



CITY OF LARAMIE
PARKS & RECREATION DEPARTMENT
P.O. Box C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax (307) 721-5256
Recreation Division: (307) 721-5269
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Facilities Mgmt Division: (307) 721-3585
TDD (307) 721-5295

PARKS, TREE & RECREATION ADVISORY BOARD AGENDA

November 14, 2018

6:30PM

Recreation Center, 920 Boulder Dr.

Consent Agenda:

1. To approve the minutes from the October 10, 2018 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages **2-3**)

Motion: by _____, seconded by _____, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. (Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed above. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which case the item will be removed from the consent agenda to the regular agenda.)

Regular Agenda:

1. Parks Rules Discussion – Public Request Item – (Feezer, pages **4-5**)
2. Supporting the Laramie Recreation Center, Ice & Event Center and Parks Master Fee Schedule Annual Amendment Resolution and forwarding to City Council for final approval (Guerin, pages **6-19**).
3. Supporting the continuation of the agreement related to the loan of artwork from the UW Art Museum (Alligator by John Kearney on display at the corner of Grand Ave./4th St., First Steps by Robert Russin on display in Undine Park) (Feezer, pages **20-27**)
4. Advisory Board Goals – Discussion Item (Foianini, pages **28-31**)

Staff Reports FYI:

1. Monthly Managers/Financial Report (Pages **32-44**) - Facilities Division Staff Report, Parks Division Staff Report, Recreation Division Staff Report, Administration Report

Advisory Board Open Items:

1. None at this time.

Upcoming Items/Other Business:

1. Other Business: Upcoming Board Vacancies – Amy Williamson, Stephen Ropp, Pam Stamp
2. Public Comment:

Next Regular Meeting Date:
December 12, 2018 @ 6:30pm

CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
October 10, 2018
Minutes of Meeting

MEMBERS PRESENT: Chris Dixon, Dave Hammond, Pam Stamp, Steve Ropp, Richard Miller, Marius Favret, Larry Foianini

MEMBERS NOT PRESENT: Amy Williamson, Amber Holen

COUNCIL LIASON: Pat Gabriel

GUESTS: Edward White

CITY STAFF PRESENT: Jodi Guerin, Recreation Manager; Scott Stevenson, Facilities Maintenance Manager; Scott Hunter, Parks Supervisor; Todd Feezer, Director; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Chair Foianini at 6:32 pm.

Consent Agenda:

1. To approve the minutes from the May 23, 2018 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)

Motion by Stamp, seconded by Dixon, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried 7-0.

Regular Agenda:

1. Recreation/Ice & Events Cost Recovery – Discussion Item – (Guerin, pages 4-7)

Guerin presented on Recreation and Ice Event cost recovery.

2. 6th Penny Special Purpose Tax – Submitted Projects, Process, Timeline – Discussion Item – (Feezer, pages 8-17)

Feezer presented on 6th Penny information tax.

3. 5th Penny Information – Presentation – (Feezer, pages 18-20)

Feezer presented on 5th Penny information tax.

4. Advisory Board – Where are we going? – Discussion Item (Foianini, pages 21-24)

Foianini presented Advisory Board goals. Discussion was made. Questions and comments answered.

Monthly Managers Report

Stevenson presented Facilities Division Staff Report

Hunter presented Parks & Mosquito Division Staff Report

Guerin presented Recreation Division Staff Report

Feezer presented Admin. Division Staff Report

Advisory Board Open Items:

1. None at this time.

Upcoming Items:

1. None at this time.

Other Business:

1. None at this time.

Public Comments:

1. None at this time.

*Next Regular Meeting Date: November 14, 2018 @ 6:30pm.

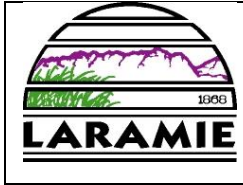
Meeting adjourned at 8:37pm.

Respectfully Submitted,

Inez Wildenborg

Administrative Coordinator

City of Laramie, Parks and Recreation Department



Agenda Item: Recreation

Resolution

Title: Supporting proposed changes to municipal code and policy related to park rule signs.

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board support the proposed changes to municipal code and policy related to park rules signs.

Administrative or Policy Goal:

The board shall draft rules and regulations relating to the orderly use of parks recreation and open space and related facilities by the public. The rules and regulations are effective when adopted by the city council by minute action.

Background:

In October and November of 2017, the Parks, Tree & Recreation Advisory Board was asked to review current park signs/code. Following are the proposed changes to the Parks Rules and the process to get the code and policy rules changed and implemented.

Proposed Muni-Code Changes (require three readings/not a super detailed process):

Chapter 12.52 - RULES AND REGULATIONS

Sections:

12.52.010 - Damaging vegetation. No person (~~other than authorized city employees~~) shall damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flower or seeds of any tree or plant. Nor shall any such person attach any rope, wire or other contrivance to any tree or plant, dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area in the park without the advance written approval of the city manager or his/her designee. (Prior code § 27-12) * evaluate this section related to hammocks/slack lines.

12.52.020 - Damaging park facilities. No person (~~other than authorized city employees~~) shall willfully mark, deface, disfigure, injure, tamper with, or display or remove, any building, bridges, tables, benches, fireplaces, railings, paving or paving material, water lines or other public utilities or parts or appurtenances thereof, signs, notices or placards (whether temporary or permanent), monuments, stakes, posts or other boundary markers, or other structure or equipment, facilities or park property or appurtenances whatsoever, either real or personal without the advance written approval of the city manager or his/her designee. (Prior code § 27-13)

12.52.030 - Construction—Permit. No person shall construct or erect any buildings or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon or across any park, without the advance written approval of the city manager or his/her designee. (Prior code § 27-14)

12.52.040 - Fires—Refuse disposal. No person shall set any fire in any park, except in a place designated for that purpose, and shall completely extinguish any fire which may be set immediately after use. All trash in the nature of boxes, papers, cans, bottles, garbage or other refuse and other waste material shall be removed and placed in disposal receptacles where provided or shall be carried away from the park area by the ~~picnickers~~ persons in the event no such receptacle is provided. (Prior code § 27-15)

12.52.045 - ~~Overnight sleeping in parks prohibited~~ Park Hours. Parks hours shall be between five a.m. and twelve a.m. No person shall camp, sleep, or park a camper, trailer, or motor home in any city park or park facility between the hours of twelve a.m. ~~ten p.m.~~ and five six a.m. without the advance written approval of the city manager or his/her designee. (Ord. 1119 § 1, 1993)

12.52.050 - Violations declared nuisance—Penalty. Any use of parks or their related facilities which is contrary to this division or the rules and regulations adopted by the parks and recreation board is declared to be a nuisance, and any violation of such rules and regulations shall, upon conviction, be punishable as provided in Chapter 1.28. (Prior code § 27-16)

12.52.060 - Enforcement—Failure to leave after ordered to do so. The ~~superintendent~~ city manager or his/her designee, together with city police officers, shall have the authority to eject from the park any person acting in violation of this division, and they shall have the further authority to seize and confiscate any property, thing or device in the park, or used in violation of this division. It is unlawful for any person to

fail or neglect to promptly leave a park after having been directed to leave the same by the ~~superintendent~~ **city manager or his/her designee** or city police officer. (Prior code § 27-17)

| <u>Current Park Rules Sign</u> | <u>Proposed Park Rules Sign</u> | <u>Proposed Trail Signs</u> |
|---|--|--|
| <p>LARAMIE PARK RULES</p> <p>AUTHORITY: Laramie Municipal Code</p> <p>DOGS MUST BE ON LEASH REMOVE FECES AT ONCE NO GOLFING BIKES ON PATHS ALCOHOL WITHOUT PERMIT OVERNIGHT SLEEPING DAMAGING FACILITIES VENDING WITHOUT LICENSE DAMAGING VEGETATION METAL DETECTORS OR DIGGING</p> | <p>City of Laramie Parks & Recreation Department</p> <p>Park/Open Space Rules</p> <ul style="list-style-type: none"> • Park Hours are 5:00 a.m. to 12:00a.m. • Activities that damage trees, plants, turf or park facilities are prohibited. • Pets must be on a leash unless utilizing a dedicated off leash area or dog park. • Owners of pets are required to remove dog waste. • Fires are only allowed in designated fire pits or grills. • Please place trash in receptacles provided. • Alcoholic beverages are only allowed with a permit. <p>Rules authorized through the Laramie Municipal Code and the Parks, Tree & Recreation Board. Please call 721-5269 for more information.</p> | <p>City of Laramie Parks & Recreation Department</p> <p>Trail Rules</p> <ul style="list-style-type: none"> • Park Hours are 5:00 a.m. to 12:00a.m. • Activities that damage trees, plants, turf or park facilities are prohibited. • Pets must be on a leash. • Owners of pets are required to remove dog waste. • Fires are only allowed in designated fire pits or grills. • Please place trash in receptacles provided. • Motorized vehicles are not allowed on any trails. <p>Rules authorized through the Laramie Municipal Code and the Parks, Tree & Recreation Board. Please call 721-5269 for more information.</p> |

Smoking – where is smoking permitted/prohibited?

Legal/Statutory Authority: Laramie Municipal Code

Budget/Fiscal Information:

Expense:

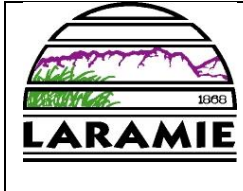
| Source | Amount | Type | |
|--------------------------|------------|---|--|
| Fees/Charges for Service | \$4,000.00 | Estimate for Sign Creation/Development | |
| Fees/Charges for Service | \$330.00 | Estimate for Legal Advert related to Code Changes | |
| Other | | | |
| Total | \$0.00 | | |

Responsible Staff:

Choose an item.

Todd Feezer, Director, Parks & Recreation Department, tfeezer@cityoflaramie.org, 721-5260

Attachments:



Agenda Item: Recreation

Resolution

Title: Supporting the Laramie Recreation Center, Ice & Event Center and Parks Master Fee Schedule Annual Amendment Resolution and forwarding to City Council for final approval.

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board support the Laramie Recreation Center, Ice & Event Center and Parks Master Fee Schedule Annual Amendment Resolution and forwarding to City Council for final approval.

Administrative or Policy Goal:

4. The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

Background:

In December 2017, the Parks, Tree and Recreation Advisory Committee recommended that the Laramie City Council approve a Master Fee Schedule adjustment. The Laramie City Council approved changes in January 2018 as recommended.

The recommended changes this year are part of an annual review and modifications recommended are as follows:

1. Most activity fees have been removed and placed in an informational document that provides guidelines to staff for developing appropriate pricing. This enables pricing to reflect the number of staff, contact hours and supplies used as programs are modified from season to season. Items in the Master Fee Schedule are reflective of items that make up the bulk of charges to the public.
2. We have added a Young Adult category to memberships that is in between a youth and adult price. We hope this will encourage more young adults to join. We will also allow individuals to remain on their parent’s household memberships through age 22 with this change.
3. Regular SACC Fees are increasing to adjust to the market.
4. Fees for gymnasium rentals and non-profit room rentals are being adjusted for consistency.
5. Pool and inflatable rental rates have been streamlined and consolidated.
6. We have added a “bulk purchase” to passes at the I&E for a small discount. This will enable individuals to purchase passes in groups of 20 for a small discount.
7. We have also added skate rental to most of our multi-pass options and have increased skate lesson fees slightly.
8. Ice rate for Prime Time are increasing slightly and we have added an option for party host to our I&E party packages.

Legal/Statutory Authority: N/A

Budget/Fiscal Information:

Revenue:

| | | | |
|--------------------------|-------------|--------------------------------|--|
| Fees/Charges for Service | \$11,310.00 | Increased SACC fees | |
| Fees/Charges for Service | \$500.00 | Increased facility rental fees | |
| Other | \$600.00 | Increased skate lesson fees | |
| Total | \$12,410.00 | | |
| | | | |

Responsible Staff:

Jodi Guerin, Recreation Manager, 721-5259, jguerin@cityoflaramie.org

Attachments:

Resolution 2018-__ Master Fee Amendment Resolution

Attachment A-2018 Parks and Recreation Master Fee Schedule

RESOLUTION NO. 2018-__

**AMENDING THE MASTER FEE SCHEDULE
FOR THE PARKS AND RECREATION DEPARTMENT**

WHEREAS, various fees and charges have existed for recreation facilities and programs within the Parks and Recreation Department for many years, and these fees and charges have been modified at various times to address costs associated with providing these services, and;

WHEREAS, on January 16, 2018, the City Council approved a Resolution adopting a revised Master Fee Schedule for the Parks and Recreation Department with an effective date of June 4, 2018, and;

WHEREAS, on November 14th, 2018, the City Parks, Tree and Recreation Advisory Board reviewed, considered and supported the revisions in Attachment A.

