont Air Service Taskforce (F.A.S.T.). Division funds are dedicated to marketing the airport, revenue maximization of ticket sales, and minimum revenue guarantee totals.

### **Revenue Assumptions**

The Air Service Division is primarily supported by grant funds. Through the Air Service Enhancement Program, the State of Wyoming is committing \$1.19 Million towards minimum revenue guarantee totals. In addition, the City of Riverton has received a Small Community Air Service Program grant from the U.S. Department of Transportation for \$481,810. Fremont County, Lander City, and the City of Riverton have also contributed funds to support air service enhancement efforts. To support marketing efforts, the Air Service Division has received grants from the State of Wyoming, the Lander and Riverton Chambers of Commerce, and the Wind River Visitors Council.

### **Expenditure Highlights**

The total minimum revenue guarantee required to support a new air service route at Riverton Regional Airport is \$1,988,483. This total is divided among the 609, 610, and 612 Air Service Division line items. Airline sales and analysis costs total \$78,000 for FY17. Marketing expenditures for Riverton Regional Airport total \$100,000 and are address in the 617 line item.

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45 AIRLINE MINIMUM REVENUE GUARANTEE

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
					15-16	15-16	16-17	16-17	16-17	16-17
31000 LOCAL REVENUES										
31416 Wind River Visitors				20,000		0 ***%			0	0%
Group:				20,000		0 ***%	0	0	0	0%
37000										
37360 F.A.S.T, Program Revenue						0 0%	426,000		426,000	*****%
37361 Airport State Marketing				10,596		0 ***%	55,000		55,000	*****%
37362 Airport Federal SCASDP						0 0%	481,810		481,810	*****%
37363 Airport State ASEP Grant						0 0%	1,193,090		1,193,090	*****%
Group:				10,596		0 ***%	2,155,900	0	2,155,900	*****%
Funds:				30,596		0 ***%	2,155,900	0	2,155,900	*****%

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45 AIRLINE MINIMUM REVENUE GUARANTEE

Account	Object	Actuals				Current	%	Prelim,	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
56020	Airline Minimum Revenue Guarantee Program										
609	Airline Rev. Guarantee-SC					0	0%	481,810		481,810	*****%
610	Community Airline Guarant					0	0%	303,000		303,000	*****%
611	Airline Sales & Analysis					0	0%	78,000		78,000	*****%
612	Airline Rev. Guarantee-WY					0	0%	1,193,090		1,193,090	*****%
617	Airport Marketing				21,191	0	***%	100,000		100,000	*****%
	Account:				21,191	0	***%	2,155,900	0	2,155,900	*****%
	Fund:				21,191	0	***%	2,155,900	0	2,155,900	*****%

## **Senior Center Endowment Fund**

### **Definition of Revenue Sources**

**Fund 50** – the Senior Center Endowment is a restricted amount per Resolution No. 1179 which established and clarified the Management and Disbursement of the Riverton Senior Citizens and Community Center Endowed fund. This fund currently uses interest proceeds which may be appropriated for the operational and maintenance needs of the Center as authorized by their Board of Directors to the Riverton City Council for their consenting vote. In addition, the Center also uses funds from prior years of interest accrual to assist with current operations and maintenance items.

The City acts as a fiscal agent for these funds. Per a District Court decision, the restricted fund balance in the Senior Citizens' Center Endowment Fund is \$881,000. The cash balance as of May 6, 2016 is \$950,045.12.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

50 SENIOR CITIZENS ENDOWMENT FUND

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	2,260	2,193	2,619	2,834	2,000	142%	2,000		2,000	100%
36980 Transfer from Reserves					98,000	0%	28,000		28,000	28%
Group:	2,260	2,193	2,619	2,834	100,000	3%	30,000	0	30,000	30%
Fund:	2,260	2,193	2,619	2,834	100,000	3%	30,000	0	30,000	30%

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2016 - 2017

50 SENIOR CITIZENS ENDOWMENT FUND

Account	Object	Actuals				Current	%	Prelim,	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
45100	Senior Citizens Center Operating										
722	Senior and Comm. Ctr Oper	70,000	70,000	58,333	19,377	70,000	28%	30,000		30,000	43%
	Account:	70,000	70,000	58,333	19,377	70,000	28%	30,000	0	30,000	43%

