



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

May 8, 2019

6:30PM

Recreation Center, 920 Boulder Dr.

Consent Agenda:

1. To approve the minutes from the April 10, 2019 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. Renewal of an Adopt a Trail Along the Greenbelt Park Agreement with: Big Brothers Big Sisters of Wyoming and UW Pre-Veterinary Club. (Hunter, pages 4-9)
3. Renewal of an Adopt a Park Agreement with: Historic Railroad Depot Association for care and maintenance Railroad Heritage Park located in Depot Park. (Hunter, pages 10-12)

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. Presentation from Laramie Barnstormers on activities, operations, maintenance and planning for the site leased to them by the City of Laramie. (Feezer, pages 13-22)
2. Consideration of a lease between the Laramie Dirt Riders and the City of Laramie for motocross activities. (Feezer, pages 23-28)
3. Update on Albany County Recreation Board grant applications. (Feezer, pages 29-30)

Staff Reports FYI:

1. Monthly Managers/Financial Report (Pages 31-37) - 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:

September 11, 2019 @ 6:30pm – Laramie Community Recreation Center

CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
April 10, 2019
Minutes of Meeting

MEMBERS PRESENT: Chris Dixon, Brett Kahler, Richard Miller, Larry Foianini, Amy Williamson, Amber Holen, Wendy King, Marius Favret

MEMBERS NOT PRESENT: Dave Hammond

COUNCIL LIASON: Pat Gabriel

GUESTS: Jason Pacheco, Michelle Visser, Annette Suloff, Sharon Martinson, Sylvia Parker, Anne Mason, Kelli Trujillo

CITY STAFF PRESENT: Scott Hunter, Parks Manager; Jodi Guerin, Recreation Manager; Tyler Shevling, Mosquito Control Supervisor; 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 March 27, 2019 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. Renewal of an Adopt a Trail Along the Greenbelt Park Agreement with: Soroptimist of Laramie, West Side League of Neighbors, Gary Honeyman & Family, UPPR, and Jacobs formerly known as C2HM. (Hunter, pages 4-15)

Motion by Favret, seconded by Kahler, 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 by voice vote 8-0.

Regular Agenda:

1. Consideration of letter of support for hosting the Winter Games for the Wyoming Senior Olympics in 2020 and 2021. (Guerin, pages 16-17)

Motion by Favret, seconded by Kahler to approve the Letter of Support for Hosting the Winter Games for the Wyoming Senior Olympics in 2020 and 2021. Motion carried by voice vote 8-0.

2. Consideration of request to skin infield on Gold Field at the Little League Complex to allow for a greater variety of use. (Hunter, pages 18)

Motion by Williamson, seconded by Favret, that the Parks, Tree and Recreation Advisory board support the request to skin infield on Gold Field at the Little League Complex to allow for a greater variety of use and authorize the Parks & Recreation Department to move forward by identifying funding and a process to be completed by the start of play in 2020. Motion carried by voice vote 8-0.

3. Consideration of request to support the LGSA with hosting the 2020 Girls State Softball Championships. (Hunter, pages 19)

Motion by Williamson, seconded by Favret, that the Parks, Tree and Recreation Advisory board support the LGSA with hosting the 2020 Girls State Softball Championships by waiving field fees and providing staff support during the event. Motion carried by voice vote 8-0.

4. Consideration of requests from the Laramie Public Art Coalition to implement public art projects in Laramie, Wyoming. (Guerin, pages 20-27)

Motion by Williamson, seconded by Favret, to approve the proposed Front Porch Music Festival request for funds in an amount of \$14,250 to be used in the summer of 2019. Motion carried by voice vote 8-0.

Motion by Williamson, seconded by Kahler, to approve the proposed Skatepark Stage request for funds in an amount of \$10,750 to be used in the summer of 2019. Motion carried by voice vote 8-0.

5. Discussion regarding a request from Board Member Holen to develop tours for board members, councilors and other interested parties of Parks & Recreation Department facilities/operations. (Holen, page 28)

Holen discussed ideas for tours and staff has requested input from board for suggestions as to what places they would like to tour/visit.

6. Mosquito Control Presentation – Presentation (Shevling, page 29)

Shevling gave presentation on Mosquito Control.

Monthly Managers Report

Hunter presented Parks Division Staff Report

Guerin presented Recreation Division Staff Report

Advisory Board Open Items:

1. None at this time.

Upcoming Items:

2. Laramie Barnstormers presenting at May meeting.

Other Business:

None at this time.

Public Comments:

1. None at this time.

*Next Regular Meeting Date: May 8, 2019 @ 6:30pm.

Meeting adjourned at 8:34pm.

