



Meeting Date:	October 11, 2023	Division:	Administration	Item:	Discussion Item
Title:	Discussion on the ACRB Process and future policy goals.				

Recommended Board Motion:

No Motion – Discussion Item

Administrative or Policy Goal:

To provide information and updates regarding the ACRB process for FY25. Also, to provide the Parks, Tree & Recreation Board an opportunity to have input on future policies regard the ACRB.

Background Information:

The ACRB process whereby the Parks, Tree & Recreation Board is an annual process where agencies within Laramie, Wyoming and Albany County can request funding assistant for recreation projects. The PTR is heavily involved through vetting project submitted through the City’s process, providing a prioritized list to the Laramie City Council for consideration, which is forwarded to the ACRB, ACSD1 School Board for approval.

This year’s process will follow these timelines:

- October 19, 2023 – Applications advertised and available.
- December 14, 2023, 4:00 p.m. – Funding proposals are due to the City of Laramie, Parks and Recreation Department.
- January 10, 2024 - The Parks, Tree and Recreation (PTR) Advisory Board will host presentations on funding proposals at their regular meeting to be held at 6:30 p.m. in a format to be determined. All agencies submitting funding proposals are required to attend the PTR Advisory Board special meeting to provide a maximum 5-minute presentation on their funding proposal and to answer any questions the PTR Advisory Board members may have concerning funding proposals.
- January 11, 2024 - The PTR Advisory Board will host a special meeting at 6:30 p.m., in a format to be determined, to finalize the Board’s recommendations that will be forwarded to the Laramie City Council for consideration at their February 6, 2024, regular meeting. All agencies are invited to attend the finalization and regular meetings of the PTR Advisory Board and City Council if they so choose.
- The final recommendations of the City Council will be submitted to the Albany County Recreation Board for consideration on or before March 1, 2024. Once the ACRB receives grant requests from the four (4) governmental agencies, meetings are scheduled to evaluate, discuss, and make recommendations for grants for Fiscal Year 2025.
- Please note the recommendations of the ACRB must then be approved by the Albany County School District No. 1, Board of Education along with the approval of the recreation mill collection for Fiscal Year 2025.

Along with the FY25 process the ACRB is looking for direction on potential policy making decisions. This is an opportunity for the PTR Advisory Board to have input on future policy making decisions.

Legal/Code/Statutory Authority:

N/A

Fiscal Information:**Revenue (anticipated funding):**

Source	Amount	Type
Fees/Charges for Service		
Grants for Projects	\$398,894.00	10 year average.
Loans on Project		
Other		
Total	\$398,894.00	

Staff Contact:

Todd Feezer, Assistant City Manager, 721-5304, tfeezer@cityoflaramie.org

Attachments:

Legal ACRB Funding Proposal Requests FY25
ACRB City of Laramie Request FY25.fillable
Albany County Recreation Board Bylaws
Rec Board Policy ideas 9.27.2023

REQUEST FOR PROPOSALS

The City of Laramie, Wyoming will accept written proposals for fiscal year 2025 **Albany County Recreation Board Funding**. Per the by-laws of the Albany County Recreation Board, the Board will receive proposals from the City of Laramie for recreation projects, which may include facilities, construction, programs, maintenance and operation, and equipment. The City of Laramie is accepting proposals from community recreation providers, organizations, and clubs for fiscal year 2025 *community recreation projects*. Proposals must be submitted to the Parks and Recreation Department, 920 Boulder Drive, Laramie, Wyoming 82070 no later than 4:00 p.m. local time on the 14th day of December 2023. Applications and instructions to respondents along with all background information concerning the Albany County Recreation Board grants are available at <https://www.cityoflaramie.org/PandRprojects> or by contacting Todd Feezer, Assistant City Manager at 307-721-5304, tfeezer@cityoflaramie.org. The City reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept proposals that are in the best interest of the City.

/s/ Janine Jordan, City Manager

Publication dates: October 19, November 2, November 30, 2023

City of Laramie
Albany County Recreation Board

Funding Request Application

Fiscal Year 2025 (If awarded, funds will be available on July 1, 2024)

City of Laramie – Albany County Recreation Board (ACRB) Funding FY25 Introduction

The Albany County Recreation Board's (ACRB) primary source of funding is the one mill recreation levy imposed by the Albany County School Board. The ACRB awards funding for proposals for recreation projects, which may include facilities, construction, programs, equipment, operations and maintenance to the City of Laramie, Albany County, the Town of Rock River and Albany County School District No. 1.