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2016 - 2017

50 SENIOR CITIZENS ENDOWMENT FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
57999	Enterprise Capital Outlay										
	910 Lighting Inverter System		26,605			30,000	0%			0	0%
	Account:		26,605			30,000	0%	0	0	0	0%
	Fund:	70,000	96,605	58,333	19,377	100,000	19%	30,000	0	30,000	30%

# **Riverton Rendezvous Fund**

## **Definition of Revenue Sources**

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

The City acts as a fiscal agent for the funds that were passed from Riverton Rendezvous to the City in 2011. Their current cash balance is approximately \$44,887.13, a decrease of \$4000 from previous year. It costs approximately \$27,000 to hold the balloon rally and most of that amount is gained back from three grant funding agencies (Wind River Visitors Council, Fremont Co. Rec. Board and Fremont Co. School District No. 25 Rec. Bd.) as well as balloon sponsors for the 25 plus balloons that enter the event. The funding from these granting agencies indicates a decrease of \$4800 from prior year.

CITY OF RIVERTON  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

51 RIVERTON RENDEZVOUS

Account	Actuals				Current	%	Prelim,	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
	12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
31000 LOCAL REVENUES										
31414 Rec Dist 25 Recreation	9,312	15,500	6,500	6,700	6,700	100%	6,000		6,000	89%
31418 Wind River Visitors	2,445	11,000	12,500	12,000	12,000	100%	10,800		10,800	90%
31422 Fremont County Rec Board	4,000	7,000	2,689	3,600	4,000	90%			0	0%
Group:	15,757	33,500	21,689	22,300	22,700	98%	16,800	0	16,800	74%
36000 MISCELLANEOUS REVENUE										
36100 Interest On Investments	11	3	3	3	0	***%	5		5	*****%
36716 Riverton Rendezvous	11,643	18,536	14,180	11,084	15,700	71%	18,170		18,170	115%
36722 Balloon Envelope Fund	2,590	1,300	600	700	0	***%	1,000		1,000	*****%
36900 Misc. Reimbursements	1,353	1,234	1,780	762	0	***%	1,000		1,000	*****%
Group:	15,597	21,073	16,563	12,549	15,700	80%	20,175	0	20,175	128%
Fund:	31,354	54,573	38,252	34,849	38,400	91%	36,975	0	36,975	96%
Grand Total:	17,409,917	22,598,114	22,179,800	29,132,664	34,115,574		21,319,443	0	21,319,443	

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2016 - 2017

51 RIVERTON RENDEZVOUS

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Old
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
45700 Riverton Rendezvous - Operating											
211	Office Supplies	114	108	100	95	100	95%	100		100	100%
231	Gas & Oil		407	272	172	300	57%	200		200	67%
234	Veh. & Equip. Maintenance	34,175	64	90	102	100	102%	100		100	100%
238	Park Maintenance			24		0	0%			0	0%
266	Riverton Rendezvous Event	14,583	20,666	26,567	23,022	24,825	93%	27,000		27,000	109%
269	Propane	298	2,469	2,845	2,427	3,000	81%	2,200		2,200	73%
333	Dues	154	155		310	175	177%	175		175	100%
346	Repairs & Maintenance	1,440	2,787	1,882	2,291	2,000	115%	1,000		1,000	50%
371	Travel & Training	1,084	274	397	1,750	2,000	88%	500		500	25%
380	Refund of Overpayment			50		100	0%	100		100	100%
390	Refund - Misc.	1,000				0	0%			0	0%
391	Advertising	2,923	4,530	3,555	4,354	4,000	109%	4,000		4,000	100%
501	Insurance			1,089	1,623	1,700	95%	1,500		1,500	88%
738	Miscellaneous Expenses			30		100	0%	100		100	100%
	Account:	55,771	31,460	36,901	36,146	38,400	94%	36,975	0	36,975	96%
	Fund:	55,771	31,460	36,901	36,146	38,400	94%	36,975	0	36,975	96%
Grand Total:		18,931,710	20,955,406	23,119,366	29,788,078	34,115,574		21,319,443	0	21,319,443	

