



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
Fax: (307) 721-5284
Facilities Mgmt Division: (307) 721-3585
TDD (307) 721-5295

PARKS, TREE & RECREATION ADVISORY BOARD AGENDA

March 13, 2018

6:30PM

Recreation Center, 920 Boulder Dr.

Consent Agenda:

1. To approve the minutes from the December 12, 2018 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. To approve the minutes from the January 9, 2019 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 4-5)
3. To approve the minutes from the January 10, 2019 special meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 6-7)
4. Consideration of a park reservation fee waiver for the Thursday Local Market to be held at Undine Park – June 20 through September 26, 2019 (\$235.00 Fee Waiver). (Feezer, pages 8-12)

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. Welcome new/returning board members. Selection of Chair and Vice Chair of the Parks, Tree & Recreation Advisory Board for from March of 2019 through March of 2020. (Foianini, pages 13-14)
2. Consideration of fee for services agreement with the Laramie Public Art Coalition for the provision of public art in Laramie, Wyoming. (Guerin, pages 15-19)
3. Consideration of a Resolution supporting the submission of a grant application to the Wyoming Department of Agriculture for a 2019 Emergency Insect Management Grant in the amount of \$67,632.00. (Shevling, pages 20-22)
4. Mosquito Control Presentation – Presentation (Shevling, page 23)

Staff Reports FYI:

1. Monthly Managers/Financial Report (Pages 24-31) - 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:
2. Public Comment:

Next Regular Meeting Date:

April 10, 2019 @ 6:30pm – Laramie Community Recreation Center

CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
December 12, 2018
Minutes of Meeting

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

MEMBERS NOT PRESENT:

COUNCIL LIASON: Pat Gabriel

GUESTS:

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

The regular meeting was called to order by Chair Foianini at 6:30 pm.

Consent Agenda:

1. To approve the minutes from the November 14, 2018 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. Renewal of an Adopt A Trail Agreement between the City of Laramie and CrossFit Laramie for general clean-up of a one-quarter mile section of the Laramie River Greenbelt. (Feezer, pages 4-6)
3. Renewal of an Adopt A Trail Agreement between the City of Laramie and UNIWYO Federal Credit Union for general clean-up of a one-quarter mile section of the Laramie River Greenbelt. (Feezer, pages 7-9)

Motion by Williamson, seconded by Hammond, 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 9-0.

Regular Agenda:

1. Authorizing the proposed changes to park rules effective May 31, 2018 pursuant to Laramie Municipal Code 2.28.070 and directing the Parks & Recreation Department to begin modification the Laramie Municipal Code as indicated. (Feezer, pages 10-12)

Motion by Hammond, seconded by Stamp, that the Parks, Tree & Recreation Advisory Board authorize the proposed changes to park rules effective May 31, 2018 pursuant to Laramie Municipal Code 2.28.070 and direct the Parks & Recreation Department to begin modification of the Laramie Municipal Code as indicated. Motion carried 9-0.

2. Consideration of contract between the City of Laramie and A to Z Recreation, LLC for design, provision and installation of a 5 to 12-year-old playground at Imperial Heights Park. (Feezer, pages 13-49)

Motion by Williamson, seconded by Hammond, that the Parks, Tree & Recreation Advisory Board approve the contract between the City of Laramie and A to Z Recreation, LLC for design, provision and installation of a 5 to 12-year-old playground at Imperial Heights Park and forward to City Council for approval. Motion carried 9-0.

3. Resolution 2018-?? Supporting the submission of an application to the Wyoming Department of State Parks and Cultural Resources for a 2019 Land & Water Conservation Fund Grant in an amount not to exceed \$250,000 for the implementation of the Scout Park Development Plan. (Feezer, pages 50-59)

Motion by Williamson, seconded by Dixon, that the Parks, Tree & Recreation Advisory Board approve the resolution supporting the submission of an application to the Wyoming Department of State Parks and Cultural Resources for a 2019 Land & Water Conservation Fund Grant in an amount not to exceed \$250,000 for the implementation of the Scout Park Development Plan and forward to City Council for approval. Motion carried 9-0.

4. Approving the 2018 Advisory Board Goals as presented and incorporating them into the board operations (Foianini, pages 60-61)

Motion by Williamson, seconded by Holen, that the Parks, Tree & Recreation Board approve the goals and presented and incorporate them into the board operations with the continued 3 month break for summer months. Motion carried 9-0.

Monthly Managers Report

Hunter presented Parks Division Staff Report

Guerin presented Recreation Division Staff Report

Feezer presented Admin. Division Staff Report and Facilities Division Staff Report

Advisory Board Open Items:

1. None at this time.

Upcoming Items:

1. Upcoming board vacancies and ACRB Special meetings

Other Business:

1. None at this time.

Public Comments:

1. None at this time.

*Next Regular Meeting Date: January 9 & 10, 2018 @ 6:00pm.

Meeting adjourned at 7:52pm.

Respectfully Submitted,

Inez Wildenborg

Administrative Coordinator

City of Laramie, Parks and Recreation Department

**CITY OF LARAMIE
PARKS, TREE, & RECREATION ADVISORY BOARD SPECIAL MEETING FOR:
ALBANY COUNTY RECREATION BOARD PROJECTS FOR FUNDING CONSIDERATION IN
FY 2020
January 9, 2019
Minutes of Meeting**

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

MEMBERS NOT PRESENT: Amy Williamson, Pat Gabriel

GUESTS: Bonnie Jordan, Jon Davis, Hanna Eslinger, Bill Sparks, Nicole Bleak, Jason Pacheco, Bill Wolf, Meagan Seymais, Tom Doser, Joe Jensen, Skiy Martin, Collin Fossen, Evan O'Toole, Robert Brashen, Ethan MacDougall, Jasmine Parten, Zane Webber, Rex Rees, Josh Kaffer, Alex Woeltjen, John Hoberg, Nick Hauser, Marty McKinney, Jackie Bridgman, and Sarah Brown Matthews

CITY STAFF PRESENT: Todd Feezer, Parks & Recreation Director; Jodi Guerin, Recreation Manager; Scott Hunter, Parks Manager; Randy Overstreer, City Arborist; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Chair Larry Foianini at 6:02 pm.

Director Feezer gave a short synopsis of how the meeting was to proceed, specifically with the selection process and funding.

Presenters gave a 5-minute presentation, followed by a 5-minute Q&A session. The order of presenters is listed below:

Motion by Foianini, seconded by Dixon, to move Laramie Fire Youth Basketball up from #24 to #23. Motion carried 8-0.

Questions were asked, and discussion was made.

Laramie Soccer Club and Laramie Amateur Hockey to present tomorrow night, January 10, 2019.

Motion by Foianini, seconded by Hammond for no extension to Laramie Railroad Depot for no presenter showing. Motion carried 8-0.

Public comments: None

Meeting adjourned at 9:20pm.