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING RESOLVES:

Section 1: That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2: That the City Council hereby adopts and approves the amendment to the Parks and Recreation Master Fee Schedule marked as Attachment A, which is attached hereto and incorporated herein, and which shall become effective on May 1, 2019 as indicated in the attachment.

PASSED AND APPROVED this 18th day of December 2018.

Andi Summerville, Mayor and President
City of Laramie, City Council

Attest:

Angie Johnson, City Clerk
City of Laramie

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY RECREATION CENTER--Effective May 1, 2019

| | | QUALIFIER | CURRENT FEE | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|--|---|------------|---|--------------|----------|---|
| PASSES & ADMISSIONS | | | | | | |
| DAILY ADMISSION - LCRC | | | | | | |
| | Under 3 | all | Free | | | |
| | Child (3-12) | all | \$3.75 | | | |
| | Youth (13-18) | all | \$5.50 | | | |
| | Young Adult (19-28) | all | NA | \$6.00 | NEW | Add to encourage young adult memberships |
| | Adult (29-59) | all | \$6.50 | | | Change threshold age to 29 from 19 |
| | Senior (60+) | all | \$6.25 | | | |
| | Shower | all | \$4.00 | | | *Includes a towel! |
| | Childcare - per hour | all | \$3.50 first child/hour, \$2 for 2nd child/hr | | | 1 hr min/2 hrs max |
| | Indoor Playground (<i>members only</i>) | all | Free | | | Requires adult supervision |
| Fitness Classes **Core drop in fitness classes included in membership fee | | | | | | |
| | Core Fitness Class Per Class | Member | Free with Membership | | | *Multi-Pass holders are considered Non-Members |
| | Drop-In fee (<i>space available</i>) | Non-member | \$8.00 | | | |
| 20 VISIT MULTIPLE PASS - LCRC | | | | | | |
| | Under 3 | all | FREE | | | **Not considered a membership for fee reductions or activities |
| | Child (3-12) | all | \$57.00 | | | |
| | Youth (13-18) | all | \$82.00 | | | **No expiration date** |
| | Young Adult (19-28) | all | NA | \$90.00 | NEW | |
| | Adult (29-59) | all | \$99.00 | | | Add to encourage young adult memberships |
| | Adults w/ disabilities | all | \$94.00 | | | Change threshold age to 29 from 19 |
| | Senior (60+) | all | \$94.00 | | | |
| 10 VISIT MULTIPLE FITNESS CLASS PASS | | | | | | |
| | Multi-Fitness Class Pass | Non-Member | \$80.00 | | | **Not considered a membership for fee reductions or activities |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY RECREATION CENTER--Effective May 1, 2019

| | | QUALIFIER | CURRENT FEE | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|--|-----------------------------|---|-------------------------|------------------------|----------|---|
| MEMBERSHIPS | | | | | | |
| 1 MONTH UNLIMITED MEMBERSHIP - LCRC | | | | | | |
| | Child (3-12) | all | \$40.00 | | | |
| | Youth (13-18) | all | \$58.00 | | | |
| | Young Adult (19-28) | all | NA | \$65.00 | NEW | Add to encourage young adult memberships |
| | Adult (29-59) | all | \$70.00 | | | Change threshold age to 29 from 19 |
| | Adults w/ disabilities | all | \$66.00 | | | |
| | Senior (60+) | all | \$66.00 | | | |
| | Household | all | \$128.00 | | | |
| | Additional Household Member | all | \$5/month | | | For household members beyond the first six |
| MONTH TO MONTH PASS-LCRC | | **Memberships paid through monthly billing are obligated for two months, then will continue until cancelled. | | | | **Considered a membership for fee reductions |
| | Child (3-12) | all | \$12/mo, \$49 to start | | | **Two month minimum membership 30 day cancellation required, sign up requires first and last month plus \$25 registration fee. |
| | Youth (13-18) | all | \$19/mo, \$63 to start | | | 30 day cancellation required, sign up requires first and last month plus \$25 registration fee. |
| | Young Adult (19-28) | all | NA | \$27/mo, \$79 to start | NEW | Add to encourage young adult memberships |
| | Adult (29-59) | all | \$40/mo, \$105 to start | | | 30 day cancellation required, sign up requires first and last month plus \$25 registration fee. Change threshold age to 29 from 19 |
| | Adults w/ disabilities | all | \$23/mo, \$71 to start | | | 30 day cancellation required, sign up requires first and last month plus \$25 registration fee. |
| | Senior (60+) | all | \$23/mo, \$71 to start | | | 30 day cancellation required, sign up requires first and last month plus \$25 registration fee. |
| | Household | all | \$72/mo, \$169 to start | | | 30 day cancellation required, sign up requires first and last month plus \$25 registration fee. |
| | Additional Household Member | all | \$5/month | | | For household members beyond the first six |
| ANNUAL MEMBERSHIP - LCRC | | | | | | |
| | Under 3 | all | FREE | | | |
| | Child (3-12) | all | \$105 or \$8.75/mo | | | |
| | Youth (13-18) | all | \$171 or \$14.25/mo | | | |
| | Young Adult (19-28) | all | NA | \$240 or \$20/mo | NEW | Add to encourage young adult memberships |
| | Adult (29-59) | all | \$372 or \$31/mo | | | |
| | Adults w/ disabilities | all | \$204 or \$17/mo | | | |
| | Senior (60+) | all | \$204 or \$17/mo | | | |
| | Household | | \$684 or \$57/mo | | | Up to 6 people in same house **unrelated individuals must show proof of residency |
| | Additional Member | all | \$27 or \$2.25/mo | | | For households with more than six residents--per individual |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY RECREATION CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|---|----------------------------------|--------------|--------------|----------|--|
| Personal Training **Members Only | | | | | |
| | Personal Trainer - 1 person/1 hr | Members only | \$30.00 | | |
| | Personal Trainer - 2 person/1 hr | Members only | \$40.00 | | |

ADDITIONAL NOTATIONS AND DISCOUNTS

Household includes up to six household members living in the same house - may be required to show proof of residence for household members over the age of 18. Each additional household member is charged an additional \$25 for annual pass and \$5 for one month and month to month pass.

GROUP/CORPORATE DISCOUNTS:

| |
|--|
| 10% discount for 20 to 30 memberships |
| 15% discount for 31 to 40 memberships |
| 20% discount for 41 or more memberships |
| 20% discount for all benefitted or non-benefitted City of Laramie and Albany County Non-Profit employees formemberships. |
| <i>Individuals must be CURRENT employees of the discounted organization, retirees are not eligible for previous employer discounts. Members must provide proof of employment annually. Available to businesses and organizations located within Albany county. All group/corporate memberships must be paid in full or paid by ACH/ACC from the individual member's checking, credit card, or debit account on the 5th of each month. Group membership discounts do not automatically renew. All group/corporate membership discounts will be in effect for 12 months based upon the number of memberships on July 1st of each year.</i> |

PROGRAMS

| SACC Programs | | | | | |
|---------------|-----------------|-----|---------------|-----------------|-----------------------|
| | Full Day SACC | all | \$32.00 | \$36.00 | 13% inc. |
| | Half Day SACC | all | \$16.00 | \$18.00 | 13% inc. |
| SACC | Cal 1-Weekly | | \$75/\$80 | \$85/\$90 | 14% inc. |
| | Cal 1-Daily | | \$16/\$18 | \$18/\$20 | 13% inc. |
| | Cal 2-Weekly | | \$42/\$46 | \$46.50/\$50.50 | 11% inc. |
| | Cal 2-Daily | | \$9/\$10 | \$10/\$11 | 12% inc. |
| | Cal 3-Weekly | | \$26/\$30 | \$29.50/\$33.50 | 14% inc. |
| | Cal 3-Daily | | \$5.50/\$6.25 | \$6.25/\$7.00 | 14% inc. |
| | Re-schedule fee | | \$20.00 | | |
| Summer Clubs | 1/2 day Cal 1 | | \$65.00 | | |
| | 1/2 day Cal 2 | | \$50.00 | | 7:30-12:30/12:30-5:30 |
| | 1/2 day Cal 3 | | \$35.00 | | |
| | Full day Cal 1 | | \$125.00 | | |
| | Full day Cal 2 | | \$100.00 | | 7:30am - 5:30pm |
| | Full day Cal 3 | | \$75.00 | | |

Fee pd before 5th of month/fee paid after 5th of the month**Those qualifying for DFS Subsidy are exempt from this schedule. We will accept DFS Payment for services (remove)

Fee to re-schedule after beginning of semester-2 week notice required.

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY RECREATION CENTER--Effective May 1, 2019