## Capital Plan Summary

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

### General Fund

- South Federal Project – WYDOT continues to close out the reconstruction of South Federal Boulevard from Monroe to Washington. \$5,000 has been budgeted to cover project closeout and administrative costs.
- Riverview Road Project – WYDOT continues to close out the reconstruction of Riverview Road from Rein Road to Augusta Drive. This project was a joint Urban Systems Project with costs shared between WYDOT, Fremont County, and the City. \$5,000 has been budgeted to cover project closeout and administrative costs.
- North Federal Project – WYDOT will be reconstructing North Federal Boulevard in 2017. In preparation of this reconstruction, the City has budgeted \$150,000 to design storm water and street lighting improvements. It is anticipated that the project will be bid in the spring of 2017. The City does not expect to receive any costs associated with construction this budget year.
- Software Upgrade – This project upgrades our corporate Office 2007 suite to Office 2016. While running nine year old software is one thing, there are technical/performance/functionality reasons for upgrading these applications and keeping them matched generationally with our Windows Server 2016 systems and Exchange Server 2013 e-mail server. Given we will certainly upgrade to 2016 eventually and that end-of-life for Office 2016 is carved in stone even though we don't yet know the when or why, we recommend maximizing product life cycle on the front end for the same money, and having it coincide with our server upgrades to ensure stability/compatibility going forward. We propose a phased implementation based on geography/client connectivity, purchasing slightly over half the seats in FY 2016/17 (City Hall), and the remaining seats in FY 2017/18 (remote sites).
- WYOLINK Upgrade – The police department's dispatch system is connected to the state-wide WyoLink digitally trunked system, allowing for interoperability during emergency situations involving multiple agencies. A recent upgrade at the state level has required all connected dispatch centers to upgrade their equipment to continue utilizing the system. This project was put out for bid, which was awarded to Motorola for \$518,000. A grant was obtained from the state for \$156,371 to help off-set these costs.

## 1% Fund

- The renewal of this tax is up for vote this year. Estimated revenue will be \$1,500,000 and projects will be approved on a case by case basis.

## Water Fund

- Server Upgrade – This project is being divided among our three enterprise funds, and builds on the Phase I purchases approved for FY 2015/16. While Phase I is largely hardware-related, Phase II is largely the software and licensing required to make it all work. Our current 6½ year old systems are well past their end-of-life ratings as it relates to Meantime Between Failure (MTBF). To date, we have experienced hard drive failures on about half our total storage capacity, although we have not lost any data thanks to a redundant drive array and sound backup practices.
- Riverview Road Project – WYDOT continues to close out the reconstruction of Riverview Road from Rein Road to Augusta Drive. This project was a joint Urban Systems Project with costs shared between WYDOT, Fremont County, and the City. \$2,500 has been budgeted to cover project closeout and administrative costs.
- South Federal Project – WYDOT continues to close out the reconstruction of South Federal Boulevard from Monroe to Washington. \$2,500 has been budgeted to cover project closeout and administrative costs.
- North Federal Project – WYDOT will be reconstructing North Federal Boulevard in 2017. In preparation of this reconstruction, the City has budgeted \$10,000 to design water distribution improvements. It is anticipated that the project will be bid in the spring of 2017. The City does not expect to receive any costs associated with construction this budget year.
- Riverton Water Supply – This project represents ongoing improvements to the City’s water utility. It consists of three construction phases. \$1,000,000 has been budgeted to begin construction on phase three of the project, which involves the construction of a transmission line from the Airport Road Reservoir to Riverview Road. There is currently a WWDC grant/loan for this project.
- Roof Repairs @ Water Treatment Plant & Well 9 – The roofs at both the Water Treatment Plant (WTP) and well house at Well 9 leak. Over the years, the leaks are getting progressively worse. Both buildings have costly electrical equipment which could be damaged if the roof were leak on the equipment. \$12,000 has been budgeted to cover the repairs to the WTP and the well house.