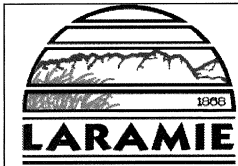
Respectfully Submitted,

Inez Wildenborg

Administrative Coordinator

City of Laramie, Parks and Recreation Department

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING May 8, 2019



Agenda Item: Parks

Agreement

Title: Renewal of an Adopt A Trail Along the Greenbelt Park Agreement with Greater Wyoming Big Brothers Big Sisters.

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt A Trail Along the Greenbelt Park Agreement with Greater Wyoming Big Brothers Big Sisters for general clean up of one-quarter mile section along the Laramie River Greenbelt in the amount of \$75.00 per year for a two year period, and request the City Manager to sign.

Administrative or Policy Goal:

2) The Board will encourage and support the development of open spaces, parklands, greenbelts, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department’s five year capital improvement plans.

10) The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

Background:

This Adopt A Trail Agreement with Greater Wyoming Big Brothers Big Sisters is a renewal agreement for the Optimist Park 0 - .25 section of the Laramie River Greenbelt Trail Park.

The agreement is for two years with a fee of \$75.00/year will be charged to Greater Wyoming Big Brothers Big Sisters for trail signage. Greater Wyoming Big Brothers Big Sisters is required to clean up the above referenced one-quarter mile section of the Laramie River Greenbelt Trail a minimum of twice per year.

The Laramie River Greenbelt Trail Park will benefit from Greater Wyoming Big Brothers Big Sisters’s contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time Greater Wyoming Big Brothers Big Sisters fails to perform in accordance with the terms of this agreement.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION: REVENUE

Source	Amount	Type
Fees/Charges for Service	\$150.00	\$75.00/year annual fee for signage.
Grant		
Loan		
Other		
Total	\$150.00	

Enc: Agreement, Exhibit A.

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

**AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO
ADOPT A TRAIL ALONG GREENBELT PARK**

This Agreement is made and entered into this 15th day of April 2019 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Ivinson Street, Laramie, Wyoming 82070 and Greater Wyoming Big Brothers Big Sisters ("Group"), whose address is 1010 South 6th Street, Laramie, WY 82070. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, section .0 – .25.
2. City agrees to recognize Group as sponsoring the trail along the Laramie River Greenbelt Park with sign trail markers and at the Kiosk at the Optimist Park trailhead.
3. Group commits to support maintenance of section .0 – 25 along the Laramie River Greenbelt Park.
4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager's designee.
5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.
6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgements, costs, expenses, and claims arising from all incidents occurring in connections with Group's activities while participating under this agreement whether for personal injury or property damage or both.
7. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties' signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or conditions of this Agreement, or to bring an action for the breach of this Agreement.
8. This Agreement may be terminated, without cause, by City upon thirty (30) days written notice. This Agreement may be terminated immediately for cause if Group fails to perform in accordance with the terms of this Agreement.
9. Group agrees to the following conditions:
 - A. Group agrees to pay City the amount of \$75.00 dollars per quarter mile₅ of maintenance sponsorship, each year, for a two (2) year period.

10. City has provided Group a copy of the general conditions for adopt park/greenbelt agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.

11. The term of this Agreement is from the date hereof until the 31st day of March 2021, subject to termination in Paragraph 8 herein.

12. This Agreement is not exclusive as to the park it affects. City may permit other groups to have projects within the same park at the same time.

13. City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

CITY OF LARAMIE, WYOMING

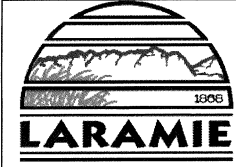
GROUP:

GREATER WOMING
BIG BROTHERS BIG SISTERS

By: _____
Janine Jordan, City Manager

By:  _____
Authorized Signature

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING May 8, 2019



Agenda Item: Parks

Agreement

Title: Renewal of an Adopt A Trail Along the Greenbelt Park Agreement with UW Pre-Veterinary Club.

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt A Trail Along the Greenbelt Park Agreement with UW Pre-Veterinary Club for general cleanup of one-quarter mile section along the Laramie River Greenbelt in the amount of \$75.00 per year for a two-year period and request the City Manager to sign.

Administrative or Policy Goal:

2) The Board will encourage and support the development of open spaces, parklands, greenbelts, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department’s five-year capital improvement plans.

10) The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

Background:

This Adopt A Trail Agreement with UW Pre-Veterinary Club is a renewal agreement for the Optimist Park north 1.50 – 1.75 section of the Laramie River Greenbelt Trail Park.