| | | QUALIFIER | CURRENT FEE | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|--|------------|-----------|-------------|--------------|----------|---|
| FACILITY RENTALS - LCRC | | | | | | |
| Parties | | | | | | |
| Birthday Party Package #1 | Member | | \$56.00 | | | (20% discount from individual pricing) 1 hr rm, 10 passes |
| | Non-member | | \$60.00 | | | |
| Birthday Party Package #2 | Member | | \$148.00 | | | (20% discount from individual pricing) Host, 2 hr rm, 10 passes, 2 pizzas and drinks |
| | Non-member | | \$156.00 | | | |
| Birthday Party Package #3 *Custom* | Member | | \$205.00 | | | (20% discount from individual pricing) Host, 10 passes, 1/2 gym 2 hr w bounce house, 2 hr MP room, 2 pizza and drinks |
| | Non-member | | \$222.00 | | | |
| Facilities | | | | | | |
| Room/hr 57 person occupancy | Member | | \$35.00 | | | |
| | Non-member | | \$40.00 | | | |
| | Non-profit | | \$20.00 | \$25.00 | 25% inc. | |
| Kitchen/hr | Member | | \$10.00 | | | rented with front conference room |
| | Non-member | | \$10.00 | | | |
| Multi-purpose Room (1 or 2) /hr 23 or 24 person occupancy, respectively | all | | \$35.00 | | | |
| | all | | \$40.00 | | | |
| | all | | \$20.00 | \$25.00 | 25% inc. | |
| Full Multi-purpose/hr | Member | | \$65.00 | | | |
| | Non-member | | \$75.00 | | | |
| | Non-profit | | \$40.00 | \$50.00 | 25% inc. | |
| Full gym/hr | Member | | \$60.00 | \$65.00 | 8% inc. | Change to make consistent with other room rental rates. |
| | Non-member | | \$70.00 | \$75.00 | 7% inc. | Change to make consistent with other room rental rates. |
| One court/hr | Member | | \$30.00 | \$35.00 | 17% inc. | Change to make consistent with other room rental rates. |
| | Non-member | | \$35.00 | \$40.00 | 15% inc. | Change to make consistent with other room rental rates. |
| Floor covering - per 1/2 court / event | N/A | | \$30.00 | | | |
| Fitness Room/hr | Member | | \$35.00 | | | |
| | Non-member | | \$40.00 | | | |
| Full facility (excluding aquatics) per hour | Member | | \$380.00 | | | |
| | Non-member | | \$420.00 | | | |
| Stage - 2 hours (per use) | | | \$100.00 | | | |
| Pool Shelter (sm or lg) | Member | | \$35.00 | | | |
| | Non-member | | \$40.00 | | | |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY RECREATION CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
|--|------------|-------------|--------------|-----------|-----------------------------------|--|
| Any one pool area/hr | | | | | | |
| 0-75 persons | Member | \$165.00 | | | | Delete and consolidate to one fee |
| | Non-member | \$185.00 | | | | Delete and consolidate to one fee |
| 76-100 persons (remove differentiation by number of people) | Member | \$193.00 | | | | |
| | Non-member | \$215.00 | | | | |
| 101-150 persons | Member | \$220.00 | | | | Delete and consolidate to one fee |
| | Non-member | \$245.00 | | | | Delete and consolidate to one fee |
| Inflatable/hr (does not include pool or gym rental, a minimum of half the 8 lane must be rented for the aquatics inflatables or 1 court for dry-land) | | | | | | |
| Pool Inflatable (per hour for first hour) | Member | \$50.00 | \$146.50 | No Change | | Includes half pool rental |
| | Non-member | \$60.00 | \$167.50 | No Change | | |
| Additional Hour | Member | \$10.00 | \$106.50 | No Change | | Includes half pool rental |
| | Non-member | \$10.00 | \$117.50 | No Change | | |
| Jungle Gym or Trampoline (per hour for first hour) | Member | \$30.00 | | Delete | | Delete and consolidate pricing |
| | Non-member | \$40.00 | | Delete | | |
| Additional Hour | Member | \$10.00 | | Delete | | Delete and consolidate pricing |
| | Non-member | \$15.00 | | Delete | | |
| Dry-land Inflatable - per hr | Member | \$35.00 | \$65.00 | No Change | Bounce house, includes gym rental | |
| | Non-member | \$40.00 | \$75.00 | No Change | | |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY ICE AND EVENT CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|--------------------------------|---|-------------|----------|--------------------------|----------|--|
| ADMISSIONS & PASSES | | | | | | |
| DAILY ADMISSION | | | | | | |
| | Ages 5 & up | all | \$5.00 | | | |
| | Ages 3 & 4 | all | \$2.50 | | | |
| | Senior Skate | all | \$2.50 | | | |
| | Half-price Skate | all | \$2.50 | | | |
| | Drop-in Figure Skate | all | \$7.00 | | | |
| | Drop-in Stick & Puck (18yrs +) 1 hr | all | \$7.00 | | | |
| | Drop-in Hockey (18yrs +) 1 hr | all | \$10.00 | | | |
| | Drop-in Curling | all | \$5.00 | | | Limited sessions |
| | Bulk Pass Purchase (20 passes which may be shared between multiple individuals) | all | | \$85/20 passes | NEW | 15% Discount over individually purchased passes |
| | Bulk Pass Purchase with skates (20 passes which may be shared between multiple individuals) | all | | \$127/20 passes & skates | NEW | 15% Discount over individually purchased passes |
| 20 VISIT MULTIPLE PASS | | | | | | |
| | Admission Only - all ages (per individual) | all | \$75.00 | | | **No Expiration Date **Not considered a membership for fee reductions or activities **No expiration date** |
| | Admission with Skate Rental (per individual) | all | | \$112.00 | NEW | 25% Discount off daily |
| | Drop-in Activities | all | \$105.00 | | | (25% discount off daily) |
| ICE SEASON SERVICES | | | | | | |
| EQUIPMENT/SERVICES | | | | | | |
| | Skate Rental - Public Skate | all | \$2.50 | | | includes tax |
| | | all | \$1.00 | | | includes tax |
| | Skate Rental - Public Skate (w/ student ID) | all | Free | \$2.50 | NEW | |
| | Broomball Shoe Rental | all | \$2.50 | | | includes tax |
| | Ice Scooter Rental | | \$2.50 | | | during public skate times |
| | Skate Sharpening - Overnight | | \$7.00 | | | |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY ICE AND EVENT CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|---|-----------|-------------|--|--------------|--------------|---|
| Certification Testing/level - per test | | \$10.00 | | | | ISI - \$2.50/cert + staff |
| Music cutting/editing - per routine | | \$15.00 | | | | |
| CD | all | \$4.72 | | | | \$5.00 total w tax |
| Dance Floor - per event | all | \$30.00 | | | | |
| ICE PROGRAMS | | | | | | |
| Skate Lessons (Learn to Skate) | all | | | | | per class rate |
| All group lessons - learn to skate, freestyle, adult for each 15 minutes of instruction | all | \$3.00 | | \$4.00 | 34% increase | per 15 minutes of class time, LTS includes 2 skate passes |
| Speed Skate Lessons per 1 hr session | all | \$4.00 | | \$5.00 | 25% increase | |
| On Ice Conditioning per half hour session | all | \$6.00 | | | | |
| Private Skate Lessons | all | | | | | |
| Gold Level Instruction, one person per 1/2 hr | all | \$28.00 | | | | plus cost of skate admission |
| Novice Level Instruction, one person per 1/2 hr | all | \$25.00 | | | | plus cost of skate admission, mid-level cert. for instructor |
| Juvenile Level Instruction, one person per 1/2 hr | all | \$23.00 | | | | plus cost of skate admission, entry level cert for instructor |
| Events/Leagues | all | | | | | |
| Winter Ice Exhibition (Practice & Show) | all | \$30.00 | | | | |
| Winter Ice Exhibition (Show) | all | \$10.00 | | | | |
| Spring Ice Show (Practice & Show) | Member | \$40.00 | | | | Plus costume fee, 5 practices |
| Spring Ice Show (Show only) | all | \$10.00 | | | | |
| Ice Races (single day 2 hr) | all | \$15.00 | | | | cover cost of awards |
| Broomball Adult Co-ed per team | all | \$300.00 | | | | |
| Curling League - per team | all | \$300.00 | | | | |
| Turkey Curling (Tomspiel) per team | all | \$25.00 | | | | |
| Turkey Curling spectator w/can food | all | \$0.00 | | | | |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY ICE AND EVENT CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|-------------------------------------|---|---------------|----------|-------------------|--------------------|---|
| ICE AND EVENT CENTER RENTALS | | | | | | |
| Parties | all | | | | | |
| | Birthday Party Package #1 | \$105.00 | | | | (Fee reflects 80% of actual cost) 2 hr rm, 10 ice passes, 10 gift bag passes) |
| | Birthday Party Package #2 | \$150.00 | | | | (Fee reflects 80% of actual cost) 2 hr rm, 10 ice passes, 10 gift bag passes, 10 hot dogs and drinks) <i>(remove host option)</i> |
| | Party Host | NA | | \$25 | NEW | Add on option |
| | Add'l B-day Party Attendees | \$10.00 | | | | For each person over the initial 10--fee covers food/entrance/favors |
| Misc. | | | | | | |
| | Zamboni per cut | \$25.00 | | | | |
| Ice Time per hour | | | | | | |
| | Prime Time Mon-Sun (5 am - 11 pm) | \$165.00 | | <i>\$170/hour</i> | <i>3% increase</i> | |
| | After hours rental - per hour | \$195.00 | | | | Special circumstances--Rec Mgr approval required |
| | Contract Agreement users | \$150.00 | | | | Advisory Approved MOU commitment |
| | Group Rentals | 20-50 people | \$200.00 | | | per hour, includes skates |
| | | 51-100 people | \$250.00 | | | per hour, includes skates |
| | | 101+ people | \$250.00 | | | per hour, includes skates - min. 2 hr rental |
| | Public Events Charging Admission | * | | | | 15% of gross receipts (10% for not-for-profit) net applicable fees in addition to rental fees |
| | Non-profit Oragnizations, Albany County and K12 School Groups-not affiliated w ACSD #1 (Open School, CHC, etc.) | <26 people | \$100.00 | | | first hour, \$50 each additional consecutive, includes skates |
| | | 26+ people | \$125.00 | | | first hour, \$75 each additional consecutive, includes skates |

EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY ICE AND EVENT CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|---|------------|-------------|--|--------------|----------|--|
| OFF-ICE SEASON SERVICES | | | | | | |
| RENTALS W/O ALCOHOL | | | | | | |
| Facility Rentals | | | | | | |
| Complete Center - 8am - 11pm per day | N/A | \$500.00 | | | | Day = 8 am to 11 pm |
| Complete Center - 8am - 11pm per hr | | \$40.00 | | | | |
| 11pm - 1am per hr | | \$75.00 | | | | Pay FT MOD 1 1/2 |
| Contract Agreement users | | \$30.00 | | | | |
| Non-profit Oragnizations, Albany County and K12 School Groups-not affiliated w ACSD #1 (Open School, CHC, etc.) | <26 people | \$70.00 | | | | first hour, \$30 each additional consecutive, includes skates (Discount of approx 25% over regular cost) |
| | 26+ people | \$95.00 | | | | first hour, \$30 each additional consecutive, includes skates (Discount of approx 25% over regular cost) |
| Public Events Charging Admission | | * | | | | 15% of gross receipts (10% for not-for-profit) net applicable fees in addition to rental fees--Change from 20% of the greater amount |
| | | * | | | | |
| Lobby/Concessions per day | Member | \$200.00 | | | | Day = 8 am to 11 pm |
| Lobby/Concessions per hr | Member | \$20.00 | | | | |
| Meeting Room per hr | | \$15.00 | | | | |
| Parties | | | | | | |
| Birthday Party Package #1 | | \$74.00 | | | | (80% of actual cost) 2 hr rm, 10 passes, skates during public skate |
| Birthday Party Package #2 | | \$115.00 | | | | (80% of actual cost) 2 hr rm, 20 passes, skates, during public skate |
| Birthday Party Package #3 | | \$195.00 | | | | (80% of actual cost) Host, 2 hr full facility, 20 passes, bounce feature and skates, scooters or roller hockey) Private rink |
| Party Host | | \$40.00 | | | | Add a party host for two hours to any package |
| Food for Add'l B-day Party Attendees | | \$25.00 | | | | Pizza or hot dogs and drinks for 10 people |

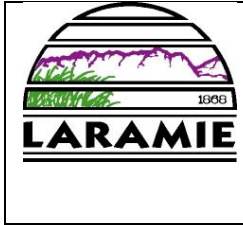
EXHIBIT A - 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

Exhibit A--LARAMIE COMMUNITY ICE AND EVENT CENTER--Effective May 1, 2019

| | QUALIFIER | CURRENT FEE | | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
|--------------------------------------|-----------------|-------------|--|--------------|----------|---|
| RENTALS EVENT WITH ALCOHOL | | | | | | |
| Complete Center - 8am - 11pm per day | Member | \$600.00 | | | | Day = 8 am to 11 pm |
| Complete Center - 8am - 11pm per hr | | \$50.00 | | | | |
| 11pm - 1am per hr | | \$85.00 | | | | Pay FT MOD 1 1/2 w/ Rec Mgr Approval only |
| Public Events Charging Admission | | * | | | | 15% of gross receipts (10% for not-for-profit) net applicable fees in addition to rental fees |
| Lobby/Concessions per day | Member | \$300.00 | | | | |
| Lobby/Concessions per hr | Member | \$30.00 | | | | |
| PROGRAMMING | | | | | | |
| Roller Hockey Drop In Admission | all | \$4.00 | | | | 1 hr session/drop in |
| Ages 5 & up Admission | all | \$5.00 | | | | |
| Ages 3 & 4 Admission | all | \$2.50 | | | | |
| Skate Rental - Public Skate | >age 4 | \$2.50 | | | | includes tax |
| | age 4 and under | \$1.00 | | | | includes tax |

Exhibit A--CITY OF LARAMIE PARK FEES --Effective May 1, 2019

| Shelters/Plaza/Picnic Area | Fee | PROPOSED FEE/CHANGE | % CHANGE | Special Details |
|--|---|---------------------|----------|---|
| Shelter/Plaza/Picnic Area | \$25/hr first 2 hours,\$5/hr thereafter | | | |
| 1st St. Fire Pit | \$20/hour | | | Staff provided by City |
| Misc. Permits | | | | |
| Open Container | \$25/event | | | Requires insurance naming the City as an additional insured |
| Noise Permit | No Charge/2 hours | | | |
| Annual Vending Permit (May 1-Oct. 1) | \$50 | | | |
| Temporary Vending Permit (72 hours) | \$50 | | | |
| Non-Profit Vending Permit | \$50 | | | |
| Splash Pad & Athletic Fields | | | | |
| Softball/Baseball Fields | | | | |
| Already Prepped Field Rental | \$40 first 2 hrs,\$10/hr thereafter | | | |
| Sched. 1 Field (Optimist, Roney, Kiwanis) 12 week season fee | \$400/field | | | |
| Sched. 2 Field (Little League, LaBonte) 12 week season fee | \$500 | | | |
| Sched. 3 Field (Cowboy) 12 week season fee | \$600 | | | |
| Sched. 1 Extra Weeks of Regular Prep/Maint | \$40/week/field | | | |
| Sched. 2 Extra Weeks of Regular Prep/Maint | \$60/week/field | | | |
| Sched. 3 Extra Weeks of Regular Prep/Maint | \$80/week/field | | | |
| Game Prep Fee | \$20 | | | |
| Game Clean up Fee (as necessary) | \$50/game as necessary | | | |
| Lights | \$5/hour | | | |
| After Hours Light Penalty Fee | \$50 | | | |
| Soccer Fields | | | | |
| Already Prepped Field | \$40 first 2 hrs,\$10/hr thereafter | | | |
| Regular Prep/Maint Cost 4v4 Field/ 12 week season | \$200/field | | | |
| Regular Prep/Maint Cost 7v7 Field/ 12 week season | \$400/field | | | |
| Regular Prep/Maint Cost 9v9 Field/ 12 week season | \$500/field | | | |
| Regular Prep/Maint Cost 11v11 Field/ 12 week season | \$600/field | | | |
| Additional Weeks of Regular Prep/Maint | \$100/week/field | | | |
| New Field Set for individual rentals | 50% of regular season cost | | | |
| Rugby/Football/LaCrosse Fields | | | | |
| Already Prepped Field | \$40 first 2 hrs,\$10/hr thereafter | | | |
| Regular Prep/Maint Cost Field/ 12 week season | \$500/field | | | |
| New Field Set for individual rentals | 50% of regular season cost | | | |
| Splashpad | | | | |
| Splashpad | \$40 first 2 hrs,\$10/hr thereafter | | | Splashpad only available after normal operating hours |



Agenda Item: Administration Resolution
Title: Supporting the continuation of the agreement related to the loan of artwork from the UW Art Museum (Alligator by John Kearney on display at the corner of Grand Ave./4th St., First Steps by Robert Russin on display in Undine Park)

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board support the continuation of the agreement related to the loan of artwork from the UW Art Museum.