Respectfully Submitted,

Inez Wildenborg
Administrative Coordinator,
Parks and Recreation,
City of Laramie

ALBANY COUNTY RECREATION BOARD CITY REQUESTS FY2020 - Summary

<i>Presentation Order</i>	<i>Recreation Organization Requesting Funds</i>	<i>Project Description</i>	<i>Funding Request</i>	<i>Matching or Leveraged Funds</i>	<i>Cumulative total of funding requests (in order of priority)</i>
1	Healthy Kids RX	Program Support - Equipment, Facility Use, Coaching, Class Supplies	\$10,000.00	\$15,500.00	\$10,000.00
2	Team 7220 Travel Basketball	Program Support - Gym Rental, Basketballs, Ball Locker	\$13,120.00	\$0.00	\$23,120.00
3	City - Parks Division	Constructon - LaPrele Park Playground Renovation	\$30,000.00	\$45,000.00	\$53,120.00
4	City - Recreation Division	Program Support - Recreation Center Cost Recovery	\$175,000.00	\$1,668,387.00	\$228,120.00
5	Greater Wyoming Big Brothers Big Sisters	Program Support - Recreational Activities/Equipment	\$25,000.00	\$97,000.00	\$253,120.00
6	City - Recreation Division	Constructon - Boulderling Wall - Recreation Center	\$80,000.00	\$0.00	\$333,120.00
7	UW Jacoby Golf Course	Construction - Junior Putting Green	\$10,000.00	\$20,000.00	\$343,120.00
8	Laramie Rifle Range Corporation	Constructon - Remodel Existing Pistol Shooting Shed	\$6,425.00	\$3,600.00	\$349,545.00
9	City - Recreation Division	Equipment - Pool Lap Lanes/Lane Reel Wheels	\$5,000.00	\$1,000.00	\$354,545.00
10	City - Recreation Division	Equipment - Pool Climbing Wall - Recreation Center	\$38,000.00	\$0.00	\$392,545.00
11	American Legion Baseball	Program Support - Hats, Baseballs, Helmets, Bats	\$7,862.96	\$862.96	\$400,407.96
12	Laramie Girls Softball	Program Support - Equipment, Balls, Safety Gear, First Aid Kits	\$12,150.00	\$1,500.00	\$412,557.96
13	Laramie BikeNet	Constructon - Tools, Volunteer Build Support, Permit, Signage	\$9,855.44	\$38,174.09	\$422,413.40
14	UW Athletics	Construction - Louis S. Madrid Sports Complex ADA Restroom	\$50,000.00	\$125,000.00	\$472,413.40
15	City - Parks Division	Construction - Renovation of Fitness Stations (LaBonte Park)	\$11,500.00	\$1,500.00	\$483,913.40
16	Friends of Laramie Skate Park	Construction - Skatepark Expansion	\$50,000.00	\$10,000.00	\$533,913.40
17	City - Recreation Division	Program Support - Scholarship Funding	\$10,000.00	\$0.00	\$543,913.40
18	City - Recreation Division	Equipment - Pool Zip Line - Recreation Center	\$12,000.00	\$0.00	\$555,913.40
19	City - Recreation Division	Equipment - Replacement Cardio/Fitness Equipment	\$20,000.00	\$0.00	\$575,913.40
20	Laramie Historic Railroad Depot Board	Construction - Depot Drainage/Paver Replacement Project - Phase IV	\$10,000.00	\$30,000.00	\$585,913.40
21	City - Parks Division	Constructon - Slackline/Hammock Apparatus	\$8,000.00	\$1,000.00	\$593,913.40
22	Pilot Hill Project	Construction - Access Sites, Trail Development	\$20,000.00	\$225,000.00	\$613,913.40
23	City - Recreation Division	Constructon - Retractable Bleachers - Recreation Center Gymnasium	\$25,000.00	\$5,000.00	\$638,913.40
24	Laramie Fire Youth Basketball	Program Support - Equipment, Basketballs, Gym Rental, Etc.	\$12,070.00	\$0.00	\$650,983.40
25	City - Recreation Division	Equipment - Speed Skating Pads (Ice Center)	\$25,000.00	\$0.00	\$675,983.40
		Project Totals	\$675,983.40	\$2,288,524.05	\$675,983.40

Previous Years Funding Levels	
FY2010	\$332,720.00
FY2011	\$383,521.00
FY2012	\$348,521.00
FY2013	\$342,215.00
FY2014	\$382,170.00
FY2015	\$378,815.00
FY2016	\$352,086.00
FY2017	\$448,175.00
FY2018	\$427,333.00
FY2019	\$413,695.00
Average funding (past eight years)	\$380,925.10

CITY OF LARAMIE
PARKS, TREE, & RECREATION ADVISORY BOARD SPECIAL MEETING FOR:
ALBANY COUNTY RECREATION BOARD PROJECTS FOR FUNDING CONSIDERATION IN
FY 2020
January 10, 2019
Minutes of Special Meeting

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

MEMBERS NOT PRESENT: Amy Williamson

GUESTS: John Hoberg, Rex Rees, and Scott Miller

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

The special meeting was called to order by Chair Larry Foianini at 6:00 pm.

Presenters gave a 5-minute presentation, followed by a 5-minute Q&A session. The order of presenters was #26 Laramie Soccer Club and #27 Laramie Amateur Hockey Club.

Motion by Hammond, seconded by Stamp, to amend the list and decrease funding amount to \$5000.00 for #24 Laramie Fire Basketball and #2 7220 Basketball each. Each \$5000.00 to be unrestricted. Motion carried 8-0.

Motion by Favret, seconded by Holen, to amend the list and decrease funding of #21 City Slacklines/Hammocks by \$1500.00 to \$6500.00. Motion carries 8-0.

Motion by Holen, seconded by Hammond, to reduce #1 Healthy Kids RX gym to \$5000.00 and requests that Healthy Kids RX seek other gyms to use as well. Motion carries 8-0.

Motion by Miller, seconded by Dixon, to move #4 Rec Center Cost Recovery to #1 and to accept the top 6 rankings (listed below). Motion carried 8-0.

Motion by Miller, seconded by Favret, to accept #7-10 ranking (listed below). Motion carried 8-0.

Motion by Miller, seconded by Hammond, to accept #11-15 ranking (listed below). Motion carried 7-1.

Motion by Hammond, seconded by Stamp, to accept #16-21 ranking (listed below). Motion carried 8-0.

Motion by Favret, seconded by Holen, to accept #22-27 ranking (listed below). Motion carried 8-0.

Motion by Hammond, seconded by Favret, that any ACRB funds given for Pilot Hill Project be contingent upon getting the land swap. Motion carried 8-0.

Motion by Holen, seconded by Hammond, that any ACRB funds given for UW Madrid Sports Complex ADA Restroom Renovation be contingent upon UW \$125,000.00 match. Motion carries 8-0.

Motion by Hammond, seconded by Miller, to move #21 City Slacklines/Hammocks, #8 Laramie Riffle Range, and #20 Laramie Railroad Depot up to #19, 20,21. Motion carries 7-1.

Motion by Favret, seconded by Miller, that the Parks, Tree and Recreation Advisory Board accept the list as is. Motion carries 8-0.

Questions were asked, and discussion was made.
Meeting adjourned at 8:02pm.