The City of Laramie Parks & Recreation Department will accept proposals from community recreation providers, organizations, and clubs for Fiscal Year 2025 (7/1/24 through 6/30/25) community recreation projects. The ACRB is estimating the total recreation mill funding for Fiscal Year 2025 at approximately \$625,000. Over the past ten (10) fiscal years, the projects forwarded by the City of Laramie have been awarded an average of \$398,894. The proposed schedule is as follows:

- December 14, 2023, 4:00 p.m. – Funding proposals are due to the City of Laramie, Parks and Recreation Department.
- January 10, 2024 - The Parks, Tree and Recreation (PTR) Advisory Board will host presentations on funding proposals at their regular meeting to be held at 6:30 p.m. in a format to be determined. *All agencies submitting funding proposals are required to attend the PTR Advisory Board special meeting to provide a maximum 5-minute presentation on their funding proposal and to answer any questions the PTR Advisory Board members may have concerning their funding proposal.*
- January 11, 2024 - The PTR Advisory Board will host a special meeting at 6:30 p.m., in a format to be determined, to finalize the Board's recommendations that will be forwarded to the Laramie City Council for consideration at their February 6, 2024, regular meeting. All agencies are invited to attend the finalization meeting and regular meeting of the City Council if they so choose.
- The final recommendations of the City Council will be submitted to the Albany County Recreation Board for consideration on or before March 1, 2024. Once the ACRB receives grant requests from the four (4) governmental agencies, meetings are scheduled to evaluate, discuss, and make recommendations for grants for Fiscal Year 2025.
- Please note the recommendations of the ACRB must then be approved by the Albany County School District No. 1, Board of Education along with the approval of the recreation mill collection for Fiscal Year 2025.

The City of Laramie reserves the right to waive any informality in any submittal and/or reject all funding proposals, and to accept funding proposals that are in the best interest of the City of Laramie. The ACRB is a granting agency and does not have ownership, operational or maintenance responsibility for any of the grant funded projects. The sponsoring entity will be solely responsible for operations, maintenance and insurance coverage against public liability and property damage. An approved funding proposal in any given year does not guarantee or imply funding will be approved in any future year. By accepting funding, the sponsoring entity agrees to indemnify and hold the ACRB and the City of Laramie and its directors, employees, agents, and volunteers harmless from any liability arising in any way of the funded project including, but not limited to, any reasonable attorney fees and cost of defense. Reimbursements for funding proposals will be made to the grantees, or their designee, from the City of Laramie. All requests for reimbursement will require the completion of the Albany County Recreation Board – City of Laramie Allocation Grant Draw Request Form and proof of approved expenditures.

Please answer all questions on the form provided. Fillable applications are available for download on the City of Laramie website, <https://www.cityoflaramie.org/451/RFOs-RFPs-Bids>. Contact Todd Feezer (tfeezer@cityoflaramie.org, 721-5304) for assistance. All requested information must be completed before this application will be considered. Applications that are incomplete or are missing required materials may not be considered until all missing information or items have been received by the City of Laramie, Parks & Recreation Department. **Applicants must submit one (1) signed original application, plus one (1) electronic copy to:** Todd Feezer, Assistant City Manager, City of Laramie, P.O. Box C, Laramie, WY 82073 (tfeezer@cityoflaramie.org). **Applications must be received by the City of Laramie, Parks & Recreation Department no later than 4:00 p.m. on Thursday, December 14, 2023.**

City of Laramie – ACRB Funding Application FY25

Checklist

This checklist is for applicant use only. Do not include this list with your application.

- One (1) Completed Original Copy hand delivered or mailed to: Todd Feezer, Assistant City Manager, City of Laramie, P.O. Box C, Laramie, WY 82073
- One (1) Completed Electronic Copy emailed to: Todd Feezer, Assistant City Manager, City of Laramie, P.O. Box C, Laramie, WY 82073 (tfeezer@cityoflaramie.org)
- Use only a staple, paperclip or binder clip to secure the application, starting with Section I. (Do not place your application in a folder, comb binder, etc.)
- Only provide what is requested. Do not include brochures, promotional materials, or any other extraneous items. *You may provide these items at your presentation on January 10, 2024*
- Completed Copy of Submitting Agency’s W-9 Form. Form provided in this packet
- Complete and include Section V if *your agency received funding in previous grant cycles.*
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule will be provided when applications are received)