Administrative or Policy Goal:

- C. The board shall advise the city council with respect to planning and development standards for all parks recreation and open space areas.
- J. The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.
- K. The board shall consider, investigate, report and recommend on any special parks recreation and open space matter coming within the scope of its work.

Background:

We have been recently notified that the loan agreements for two sculptures on loan from the UW Art Museum have expired. The Director has reached out to the Laramie Public Art Coalition regarding the two sculptures. The recommendation would be to continue the agreement allowing the LPAC time to evaluate and determine their involvement in the process.

Legal/Statutory Authority: Laramie Municipal Code

Budget/Fiscal Information:

Expense:

| Source | Amount | Type | |
|--------------------------|--------|--|--|
| Fees/Charges for Service | \$ | Unknown amount for insurance, handled in another Dept. | |
| Fees/Charges for Service | | | |
| Other | | | |
| Total | \$0.00 | | |

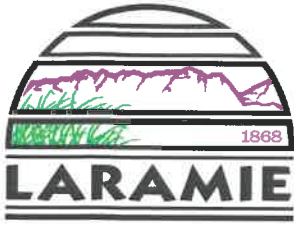
Responsible Staff:

Choose an item.

Todd Feezer, Director, Parks & Recreation Department, tfeezer@cityoflaramie.org, 721-5260

Attachments:

Expired Agreements



CITY OF LARAMIE
PARKS AND RECREATION DEPARTMENT
P.O. BOX C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax: (307) 721-5256
Recreation Division: (307) 721-5269
Fax: (307) 721-5284
Facilities Mgmt Division: (307) 721-3585
TDD: (307) 721-5295

November 5, 2015

University of Wyoming, Art Museum
Sarah Gadd, Museum Registrar
Dept. 3807, 1000 E. University Ave.
Laramie, WY 82071

Re: Outgoing Loan Agreement

Dear Sarah:

Enclosed you will find the executed two originals of the Outgoing Loan Agreement forms for the two pieces of sculpture that are currently on loan to the City of Laramie. The Outgoing Loan Agreements were approved at the November 3, 2015 City Council meeting as recommended by the Parks, Tree and Recreation Advisory Board at their October 14, 2015 meeting.

Please note that under page three, miscellaneous, number 4, the City would request the addition of the following clause: "the City of Laramie also does not waive its sovereign immunity or its governmental immunity by entering into this agreement and fully retains all immunities and defenses provided by law with regard to any action based upon this agreement". Also under page three, miscellaneous, number 5, the City would request the addition of the following clause: "Any actions or claims against the City of Laramie under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et.seq. (1977) as amended".

Once you have the Outgoing Loan Agreement executed by the University representatives, please return one original of the Outgoing Loan Agreements for the City records and property insurance purposes.

If you have any questions or concerns regarding these additional clauses to the agreement, please let me know.

Sincerely,

Paul Harrison
Parks and Recreation Director

encl.

cc: Dave Derragon, Assistant City Manager
Jason Loos, City Attorney
David Schott, Parks Manager

UNIVERSITY OF WYOMING

RECEIVED SEP 25 2015

Outgoing Loan Agreement

Date September 18, 2015

The following object(s) is/are lent by the **University of Wyoming** to:

Institution: City of Laramie

Street: PO Box C

City: Laramie

State: WY

Zip: 82073

Contact person: Paul Harrison

Telephone: 307-721-5260

for the purpose of: Exhibition at the corner of Grand and 4th St., Laramie, WY

from: September 6, 2012

to: September 6, 2017

Under the conditions attached to this document.

To be insured: Wall to wall by City of Laramie
 on location and during exhibition by: City of Laramie

Approved by *Paul Harrison, Parks + Recreation Director* Date 11-5-15
Borrower

Recommended by *Susan Gorkunhan* Date 11/6/15
Director, UW Art Museum

Approved by *Maura Johnson* Date 11/20/2015
UW Purchasing Manager

| Art Museum Accession No. | Description (artist, title, medium, date, size) | Condition | Insurable Value |
|--------------------------|---|-----------|--------------------|
| 1974.3 | John Kearney, <i>Alligator</i> | Excellent | <u>\$45,000.00</u> |

Please sign and return one original to the **University of Wyoming Art Museum**.



Art Museum

Box 3807 • 1000 E. University Ave. • Laramie, WY 82071-3807
(307) 766-6622 • fax (307) 766-3520
uwartmus@uwyo.edu • www.uwyo.edu/artmuseum

Return Receipt. The above item(s) has(have) been returned in the same condition as it was(they were) loaned by the University Art Museum and is(are) accepted thereby releasing _____ of any liability.

By _____
UW Art Museum

Date _____

CONDITIONS GOVERNING OUTGOING LOANS

All loans of objects from the collections of the University of Wyoming (hereinafter the "University") are made subject to the borrower's agreement to the following conditions.

Care and Handling

1. Each object is received in good condition unless otherwise noted and shall remain in the condition in which it is received.
2. No object shall be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched, or altered in anyway whatsoever except with the express written permission of the University.
3. The University numbers or tags must not be removed. Borrower's loan numbers should be careful placed (with non-permanent materials) so as not to damage or alter the object in any way. Exhibition stickers for paintings may be placed on back of frame.
4. Each object shall at all times be given special care to insure it against loss, damage, or deterioration, and when necessary a suitable case shall be provided for exhibition and protection. The borrower shall provide suitable protection against theft, fire, and damage from any cause whatsoever at all times. Should loss, damage, or deterioration be noted, whether in transit or on the borrower's premises and regardless of who may be responsible therefore, the University shall be informed immediately and in detail. Should damage occur in transit, all packing material should be saved for inspection.
5. Unless special permission is granted in writing for outdoor exhibition, objects shall be protected at all times against direct sunlight, rain, excessive humidity and excessively dry conditions. In addition, all watercolors, drawings, prints, fabrics and photographs shall be properly protected from the damage of fading by exposure to direct sunlight and strong artificial light, fluorescent light or proximity to heat sources.
6. No foreign materials (i.e. pins, nails, etc.,) are to be used to fasten an object for exhibition purposes. When in doubt, consult the University Art Museum.
7. The University will decide on the method of packing and shipping to and from the borrower. Objects should be returned carefully packed in the same manner as received and by a competent carrier of the University's choice. The University reserves the right to give binding instructions to borrowers as to these matters.
8. No food is to be allowed in the gallery without the express, written consent of the Owner; copies should be submitted to the University.
9. Light levels in the galleries should be adjusted to the following footcandles for the duration of the exhibition: 25 – 30 footcandles for painting, 5 – 10 footcandles for works on paper.

Costs

All handling, packing, transportation and insurance costs incurred during the loan are to be paid by the Borrowing institution, unless otherwise agreed upon in writing.

Insurance

Each object shall be insured at the borrower's expenses, unless otherwise agreed upon, for the benefit of the University against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. Insurance should identify the University Art Museum as beneficiary. Required insurance shall be arranged by either the borrower or the University and agreed to by the University before any objects covered by this receipt may be removed from the University Art Museum. If insured by the borrower, unless otherwise agreed upon, the objects shall be covered "wall to wall" by the amount indicated as Insurable Value on the reverse, which amount shall be considered the actual value (whether market, intrinsic, or otherwise) of said object for all purposes. The insurance shall cover all risks from the time the object leaves the University Art Museum and until it is returned, and shall guarantee payment of claims, for depreciation as well as restoration and related costs, in United States currency. The borrower shall supply, before shipment, a certificate of insurance in conformation with the foregoing terms. The certificate shall be sent to:

Director of Risk Management
University Of Wyoming
Dept. 3413
1000 E. University Ave.
Laramie, WY 82071

With copy to Museum Registrar
UW Art Museum
Dept. 3807
1000 E. University Ave.
Laramie, WY 82071

Loan Period

If an extension of time is desired on this loan, application must be made in writing a reasonable time before the end of the period noted. Extensions, if granted, must be noted on this receipt and subject to the same terms as the original agreement unless agreed upon in writing.

Photography and Technical Examination

The borrower may photograph the objects only for record and publicity purposes. Photographs required for an exhibition catalog will be supplied by the University Art Museum under its Reproduction Rights Policy. Matted and framed objects must not be removed from their frames for photography. Except for detail views, all reproductions for any purpose shall show an unobstructed view of the entire object without cropping or bleeding. If a detail is reproduced, this fact shall be clearly indicated in the caption. No reproduction of any kind may be tinted or otherwise distorted. Borrower may not reproduce such objects in any medium (including photographs) for purpose of sale, nor may such objects be subjected to technical examination of any type whatsoever without the written consent of the Owner; a copy should be submitted to the University.

Acknowledgement of Loan

All didactic information and promotional material should acknowledge the loan of the exhibition from the Owner and the University as follow: "On loan from Sherry Nicholas and the Sherry Nicholas Collection, University of Wyoming Art Museum."

Miscellaneous

1. Information about the object used for catalogs, labels or for any other purpose shall conform to the catalog data furnished by the University Art Museum and shall always include a credit line to the University of Wyoming Art Museum, giving the name of the donor or purchase fund when specified.
2. Regarding borrowed objects, in the case of any applicable common-law or statutory copyright, the borrower agrees that ownership of such copyright is reserved to the University, that it will make no reproduction or other use of the copyrighted object, which will or might impair such copyright, and that it will assign to the University the copyright of any reproduction. Access to the exhibition shall not be denied to anyone on the basis of race, color, sex, national origin or disability.
4. ~~The University does not waive its sovereign immunity or its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.~~
5. Any actions or claims against ~~the University~~ under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.
6. The parties hereto agree that (i) the laws of Wyoming shall govern this Agreement, and (ii) any questions arising hereunder shall be construed according to such laws, (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

NEITHER PARTY

EITHER PARTY

Art Museum

Dept. 3807, 1000 E. University Ave., Laramie, WY 82071
 307.766.6622 • fax 307.766.3520 • uwartmus@uwyo.edu
 www.uwyo.edu/artmuseum • www.uwyoartmuseum.org • www.facebook.com/uwyoartmuseum



Outgoing Loan Agreement

Date September 18, 2015

The following object(s) is/are lent by the **University of Wyoming** to:

Institution: City of Laramie

Street: PO Box C City: Laramie State: WY Zip: 82073

Contact person: Paul Harrison Telephone: 307-721-5260

for the purpose of: Exhibition in Undine Park, Laramie, WY

from: September 6, 2015 to: September 6, 2017

Under the conditions attached to this document.

To be insured: Wall to wall by City of Laramie
 on location and during exhibition by: City of Laramie

Approved by: Paul Harrison Parks & Recreation Director Date 11-5-15
 Borrower

Recommended by: Erin Gorkunov Date 11-6-15
 Director, UW Art Museum

Approved by: Maria J. Muni Date 11/20/2015
 UW Purchasing Manager

| Art Museum Accession No. | Description (artist, title, medium, date, size) | Condition | Insurable Value |
|-----------------------------|---|-----------|--------------------|
| 1991.23 | Robert Russin, <i>First Steps</i> | Poor | <u>\$75,000.00</u> |

CONDITION OF LOAN: This piece is subject to conservation work. The loan may be terminated and the item removed from loan if offsite conservation is required.

Please sign and return the original copy to the **University of Wyoming Art Museum**.

CONDITIONS GOVERNING OUTGOING LOANS

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Care and Handling

1. Each object is received in good condition unless otherwise noted and shall remain in the condition in which it is received.
2. No object shall be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched, or altered in anyway whatsoever except with the express written permission of the University.
3. The University numbers or tags must not be removed. Borrower's loan numbers should be carefully placed (with non-permanent materials) so as not to damage or alter the object in any way. Exhibition stickers for paintings may be placed on back of frame.
4. Each object shall at all times be given special care to insure it against loss, damage, or deterioration, and when necessary a suitable case shall be provided for exhibition and protection. The borrower shall provide suitable protection against theft, fire, and damage from any cause whatsoever at all times. Should loss, damage, or deterioration be noted, whether in transit or on the borrower's premises and regardless of who may be responsible therefore, the University shall be informed immediately and in detail. Should damage occur in transit, all packing material should be saved for inspection.
5. Unless special permission is granted in writing for outdoor exhibition, objects shall be protected at all times against direct sunlight, rain, excessive humidity and excessively dry conditions. In addition, all watercolors, drawings, prints, fabrics and photographs shall be properly protected from the damage of fading by exposure to direct sunlight and strong artificial light, fluorescent light or proximity to heat sources.
6. No foreign materials (i.e. pins, nails, etc.,) are to be used to fasten an object for exhibition purposes. When in doubt, consult the University Art Museum.
7. The University will decide on the method of packing and shipping to and from the borrower. Objects should be returned carefully packed in the same manner as received and by a competent carrier of the University's choice. The University reserves the right to give binding instructions to borrowers as to these matters.
8. No food is to be allowed in the gallery without the express, written consent of the Owner; copies should be submitted to the University.
9. Light levels in the galleries should be adjusted to the following footcandles for the duration of the exhibition: 25 - 30 footcandles for painting, 5 - 10 footcandles for works on paper.