## Wastewater Fund

- Server Upgrade – This project is being divided among our three enterprise funds, and builds on the Phase I purchases approved for FY 2015/16. While Phase I is largely hardware-related, Phase II is largely the software and licensing required to make it all work. Our current 6½ year old systems are well past their end-of-life ratings as it relates to Meantime Between Failure

(MTBF). To date, we have experienced hard drive failures on about half our total storage capacity, although we have not lost any data thanks to a redundant drive array and sound backup practices.

- Riverview Road Project – WYDOT continues to close out the reconstruction of Riverview Road from Rein Road to Augusta Drive. This project was a joint Urban Systems Project with costs shared between WYDOT, Fremont County, and the City. \$2,500 has been budgeted to cover project closeout and administrative costs.
- South Federal Project – WYDOT continues to close out the reconstruction of South Federal Boulevard from Monroe to Washington. \$2,500 has been budgeted to cover project closeout and administrative costs.
- North Federal Project – WYDOT will be reconstructing North Federal Boulevard in 2017. In preparation of this reconstruction, the City has budgeted \$10,000 to design wastewater collection improvements. It is anticipated that the project will be bid in the spring of 2017. The City does not expect to receive any costs associated with construction this budget year.
- Wastewater Plant Improvements – There are several pieces of equipment at the Wastewater Treatment Plant that are wearing out and need to be rebuilt or replaced. \$38,700 has been budgeted to cover these costs.
- Cliffview Lift Station – The existing Cliff View Lift Station was failing and was replaced. Delays with equipment deliveries pushed the project past completing within the current fiscal year. \$20,000 was budgeted to complete the construction contract.

## Sanitation Fund

- Server Upgrade – This project is being divided among our three enterprise funds, and builds on the Phase I purchases approved for FY 2015/16. While Phase I is largely hardware-related, Phase II is largely the software and licensing required to make it all work. Our current 6½ year old systems are well past their end-of-life ratings as it relates to Meantime Between Failure (MTBF). To date, we have experienced hard drive failures on about half our total storage capacity, although we have not lost any data thanks to a redundant drive array and sound backup practices.
- Refuse Truck - \$245,000 has been budgeted to purchase a new solid waste collection truck. The truck was bid on FY16 but won't be delivered until after the new fiscal year.
- Landfill Remediation – The existing Old Riverton Landfill is contaminating the groundwater and has been identified by Wyoming Department of Environmental Quality as being a high priority landfill within the recently developed landfill remediation program. \$50,000 has been budgeted to begin work on entering into the program and begin the first steps towards cleaning up our existing landfill.

## Airport Fund

- AIP 39/40 Runway Reconstruction/Localizer – A major runway reconstruction and NAVAID project was substantially completed in FY16 at Riverton Regional Airport. \$300,000 has been budgeted in FY17 to close the project out. This project is supported by both state and federal grants that cover 97.5% of project costs.
- AIP 41 Air Rescue Fire Fighting (ARFF) Vehicle Acquisition – Pursuant to federal regulation, Riverton Regional Airport needs to acquire a new fire and emergency response vehicle. \$80,000 has been budgeted for this purchase. This acquisition is supported by both state and federal grants that cover 97.5% of project costs.
- AIP 42 ARFF Building Modification – The existing ARFF building needs to be modified to accommodate the new ARFF truck. \$270,000 has been budgeted for these modifications. The modifications are by both state and federal grants that cover 97.5% of project costs.
- RIW17X Environmental Assessment – Prior to the arrival of jet service to Riverton Regional Airport, the FAA requires that an environmental assessment be completed. Phase I of this assessment was completed back in 2010-2012. Now that the airport has commitment from Denver Air Connection and jet service will commence in FY17, Phase II of the assessment needs to be completed. Grants from the State of Wyoming cover 80% of the project cost.
- Acquire Mowing Equipment – This equipment replaces aging equipment at Riverton Regional Airport. The equipment was bid in FY16, but delivery and payment will occur in FY17. Grants from the State of Wyoming cover 90% of the project cost.
- ARIW 28A Acquire Snow Removal Equipment – Pursuant to federal regulation, Riverton Regional needs to update its existing snow removal equipment. \$30,000 has been budgeted for FY17 to design this piece of equipment. Grants from the State of Wyoming cover 90% of the project cost.
- Acquire Operations Equipment – Pursuant to the Wyoming Aeronautics Capital Improvement Plan (WACIP), two airport operations vehicles have been scheduled to be replaced at Riverton Regional Airport. \$70,000 has been budgeted for these purchases. Grants from the State of Wyoming cover 50% of the project cost.