The agreement is for two years with a fee of \$75.00/year will be charged to UW Pre-Veterinary Club for trail signage. UW Pre-Veterinary Club is required to clean up the above referenced one-quarter mile section of the Laramie River Greenbelt Trail a minimum of twice per year.

The Laramie River Greenbelt Trail Park will benefit from UW Pre-Veterinary Club’s contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time UW Pre-Veterinary Club fails to perform in accordance with the terms of this agreement.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service	\$150.00	\$75.00/year annual fee for signage.
Grant		
Loan		
Other		
Total	\$150.00	

Enc: Agreement, Exhibit A.

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

**AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO
ADOPT A TRAIL ALONG GREENBELT PARK**

This Agreement is made and entered into this 30 day of April, 2019 by and between the City of Laramie, Wyoming, a Municipal Corporation, (“City”) whose address is 406 Ivinson Street, Laramie, Wyoming 82070 and UW Pre-Veterinary Club (“Group”), whose address is c/o Wyoming State Vet Lab, 1174 Snowy Range Road, Laramie, WY 82070. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, section 1.50 – 1.75 north.

2. City agrees to recognize Group as sponsoring the trail along the Laramie River Greenbelt Park with sign trail markers and at the Kiosk at the Optimist Park trailhead.

3. Group commits to support maintenance of section 1.50 – 1.75 north along the Laramie River Greenbelt Park.

4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager’s designee.

5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.

6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgements, costs, expenses, and claims arising from any and all incidents occurring in connections with Group’s activities while participating under this agreement whether for personal injury or property damage or both.

7. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party’s performance or failure to perform any term or conditions of this Agreement, or to bring an action for the breach of this Agreement.

8. This Agreement may be terminated, without cause, by City upon thirty (30) days written notice. This Agreement may be terminated immediately for cause if Group fails to perform in accordance with the terms of this Agreement.

9. Group agrees to the following conditions:

A. Group agrees to pay City the amount of \$75.00 dollars per quarter mile of maintenance sponsorship, each year, for a two (2) year period.

B. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to maintenance of the trail.

C. Group will be responsible to clean up all trash and debris and sweep and maintain the trail surface a minimum of two (2) times per calendar year.

D. Groups’ contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.

10. City has provided Group a copy of the general conditions for adopt a park/greenbelt agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.

11. The term of this Agreement is from the date hereof until the 30th day of April, 2021, subject to termination in Paragraph 8 herein.

12. This Agreement is not exclusive as to the park it affects. City may permit other groups to have projects within the same park at the same time.

13. City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

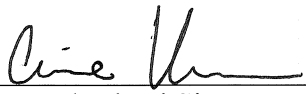
In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

CITY OF LARAMIE, WYOMING

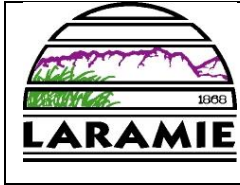
GROUP:

UW PRE-VETERINARY CLUB

By: _____
Janine Jordan, City Manager

By:  _____
Authorized Signature

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING May 8, 2019



Agenda Item: Parks

Agreement

Title: Renewal of the Agreement with the City of Laramie, Wyoming to Adopt a Park with Laramie Railroad Depot Association.

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt a Park Agreement with Laramie Railroad Depot Association for general cleanup of Railroad Heritage Park in the amount of \$75.00 per year for a two-year period and request the City Manager to sign.

Administrative or Policy Goal:

2) The Board will encourage and support the development of open spaces, parklands, greenbelts, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department’s five-year capital improvement plans.

10) The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

Background:

This Adopt a Park agreement with Laramie Railroad Depot Association is a renewal agreement for Laramie Railroad Depot Association.

The agreement is for two years with a fee of \$75.00/year will be charged to Railroad Depot Association for park signage. Railroad Depot Association is required to clean up Railroad Heritage Park a minimum of twice per year.

The Adopt a Park program will benefit from Laramie Railroad Depot Association’s contributions. This agreement may be terminated for cause if at any time Laramie Railroad Depot Association fails to perform in accordance with the terms of this agreement.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service	\$150.00	\$75.00/year annual fee for signage.
Grant		
Loan		
Other		
Total	\$150.00	

Enc: Agreement, Exhibit A.