Costs

All handling, packing, transportation and insurance costs incurred during the loan are to be paid by the Borrowing institution, unless otherwise agreed upon in writing.

Insurance

Each object shall be insured at the borrower's expenses, unless otherwise agreed upon, for the benefit of the University against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. Insurance should identify the University Art Museum as beneficiary. Required insurance shall be arranged by either the borrower or the University and agreed to by the University before any objects covered by this receipt may be removed from the University Art Museum. If insured by the borrower, unless otherwise agreed upon, the objects shall be covered "wall to wall" by the amount indicated as Insurable Value on the reverse, which amount shall be considered the actual value (whether market, intrinsic, or otherwise) of said object for all purposes. The insurance shall cover all risks from the time the object leaves the University Art Museum and until it is returned, and shall guarantee payment of claims, for depreciation as well as restoration and related costs, in United States currency. The borrower shall supply, before shipment, a certificate of insurance in conformation with the foregoing terms. The certificate shall be sent to:

Director of Risk Management
University Of Wyoming
Dept. 3413
1000 E. University Ave.
Laramie, WY 82071

With copy to

Museum Registrar
UW Art Museum
Dept. 3807
1000 E. University Ave.
Laramie, WY 82071

Loan Period

If an extension of time is desired on this loan, application must be made in writing a reasonable time before the end of the period noted. Extensions, if granted, must be noted on this receipt and subject to the same terms as the original agreement unless agreed upon in writing.

Photography and Technical Examination

The borrower may photograph the objects only for record and publicity purposes. Photographs required for an exhibition catalog will be supplied by the University Art Museum under its Reproduction Rights Policy. Matted and framed objects must not be removed from their frames for photography. Except for detail views, all reproductions for any purpose shall show an unobstructed view of the entire object without cropping or bleeding. If a detail is reproduced, this fact shall be clearly indicated in the caption. No reproduction of any kind may be tinted or otherwise distorted. Borrower may not reproduce such objects in any medium (including photographs) for purpose of sale, nor may such objects be subjected to technical examination of any type whatsoever without the written consent of the Owner; a copy should be submitted to the University.

Acknowledgement of Loan

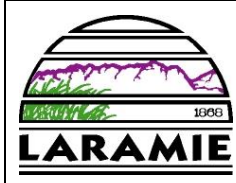
All didactic information and promotional material should acknowledge the loan of the exhibition from the Owner and the University as follow: "On loan from Sherry Nicholas and the Sherry Nicholas Collection, University of Wyoming Art Museum."

Miscellaneous

1. Information about the object used for catalogs, labels or for any other purpose shall conform to the catalog data furnished by the University Art Museum and shall always include a credit line to the University of Wyoming Art Museum, giving the name of the donor or purchase fund when specified.
2. Regarding borrowed objects, in the case of any applicable common-law or statutory copyright, the borrower agrees that ownership of such copyright is reserved to the University, that it will make no reproduction or other use of the copyrighted object, which will or might impair such copyright, and that it will assign to the University the copyright of any reproduction.
3. Access to the exhibition shall not be denied to anyone on the basis of race, color, sex, national origin or disability.
4. ~~The University does not~~ waive its sovereign immunity or its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.
5. Any actions or claims against ~~he~~ University under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.
6. The parties hereto agree that (i) the laws of Wyoming shall govern this Agreement, and (ii) any questions arising hereunder shall be construed according to such laws, (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

NEITHER PARTY

EITHER PARTY



Agenda Item: Administration

Discussion Item

Title: Advisory Board Goals

Recommended Board MOTION:

No motion.

Administrative or Policy Goal:

N/A

Background:

See Attached – Municipal Code & 2016 Goals

Legal/Statutory Authority: N/A

Budget/Fiscal Information

Responsible Staff:

Larry Foianini, Chair, Parks, Tree & Recreation Board larryfoi@bresnan.net/307.742.8880
Choose an item.

Attachments:

Roster Parks, Tree and Rec Advisory Board March 2018
Municipal Code Chapter 2.28 PTR
2016 PTR Advisory Board Goals

Parks, Tree and Recreation Advisory Board Roster

January 2018

Chris Dixon

1931 N. Garfield St.
Laramie, WY 82070
520-820-4517
grnknight13@gmail.com
Term Expires: 2020

Marius Favret

1759 Inca Drive
Laramie, WY 82072
307-343-3959
suemar729@gmail.com
Term Expires: 2020

Dave Hammond

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Laramie, WY 82070
742-2772
dhamms@wyoming.com
Term Expires: 2020

Stephen Ropp

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sropp@uwyo.edu
Term Expires: 2018

Pam Stamp

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307-760-3954
tpstamp@hotmail.com
Term Expires: 2018

Amy Williamson

1306 Iverson
Laramie, WY 82070
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akwwy@hotmail.com
Term Expires: 2018

Larry Foianini

2336 Skyview Ln.
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742-8880
larryfoi@bresnan.net
Term Expires: 2019

Richard Miller

1802 Beaufort
Laramie, WY 82072
307-460-1755
acriod@gmail.com
Term Expires: 2019

Amber Holen

2674 Riverside Drive
Laramie, WY 82070
307-460-1314
amber@wyomingtent.com
Term Expires: 2019

City Council Liaison

Pat Gabriel

*All terms expire in December of the year noted.

2018 Meeting Schedule

Meetings begin at 6:30pm

January 10th & 11th

February 14th

March 14th

April 11th

May 9th

June 13th

July 11th

August 8th

September 12th

October 10th

November 14th

December 12th

2.28.070 - Duties—Generally.

The parks/tree and recreation advisory board shall have the following duties:


- A. The board shall study, investigate, develop and update a comprehensive written plan for current and future parks recreation and open space development. The comprehensive plan shall be presented to the city council and upon the city council's acceptance shall constitute the parks and recreation development master plan.
- B. The board shall advise the city council with respect to the acquisition, promotion and development of parks and recreation facilities.
- C. The board shall advise the city council with respect to planning and development standards for all parks recreation and open space areas.
- D. The board shall draft rules and regulations relating to the orderly use of parks recreation and open space and related facilities by the public. The rules and regulations are effective when adopted by the city council by minute action.
- E. The board shall promote public education on tree planting and proper management of trees within the community.
- F. The board shall study, investigate, counsel and develop written standards, rules, and regulations for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along street right-of-way, and in other public areas. Such standards will be presented to the city council and upon their acceptance and approval, shall constitute the official tree plan for the city of Laramie.
- G. When requested by the city council, the board shall consider, investigate, make findings, report and recommend upon any special parks trees, street trees, and other public open space matter or question regarding trees coming within the scope of its work.
- H. The board shall develop and maintain a list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations. Lists of trees not suitable for planting as street trees shall also be created and maintained by the board.
- I. The board shall review and make recommendations to the city council for fees and charges for parks and recreation programs and facility uses.
- J. The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.
- K. The board shall consider, investigate, report and recommend on any special parks recreation and open space matter coming within the scope of its work.

2016 Parks, Tree & Recreation Advisory Board

Annual Goals

1. Revisit the Parks and Recreation Master Plan in the course of board activities and use it as a roadmap when making decisions.
2. Look for ways to connect the various greenbelt trails and encourage development of the trail system in Laramie.
3. Prioritize the maintenance and upkeep of the Laramie Community Recreation Center in order recognize its value to the community and the investment the citizens have already made.
4. Encourage the further development of dog parks and off leash areas.
5. Be cognizant of staff resources in project design and idea development so that the workload remains reasonable and the existing amenities can be properly cared for.
6. Increase communication between the advisory board and City Council and send a representative to council meetings where relevant topics are being considered or discussed to ensure a voice in the decision making process.
7. Further educate board members about the department through staff presentations, amenity tours, sub-committees, and early participation in projects so that we can be ambassadors in the community. Promote opportunities to educate the public about parks, recreation, and trees.
8. Maintain the department mission around accessibility and affordability.
9. Encourage the beautification of community entryways.
10. Develop a sub-committee of the advisory board to work in conjunction with the Monolith Ranch Advisory entity for the creation of a formal community recreation plan that includes robust citizen input.

Adopted and passed this 7th Day of June, 2016.


Jacquie Stonum, Chair
Parks, Tree & Recreation Advisory Board

Attest:


Todd Feezer, Director
City of Laramie Parks & Recreation Department

To: City Manager; City Council Members
Fr: Todd Feezer, Director, Parks & Recreation
Date: November 5, 2018
Re: October/November 2018 Monthly Manager's Report

Parks & Recreation Administration – Action Resources Inc./Feeding Laramie Valley has begun the process to develop the Community Garden at Kiwanis Park. Funding for this project was provided by an AARP Community Challenge Grants. Substantial completion of this project is intended to be November 15, 2018. Friends of the Laramie Skate Park conducted an extension on the skate park bowl this last month. This extension provides advanced skaters a more challenging experience. The RFQ for Spring Creek Phase 1 – Design, Engineering and Construction Documents has been released. A mandatory pre-submittal meeting was held on October 30 with good attendance. Proposals are due November 27, 2018.

Parks & Cemetery – Parks/Cemetery/Forestry/Mosquito/IPM Report – Staff has finished the fertilization of the turf and winterization of all irrigation systems in all park and cemetery locations. Staff will continue with leaf sweeping and fall mowing as necessary. Fall sports are coming to an end, soccer will finish, and soccer goals will be removed, inspected and placed in storage the week of November 5th. The Little League Complex, Aragon and Laramie Athletic Complex (Old Deti) have been closed for the season. UW Club Sports has requested the use of Cowboy field due to the fair fall weather. Athletics Staff is excited for the implementation of the new infield groomer that is expected to be delivered in early November and put into service in the spring of 2019. This equipment was purchased with an ACRB grant. Parks staff is developing a process to close the downtown walk bridge stairs during snow events. Staff has identified the stairs as a danger during snow events citing numerous occasions they have witnessed falls and/or fallen themselves. Staff will be replacing garbage cans and installing new bike racks in downtown as time allows. Parks staff has nearly completed the grass play area at the recreation center, funded by the ACRB. The Cemetery had six funerals scheduled for October. Cemetery staff has completed pruning the large hedge next to the "Hill." Steve Graham, Cemetery Maintenance Worker has acquired his CDL learners permit and will be taking the driver's test after some practice. Staff has begun leaf sweeping and will be conducting exterior maintenance the cemetery house and shops. Staff continues to water newly planted trees with the water truck shoulder season and winter watering and vital to the success of these new plantings. Staff is replacing the tree in front of Dodd's downtown. This will be the 3rd time in its history to be replaced. There are five trees left in the Missouri Gravel bed they will be planted in early November. The City Arborist reviewed three permits for tree removals, inspected two trees for compliance, responded to one citizen complaint and reviewed one site plan for landscape compliance. The Grand Avenue medians are scheduled for pruning in early November. Riley Henderson, IPM Maintenance Worker, submitted his two week notice and his final day was October 25th. Staff has reviewed the IPM Job Qualifications, the position has been opened with a first review scheduled for November 30th. Four staff members will be attending Pesticide Applicators Licensing Recertification in January. Mosquito crews are preparing the annual WYPDES report. ATV and trucks have been prepared for winter use by removing mosquito control equipment and installing plows. Staff attended the Albany County Commissioners meeting and reviewed the MOU with the City. The MOU outlines payment to the City for surveillance and adult mosquito data for the rural districts around Laramie and should be approved at City Council on November 7, 2018.

Facilities Management Division – Electronic locks have been installed at the City Hall elevator entrance and basement entrance. The newly installed locks will be activated once procedures are in place for access allowances. The recently vacated Facilities Maintenance Worker position has been offered to and accepted by Robert “Jim” Giese. Jim’s first day is scheduled for November 13, 2018. A Notice to proceed for the Animal Control Furnace Replacement Project was issued on October 29th. Haynes Mechanical Systems of Greenwood Village, Colorado will begin work on this project on November first with substantial completion expected by December 1, 2018. Requests for Qualifications for Concrete Repair and Replacement Services were advertised in October with proposals due on November 2nd. Two proposals were received. Staff hopes to have a professional services agreement for Council consideration in December. This month the Facilities Maintenance Manager will begin work on bid packages for the Recreation Center Indoor Pool Re-plaster Project and the City Hall Makeup Air Replacement Project. It is anticipated that these projects will go out to bid in February. The Facilities Work Order System received thirty-one work orders in October, with nine still open and in progress. A total of twenty-nine work orders were completed and closed out this month.