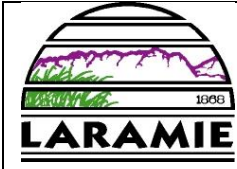
Respectfully Submitted,

Inez Wildenberg
 Administrative Coordinator,
 Parks and Recreation,
 City of Laramie

ALBANY COUNTY RECREATION BOARD CITY REQUESTS FY2020 - Summary

Presentation Order	Recreation Organization Requesting Funds	Project Description	Funding Request/ Amended	Matching or Leveraged Funds	Cumulative total of funding requests (in order of priority)
1	City - Recreation Division	Program Support - Recreation Center Cost Recovery	\$175,000.00	\$1,668,387.00	\$175,000.00
2	Greater Wyoming Big Brothers Big Sisters	Program Support - Recreational Activities/Equipment	\$25,000.00	\$97,000.00	\$200,000.00
3	Laramie Girls Softball	Program Support - Equipment, Balls, Safety Gear, First Aid Kits	\$12,150.00	\$1,500.00	\$212,150.00
4	City - Recreation Division	Program Support - Scholarship Funding	\$10,000.00	\$0.00	\$222,150.00
5	American Legion Baseball	Program Support - Hats, Baseballs, Helmets, Bats	\$7,862.96	\$862.96	\$230,012.96
6	Healthy Kids RX	Program Support - Equipment, Facility Use, Coaching, Class Supplies	\$5,000.00	\$15,500.00	\$235,012.96
7	City - Parks Division	Construction - LaPrele Park Playground Renovation	\$30,000.00	\$45,000.00	\$265,012.96
8	Laramie Fire Youth Basketball	Program Support - Equipment, Basketballs, Gym Rental, Etc.	\$5,000.00	\$0.00	\$270,012.96
9	Pilot Hill Project	Construction - Access Sites, Trail Development	\$20,000.00	\$225,000.00	\$290,012.96
10	City - Recreation Division	Equipment - Replacement Cardio/Fitness Equipment	\$20,000.00	\$0.00	\$310,012.96
11	Laramie BikeNet	Construction - Tools, Volunteer Build Support, Permit, Signage	\$9,855.44	\$38,174.09	\$319,868.40
12	Laramie Soccer Club	Program Support - Field Use Fees, Equipment	\$11,000.00	\$5,500.00	\$330,868.40
13	Laramie Amateur Hockey Club	Program Support - Ice Time, Equipment, Advertising, Coord Stipends	\$15,000.00	\$0.00	\$345,868.40
14	Team 7220 Travel Basketball	Program Support - Gym Rental, Basketballs, Ball Locker	\$5,000.00	\$0.00	\$350,868.40
15	UW Jacoby Golf Course	Construction - Junior Putting Green	\$10,000.00	\$20,000.00	\$360,868.40
16	City - Parks Division	Construction - Renovation of Fitness Stations (LaBonte Park)	\$11,500.00	\$1,500.00	\$372,368.40
17	City - Parks Division	Construction - Slackline/Hammock Apparatus	\$6,500.00	\$1,000.00	\$378,868.40
18	Laramie Rifle Range Corporation	Construction - Remodel Existing Pistol Shooting Shed	\$6,425.00	\$3,600.00	\$385,293.40
19	Laramie Historic Railroad Depot Board	Construction - Depot Drainage/Paver Replacement Project - Phase IV	\$10,000.00	\$30,000.00	\$395,293.40
20	City - Recreation Division	Equipment - Pool Lap Lanes/Lane Reel Wheels	\$5,000.00	\$1,000.00	\$400,293.40
21	City - Recreation Division	Construction - Retractable Bleachers - Recreation Center Gymnasium	\$25,000.00	\$5,000.00	\$425,293.40
22	City - Recreation Division	Equipment - Pool Climbing Wall - Recreation Center	\$38,000.00	\$0.00	\$463,293.40
23	Friends of Laramie Skate Park	Construction - Skatepark Expansion	\$50,000.00	\$10,000.00	\$513,293.40
24	City - Recreation Division	Construction - Bouldering Wall - Recreation Center	\$80,000.00	\$0.00	\$593,293.40
25	City - Recreation Division	Equipment - Pool Zip Line - Recreation Center	\$12,000.00	\$0.00	\$605,293.40
26	City - Recreation Division	Equipment - Speed Skating Pads (Ice Center)	\$25,000.00	\$0.00	\$630,293.40
27	UW Athletics	Construction - Louis S. Madrid Sports Complex ADA Restroom	\$50,000.00	\$125,000.00	\$680,293.40
		Project Totals	\$680,293.40	\$2,294,024.05	\$680,293.40

Previous Years Funding Levels	
FY2010	\$332,720.00
FY2011	\$383,521.00
FY2012	\$348,521.00
FY2013	\$342,215.00
FY2014	\$382,170.00
FY2015	\$378,815.00
FY2016	\$352,086.00
FY2017	\$448,175.00
FY2018	\$427,333.00
FY2019	\$413,695.00
Average funding (past 10 years)	\$380,925.10



Agenda Item: Administration

Facility Use Agreement

Title: Consideration of a park reservation fee waiver for the Thursday Local Market to be held at Undine Park – June 20 through September 26, 2019 (\$235.00 Fee Waiver).

Recommended Board MOTION:

I move to recommend that the City of Laramie waive the fees for the Thursday Local Market to be held at Undine Park – June 20 through September 26, 2019 in an amount of \$235.00.

Administrative or Policy Goal:

The board will review annually and provide recommendations on fees and policies

Background:

The City of Laramie has been contacted by the President of the Thursday Local Market to consider waiving fees for the use of Undine Park during their event between June 20 and September 26, 2019. This is the typical an annual request. Since the provision of their request letter they have corrected through email the requested dates and removed July 4 from their request.

If the board choses to support this sponsorship the total annual estimated donation would be \$235.00.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

Responsible Staff: Todd Feezer, Assistant City Manager, 307.721.5304, tfeezer@cityoflaramie.org

Attachments: 2019 TLM Fee Waiver Request

Thursday Local Market
ATTN: Peggy McCrackin
P.O. BOX 655
Laramie WY, 82073

Parks and Recreation Department
C/O Todd Feezer

The Thursday Local Market is requesting that the Parks and Recreation Department assist in sponsoring the event by waiving the rental fees for the space in Undine Park. Our event will run each Thursday from 2 – 7 pm, beginning June 14, 2019 and concluding September 27th 2019.

The Thursday Market attracts community members as well as tourists to Laramie and provides a free, family friendly environment for shopping and gathering. In addition to vendors, the events will also provide free musical and other entertainment, as well as provide local non-profit organizations an opportunity for community outreach and to raise awareness of their programs.

Without your support, the Thursday Market will be unable to promote as many local non-profit organizations and would not be able to reimburse performers.

We appreciate your consideration and ongoing support. Please feel free to contact me with any questions.