Application Type	Date/Time	Location
ACRB Funding Proposal Presentation	January 10, 2024/ 6:30 p.m.	Laramie Community Recreation Center 920 Boulder Dr., Laramie, Wyoming

- No more than ten (10) additional pages of supporting information. This should include pictures, diagrams, design plans, quotes, etc. **Quotes and/or firm estimates are required with all applications.**

APPLICANT INFORMATION

Organization Name:	
Contact Person:	
Mailing Address:	
Phone:	
E-mail:	
Website:	

Type of Organization: (Club, Organization, University, Non-Profit or Other)

Requested Grant Amount for FY25: \$ _____

Will there be any matching funds from the requesting entity? Yes, \$ _____ No

Will there be any matching funds from any other entity? Yes, \$ _____ No

Total Project Estimate (Grant Request + Matching Funds): \$ _____

Will this amount be used to leverage additional funds either through grants or other means?

Yes No

If you marked “yes”, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual. \$ _____ Estimated Actual

Brief description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. *(A more detailed description is requested in Section III)*

Declaration: I hereby certify that the information given in this application for Albany County Recreation Board funding is true and correct to the best of my knowledge.

Responsible Party _____

Signature Print Name Date

Attest _____

Signature Print Name Date

Organizational History and Mission

Provide a brief history of your organization in Laramie and/or Albany County, the number of years your organization has been providing services, the services provided and your organization’s Mission Statement.

Organizational Structure

List your officers, director(s), and leadership - including phone numbers and email addresses.

#	Name	Phone Number	Email Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Briefly explain how the funds will be used and why ACRB funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *large equipment or other fixed assets that will be purchased;*
- *how your project relates to community recreation or improves the overall quality, character or health of the community.*

	Population Served Annually:	
	<i>Children (5 & Under):</i>	
	<i>Children (6 to 12):</i>	
	<i>Teens (13 to 18):</i>	
	<i>Adults (19 to 59):</i>	
	<i>Seniors (60 & Up):</i>	
	<i>Total Served Annually:</i>	
	Other notes regarding population served:	

SECTION III: *City of Laramie – ACRB Funding FY25 Request Justification (continued)*

[Empty rectangular box for request justification content]

Briefly describe the following financial information related to your organization:

What is your annual operating budget and how are funds allocated for expenditure? (provision of an annual financial statement is sufficient for this item)

How does your organization derive revenue to support your operational budget? (provision of an annual financial statement is sufficient for this item)

Does your organization carry reserves or contingency funds and are those funds encumbered or allocated to any future projects?

Estimated Revenue for Funding Request

Provide a brief list of estimated revenue for the ACRB Funding Request. This should include the ACRB funding requested amount, matching funds and potential leveraged fund sources.

#	Source of Funds	Amount	Is this funding Secured or Unsecured?
1	ACRB Funding Request:	\$	
2	Other:	\$	
3	Other:	\$	
4	Other:	\$	
5	Other:	\$	
6	Other:	\$	
7	Other:	\$	
8	Other:	\$	
Total Estimated Revenue:		\$	This figure should match total Estimated Expenses below.

Estimated Expense for Funding Request

Provide a brief list of estimated expenses for the ACRB Funding Request. This should include as many estimated items as possible. **Quotes and/or firm estimates are required with all applications, please include them with your submittal. Local sources for purchases are preferred if possible.**

#	Item	Amount	Comments
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9		\$	
10		\$	
Total Estimated Expenses:		\$	This figure should match total Estimated Revenue above.

Complete this section if your agency has previously been awarded Albany County Recreation Board funds

Have all previously awarded funds been expended? Yes

No

If you have not used all the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.

\$ _____

Date: _____

Briefly describe the impact that the previously awarded funding had on your program, project, or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.).*
- *Describe the overall impact of these funds on your program, project or organization.*
- *If your agency has not yet spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year.*
- *Did your agency use ACRB funding to leverage additional funds, either through grants or other means?*

BYLAWS OF THE
ALBANY COUNTY RECREATION BOARD

Article 1. Offices.

The principal office of the Albany County Recreation Board "Board" in the State of Wyoming shall be located at 1948 Grand, Laramie, Wyoming. The Board may have other offices as designated by the Board of Directors.