Recreation Division – Recreation Center usage is beginning to increase with the onset of cooler weather and fall school schedules. We saw fewer visits in the months of August and September than usual, which we are monitoring and working to increase with promotions and advertising. Swim lessons for the final session of 2018 are full in the lower skill levels with a total of 53 children registered and many on wait lists. Pumpkin Dunkin’ was a remarkable success with about 200 individuals checking into the Recreation Center to swim with the pumpkins! Next year we will be considering changes to our fall festival to encourage additional activities. The Recreation Center recently acquired a new aquatic inflatable. This fun new feature debuted on November 2nd at the First Friday Fun Night. It serves as both a slide and rocking feature and should provide fun for all ages. Turkey Curling will be held on November 10th, which is a change from the original schedule. There is still time to get a team registered and O’Dwyer’s will be on-site this year for adult beverage service. The second session of Gym Jam is under way with total registration of 11 children. The program is being coordinated by our SACC Coordinator and her staff. Public ice skating is off to a strong start with over 200 people participating in our Spooky Skate this year. The University of Wyoming Club Hockey program had some initial issues with alcohol at a recent game. As a result, the University has suspended their activities, staff has met with the program coordinators to identify ways that the City can assist in monitoring their activities so that they can continue to offer this program. We were recently contacted by a local business, Millipore Sigma, who wants to provide a wellness benefit to their employees. They anticipate covering half the cost of a Recreation Center Membership for each employee, which may also encourage some family memberships. This is an addition of 29 individual memberships and a welcome partnership. We also recently worked with Ivinson Memorial Hospital to provide memberships through an automatic payroll deduction. We plan to use this as a model for setting up other businesses, including the City with a payroll deduction for membership. The Recreation Center is working through the details of a reorganization and has opened the position of Recreation Program Supervisor for internal candidates. We hope to have things finalized by the end of the year. The Winter/Spring Program guide is under development and is scheduled to be delivered by December 1st. Registration for programs opens December 1st, with many programs offering early registration discounts.

Introduction

This financial report is prepared on the budgetary basis of accounting using a current financial resources measurement focus, which approximates the basis and measurement focus used to prepare governmental fund statements for the Comprehensive Annual Financial Report (CAFR). These conventions are used for internal reporting purposes so that the reported activity aligns with budgeted revenue and expenditures. The City of Laramie accounts for financial transactions in accordance with generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board and issues its CAFR in line with these principles. For more information about governmental GAAP, please see the Note 1 – Summary of Significant Accounting Policies in the FY 2017 CAFR *Notes to the Basic Financial Statements*.

Fund Accounting - Overview

One of the distinguishing characteristics of governmental accounting is its use of funds. A fund is a separate accounting entity for which financial activity and position are recorded. Funds have their own assets, liabilities, fund balance or net position (equity), revenue, and expenditures/expenses. Funds are not co-mingled, and transactions between them must be recognized. Funds represent accounting entities, not separate bank accounts. Funds are separated in three primary types: governmental, proprietary, and fiduciary.

Governmental funds account for activities primarily supported by taxes, grants, and other similar revenue sources, while proprietary funds account for activities that receive significant support from user fees and charges. Fiduciary funds account for resources that a government holds as a trustee or in an agency capacity on behalf of an outside party and that cannot be used to support the government's own programs.

Reported Funds

The City's operating funds are the focus of this financial report. The governmental funds for which reports are included are the General Fund, which is the City's primary operating fund, as well as the Recreation Center, E-911, and Economic Development special revenue Funds. The E-911 Fund and Economic Development Fund are reported in total with the General Fund. Reports are included for each of the City's Enterprise Funds, including the Water Fund, the Waste Water Fund, and the Solid Waste Fund. These Funds represent the City's business-type activities that are primarily supported by user fees.

Seasonal Budget Performance Targets

Reviewing actual performance in comparison to the budget is important for a governmental entity. Expenditures are "funded" (i.e. covered by forecasted revenue or available fund balance) during the annual budget preparation or amendment cycle. Actual activity during the year that varies from budgeted amounts impacts fund balance in a positive (revenues greater than budget or expenditures less than budget) or negative (revenue less than budget or expenditures greater than budget) way. Budget amendments without a revenue offset have a negative effect on fund balance. The City of Laramie is required to have a balanced budget, which means that forecasted revenue and available fund balance must cover budgeted expenditures.

Seasonal budget targets have been established to set benchmarks for the percent of the revenue budget that should be collected and the percent of the expenditure budget that should be spent at the end of each month. In general, these seasonal targets were generated by taking the sum of the past three years of actual revenue or expenditures that occurred to date through the end of month divided by the sum of the past three years of total actual revenue or expenditures for the fiscal year. Any exceptions to this formula are noted. All graphical illustrations present cumulative, rather than monthly, totals.

City of Laramie Monthly Financial Report

General Fund, Economic Development Fund, and E911 Funds

September 30, 2018

This statement shows activity for the General Fund and the Economic Development and E911 special revenue funds. The General Fund is the City's major operating fund and it is used to account for many services, including Public Safety, Parks and Recreation, Public Works Administration and Streets, Legal Services and the Municipal Court, Community Development, and General Administration (City Manager, Finance, HR, Information Technology).

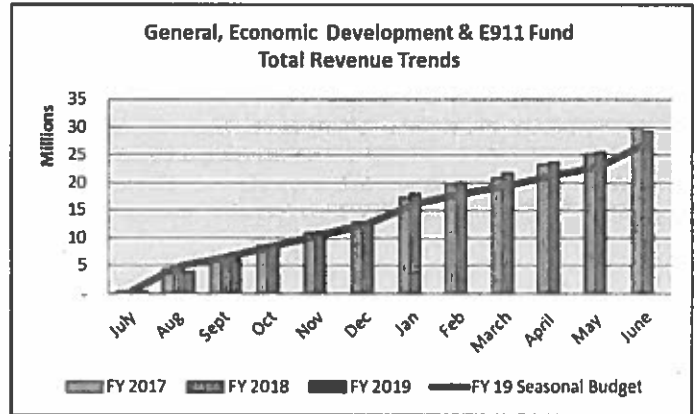
| Revenues: | Annual Actual Prelim FY18 | Annual Budget FY19 | September FY19 MTD Actuals | September FY19 YTD Actuals | % of Annual Budget |
|---------------------------------|------------------------------|-----------------------|-------------------------------|-------------------------------|-----------------------|
| Auto & Property Taxes | 2,424,825 | 2,300,000 | 62,702 | 119,385 | - |
| Franchise Tax | 1,673,087 | 1,650,175 | 78,846 | 160,277 | - |
| Licenses & Permits | 177,990 | 133,500 | 9,822 | 28,690 | 21.49 |
| Severance Tax | 1,143,981 | 1,147,000 | - | - | - |
| Mineral Royalties | 723,995 | 714,000 | - | - | - |
| Sales & Use Tax | 10,446,895 | 9,025,000 | 978,532 | 1,894,678 | - |
| Other Intergovernmental | 8,356,632 | 8,275,714 | 605,247 | 2,832,106 | 34.22 |
| Charges for Services | 1,877,239 | 1,810,520 | 139,178 | 384,473 | 21.24 |
| Fines & Forfeits | 632,003 | 585,000 | 49,626 | 134,791 | 23.04 |
| Interest | 131,791 | 80,000 | 10,786 | 39,792 | 49.74 |
| Investment Gains (Losses) | (98,460) | - | (32,817) | (23,526) | - |
| Miscellaneous | 314,220 | 266,403 | 15,471 | 38,584 | 14.48 |
| Total Outside Revenue | 27,804,198 | 25,987,312 | 1,917,393 | 5,609,250 | 21.58% |
| Interfund Transfers In | 294,944 | 7,500 | 625 | 1,875 | 25.00 |
| Operating Transfers In | 1,229,132 | 1,365,406 | 113,784 | 341,351 | 25.00 |
| Total Revenues: | 29,328,274 | 27,360,218 | 2,031,802 | 5,952,476 | 21.76% |
| Expenditures: | | | | | |
| Personnel Services | 17,945,959 | 19,853,090 | 1,517,830 | 4,629,723 | 23.32 |
| Contractual Services | 3,748,593 | 4,956,930 | 213,061 | 1,158,651 | 23.37 |
| Community Agencies | 457,981 | 505,090 | 411 | 214,996 | 42.57 |
| Materials and Supplies | 1,059,068 | 1,867,806 | 61,639 | 159,725 | 8.55 |
| Capital Expenditures | 1,848,866 | 5,707,049 | 172,884 | 70,383 | 1.23 |
| Transfers Out | 883,315 | 447,100 | 46,397 | 129,802 | 29.03 |
| Capital Lease and Debt Services | 351,781 | 460,049 | 16,681 | 21,681 | - |
| Total Expenditures: | 26,295,563 | 33,797,114 | 2,028,903 | 6,384,961 | 18.89% |
| Revenue Over (Under) | | | | | |
| Expenditures | \$3,032,711 | (\$6,436,896) | \$2,899 | (\$432,485) | |

Revenue – General Fund, Economic Development Fund, and E911 Fund

Revenue in the General Fund, Economic Development Fund, and E911 Fund comes primarily from taxes and other intergovernmental sources. SPT taxes, which are restricted for defined capital improvements, are accounted for in a separate fund.

Total Revenue to Date

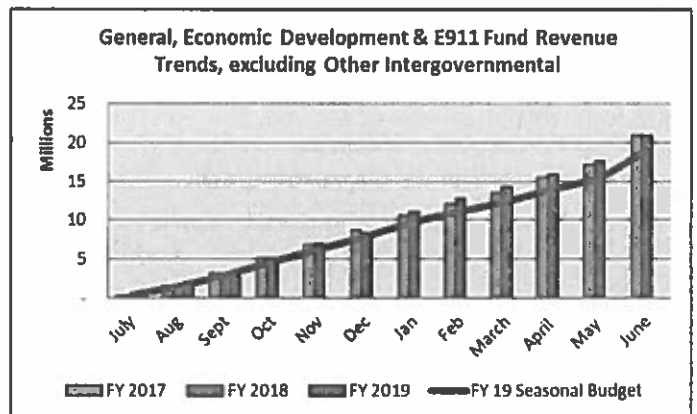
| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|------------|------------|-------------------------|----------------------|-------------------------------|
| July | \$ 420,253 | \$ 405,931 | \$ 405,922 | 0.00% | -3.41% |
| Aug | 4,175,171 | 3,918,628 | 4,812,724 | -18.58% | -6.14% |
| Sept | 5,935,636 | 5,952,476 | 6,450,288 | -7.72% | 0.28% |
| Oct | 8,251,142 | | | | |
| Nov | 11,010,835 | | | | |
| Dec | 12,871,551 | | | | |
| Jan | 17,995,504 | | | | |
| Feb | 20,152,623 | | | | |
| March | 21,696,629 | | | | |
| April | 23,758,920 | | | | |
| May | 25,581,809 | | | | |
| June | 29,328,274 | | | | |



The trend line represents the seasonal target for total revenue. From a total revenue perspective, the City is 7.72% below the budget target and 0.28% above revenue collected to date last fiscal year. The variance to budget is due largely to operating revenue performance.

Total Revenue to Date, excluding Other Intergovernmental Revenue

| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|------------|------------|-------------------------|----------------------|-------------------------------|
| July | \$ 317,559 | \$ 293,741 | \$ 293,595 | 0.05% | -7.50% |
| Aug | 1,651,695 | 1,462,951 | 1,506,252 | -2.87% | -11.43% |
| Sept | 3,149,461 | 2,777,144 | 2,838,928 | -2.18% | -11.82% |
| Oct | 5,078,860 | | | | |
| Nov | 6,964,293 | | | | |
| Dec | 8,383,009 | | | | |
| Jan | 11,035,355 | | | | |
| Feb | 12,883,613 | | | | |
| March | 14,239,764 | | | | |
| April | 15,864,551 | | | | |
| May | 17,592,935 | | | | |
| June | 20,971,642 | | | | |



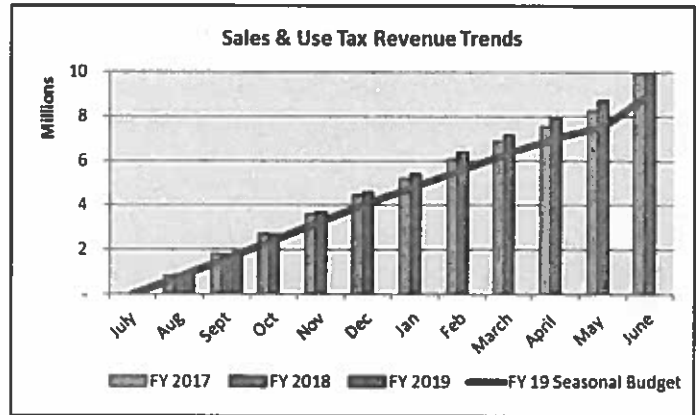
The trend line represents the target for total revenue, excluding intergovernmental sources. This revenue total approximates operating revenue. The City is 2.18% below the revenue target and 11.82% below revenue collected to date in FY 2018. Reasons for these variances are described in the following sections.