Celeste Havener
President
Thursday Local Market
307 742 9204
Celesteandgary@gmail.com



CITY OF LARAMIE PARKS & RECREATION
 P.O. Box C / 920 Boulder Drive Laramie, WY 82073
 Phone: (307) 721-5269
 Fax: (307) 721-5284



Facility Reservation Form

Name Thursday Local Market Email** thursdaylocalmarket@gmail.com
 Address 94 FOX Creek Road City Laramie State WY Zip Code 82070
 Primary Phone # 307.742.9204 Second Phone # _____
 Event Name Thursday Local Market
 Organization/Business (if applicable) Thursday Local Market

****Your reservation permit will be emailed to this address.**

- 1) Location Requested: SE corner of Undine Park Second Choice: _____
- 2) Date 6 / 20 / 19 Day of week Thursday Start Time 2 pm am/pm End Time 7:30 pm am/pm
- 3) Estimated number of participants at the event: 300
- 4) The nature/purpose of the event: Farmers market with non-profit booths and childrens' activites

- 5) **Venue Set-Up:** (skip to #6 if no special requests or set up)
 Description of the type and number of vehicles, equipment, animals and/or structures which will be used at the event:
Same as last year

**Note: Parking on the turf is not allowed in City Parks without prior permission from Parks & Recreation. To make such a request, contact the Parks Manager at 721-5264 at least 5 days before the scheduled event.*

If you would like to request the use of City equipment or additional picnic tables or trash containers, please list here. A fee may be associated with this request: picnic table and trash cans, same as last year

- 6) **Damage Agreement:** The applicant agrees to reimburse the City for any damage to City property which occurs during the event. The applicant also agrees to indemnify, hold harmless and defend the City from any claims relating to the event, except claims based solely on City's actions.

Initial: TH

Agents, volunteers, assistants, or employees of Parks & Recreation and the City of Laramie reserve the right to have free and unfettered access to all areas of the parks, buildings and grounds at all times.

Parks & Recreation also reserves the right to set occupancy limits for events as required by approved building and fire codes for the City of Laramie. Fire lanes and exits must remain clear at all times. A walk-through with the Laramie Fire Department and Police Department prior to the event may be required.

Refund Requests Cancellations made 48 hours or more in advance of the reservation may be refundable. Please submit a Refund Request form and email to parksandrecinfo@cityoflaramie.org and we will review your request. Only applicable to Recreation Center or Ice & Event Center, Parks reservations are non-refundable.

Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via email. This may take up to 5 business days. Refunds will be issued for reservations that cannot be accommodated.

Payment Form: Cash Check Visa MasterCard Discover Total Paid \$ _____

Signature [Signature] Date 1/20/19

Optional Permits and Requests

Check if any of these items will be associated with your reservation. More information is required if you request any of these items. See the follow up questions below if applicable.

Electricity Water Vendors Temporary Noise Permit Alcohol Permit

7) **Electricity** is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, Otto Dahl Shelter at Washington Park, Washington #1 & 1st Street Plaza. **If you would like the electricity turned on, please describe the items using electricity:**

NA

8) **Water** is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, & Otto Dahl Shelter at Washington Park. **If you would like the water turned on, please describe the use of the water:**

NA

9) **Vendors:** A vending permit will be required if anything is being sold at your event. This is a separate application that can be found on our web site or at the front desk at the recreation center.

Vending Permit Application Attached

**Note: The Ice & Event Center and/or Recreation Center provide concessions that take priority over event vendors unless otherwise negotiated in writing.*

10) **Temporary Noise Permit:** Time requested for the noise permit: _____
Detailed description of amplified sound (voice, music, type of music, type of sound system, etc): _____

NA

**Note: A temporary noise permit is required for any amplified sound that may affect adjacent properties. Temporary noise permits are only allowed/permitted between the hours of 11:00 a.m. and 7:00 p.m. for a time period not to exceed two hours. If a reservation permit is revoked for failure to comply with the temporary noise guidelines, the Parks & Recreation Department will not issue a refund for the unused reservation permit.*

11) **Alcohol Permits: You will need one of two possible permits to consume alcohol at your event.**

Malt Beverage and Catering Permit – For private or public events that will sell alcohol

- If intending to **sell** alcoholic beverages, or in any way accept money at a gathering/event involving the consumption of alcohol, including donations, a **catering permit** or **malt beverage permit** is required.
- The applicant for such an event shall file with the City Clerk's office at 406 Iverson, 307-721-5220.

Open Container Permit - For private events, no sales of alcohol

Proof of Insurance Attached

- **Open container permits** allow consumption of alcoholic beverages in public areas. Open container permits cost **\$25.00** per event and per facility and are valid for a 24-hour period.
- The applicant must obtain public liability insurance naming the **City of Laramie as additional insured** for \$500,000 for events with less than 50 participants and \$1,000,000 for events with 50 or more participants. Ask your insurance agent for 'a certificate of liability insurance'. The insurance policy must protect against loss (bodily injury & property damage) arising from the open container permit. Public liability insurance is available through most homeowners or renter's insurance policies. Proof of insurance can be faxed to 307-721-5284, emailed to parksandrecinfo@cityoflaramie.org, or dropped off at the front desk of the recreation center.
- A copy of the open container permit will be sent to the Laramie Police Department.
- The permittee is required to keep the open container permit on his or her person during the event.

Fee Worksheet

Park Shelters/Plazas/Picnic Areas (non-refundable)

First two hours	\$25 = _____
Additional hours	\$5x____ = _____
1 st St Plaza Fire Pit (per hr)	\$10x____ = _____

Splash Pad & Athletic Facilities (non-refundable)

First two hours	\$40 = _____
Additional hours	\$10x____ = _____

Open Container Permit (per day)

\$25 = _____

Ice & Event Center-Complete Arena

Per Day	w/o Alcohol	\$500x____ = _____
	w/ Alcohol	\$600x____ = _____
Per Hour (8a-11p)	w/o Alcohol	\$40x____ = _____
	w/ Alcohol	\$50x____ = _____
After Hours (11p-1a)	w/o Alcohol	\$75x____ = _____
	w/ Alcohol	\$85x____ = _____

Recreation Center (per hour)

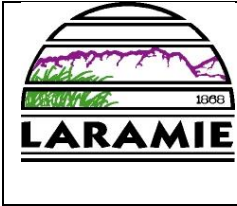
	Non-Member	Members
Conference or Multi Purpose Rm	\$40x____ = _____	\$35x____ = _____
Conference or Multi Purpose Rm non-profit rate*	\$20x____ = _____	_____
Kitchen (in addition to Conf. room)	\$10x____ = _____	\$10x____ = _____
Full Multi-purpose	\$75x____ = _____	\$65x____ = _____
Full Multi-purpose non-profit rate*	\$40x____ = _____	_____
Full Gym	\$70x____ = _____	\$60x____ = _____
One Gym Court	\$35x____ = _____	\$30x____ = _____
Bounce House (includes gym rental)	\$75x____ = _____	\$65x____ = _____
Pool Shelter	\$40x____ = _____	\$35x____ = _____
Full Facility (not including aquatics)	\$420x____ = _____	\$380x____ = _____
Pools		
0-75 persons	\$185x____ = _____	\$165x____ = _____
76-100 persons	\$215x____ = _____	\$193x____ = _____
101-150 persons	\$245x____ = _____	\$220x____ = _____
Inflatable (includes 1/2 pool rental)	\$168x____ = _____	\$158x____ = _____

*must provide non-profit letter to qualify

TOTAL \$ _____

Public Events - Fee Information

Events within Ice & Event Center that charge a ticket price or per-person fee, will be charged the greater of the rental fees (listed below) or 20% of the adjusted gross receipts from the event, or 10% for non-profit events. Adjusted gross receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes or facility fees. Both the event holder and Parks & Recreation staff retain the right to be present when event is completed and receipts are tallied. Both parties retain the right to oversee ticket sales and cash registers, if applicable. Tickets unaccounted for will be charged as full price sales.