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

AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO ADOPT A PARK

This Agreement is made and entered into this 29 day of May 2019 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82073 and Laramie Railroad Depot Association ("Group"), whose address is 1st Street and Kearney Street, Laramie, Wyoming (mailing address is PO Box 623, Laramie, Wyoming 82073-0623. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of Railroad Heritage Park, located within City.
2. City agrees to recognize Group as supporting the Railroad Heritage Park located within Depot Park with a single small sign (144 sq. inches) located within Depot Park that has been adopted.
3. Group commits to support maintenance of Railroad Heritage Park in Railroad Depot Park. This may include: cleaning, painting, repairs to grain equipment and other items as needed and agreed upon by the parties.
4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager's designee.
5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.
6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgements, costs, expenses, and claims arising from any and all incidents occurring in connections with Group's activities while participating under this agreement whether for personal injury or property damage or both.
7. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or conditions of this Agreement, or to bring an action for the breach of this Agreement.
8. This Agreement may be terminated, without cause, by City upon thirty (30) days written notice. This Agreement may be terminated immediately for cause if Group fails to perform in accordance with the terms of this Agreement.
9. Group agrees to the following conditions:
 - A. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to the maintenance of the Park.
 - B. Group will be responsible to clean up all trash and debris within the fence around the Snow Train and maintain this area a minimum of two (2) times per calendar year.

C. Groups' contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.

10. City has provided Group a copy of the general conditions for adopt a park/greenbelt agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.

11. The term of this Agreement is from the date hereof until June 30, 2021, subject to termination in Paragraph 8 herein.

12. This Agreement is not exclusive as to the park it affects. City may permit other groups to have projects within the same park at the same time.

13. City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

CITY OF LARAMIE, WYOMING

GROUP:

By: _____
Janine Jordan, City Manager

LARAMIE RAILROAD DEPOT ASSOCIATION

By: *Samuel D. Hansen*
Authorized Signature
vice president



<p>Agenda Item: Administration</p> <p>Title: Presentation from Laramie Barnstormers on activities, operations, maintenance and planning for the site leased to them by the City of Laramie.</p>	<p>Presentation</p>
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Recommended Board MOTION:

N/A

Administrative or Policy Goal:

Continued education of the Parks, Tree & Recreation Board related to City of Laramie leases involving recreational opportunities in Laramie.

Background:

The Laramie Barnstormers holds a lease on property, owned by the City of Laramie, north off of HWY287. This property is used for rc operations including planes, cars and drones. In recent discussions with the Laramie Barnstormers it was decided that a presentation to the board on the past operations and future plans would be beneficial for all parties.

Legal/Statutory Authority: N/A

Budget/Fiscal Information:

Estimated Expense:

N/A

Responsible Staff:

Choose an item.

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

Attachment(s):

4.19 Barnstormers Annual Report

From: sam kotby
Sent: Tuesday, April 9, 2019 11:37 AM
To: Sue Hargrove
Subject: Laramie Barrstormers Annual Report 2018

Laramie Barrstormers Annual Report 2018

1. Elections: Elections were held in April 2018, below is a list of the officers.

Name	Position	Email	Telephone Number
Ben Jones	President	jonesproductions1@gmail.com	336-250-9052
Corey Kline	Vice-President	highflyerkline@yahoo.com	307-941-0037
Jonathan Fox	Secretary/Treasurer	jfox@uwyo.edu	307-223-6182
Sam Kotby	Safety Officer	skotby@outlook.com	307-760-8947

2. Activities: The club holds three events every year. Starting with Memorial Day, then in August (1st weekend) is our big open house/Fly-In of the year. And then Labor Day Fun Fly. All events are open to the public with free hamburgers and hot dogs and refreshments.

For 2019: The dates for the events are as follows:

May 27	Memorial Day	Fun Fly
July 4	Display at Park	Freedom Has A Birthday
August 3-4	Open House/Fly-In	

September 2 Labor Day

Fun Fly

TBA Airport Open House

Brees Field

The Club also has a display at two (2) events:

Washington Park

Freedom Has A Birthday

Airport Open House

Brees Field Airport

3. R/C Car Race Track: The Club has been working on a race track for R/C cars and trucks. Now the track is in place with a spectator area and an observation deck for the drivers, our goal this year is to schedule several events and hope to increase our membership. Dates will be set at the next club meeting.
4. R/C Plane Work Stands: The Club started replacing the RC plane work stands with better and safer units in 2018. We built three work benches and plan on three to five more new ones this year.
5. Insurance and AMA: Insurance and AMA dues have been paid for 2019. Attached are copies.
6. At the end of 2018, the checkbook balance was \$6,879.49. In 2019 we have collected some of the dues and as of today the balance is \$7,509.49 with still more due to be collected.