Article 2. Board of Directors

Section 1. General Powers. The business and affairs of the Board shall be managed under the direction of its Board of Directors. Each director shall perform his duties as a director including serving as a member of any committee of the Board upon which he may serve in good faith, in a manner he reasonably believes to be in the best interest of the Board, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing his duties, a director may rely upon information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- (a) Counsel, public accountants, or other persons as to matters which the director reasonably believes to be within the person's professional or expert competence;
- (b) Employees of Albany County School District No. 1 "School District" and employees of the City of Laramie "City", as to matters which the director reasonably believes to be within the person's professional or expert competence or scope of employment; and
- (c) A committee of the Board upon which he does not serve, as to matters within its designated authority, which the director reasonably believes to merit confidence.

A person who so performs his duties has no liability by reason of being or having been a director of the Board.

Section 2. Number, Tenure, and Qualifications.

The Board consists of five to nine members, appointed by the Albany County School District Board of Trustees "School Board" at the June School Board meeting to serve for their appointed term.

- (a) At their organizational meeting, the Board members shall draw lots to determine the length of their terms and to stagger their terms over a five-year period. Thereafter, appointments shall be for five-year terms.

Section 3. Regular Meetings. The Board shall have a regular meeting at least once in each calendar quarter. Neither the business to be transacted at, nor the purpose of, any regular meeting need to be specified in advance.

Section 4. Special Meeting. The Chairman or any three Board members may call a special meeting. Business transacted at a special meeting is limited to the items specified in the notice.

Section 5. Notice. Notice of regular and of special meetings shall, unless waived, be given at least twenty-four hours before the meeting by written notice delivered personally, e-mailed or mailed to

each director at his business address, or given by telephone. Notice is deemed to be delivered three days after it is deposited in the United States Mail, postage prepaid, or when actually given if given in person. A director may waive notice of any meeting. Attendance of a director at a meeting constitutes a waiver of notice, except where the director attends a meeting for the sole purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6. Telephone Participation. Members of the Board or any duly appointed committee may participate in a meeting of the Board or committee by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means constitutes presence in person at the meeting.

Section 7. Quorum. The majority of directors constitutes a quorum for the transaction of business at any meeting of the Board. In the absence of a quorum, those present may recess the meeting from time to time until a quorum is present.

Section 8. Manner of Acting. The act of the majority of the directors present at a meeting at which a quorum is present is the act of the Board of Directors.

Section 9. Proxies. No proxies are permitted. To vote, a director must be present.

Section 10. Vacancies. Vacancies on the board shall be filled by appointment of the School Board.

Section 11. Removal. Members may be removed by the School Board, without cause at any time.

Section 12. Compensation. No compensation will be paid to any director for serving in that capacity.

Section 13. Expenses. The Board may determine to reimburse actual expenses for directors incurred in the pursuit of the Board's business, when the Board has authorized incurring the expenses in advance. The Board contemplates that authorizing reimbursement of expenses will be rare.

Section 14. Presumption of Assent. A director of the Board who is present at a meeting of the Board at which action is taken is presumed to have assented to the action unless his dissent is entered in the minutes of the meeting or unless he files his written dissent to the action with the secretary of the meeting before the meeting is adjourned. The right to dissent does not apply to a director who voted on the prevailing side.

Section 15. Informal Action by Directors. Except as provided below, any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if unanimous consent is obtained in writing, or e-mail setting forth the action to be taken. Written consent may be revoked by a writing to that effect received by the Secretary/Treasurer before the receipt of unrevoked written consents sufficient in number to take action. Exception: No public funds may be budgeted, appropriated, or expended by informal action.

Section 16. Committees. The Board may form and dissolve committees, assign tasks to committees, and appoint and remove committee members in its discretion.

Article 3. Officers.

Section 1. Officers. The Board shall elect annually from within its membership a chairman, and vice chairman and shall appoint the secretary-treasurer from school district staff. The Board may elect such other officers as it determines necessary or convenient. Any officer may be removed from office, with or without cause, by a majority of the members of the full Board. Vacancies in offices shall be filled by the Board at the next regular meeting after the vacancy occurred.