Agenda Item: Administration

Discussion Item

Title: Welcome new/returning board members. Selection of Chair and Vice Chair of the Parks, Tree & Recreation Advisory Board for from March of 2019 through March of 2020.

Recommended Board MOTION: I nominate.....to be chairperson of the Parks, Tree & Recreation Advisory Board with a term expiring upon the annual appointment of new board members. I nominate.....to be vice-chairperson of the Parks, Tree & Recreation Advisory Board with a term expiring upon the annual appointment of new board members.

Administrative or Policy Goal: 2.28.030 - Election of chairman and vice-chairman. Within thirty days after the initial and each annual appointment, the parks/tree and recreation advisory board shall elect a chairman and a vice-chairman.

Background:

With the appointments of Brett Kahler, Amy King and Amy Williamson to the Parks, Tree and Recreation Advisory Board, the board the board is required by Municipal Code 2.23.030 to elect a chairperson and vice-chairperson.

Responsible Staff: Choose an item.

Todd Feezer, Assistant City Manager, Parks & Recreation Department, tfeezer@cityoflaramie.org, (307) 721-5304

Attachments:

Advisory Board Roster

Parks, Tree and Recreation Advisory Board Roster

January 2019

Chris Dixon

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

Marius Favret – Vice Chair

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

Dave Hammond

510 E. Kearney
Laramie, WY 82070
307-742-2772
dhamms@wyoming.com
Term Expires: 2020

Brett Kahler

1113 S. 7th Street
Laramie, WY 82070
307-259-5165
Bdkahler1@gmail.com
Term Expires: 2021

Wendy King

2503 Tullis Court
Laramie, WY 82072
307-721-2880
WK552@aol.com
Term Expires: 2021

Amy Williamson

1221 E. Canby
Laramie, WY 82072
307-745-4586
akwvy@hotmail.com
Term Expires: 2021

Larry Foianini - Chair

2336 Skyview Ln.
Laramie, WY 82070
307-742-8880
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 December 31 of the year noted.

2019 Meeting Schedule

Meetings begin at 6:30pm

January 9th & 10th

February 13th

March 13th

April 10th

May 8th

June 12th

July 10th

August 14th

September 11th

October 9th

November 13th

December 11th



Agenda Item: Recreation

Agreement

Title: Consideration of fee for services agreement with the Laramie Public Art Coalition for the provision of public art in Laramie, Wyoming.

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board support the fee for services agreement between the City of Laramie and the Laramie Public Art Coalition (LPAC), setting forward the working framework for public art projects that are instigated by the City or by LPAC requesting the use of City funds and forward to City Council for consideration.

Administrative or Policy Goal:

2.28.070 – Parks, Tree and Recreation Board Duties—Generally.

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.

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:

The Laramie Public Art Coalition is now moving from start up to operations and in doing so, can offer support to the City of Laramie when there is an interest in including public art as part of a project instigated or owned by the City. To provide support services as part of a project, a portion of project fees should be directed to paying for the services of LPAC.

This agreement sets forth the framework for projects where the City requests the support of LPAC, and also identifies the general process whereby LPAC can recommend projects to the Advisory Board that include the use of funds that the City has designated for public art. This will help to streamline the process of utilizing public art funds to expand public art throughout the community.

Additionally, each project that is instigated by the City of Laramie shall be individually considered and recommended with an appropriate fee structure based on the amount of support required from LPAC.

Legal/Statutory Authority: N/A

Budget/Fiscal Information:

Budget Impacts will be negotiated per individual project.

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

Attachments: LPAC Fee for Service Agreement

**AGREEMENT FOR PUBLIC ART SERVICES BETWEEN
THE CITY OF LARAMIE AND THE WYOMING COMMUNITY FOUNDATION,
FISCAL SPONSOR FOR THE LARAMIE PUBLIC ART COALITION**

1. **Parties.** The parties to this Agreement are the CITY of Laramie, a municipality duly organized and existing under the laws of the State of Wyoming, whose address is 406 Ivinson Avenue, Laramie, Wyoming 82070, hereafter referred to as CITY, and the Laramie Public Art Coalition (LPAC), whose address is 115 Ivinson Avenue, Laramie, Wyoming 82070, hereafter referred to as LPAC.
2. **Purpose of Agreement.** The purpose of this Agreement is to continue a partnership between the CITY and LPAC to for the purpose of assisting the CITY with public art processes for projects which the CITY wishes to implement. This may include developing and managing public art “calls” and selection committees, recommending best practices and/or project management. The CITY will provide payment to LPAC for these services as negotiated on a project by project basis. Additionally, this agreement acknowledges that when the CITY has funds allocated for the execution and implementation of public art that LPAC can submit requests to utilize these funds that will be reviewed and recommended by the Parks, Tree & Recreation Advisory Board.
3. **Term.** This Agreement is effective April 1, 2019 through June 30, 2021. Upon mutual agreement of the parties, this Agreement may be extended.
4. **Transferability.** At such time as the Internal Revenue Service grants 501 c 3 status to the Laramie Public Art Coalition, this agreement and all of its responsibilities shall be transferred from the Wyoming Community Foundation to the Laramie Public Art Coalition, without any further required action.
5. **LPAC Responsibilities.** LPAC will:
 - a. Support pertinent City Council goals and municipal initiatives and encourage the development and implementation of public art in CITY construction projects.
 - b. Present public art projects to the Parks, Tree & Recreation Advisory Board when requesting funds and outline the processes that will be utilized to implement the project.
 - c. Maintain sound financial accounting procedures and practices for the funds received from the CITY under the terms of this Agreement, including financial books, ledgers, records, documents and other evidence necessary to sufficiently and properly reflect all transactions involving funds from the CITY or grant funds which are passed through the CITY. This includes all development projects in which the CITY was the grant recipient. Upon written request of the CITY, LPAC will make these documents available for inspection at the LPAC offices within five (5) business days.
 - d. Provide a written financial and transaction report of the sources and uses made of funds received under this Agreement. The report will be provided to the City

Manager and City Council on July 10 of each year for the prior year activity (i.e., the report for July 1, 2018 – June 30, 2019 will be due on July 10, 2019.) If the report is not received, payments under this or subsequent agreements may be withheld.

- e. Acknowledge, as appropriate, the City of Laramie’s contribution to the Laramie Public Art Coalition and its participation in the public art projects and initiatives paid for with City funds in press releases, social media posts, and public forums.