Respectfully submitted,

Sam Kotby

**LEASE AGREEMENT BETWEEN
CITY OF LARAMIE AND THE LARAMIE BARNSTORMERS**

This lease agreement (“Agreement”) between the City of Laramie (“City”) and Barnstormers of Laramie (“BARNSTORMERS”) is entered into as of the date of the last signature below:

WHEREAS, the City owns a parcel of land consisting of 11.5 acres in Albany County, located west of U.S. Highway 30/287, and is more particularly on Exhibit “A” (“Property”); and,

WHEREAS, the City has been leasing the Property to BARNSTORMERS, and BARNSTORMERS in the past has used the Property to support the growth of their club encouraging remote control airplane and car operations more fully described in Exhibit “B” Laramie Barnstormers Model Airplane Club Bylaws; and,

WHEREAS, the City finds BARNSTORMERS’s use of the Property contributes to the quality of life in Laramie, provides a general public benefit to Laramie, and is currently in the best interest of the City and its citizens, AND IT IS THEREFORE AGREED:

1. Lease of Property. City hereby leases the Property to BARNSTORMERS only for the purpose of BARNSTORMERS continuing the purpose of their club outlined in Exhibit “B” Laramie Barnstormers Model Airplane Club Bylaws.
2. Term of Lease. This Agreement becomes effective the date of the last signature affixed, and terminates on January 31, 2023. This Agreement may only be extended by a written agreement signed by both the City and BARNSTORMERS.
3. Early Termination of Lease.
 - 3.1. Either the City or BARNSTORMERS may terminate this Agreement before its expiration by giving one year’s written notice to the other party.
 - 3.2. This Agreement terminates automatically and immediately if BARNSTORMERS uses the Property for anything other than the Activities, including but not limited to using the Property for any commercial or profit-making activity.
4. Disposition of Property Upon Termination. When this Agreement terminates, any improvements to the Property becomes the property of the City, unless BARNSTORMERS removes the improvement, at BARNSTORMERS’s sole expense, from the Property before termination. If BARNSTORMERS leaves any improvements on the Property after termination, BARNSTORMERS will execute all documents necessary to confirm transfer of ownership to the City. If BARNSTORMERS chooses to remove any improvements, BARNSTORMERS will return the Property to its original condition, as determined in the reasonable judgment of the City Manager.
5. Lease Payment. BARNSTORMERS shall pay the City \$1.00 each year as rental for the Property.

6. Utilities, Fees and Taxes. BARNSTORMERS shall arrange for the provision of, and timely pay bills for, all utilities to the Property. BARNSTORMERS shall timely pay all fees or taxes assessed against the Property or that arise from their activities.

7. Subleasing. BARNSTORMERS may not sublease the Property to any person or persons.

8. Condition, Improvements, Maintenance and Use of Property.

8.1. BARNSTORMERS has been in possession of the Property, has satisfied itself about the condition of the Property, and takes the Property in an "AS IS" condition, and the City makes no representations or warranties about the condition or suitability of the Property.

8.2. Other than for routine maintenance and upkeep, BARNSTORMERS shall not improve or alter the Property without the advance written consent of the City Manager or Director of Parks and Recreation, which consent will not be unreasonably withheld.

8.3. BARNSTORMERS shall maintain the Property in a good and orderly condition, and in its use or permitted alterations to the Property comply with all applicable laws, including City ordinances.

9. Indemnification. BARNSTORMERS shall indemnify, defend and hold the City and its agents and employees harmless from and against all claims of any kind which arise from or relate in any way to BARNSTORMERS's actions related to the Property or their activities.

10. Insurance.

10.1. The City has no responsibility for BARNSTORMERS's personal property at the Property, and BARNSTORMERS is urged to obtain its own personal property insurance.

10.2. BARNSTORMERS shall maintain the following insurance:

10.2.1. Commercial general liability coverage, during the entire term of the contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, and including underground, collapse and explosion (XCU) and products and completed operations, and in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence and One Million Dollars (\$1,000,000.00) general aggregate.

10.2.2. All policies required under this Contract shall be in effect for the duration of this Contract and projects. All policies shall be primary and not contributory. Contractor shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to City.

10.2.3. All insurance policies required by this Contract, shall name City as additional insured, and shall contain a waiver of subrogation against City, its agents

and employees. Contractor shall provide, upon request a copy of an endorsement providing this coverage.

10.2.4. The City reserves the right to reject a certificate of insurance if Contractor's insurance company is widely regarded in the insurance industry as financially unstable. This would include but is not limited to insurance companies with no less than AVIII rating in the A.M. Best insurance rating guide.

10.2.5. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverage without thirty (30) days written notice from Contractor or their insurers to City and University of Wyoming. Any failure to comply with the reporting provision of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage provided to City and its division, officers and employees.

10.3. BARNSTORMERS shall provide copies of its required insurance policies annually upon renewal to the City or at any time upon City's request.

11. Assignability. This Agreement is not assignable by either party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers effective the date of the last signature affixed to this Agreement.