CITY OF RIVERTON  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2016 - 2017

1 GENERAL FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
616	Software Upgrade					0	0%	18,400		18,400	****%
646	Exchange Server		34,817			0	0%			0	0%
647	Call Box City Park		9,489			0	0%			0	0%
650	Big Bend Drain			18,919	503,036	502,904	100%			0	0%
657	Network Switch		15,292			0	0%			0	0%
674	Willowcreek Drainage				88,668	88,700	100%			0	0%
679	Copier/Scanner				10,699	10,700	100%			0	0%
680	N Federal Blvd.			257	37,897	50,000	76%	150,000		150,000	300%
683	Trimble				6,346	6,346	100%			0	0%
685	Carpeting-City Hall					26,050	0%			0	0%
686	Ubiquity Air Fiber				2,064	10,000	21%			0	0%
687	Council/Court Sound syste				17,534	18,000	97%			0	0%
690	Assigned - N. Federal Blv				200,000	200,000	100%			0	0%
691	Assigned - Revenue Guaran				200,000	200,000	100%			0	0%
693	Council Chamber Sound Sys			17,814		0	0%			0	0%
694	Daniel's Fund - Skate Par		100,000			0	0%			0	0%
695	Security Access System-Ci				37,419	37,200	101%			0	0%
700	Park Improvements			43,992	50	50	100%			0	0%
719	Network Bandwith Upgrade	33,501				0	0%			0	0%
742	West Park SRTS	1,000				0	0%			0	0%
755	Collector Street Extensio	130,305	98,338			0	0%			0	0%
760	Honor Farm Rd Project	417	447			0	0%			0	0%
767	ARRA Police Technology Gr	75				0	0%			0	0%
769	Server Upgrade				15,484	15,500	100%			0	0%
784	HSG City Hall Generator	87,950				0	0%			0	0%
796	North Broadway Street Ext	636,624	96,741			0	0%			0	0%
901	Riverview Rd Improvement	62,939	280,067	1,280,814	174,630	190,000	92%	5,000		5,000	3%
903	Concrete Replacement	47,073				0	0%			0	0%
910	Lighting Inverter System				9,591	9,600	100%			0	0%
913	S. Federal & Monroe	251	200,130	706,631	64	5,000	1%	5,000		5,000	100%
914	Public Works Shop Doors	18,613				0	0%			0	0%
927	Purchase of Land			124,185		0	0%			0	0%
928	Pesticide Discharge Compl	8,954				0	0%			0	0%
959	N Federal Planning Grant	38,721	7,249			0	0%			0	0%
961	Riverwalk Project	46,595	60,176	233,645		0	0%			0	0%
967	Fleet Capital	101,200	166,138	353,057	159,833	159,850	100%			0	0%
994	WyoLink Project					0	0%	518,000		518,000	****%
	Account:	1,214,218	968,884	2,879,314	1,463,315	1,529,900	96%	696,400	0	696,400	46%

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
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12 18 Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
403	Riverview Road Asphalt Ov					0	0%	430,000		430,000	*****%
639	18 Capital Improvements	273	148,005	1,354,915	1,959,609	2,100,000	93%	1,188,000		1,188,000	57%
	Account:	273	148,005	1,354,915	1,959,609	2,100,000	93%	1,618,000	0	1,618,000	77%