6. General Provisions.

- a. Amendments. Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties of this Agreement.
- b. Applicable Law. The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be in the District Court, Second Judicial District, Albany County, Wyoming.
- c. Compliance with Laws. LPAC shall keep informed of and comply with all applicable federal, state and local laws and regulations in the performance of this Agreement.
- d. Entirety of Agreement. This Agreement consisting of four (4) pages represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
- e. Indemnification. LPAC shall release, indemnify and hold harmless the CITY and their officers, agents, employees, successors and assigns from any cause of action, or claims or demands arising out of the LPAC’s performance under this Agreement.
- f. Independent Contractor. LPAC shall function as an independent contractor for the purposes of this Agreement. LPAC shall assume sole responsibility for any debts or liabilities that may be incurred by LPAC. Nothing in this Agreement shall be interpreted as authorizing LPAC or its agents or employees to act as an agent or representative of or on behalf of the CITY or to incur any obligation of any kind on the behalf of the CITY.
- g. Notice. All notices arising out of or from the provisions of this Agreement shall be in writing and given to the parties either by regular mail or deliver in person.
- h. Nondiscrimination. LPAC shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act, Wyo. Stat. § 27-9-105 et seq., and the American’s with Disabilities Act (ADA), 42 U.S.C. § 12101, et seq. LPAC shall

assure that no person is discriminated against based on the grounds of age, sex, race, religion, national origin or disability in connection with the performance of this Agreement.

- i. Governmental Immunity. The CITY of Laramie expressly reserves the right to invoke governmental immunity for any claim arising out of this Agreement pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101 et seq.
- j. Termination. Upon thirty (30) day written notice and opportunity to cure, the CITY may terminate this Agreement for cause without liability in the event LPAC fails to cure any defect in performance of this Agreement. Either the CITY or LPAC may terminate this Agreement with cause upon one-hundred twenty (120) days written notice; provided however, that if LPAC terminates the Agreement prior to the expiration of the Agreement, it will return all unexpended funds.
- k. No Third Party Beneficiaries. The parties hereto agree that this Agreement shall be applicable only to the parties themselves and shall not be deemed to be for the benefit of any person who is not a party hereto.
- l. Confidentiality Obligation. It is specifically acknowledged and agreed between the parties that there may be occasions in which LPAC receives confidential commercial and/or financial data and trade secret information from third parties or instances in which LPAC uses its own confidential commercial and/or financial data and trade secret information. All such information--whether from third parties or from LPAC or one if its' constituent entities--is hereinafter collectively referred to as "Proprietary Information." In any instance when the LPAC or any its directors, officers, employees, committees, or representatives has such Proprietary Information and such Proprietary Information is discussed with or disclosed to the CITY in any manner whatsoever, the CITY covenants and agrees that it will keep all such Proprietary Information strictly confidential and shall deny the right of inspection of such Proprietary Information pursuant to Wyo. Stat. Ann. § 16-4-203(d)(v) and/or other applicable provisions of Wyoming law precluding disclosure. Moreover, in addition to and not in limitation of the confidentiality obligation discussed above, CITY covenants and agrees that it will sign a two-party or three-party non-disclosure agreements when requested to do so by LPAC and/or by a business that LPAC is working with in regard to economic development activities. LPAC acknowledges that if the CITY receives a valid court order to release information in its possession, the CITY will comply with said court order.

7. **Signatures.** In witness thereof, the parties to this Agreement, through their duly authorized representatives, have executed this Agreement on the days and dates set out below and certify that they have read, understood and agreed to the terms and conditions of this Agreement.

The Agreement date is the date of the last signature affixed to this page.

CITY OF LARAMIE, WYOMING

Date: _____

By: _____
Joe Shumway, Mayor

(SEAL)

Attest:

Nancy Bartholomew, CITY Clerk

LARAMIE PUBLIC ART COALITION

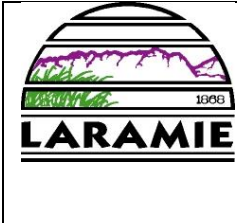
Date: _____

By: _____
Margaret Brown, Chair

Attest:

Trey Sherwood, Secretary

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING March 13, 2019



Agenda Item: Parks

Grant

Title: Consideration of a Resolution supporting the submission of a grant application to the Wyoming Department of Agriculture for a 2019 Emergency Insect Management Grant in the amount of \$67,632.00.

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Board approve the Resolution supporting the submission of a grant application to the Wyoming Department of Agriculture for a 2019 Emergency Insect Management Grant in the amount of \$67,632.00 and forward to City Council for consideration.

Administrative or Policy Goal:

The Board will encourage and support continuing grants for Parks and Recreation programs and operations.

Background:

Recurring Annual Item

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount						
Fees/Charges for Service	\$0.00						
Grant	\$67,632.00	2019 EIMG Grant Application					
Agreement	\$0.00						
Agreement	\$0.00						
Total	\$67,632.00						

EXPENSE

Proposed Project Cost.

Project	Amount	Funds
Project Cost	\$569,858.00	FY19 Mosquito Control Budget (\$606,000 FY20)
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$569,858.00	
Contingency		
Total Amount	\$569,858.00	

Responsible Staff: Choose an item.

Tyler Shevling, Mosquito & IPM Supervisor, 721-5258, tshevling@cityoflaramie.org

Attachments: EIMG19 Resolution

RESOLUTION 2019 - _____

RESOLUTION IN SUPPORTING THE SUBMISSION OF AN APPLICATION TO THE WYOMING DEPARTMENT OF AGRICULTURE FOR A 2019 EMERGENCY INSECT MANAGEMENT PROGRAM GRANT IN THE AMOUNT OF \$67,632 TO SUPPORT THE CITY OF LARAMIE'S MOSQUITO CONTROL PROGRAM AND THE IMPLEMENTATION OF THE CITY OF LARAMIE'S WEST NILE PREVENTION PLAN

WHEREAS the 2003 Wyoming State Legislature passed the *Emergency Insect Management Program Act* to provide supplemental funding to state agencies and cities, towns, counties, weed and pest districts, and other special districts to help manage emergency outbreaks of insect pests and insect vectors of disease for the protection of human health and safety, animal health including livestock and wildlife, and agriculture and natural resources; and,

WHEREAS the City of Laramie, through its Mosquito Control Program and its West Nile Prevention Plan, will support the goals of the Emergency Management Program locally; and,

WHEREAS grant funds are needed for safety supplies; aerial application; surveillance supplies; chemicals; and seasonal staff so that the City of Laramie can provide essential mosquito monitoring and control services in the local control area; and,

WHEREAS funding received through this grant have significantly reduced the risk of mosquito vectored illnesses, including West Nile Virus, for Laramie citizens; and,

WHEREAS matching funds, totaling \$67,632, will be provided through the Fiscal Year 2019 and 2020 adopted Mosquito Control budget;

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

SECTION 1. That foregoing all recitals are incorporated in and made part of this resolution by this reference.

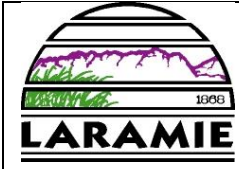
SECTION 2. That the City Council supports the filing of an application to the Wyoming Department of Agriculture for a 2019 Emergency Insect Management Program Grant in an amount not to exceed \$67,632 for the support of the City of Laramie's Mosquito Control Program and implementation of the City of Laramie West Nile Virus Prevention Plan.

PASSED AND APPROVED on this, the 19th day of March 2019.

Joe Shumway, Mayor and President
of the Laramie City Council, Laramie, WY

ATTEST

Nancy Bartholomew,
City Clerk



Agenda Item: Parks

Presentation

Title: Department Presentation - City of Laramie, Mosquito Control Program (Keith Wardlaw, Mosquito & Urban Forestry Supervisor & Tyler Shevling, IPM Maintenance Worker)

Recommended Board MOTION:

N/A - Presentation

Administrative or Policy Goal:

Board Goal: 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.