CITY OF LARAMIE, WYOMING:

By: _____
Andi Summerville, Mayor and President
City of Laramie, City Council

Attest: _____
Angie Johnson, PHR,
City Clerk, City of Laramie

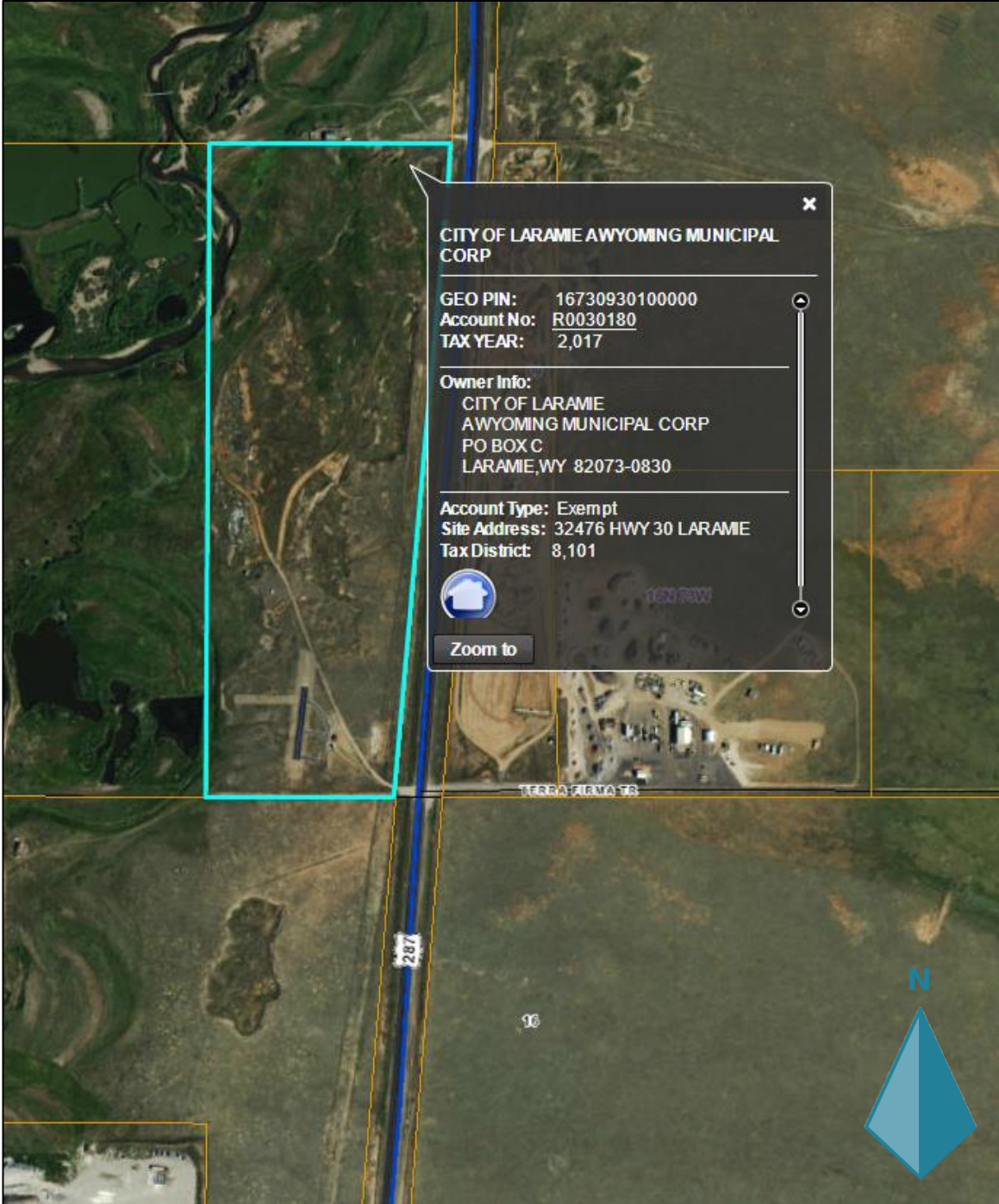
BARNSTORMERS:

By: _____
Title: _____

Attest: _____
Title: _____

LEASE AGREEMENT BETWEEN CITY OF LARAMIE AND THE LARAMIE BARNSTORMERS

Exhibit "A" ("Property")



Laramie Barnstormers Model Airplane Club

Bylaws

March 19, 2002

Revised April 15, 2002

Revised April 22, 2004

Revised December 19, 2017

Overview:

The Barnstormers is a small Club of less than 50 current members. Only 10-12 members are active fliers. All would be classified as sport fliers. The club is not incorporated and does not intend to become incorporated.