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

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
615	Well 9 Roof Repair					0	0%	12,000		12,000	*****%
636	Cowboy Lane	14,904				0	0%			0	0%
640	SCADA Upgrades	267	181,602			0	0%			0	0%
650	Big Bend Drain		21,630			0	0%			0	0%
659	High Service Pumps			368,119		0	0%			0	0%
660	Leak Detection Survey			29,040		0	0%			0	0%
663	N. Federal Blvd.			23,121	26,549	40,000	66%	10,000		10,000	25%
683	Trimble				3,750	3,750	100%			0	0%
688	MCC-Replacement Water Pla				85,673	85,000	101%			0	0%
696	Well 17				66,820	67,000	100%			0	0%
735	S. Federal Waterlines	49,195	272,617	214,415	30	5,000	1%	2,500		2,500	50%
736	Riverview Rd Waterline	3,905	290,844	45,837	92	5,000	2%	2,500		2,500	50%
747	Riverton Water Supply Pro	2,842,383	2,924,666	1,677,730	343,862	900,000	38%	1,000,000		1,000,000	111%
769	Server Upgrade					0	0%	6,700		6,700	*****%
770	Miscellaneous Water Impro			166,664	79,945	100,000	80%			0	0%
935	WTP Rehab. Project		2,427			0	0%			0	0%
936	New Fire Hydrant Installa			169		0	0%			0	0%
976	Booster Station Rehabilit	315,200	467,142			0	0%			0	0%
992	Fleet Capital		29,307			0	0%			0	0%
	Account:	3,225,854	4,190,235	2,525,095	606,721	1,205,750	50%	1,033,700	0	1,033,700	86%

CITY OF RIVERTON  
 Expenditure Budget Report -- MultiYear Actuals  
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42 WASTEWATER FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
613	Waste Water Treatment Pla					0	0%	38,700		36,700	****%
653	Cliffview Lift Station				102,252	75,000	136%	20,000		20,000	27%
656	Riverview Road Util Impro		158,946			0	0%	2,500		2,500	****%
661	WWTP Transfer Switch			6,500		0	0%			0	0%
663	N. Federal Blvd.			23,122	26,549	40,000	66%	10,000		10,000	25%
683	Trimble				3,750	3,750	100%			0	0%
689	Willow Creek Offsite Impr				49,971	70,000	71%			0	0%
745	S. Federal Sewer Lines	50,377	272,617	214,415	30	5,000	1%	2,500		2,500	50%
765	Waste Water Admin Facilit	10,341				0	0%			0	0%
769	Server Upgrade					0	0%	6,700		6,700	****%
909	Riverview Rd Sewer Lines	2,333	297,838	46,006	92	5,000	2%			0	0%
944	Sewer Line Replacements	17,830			55,145	150,000	37%			0	0%
992	Fleet Capital		384,010			0	0%			0	0%
	Account:	80,881	1,113,411	290,043	237,789	348,750	68%	80,400	0	80,400	23%

CITY OF RIVERTON  
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43 SANITATION FUND

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
41900	Capital Outlay										
250	Container Maintenance	1,300				0	0%			0	0%
251	Containers-Rollouts	20,900		79,850		0	0%			0	0%
393	Landfill Mediation					0	0%	50,000		50,000	*****%
750	PAYT Containers	64,449				0	0%			0	0%
769	Server Upgrade					0	0%	6,700		6,700	*****%
900	Covers for 20/30 Yd Conta	10,294				0	0%			0	0%
967	Fleet Capital				195	280,000	0%	245,000		245,000	88%
992	Fleet Capital	551,186	70,863	207,607		0	0%			0	0%
	Account:	648,129	70,863	287,457	195	280,000	0%	301,700	0	301,700	108%

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

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
41900	Capital Outlay										
638	AIP 34 Taxiway C/Apron Re	2,100	1,272,946	330,497	319	500	64%				0 0%
654	WYDOT Crack Seal Project		10,432			0	0%				0 0%
662	AIP 37 Runway 10 Reconstr			825,034	4,706	100,000	5%				0 0%
664	Runway 10 REIL Relocation		117,183			0	0%				0 0%
665	Airport Envir. Assmnt-Run		66,061	31,149		4,500	0%	3,500		3,500	78%
667	AIP 39 RECONSTRUCTION RUN			81,760	11,639,815	12,955,150	90%	300,000		300,000	2%
668	RIW25A 1/19 Seal Coat & M			110,415		0	0%				0 0%
675	Airport Mower				543	65,000	1%	65,000		65,000	100%
676	Expansion of A.R.F. Build					50,000	0%	270,000		270,000	540%
677	A.R.F. Equipment					50,000	0%	800,000		800,000	1600%
682	TSA Security Area					35,000	0%			0	0%
697	AIP 40-Localizers				773,945	776,700	100%				0 0%
781	Runway 10 Obstruction Pro	6,238	10,932			0	0%				0 0%
782	Snow Removal Equipment					0	0%	30,000		30,000	*****%
785	Airport Terminal Roof	75,255				0	0%				0 0%
799	DCI Office Building	431,473	2,000			0	0%				0 0%
903	Concrete Replacement	16,590				0	0%				0 0%
929	Airport Envir. Assmt-Jet	5,922	24,860			0	0%				0 0%
950	Airport Industrial Park	43,865				0	0%				0 0%
955	Wildlife Hazard Assessmen	3,376	50,846	22,365		0	0%				0 0%
960	Airfield Paint Marking Re	83,131	7,564			0	0%				0 0%
967	Fleet Capital					0	0%	70,000		70,000	*****%
992	Fleet Capital		18,180	244,698		0	0%				0 0%
Account:		667,950	1,581,004	1,645,918	12,419,328	14,036,850	88%	1,538,500	0	1,538,500	11%