City of Laramie Monthly Financial Report

SALES AND USE TAX REVENUE

Sales and Use tax constitutes about 33% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. This category includes both the 4th and 5th cent tax distributions. Sales & Use tax collections are 18.40% above the revenue target and 6.53% above the collections to date in FY 2018.

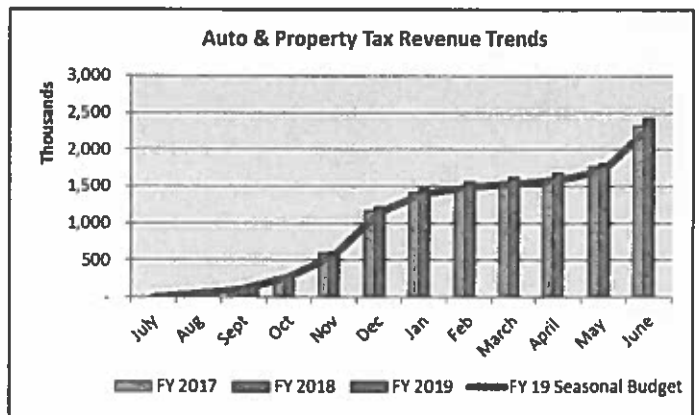
| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|------------|-----------|-------------------------|----------------------|-------------------------------|
| July | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| Aug | 875,058 | 916,145 | 768,868 | 19.16% | 4.70% |
| Sept | 1,778,566 | 1,894,678 | 1,600,295 | 18.40% | 6.53% |
| Oct | 2,670,343 | | | | |
| Nov | 3,692,795 | | | | |
| Dec | 4,594,376 | | | | |
| Jan | 5,400,248 | | | | |
| Feb | 6,376,016 | | | | |
| March | 7,176,478 | | | | |
| April | 7,894,369 | | | | |
| May | 8,739,326 | | | | |
| June | 10,446,895 | | | | |



AUTO AND PROPERTY TAXES

Auto and property taxes are highly seasonal revenue sources, given that property tax comprises most this category and these taxes are due in December and May. These revenue sources amount to approximately 9% of the revenue budget for the reported funds. Auto and Property tax collections are 6.36% above the revenue target and 8.83% above the collections to date in FY 2018.

| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|-----------|---------|-------------------------|----------------------|-------------------------------|
| July | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| Aug | 51,445 | 56,682 | 53,916 | 5.13% | 10.18% |
| Sept | 109,697 | 119,385 | 112,242 | 6.36% | 8.83% |
| Oct | 231,975 | | | | |
| Nov | 601,631 | | | | |
| Dec | 1,218,619 | | | | |
| Jan | 1,465,549 | | | | |
| Feb | 1,564,993 | | | | |
| March | 1,626,977 | | | | |
| April | 1,682,038 | | | | |
| May | 1,805,106 | | | | |
| June | 2,424,825 | | | | |

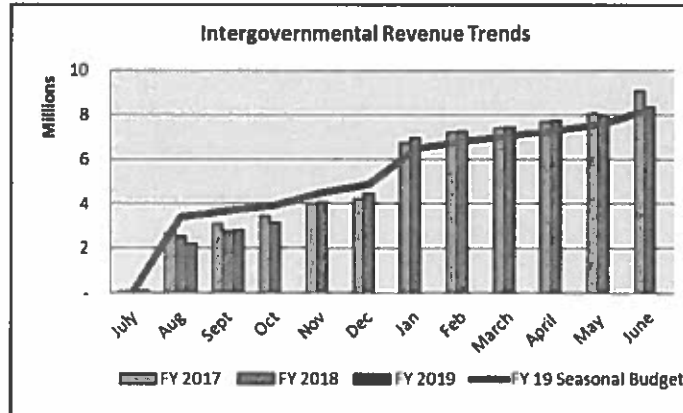


City of Laramie Monthly Financial Report

INTERGOVERNMENTAL REVENUE

Most revenue (about 50%) budgeted in the intergovernmental revenue category comes from the state direct distribution. This category also includes certain taxes, grants, and other intergovernmental sources. The second largest revenue source in this category is derived from grant awards. Intergovernmental revenue makes up about 31% of the General Fund, Economic Development Fund, and E911 Fund revenue budget.

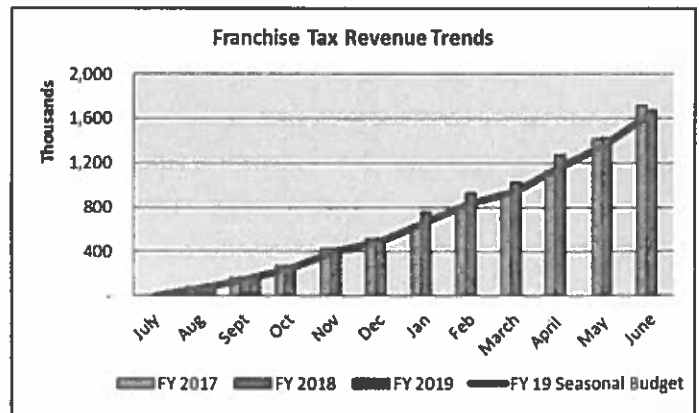
The FY 2019 direct distribution is forecasted at \$4.0M. The City received its first disbursement in August.



FRANCHISE TAX

Franchise taxes are paid by electricity, gas, telephone, and cable television in accordance with franchise agreements. Franchise tax revenue comprises about 6% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. Franchise tax collections are 4.31% above the revenue target and 0.69% below the collections to date in FY 2018.

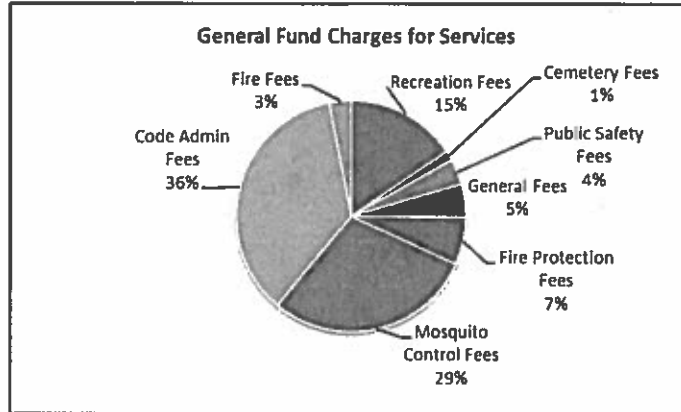
| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|-----------|---------|-------------------------|----------------------|-------------------------------|
| July | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| Aug | 81,148 | 81,431 | 68,307 | 19.21% | 0.35% |
| Sept | 161,392 | 160,277 | 153,658 | 4.31% | -0.69% |
| Oct | 273,985 | | | | |
| Nov | 427,543 | | | | |
| Dec | 520,790 | | | | |
| Jan | 753,081 | | | | |
| Feb | 928,119 | | | | |
| March | 1,029,647 | | | | |
| April | 1,270,185 | | | | |
| May | 1,429,377 | | | | |
| June | 1,673,087 | | | | |



City of Laramie Monthly Financial Report

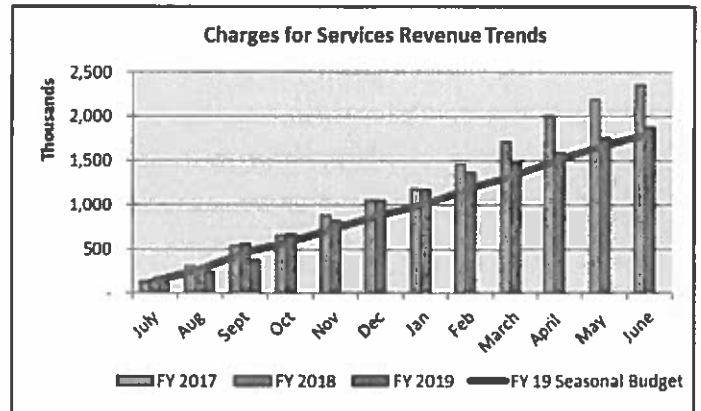
CHARGES FOR SERVICE

General Fund charges for services comprise about 7% of the revenue budget for the General Fund, Economic Development Fund, and E911 Fund. Code Administration (building permits, plan review fees, and misc. licenses) generates the largest portion of charges for service revenue, followed by recreation, and mosquito control fees.



To date, charges for services revenue is 30.58% below the prior year revenue to date and 17.00% below the revenue target. The variance from the prior year and from the budget target are due to the cyclical nature of plan review fees and building permits.

| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|------------|------------|-------------------------|----------------------|-------------------------------|
| July | \$ 149,072 | \$ 123,161 | \$ 149,642 | -17.70% | -17.38% |
| Aug | 257,120 | 245,296 | 266,299 | -7.89% | -4.60% |
| Sept | 553,840 | 384,473 | 463,219 | -17.00% | -30.58% |
| Oct | 670,757 | | | | |
| Nov | 827,616 | | | | |
| Dec | 1,050,121 | | | | |
| Jan | 1,167,805 | | | | |
| Feb | 1,371,118 | | | | |
| March | 1,485,256 | | | | |
| April | 1,595,278 | | | | |
| May | 1,759,685 | | | | |
| June | 1,877,239 | | | | |

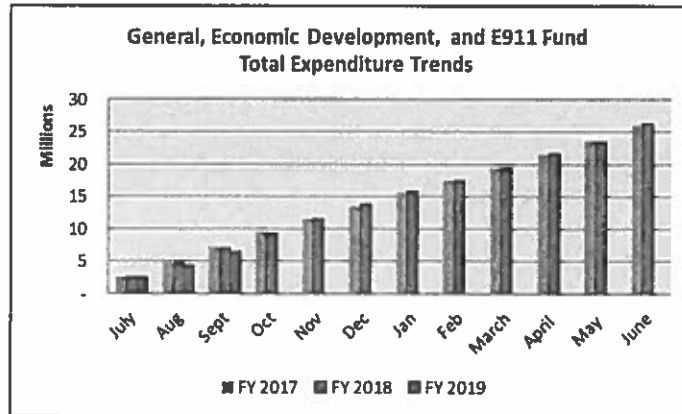


Expenditures - General Fund, Economic Development Fund, and E911 Fund

Total Expenditures to Date

Total expenditures for the General Fund, Economic Development Fund, and E911 fund are trending in line with the prior year, at 9.45% below FY 2018 totals.

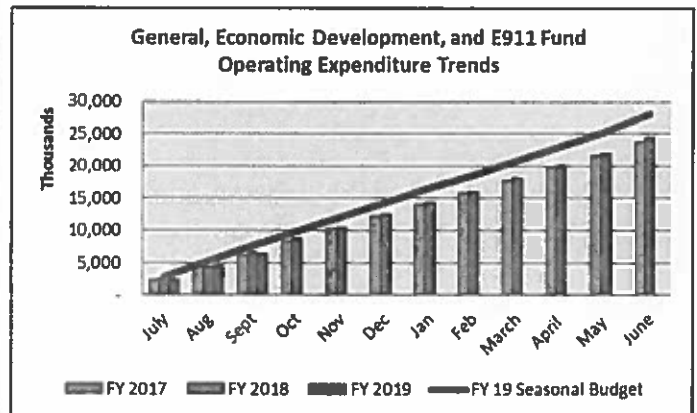
| Month | FY 2018 | FY 2019 | % Variance YTD to Previous FY |
|-------|-------------|-------------|-------------------------------|
| July | \$2,502,620 | \$2,491,749 | -0.43% |
| Aug | 4,567,703 | 4,356,057 | -4.63% |
| Sept | 7,051,237 | 6,384,961 | -9.45% |
| Oct | 9,324,781 | | |
| Nov | 11,524,896 | | |
| Dec | 13,784,568 | | |
| Jan | 15,689,682 | | |
| Feb | 17,465,533 | | |
| March | 19,447,995 | | |
| April | 21,641,950 | | |
| May | 23,456,065 | | |
| June | 26,295,563 | | |



Operating Expenditures to Date

There is approximately \$5.7M budgeted in the General Fund for capital expenditures. In the information presented below, these amounts have been removed to better illustrate the performance of the City's operating activities.

| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|-------------|-------------|-------------------------|----------------------|-------------------------------|
| July | \$2,497,834 | \$2,468,540 | \$2,838,681 | -13.04% | -1.17% |
| Aug | 4,437,339 | 4,461,517 | 5,164,841 | -13.62% | 0.54% |
| Sept | 6,694,888 | 6,314,578 | 7,608,922 | -17.01% | -5.68% |
| Oct | 8,694,459 | | | | |
| Nov | 10,494,685 | | | | |
| Dec | 12,511,926 | | | | |
| Jan | 14,371,667 | | | | |
| Feb | 16,107,073 | | | | |
| March | 18,127,647 | | | | |
| April | 20,121,306 | | | | |
| May | 21,917,843 | | | | |
| June | 24,446,697 | | | | |



Operating expenditures for the General Fund, Economic Development Fund, and E911 Fund are 5.68% lower than the prior fiscal year to date and 17.01% below the expenditure budget target.