The Members lease approximately 80 acres from the City of Laramie and have over-flight agreements with the adjoining landowner giving another 640 acres for over-flights. The flying site is located some 3 miles north of Laramie with the runway being located 300 feet west of a low volume state highway. The field is locked at all times except when member(s) are flying. Given the small size of the club, it is not possible to control who uses the site when members are not present.

Officers:

Four officers, President, Vice President, Secretary/Treasurer and Safety Officer are elected at the December meeting by the majority of the members attending the meeting. The President is responsible for running the meetings and for signing the lease. The Secretary/Treasurer handles AMA correspondence, dues collection, and bill payment. Other members provide support for the President and Secretary/Treasurer as needed by drafting correspondence, lease changes, reserving the meeting room, etc.

Meetings:

Monthly meetings are held. Meetings may be held at the field during summer months. Meetings will have a relaxed atmosphere to encourage attendance. Club concerns shall be kept to a minimum.

Dues and Expenditures:

Dues are \$45 per year, payable by March 31. To encourage growth, dues are reduced to \$20 for those who live out of town and Albany County. Dues shall be kept in a savings account and accounted for by the treasurer. The Treasurer and the President may agree to spend small amounts (less than \$25) without member approval. Larger amounts will require

member approval. If the club should decide to disband, all funds in the treasury shall be donated to a local charity of the remaining members choice.

Membership Requirements:

Beginners will be required to become club and AMA members prior to receiving flying lessons. Members will be required to have current AMA membership prior to flying. Members are requested to help with field maintenance and in assisting the President and Secretary/Treasurer. Dues should be paid promptly. All members will be considered safety officers and will be responsible for each other's safety.

Guests:

Guests are allowed to fly for 3 days at the club with no fees required. Guests are defined as a person who shows a current AMA membership and is only visiting the club. Once the guest becomes a resident of Laramie, the guest will be required to join the club. Guests shall follow all club and AMA rules while flying at the field.

Safety and Field Rules:

Members will adhere to the AMA safety codes. Frequency pins shall be used when more than one member is at the field. Flying alone is not encouraged by the club but may happen due to the limited amount of members in the club. Club members are encouraged to carry a cell phone with them to make an emergency call if necessary. Unsafe actions will be cause to be removed from the club. The area between the highway and a line 50 feet east of the runway centerline and bounded by the south property fence and the north end of the paved runway is a no fly zone. Pilots should check that their frequency is clear before turning on a transmitter, even if the correct frequency pin is available for use. A pilot preparing to take off or land should announce his intentions prior to take off or landing when more than one person is flying at a time.

FLYING SITE SAFETY RULES

1. Deliberate flying behind the safety line is prohibited.
2. It is strongly recommended that members do not fly alone.
3. Children are NOT permitted beyond the spectator area unless under the direct supervision of an adult or under flight instruction.
4. Sailplane high start lines are to run parallel to active runway.
5. Direction of flight is determined by the wind direction, etc.
6. Flight operations will stop during electrical storms.
7. Models will fly only in predesignated areas, and will yield right-of-way to full-size aircraft.

FLYING SITE OPERATIONAL RULES

1. Only pilots and assistants are allowed on the safety line.
2. Mufflers are required on all models.
3. Testing of engines is to be performed in specific designated areas.
4. The AMA Safety Code will be displayed when the field is open for flying.
5. Fliers operating models must display AMA membership cards for easy identification.
6. Pilots shall make appropriate announcement when taking off, landing, or emergency situations.
7. Compliance to these safety rules is the responsibility of each participant.
8. It is strongly recommended that members do not fly alone.
9. A First Aid Kit shall be kept in the equipment shed.
10. No member or guest shall be under the influence of alcohol or illegal substances, or consume same at the site.
11. Flight operations are allowed from designated areas only. Pilots may stand behind their plane upon take off, provided no other pilots are flying at that time. Pilots should move to the designated areas immediately following takeoff.



Agenda Item: Administration	Presentation
Title: Consideration of a lease between the Laramie Dirt Riders and the City of Laramie for motocross activities.	

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board approve the lease between the Laramie Dirt Riders and the City of Laramie for motocross activities and forward to the Laramie City Council for consideration.

Administrative or Policy Goal:

Continued development of recreational opportunities for the citizens of Laramie.

Background:

The Laramie Dirt Riders have held a 30-year lease on property, owned by the City of Laramie, north off of HWY287. This property is used for motocross operations including planes, cars and drones.

It has been brought to our attention that the existing lease is coming to an end. Both parties have decided that with the inability to review the previous lease a new lease should be developed. The proposed lease mirrors the lease used for the Laramie Barnstormers.