CITY OF RIVERTON  
 CAPITAL IMPROVEMENT PLAN  
 FISCAL YEAR 16/17

General	TOTAL COSTS	City Funds	Supplemental Funds	State Funds	Federal Funds	WWDC Grant	WWDC Loan
S. Federal Project	\$ 5,000	\$	\$ 5,000				
Riverview Road Project	\$ 5,000	\$	\$ 5,000				
N. Federal Project	\$ 150,000	\$	\$ 150,000				
Software Upgrade	\$ 18,400	\$	\$ 18,400				
WYOLINK Upgrade	\$ 518,000	\$	\$ 361,000	\$ 157,000			
	\$ 696,400	\$	\$ 539,400	\$ 157,000	\$	\$	\$
<b>Water</b>							
Server Upgrade	\$ 6,700	\$ 6,700					
Riverview Road Water	\$ 2,500	\$ 2,500					
S. Federal Utilities	\$ 2,500	\$ 2,500					
N. Federal Utilities	\$ 10,000	\$ 10,000					
Riverton Water Supply	\$ 1,000,000	\$ 230,000			\$ 670,000	\$ 100,000	
Roof Repairs @ WTP & Well 9	\$ 12,000	\$ 12,000					
	\$ 1,033,700	\$ 263,700	\$	\$	\$ 670,000	\$ 100,000	
<b>Wastewater</b>							
Server Upgrade	\$ 6,700	\$ 6,700					
Riverview Road Wastewater	\$ 2,500	\$ 2,500					
S. Federal Utilities	\$ 2,500	\$ 2,500					
N. Federal Utilities	\$ 10,000	\$ 10,000					
Wastewater Plant Improvements	\$ 38,700	\$ 38,700					
Cliffview Lift Station	\$ 20,000	\$ 20,000					
	\$ 80,400	\$ 80,400	\$	\$	\$	\$	\$
<b>Sanitation</b>							
Server Upgrade	\$ 6,700	\$ 6,700					
Acquire Refuse Truck	\$ 245,000	\$ 245,000					
Landfill Remediation	\$ 50,000	\$ 12,500		\$ 37,500			
	\$ 301,700	\$ 264,200	\$	\$ 37,500	\$	\$	\$
<b>Airport</b>							
AIP 39/40 - Runway Reconstruction/Localizer	\$ 300,000	\$	\$ 7,500	\$ 11,250	\$ 281,250		
AIP 41 - ARFF Vehicle Acquisition	\$ 800,000	\$	\$ 20,000	\$ 30,000	\$ 750,000		
AIP 42 - ARFF Building Modification	\$ 270,000	\$	\$ 6,750	\$ 10,125	\$ 253,125		
RIW17-X - EA for Runway 10	\$ 3,500	\$	\$ 700	\$ 2,800			
Acquire Mowing Equipment	\$ 65,000	\$	\$ 6,500	\$ 58,500			
ARIW 28A - Acquire Snow Removal Equipment	\$ 30,000	\$	\$ 3,000	\$ 27,000			
Acquire Operations Equipment	\$ 70,000	\$	\$ 35,000	\$ 35,000			
	\$ 1,538,500	\$	\$ 79,450	\$ 174,675	\$ 1,284,375	\$	\$