Section 2. Duties. The offices of the Board have these duties:

- (a) The chairman shall be the executive officer of the Board, shall preside at all meetings of the Board, shall sign all obligations and contracts or other instruments approved by the Board, and shall perform all duties incident to the office of chairman.
- (b) A vice-chairman shall serve in the capacity of the chairman if the chairman is absent, incapacitated or refuses to act.
- (c) The secretary-treasurer shall keep the minutes of all meetings of the Board and perform all duties incident to the office of the secretary and shall:
 - i) Cause an account to be kept of the receipts and expenditures of the Board with the help of the fiscal operators.
 - ii) Co-sign, with the chairman, all warrants and checks.
 - iii) Prepare an annual budget for the Board.
- (d) The Board may assign other duties to its officers from time to time.
- (e) Any officer may be removed by the Board whenever in its judgment the best interests of the Board will be served thereby.
- (f) A vacancy in any office for any reason may be filled by the Board for the unexpired portion of the term.

Article 4. Fiscal.

1. The Board's primary source of funding is the one mill recreation levy imposed by the School Board.

2. The Board will receive proposals for recreation projects, which may include facilities, construction, programs, maintenance and operation, and equipment, to be funded by the Board. Each proposal shall:

- (a) Be submitted to the Board no later than March 1 for the next fiscal year.
- (b) Be accompanied by a full accounting of expenditure of funds allocated by the Board for projects funded in the current fiscal year and any past projects not yet completed.
- (c) Contain adequate information to permit the Board to make a reasoned decision concerning funding each project. The Board may require additional information

concerning proposals if it reasonably determines that additional information is needed. The Board may make requirements concerning the contents of proposals.

3. The Board will not receive proposals from entities other than the City of Laramie, Albany County, **the Town of Rock River** and Albany County School District No. 1. The Board will not allocate funds to non-governmental recreation organizations.

4. Except for bonds for officers, insurance, and incidental supplies or travel, all Board allocations and expenditures must be for recreational purposes.

5. The Board may make allocations and expenditures for the construction, maintenance, operation, improvement, and development of recreation facilities within Albany County, Wyoming.

6. Approval of the majority of the full Board is required for all payments. Payment will be made from the Board's funds held by the School District following procedures established by the School District. All warrants and checks will be released only with the signatures of the chairman and secretary/treasurer of the Board.

7. The School Board has discretion whether to levy the recreation mill each year. The Board cannot obligate recreation mill funds beyond the current fiscal year.

8. Proposals concerning capital projects with expenditures beyond one fiscal year may be funded if the sponsor shows the Board that the sponsor has made provision to finance the projects if the mill levy is not renewed and/or the following fiscal year's expenditure is not subsequently approved by the Board.

9. The Board will use accounting, routine annual audit, and investment services provided by the School District without charge. All Board funds will be held in a segregated account. If the Board wishes to have an independent audit, it may do so at any time at the Board's expense.

10. The School District and the City each are responsible to maintain appropriate liability and premises insurance for their respective recreation facilities.

11. (a) These bylaws do not create any duty upon Albany County School District No. 1, Albany County or the City of Laramie to operate, maintain, or be responsible for programs or facilities owned or operated by the other.

(b) These bylaws do not create any duty upon the Board to operate, maintain, or be responsible for the programs or facilities of the School District, County or the City.

12. The Board's fiscal year shall begin upon the first day of July and end upon the last day of June in the next calendar year.

Article 5. Amendments.

These bylaws may be amended from time to time by a majority vote of the full Board at a regular meeting or at a special meeting called for that purpose.

CERTIFICATE OF ADOPTION OF BYLAWS

I, Ed Coetz, the duly appointed secretary/treasurer of the Board of Directors of the Albany County Recreation Board, hereby certify that the foregoing bylaws were duly adopted by a majority vote of the School Board at a regular meeting held on March 10, 2008, in Laramie, Wyoming.

Dated March 10, 2008


Secretary/Treasurer

The Albany County Recreation Board is looking to update Bylaws and create policy ideas surrounding applications. Some ideas that have been provided by Bailey Quick, Grants Manager, Albany County are:

- That the ACRB will not fund requests for staffing.
- That the ACRB will only fund uniforms/clothing if the use is for multiple players/years and that uniforms/clothing are the ownership of the requesting agency.
- That requesting agencies will follow a prescribed procurement policy whereby multiple quotes or bids may be required to be provided ensuring the lowest price has been obtained.
- A local preference will be provided to local businesses of 5%.
- All requests will require a match of funds from the requesting agency. Amount or percent to be established.

Are there any suggestions from the Parks, Tree & Recreation Advisory Board for the Albany County Recreation Board:

-
-
-
-
-