City of Laramie Monthly Financial Report

Expenditures by Department

The table below contains expenditure totals for each major General Fund department, in addition to E-911 activities, as well as the seasonal target for expenditures. Seasonal expenditures targets for the General Fund and E911 Fund were created using 5 years of history instead of 3 years.

| DEPARTMENTS | Annual Budget FY 2019 | Seasonal Budget Target | YTD Budget | YTD Actuals | (Over)/Under Budget | % Annual Budget Spent | Unexpended Budget |
|---------------------------|--------------------------|---------------------------|------------------|------------------|------------------------|--------------------------|----------------------|
| City Manager | \$789,303 | 25.36% | 200,167 | 116,206 | 83,961 | 14.72% | 673,097 |
| Legal | 492,862 | 25.00% | 123,216 | 121,860 | 1,356 | 24.72% | 371,002 |
| Finance | 1,132,464 | 24.77% | 280,511 | 224,120 | 56,391 | 19.79% | 908,344 |
| Engineering | 1,221,553 | 22.81% | 278,636 | 115,736 | 162,900 | 9.47% | 1,105,817 |
| Streets & Alleys | 4,912,477 | 26.89% | 1,320,965 | 290,686 | 1,030,279 | 5.92% | 4,621,791 |
| Parks | 1,121,382 | 27.91% | 312,978 | 231,787 | 81,191 | 20.67% | 889,595 |
| Recreation | 247,484 | 32.24% | 79,789 | 57,237 | 22,552 | 23.13% | 190,247 |
| Ice and Events Center | 436,469 | 25.00% | 109,117 | 90,295 | 18,822 | 20.69% | 346,174 |
| Emergency Management | 11,300 | 30.53% | 3,450 | 165 | 3,285 | 1.46% | 11,135 |
| Cemetery | 313,101 | 26.00% | 81,406 | 70,592 | 10,814 | 22.55% | 242,509 |
| Police | 5,609,127 | 25.08% | 1,406,769 | 1,281,731 | 125,038 | 22.85% | 4,327,396 |
| Fire | 6,122,417 | 24.87% | 1,522,645 | 1,366,433 | 156,212 | 22.32% | 4,755,984 |
| Planning | 861,723 | 26.44% | 227,840 | 93,879 | 133,961 | 10.89% | 767,844 |
| Public Works | 707,172 | 22.84% | 161,518 | 122,071 | 39,447 | 17.26% | 585,101 |
| Facilities Management | 1,075,215 | 22.77% | 244,826 | 102,517 | 142,309 | 9.53% | 972,698 |
| Municipal Court | 415,818 | 16.41% | 68,236 | 61,915 | 6,321 | 14.89% | 353,903 |
| Other General Accounts | 2,128,249 | 34.43% | 732,756 | 779,355 | (46,599) | 36.62% | 1,348,894 |
| Mosquito Control | 606,808 | 36.80% | 223,305 | 85,753 | 137,552 | 14.13% | 521,055 |
| Information Technology | 1,084,062 | 28.19% | 305,597 | 243,049 | 62,548 | 22.42% | 841,013 |
| City Clerk | 306,228 | 22.04% | 67,493 | 44,698 | 22,795 | 14.60% | 261,530 |
| City Council | 186,280 | 31.73% | 59,107 | 54,977 | 4,130 | 29.51% | 131,303 |
| Animal Control | 389,797 | 25.00% | 97,449 | 95,168 | 2,281 | 24.41% | 294,629 |
| Code Administration | 484,717 | 24.01% | 116,381 | 98,989 | 17,392 | 20.42% | 385,728 |
| Human Resources | 396,771 | 25.00% | 99,193 | 100,089 | (896) | 25.23% | 296,682 |
| Records & Communication | 1,781,680 | 28.39% | 505,819 | 448,958 | 56,861 | 25.20% | 1,332,722 |
| Recreation Administration | 236,792 | 24.82% | 58,772 | 55,771 | 3,001 | 23.55% | 181,021 |
| Safety Compliance | 8,960 | 7.54% | 676 | 30 | - | - | - |
| Expenses E-911 | 140,000 | 25.00% | 35,000 | 30,893 | 4,107 | 22.07% | 109,107 |
| EXPENSE TOTALS: | \$33,220,211 | N/A | 8,723,616 | 6,384,960 | 2,338,010 | 19.22% | \$26,826,321 |

The variance in the Other General Accounts line is due to the timing of expenditures and is expected to even out in the future. The variance in Human Resources is expected to even out.

City of Laramie Monthly Financial Report

Recreation Center Fund

September 30, 2018

This statement shows activity for the Recreation Center Fund, which is a special revenue fund that accounts for activity resulting from the Recreation Center operation.

| Revenues: | Annual Actual Prelim FY18 | Annual Budget FY19 | September FY 19 MTD Actuals | September FY 19 YTD Actuals | % of Annual Budget |
|---|------------------------------|-----------------------|--------------------------------|--------------------------------|-----------------------|
| Recreation Mill Board | \$205,000 | \$260,500 | - | - | - |
| Substance Abuse Grant | - | - | - | - | - |
| SLIB Grant Revenue | - | - | - | - | - |
| Recreation Scholarships | - | - | - | - | - |
| General Contributions | 1,458 | 1,100 | - | - | - |
| Aquatic Fees | 44,710 | 37,000 | 1,763 | 7,878 | 21.29 |
| Rentals | 34,090 | 35,000 | 1,465 | 8,134 | 23.24 |
| Concession Sales | 19,803 | 22,000 | 633 | 7,310 | 33.23 |
| Programs | 22,858 | 25,000 | 637 | 2,470 | 9.88 |
| POS Merchandise | 7,808 | 9,000 | 633 | 2,152 | 23.91 |
| Admissions | 883,289 | 800,000 | 57,886 | 207,810 | 25.98 |
| Child Care | 1,120 | 2,000 | 115 | 231 | 11.55 |
| SACC Fees | 125,444 | 105,000 | 7,017 | 17,652 | 16.81 |
| Miscellaneous | 4,839 | 2,000 | 189 | 471 | 23.55 |
| Interest | - | - | - | - | - |
| Investment Gains (Losses) | - | - | - | - | - |
| Recreation Endowment | 5,333 | 10,000 | 0 | (80) | -0.80 |
| Total Outside Revenues | 1,355,752 | 1,308,600 | 70,338 | 254,028 | 19.41% |
| Interfund Transfers In - Capital | 52,442 | - | - | - | - |
| Interfund Transfers In - Operating | 211,645 | 400,000 | 33,333 | 100,000 | 25.00 |
| Total Revenues: | 1,619,839 | 1,708,600 | 103,671 | 354,028 | 20.72% |
| Expenditures: | | | | | |
| Personnel Services | 1,195,789 | 1,211,163 | 95,096 | 344,020 | 28.40 |
| Contractual Services | 390,687 | 399,708 | 20,720 | 92,253 | 23.08 |
| Community Support | - | - | - | - | - |
| Materials and Supplies | 156,906 | 155,149 | 7,367 | 27,590 | 17.78 |
| Capital Expenditures | 103,179 | 318,765 | 3,173 | 44,366 | - |
| Transfers Out: | - | - | - | - | - |
| Capital Lease and Debt Service | 29,267 | 28,997 | - | - | - |
| Total Expenditures: | 1,875,828 | 2,113,782 | 126,356 | 508,229 | 24.04% |
| Revenues Over (Under) Expenditures | (\$255,989) | (\$405,182) | (\$22,685) | (\$154,201) | |

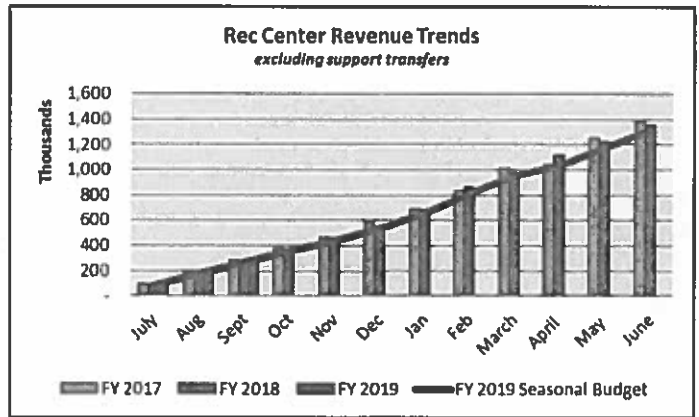
Revenue – Recreation Center Fund

Revenue in the Recreation Center Fund comes primarily from admissions and other user fees. Revenue sources also include Albany County Recreation Board mill funding and the General Fund support transfer. For FY 2019, the support transfer totals 23% of budgeted revenue. The annual cost recovery rate (externally generated revenue divided by operating expenditures) for FY 2018 was approximately 76%.

Total Outside Revenue to Date (excludes support transfer)

The Recreation Center’s total externally generated revenue is down 6.87% compared to the prior year and is 3.52% below the revenue budget target.

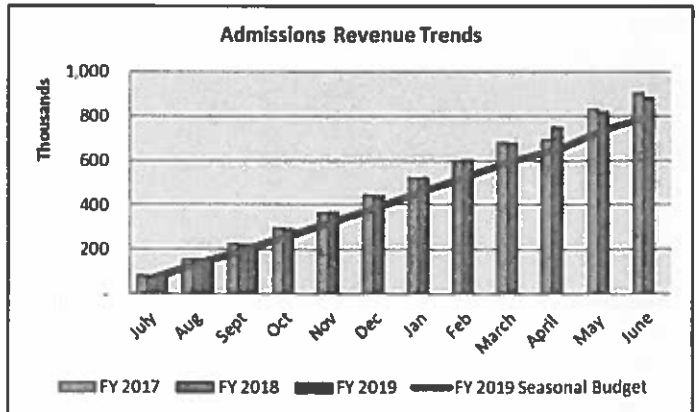
| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|-----------|-----------|-------------------------|----------------------|-------------------------------|
| July | \$ 85,916 | \$ 93,965 | \$ 84,316 | 11.44% | 9.37% |
| Aug | 185,424 | 183,692 | 178,340 | 3.00% | -0.93% |
| Sept | 272,756 | 254,028 | 263,293 | -3.52% | -6.87% |
| Oct | 367,421 | | | | |
| Nov | 456,373 | | | | |
| Dec | 546,018 | | | | |
| Jan | 683,429 | | | | |
| Feb | 859,447 | | | | |
| March | 977,483 | | | | |
| April | 1,118,033 | | | | |
| May | 1,221,684 | | | | |
| June | 1,355,752 | | | | |



ADMISSIONS REVENUE

Admissions revenue is 61% of the externally generated revenue budget. Admissions revenue is down 6.10% compared to the prior year and is 6.18% above the revenue budget target.

| Month | FY 2018 | FY 2019 | FY 2019 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|-----------|-----------|-------------------------|----------------------|-------------------------------|
| July | \$ 79,305 | \$ 79,512 | \$ 70,108 | 13.41% | 0.26% |
| Aug | 156,599 | 149,924 | 135,515 | 10.63% | -4.26% |
| Sept | 221,308 | 207,810 | 195,724 | 6.18% | -6.10% |
| Oct | 292,202 | | | | |
| Nov | 365,334 | | | | |
| Dec | 438,664 | | | | |
| Jan | 522,306 | | | | |
| Feb | 601,307 | | | | |
| March | 677,176 | | | | |
| April | 750,865 | | | | |
| May | 821,827 | | | | |
| June | 883,289 | | | | |



Expenditures – Recreation Center Fund

Total Expenditures to Date

Total expenditures for the Recreation Center are 7.91% above the prior year’s totals to date, due to capital expenditures, and are 3.38% below the seasonal budget target.

| Month | FY 2018 | FY 2019 | FY 19 Seasonal Budget | % Variance to Budget | % Variance YTD to Previous FY |
|-------|------------|------------|-----------------------|----------------------|-------------------------------|
| July | \$ 140,032 | \$ 164,996 | \$ 161,751 | 2.01% | 17.83% |
| Aug | 317,760 | 381,872 | 351,941 | 8.50% | 20.18% |
| Sept | 470,980 | 508,229 | 525,990 | -3.38% | 7.91% |
| Oct | 617,319 | | | | |
| Nov | 786,888 | | | | |
| Dec | 939,111 | | | | |
| Jan | 1,073,137 | | | | |
| Feb | 1,204,283 | | | | |
| March | 1,344,661 | | | | |
| April | 1,524,089 | | | | |
| May | 1,652,282 | | | | |
| June | 1,875,828 | | | | |