Background:

N/A

Legal/Statutory Authority:

N/A

Budget/Fiscal Information:

N/A

Responsible Staff:

Choose an item.

Tyler Shevling, Mosquito & IPM Supervisor, tshevling@cityoflaramie.org

Attachment(s):

To: City Manager; City Council Members
Fr: Todd Feezer, Assistant City Manager
Date: March 4, 2019
Re: February/March 2019 Monthly Manager's Report

Parks & Cemetery – Parks/Cemetery/Forestry/Mosquito/IPM Report –As snow and ice melt, staff has the process of lining out soccer fields, organizing areas and preparing for the spring user groups. Irrigation staff has updated irrigation plans and will be creating new records for staff and vehicles. The Parks Manager is moving from his current office at the Parks Shop to the Cemetery. The Parks Maintenance Worker job requirements have been edited and returned to HR. We are expecting to open the job announcement in mid-March with hopes of filling the position in May. Parks staff will continue to move snow as needed. Bike racks are being installed downtown and should be finished up this spring. No quotes were received for the Cowboy Backstop Project, staff will make calls and work to secure a vendor to complete the work. Simons Contractors will be ready to work on ADA repairs and improvements in March. Staff is currently interviewing early provisional starts and will begin hiring all provisional staff after spring break. Staff will be removing the light poles at HP #1 in March. Cemetery staff conducted services for four (4) funerals in the month of February and is reviewing plot plans and identifying open spaces that haven't been used for more than 75 years. Cemetery staff is reviewing new databases for future implementation and entered discussions with IOOF related to purchasing undeveloped land within the cemetery. The WYPDES/NYPDES report due on February 28th, has been submitted. The Mosquito Control staff attended the WMMA conference in Lander in February. Staff will be developing the bid for Mosquito Control chemicals in March. The City Arborist has submitted a grant request through the Wyoming State Forestry Division-Program Development for an intern that will map and identify current memorial trees and benches, inspect the memorials for replacement if needed and assist the Arborist with projects. Staff has been supporting the "Rooted in Laramie" project and will hand off the annual Arbor Day tree sale to them this year. Donations will allow for the trees to be sold for \$50.00 each. Contractors have removed a large (3) three stem cottonwood in the cemetery that was identified as a potential hazard.

Facilities Management Division – The Facilities staff is soliciting quotes from regional HVAC contractors for the replacement of the Ice and Event Center furnace and the controls at the Laramie Community Recreation Center. The professional services agreement with Western States Fire Protection for preventive maintenance and service on City owned fire alarm and suppression equipment has been evaluated and staff determined that the contractor has performed well under this agreement. A contract amendment extending this agreement for another two years has been offered to the contractor. Staff hopes to have this amended agreement for Council consideration in March. Professional services agreements for elevator maintenance and service and generator maintenance and service are being evaluated this month to determine whether they should be extended or if new Requests for Qualifications should be issued. Facilities Staff has evaluated vacuum cleaners and has selected the model that best fits the City's needs. Staff has ordered several units to replace older problematic units. The Facilities Work Order System received thirty-eight (38) work orders in February, with nine (9) still open and in progress. A total of thirty-nine (39) work orders were completed and closed out this month.

Recreation Division – First Friday Fun night takes place this Friday, March 1, 2019 with the new Aqua Rocker Slide in the 8-lane pool and the Kiddie Castle inflatable in the gymnasium. Planning and preparations are kicking into high gear for the 2019 Midwest Regional NRPA conference to be held in Laramie this April. Recreation staff are assisting with planning and marketing preparations as well as presentations. The Summer Program Guide and associated summer programs are under development. Summer registration will open on May 1st and Early Bird registration for Summer Camps will take place on Thursday April 11 at the Recreation Center. We will have significant expansion to our Summer Camp program this year with an increased number of spots available. Additionally, the younger and older children will be in separate groups, allowing for activities to be focused on developmental abilities. Swim lessons are going well and we have registered approximately 100 children for each of the first two sessions. The final session will take place in April before we begin to look toward summer pool activities. Youth athletics programs are also undergoing some changes. Activities are being evaluated for the number of contact hours, age of participants and cost of supplies to ensure parity between programs. Once complete, program scheduling will allow children to move from activity to activity without any overlapping conflicts. Junior Cowboys/Cowgirls Basketball wrapped up on the 23rd with good reviews for the revised format. Registrations are beginning to come in for the 29th annual Youth Basketball Tournament, held April 5-7, 2019. Visit www.cityoflaramie.org/ybt for details and registration information. Early registration closed on Feb. 14th and regular registration wraps up on March 14th. Tournament play will be throughout the community again as we were not able to procure as many gymnasiums at the University this year due to conflicts with Track & Field, and potentially the WNIT! Go Cowgirls! The Adult Recreation Program Coordinator position should be filled by mid-March. We had a very robust and competitive pool of applicants and are excited to welcome a new team member to the Recreation Division. Ice activities conclude in March with the Wyoming Amateur Hockey Association holding a state tournament March 21-24. This is the first time that we have had user group reservations through the final days of our ice season and should result in good revenue for the season. Adult Basketball is going well with pool play complete and regular season games wrapping up before Spring Break. Registration is closed for Adult Volleyball and schedules will be ready soon for play to begin the week after spring break.



Monthly Financial Report January 31, 2019



**City of Laramie: Building our Community through Respect,
Integrity, Teamwork, and Stewardship**

Issue Date: February 22, 2019

This City of Laramie Finance Department published this report. Please feel free to contact (307) 721-5224 or jwade@cityoflaramie.org with questions.

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

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	58.56%	462,216	288,480	173,736	36.55%	500,823
Legal	492,862	58.02%	285,959	279,372	6,587	56.68%	213,490
Finance	1,132,464	58.09%	657,848	543,805	114,043	48.02%	588,659
Engineering	1,223,953	51.76%	633,518	282,124	351,394	23.05%	941,829
Streets & Alleys	4,922,541	69.03%	3,398,030	1,242,681	2,155,349	25.24%	3,679,860
Parks	1,121,382	56.38%	632,235	459,114	173,121	40.94%	662,268
Recreation	247,484	55.46%	137,255	92,540	44,715	37.39%	154,944
Ice and Events Center	467,413	61.28%	286,431	268,585	17,846	57.46%	198,828
Emergency Management	11,300	62.92%	7,110	527	6,583	4.66%	10,773
Cemetery	313,101	55.35%	173,301	135,113	38,188	43.15%	177,988
Police	5,779,127	58.65%	3,389,458	3,029,305	360,153	52.42%	2,749,822
Fire	6,407,082	58.30%	3,735,329	3,731,317	4,012	58.24%	2,675,765
Planning	861,723	59.29%	510,916	195,549	315,367	22.69%	666,174
Public Works	730,655	58.03%	423,999	309,524	114,475	42.36%	421,131
Facilities Management	973,544	58.16%	566,213	276,389	289,824	28.39%	697,155
Municipal Court	415,818	57.94%	240,925	144,914	96,011	34.85%	270,904
Other General Accounts	5,657,498	65.10%	3,683,031	1,714,058	1,968,973	30.30%	3,943,440
Mosquito Control	609,808	52.27%	318,747	155,234	163,513	25.46%	454,574
Information Technology	1,085,262	60.53%	656,909	568,231	88,678	52.36%	517,031
City Clerk	306,228	52.54%	160,892	105,181	55,711	34.35%	201,047
City Council	186,280	57.78%	107,633	84,565	23,068	45.40%	101,715
Animal Control	389,797	58.60%	228,421	217,558	10,863	55.81%	172,239
Code Administration	484,717	56.79%	275,271	233,773	41,498	48.23%	250,944
Human Resources	404,771	56.76%	229,748	220,015	9,733	54.36%	184,756
Records & Communication	1,781,680	58.50%	1,042,283	918,824	123,459	51.57%	862,856
Recreation Administration	236,792	58.50%	138,523	117,818	20,705	49.76%	118,974
Safety Compliance	8,960	21.13%	1,893	35	1,858	0.39%	8,925
Expenses E-911	140,000	46.23%	64,722	88,639	(23,917)	63.31%	51,361
EXPENSE TOTALS:	\$37,181,545	N/A	22,448,815	15,703,270	6,745,545	42.23%	\$21,478,275

The E-911 expenditures to date exceed the typical seasonal target due to the timing of maintenance and support contract payments. This variance is expected to even out during the year.

Recreation Center Fund

January 31, 2019

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 FY18	Annual Budget FY19	January FY 19 MTD Actuals	January FY 19 YTD Actuals	% of Annual Budget
Recreation Mill Board	\$205,000	\$260,500	-	\$5,500	0.02
Substance Abuse Grant	-	-	-	-	-
SLIB Grant Revenue	-	-	-	-	-
Recreation Scholarships	-	-	-	-	-
General Contributions	1,347	1,100	-	146	0.13
Aquatic Fees	44,710	37,000	3,800	18,034	48.74
Rentals	34,090	35,000	2,153	16,619	47.48
Concession Sales	19,803	22,000	1,542	11,489	52.22
Programs	22,858	25,000	2,598	11,986	47.94
POS Merchandise	7,808	9,000	800	4,696	52.18
Admissions	883,290	800,000	75,923	472,109	59.01
Child Care	1,120	2,000	82	656	32.80
SACC Fees	125,444	105,000	9,207	49,428	47.07
Miscellaneous	4,839	2,000	654	14,994	749.70
Interest	-	-	-	-	-
Investment Gains (Losses)	-	-	-	-	-
Recreation Endowment	5,333	10,000	-	4,830	48.30
Total Outside Revenues	1,355,642	1,308,600	96,759	610,487	46.65%
Interfund Transfers In - Capital	52,442	-	-	-	-
Interfund Transfers In - Operating	211,645	400,000	33,333	233,333	58.33
Total Revenues:	1,619,729	1,708,600	130,092	843,820	49.39%
Expenditures:					
Personnel Services	1,197,728	1,265,343	101,842	737,796	58.31
Contractual Services	399,465	399,708	52,410	205,323	51.37
Community Support	-	-	-	-	-
Materials and Supplies	156,906	155,149	16,749	79,623	51.32
Capital Expenditures	103,179	318,765	24,877	103,455	32.45
Transfers Out:	-	-	-	-	-
Capital Lease and Debt Service	28,998	28,997	-	14,499	0.50
Total Expenditures:	1,886,276	2,167,962	195,878	1,140,696	52.62%
Revenues Over (Under) Expenditures	(\$266,547)	(\$459,362)	(\$65,786)	(\$296,876)	

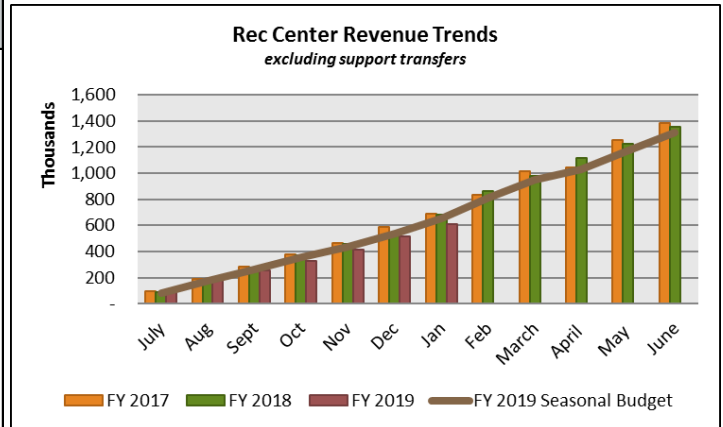
Revenue – Recreation Center Fund

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 72%.

Total Outside Revenue to Date (excludes support transfer)

The Recreation Center’s total externally generated revenue is down 10.67% compared to the prior year and is 6.62% below the revenue budget target. Most operating revenue categories have decreased; admissions revenue is described below.

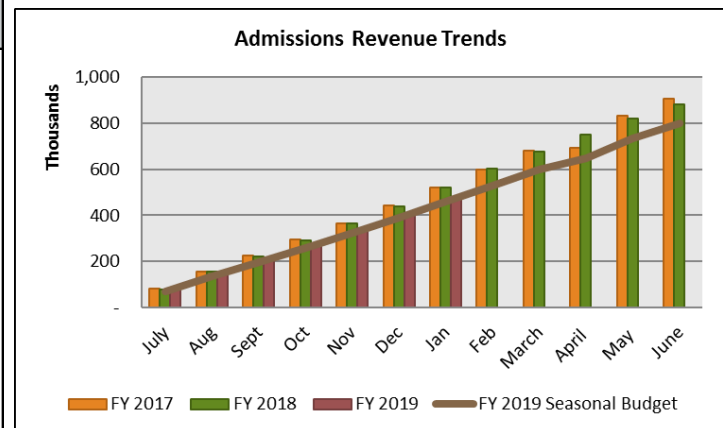
Month	FY 2018	FY 2019	FY 2019 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 85,916	\$ 93,965	\$ 84,316	11.44%	9.37%
Aug	185,424	183,692	178,340	3.00%	-0.93%
Sept	272,756	254,028	263,293	-3.52%	-6.87%
Oct	367,421	327,071	352,907	-7.32%	-10.98%
Nov	456,373	415,056	438,937	-5.44%	-9.05%
Dec	546,018	513,730	539,145	-4.71%	-5.91%
Jan	683,429	610,487	653,733	-6.62%	-10.67%
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 9.61% compared to the prior year and is 2.88% above the revenue budget target. The cause of this variance is currently being investigated by Recreation and Finance staff.

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	267,349	257,397	3.87%	-8.51%
Nov	365,334	332,919	322,204	3.33%	-8.87%
Dec	438,664	396,186	388,198	2.06%	-9.68%
Jan	522,306	472,109	458,872	2.88%	-9.61%
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 6.30% above the prior year’s totals to date, due to capital expenditures, but are 5.31% 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	679,203	698,859	-2.81%	10.02%
Nov	786,888	813,457	883,415	-7.92%	3.38%
Dec	939,111	944,819	1,050,029	-10.02%	0.61%
Jan	1,073,137	1,140,696	1,204,703	-5.31%	6.30%
Feb	1,204,283				
March	1,344,661				
April	1,524,089				
May	1,652,282				
June	1,875,828				