Legal/Statutory Authority: N/A

Budget/Fiscal Information:

Estimated Expense:

N/A

Responsible Staff:

Choose an item.

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

Attachment(s):

Laramie Dirt Riders Lease 4.19

**LEASE AGREEMENT BETWEEN
CITY OF LARAMIE AND THE LARAMIE DIRT RIDERS**

This lease agreement (“Agreement”) between the City of Laramie (“City”) and Laramie Dirt Riders (“DIRT RIDERS”) is entered into as of the date of the last signature below:

WHEREAS, the City owns a parcel of land consisting of 16.25 acres in Albany County, located east of U.S. Highway 30/287, and is more particularly described on Exhibit “A” (“Property”); and,

WHEREAS, the City has been leasing the Property to DIRT RIDERS, and DIRT RIDERS in the past has used the Property to support the growth of their club encouraging motocross activities more fully described in Exhibit “B” Laramie Dirt Riders Membership Rules and Regulations; and,

WHEREAS, the City finds DIRT RIDERS’s use of the Property contributes to the quality of life in Laramie, provides a general public benefit to Laramie, and is currently in the best interest of the City and its citizens, AND IT IS THEREFORE AGREED:

1. Lease of Property. City hereby leases the Property to DIRT RIDERS only for the purpose of DIRT RIDERS continuing the purpose of their club outlined in Exhibit “B” Laramie Dirt Riders Membership Rules and Regulations.
2. Term of Lease. This Agreement becomes effective the date of the last signature affixed and terminates on January 31, 2024. This Agreement may only be extended by a written agreement signed by both the City and DIRT RIDERS.
3. Early Termination of Lease.
 - 3.1. Either the City or DIRT RIDERS may terminate this Agreement before its expiration by giving one year’s written notice to the other party.
 - 3.2. This Agreement terminates automatically and immediately if DIRT RIDERS uses the Property for anything other than the Activities, including but not limited to using the Property for any commercial or profit-making activity.
4. Disposition of Property Upon Termination. When this Agreement terminates, any improvements to the Property becomes the property of the City, unless DIRT RIDERS removes the improvement, at DIRT RIDERS’s sole expense, from the Property before termination. If DIRT RIDERS leave any improvements on the Property after termination, DIRT RIDERS will execute all documents necessary to confirm transfer of ownership to the City. If DIRT RIDERS choose to remove any improvements, DIRT RIDERS will return the Property to its original condition, as determined in the reasonable judgment of the City Manager or his/her assignee.
5. Lease Payment. DIRT RIDERS shall pay the City \$1.00 each year as rental for the Property.

6. Utilities, Fees and Taxes. DIRT RIDERS shall arrange for the provision of, and timely pay bills for, all utilities to the Property. DIRT RIDERS shall timely pay all fees or taxes assessed against the Property or that arise from their activities.

7. Subleasing. DIRT RIDERS may not sublease the Property to any person or persons.

8. Condition, Improvements, Maintenance and Use of Property.

8. 1. DIRT RIDERS has been in possession of the Property, has satisfied itself about the condition of the Property, and takes the Property in an “AS IS” condition, and the City makes no representations or warranties about the condition or suitability of the Property.

8.2. Other than for routine maintenance and upkeep, DIRT RIDERS shall not improve or alter the Property without the advance written consent of the City Manager or his/her designee, which consent will not be unreasonably withheld.

8.3. DIRT RIDERS shall maintain the Property in a good and orderly condition, and in its use or permitted alterations to the Property comply with all applicable laws, including City ordinances.

8.4. DIRT RIDERS shall provide a written annual report outlining their membership, attendance at events, maintenance and improvements. This report shall annually be provided to the City by the first day of May.

9. Indemnification. DIRT RIDERS shall indemnify, defend and hold the City and its agents and employees harmless from and against all claims of any kind which arise from or relate in any way to DIRT RIDERS’s actions related to the Property or their activities.

10. Insurance.

10.1. The City has no responsibility for DIRT RIDERS’s personal property at the Property, and DIRT RIDERS is urged to obtain its own personal property insurance.

10.2. DIRT RIDERS shall maintain the following insurance:

10.2.1. Commercial general liability coverage, during the entire term of the contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, and including underground, collapse and explosion (XCU) and products and completed operations, and in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence and One Million Dollars (\$1,000,000.00) general aggregate.

10.2.2. All policies required under this Contract shall be in effect for the duration of this Contract and projects. All policies shall be primary and not contributory. Contractor shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to City.

10.2.3. All insurance policies required by this Contract, shall name City as additional insured, and shall contain a waiver of subrogation against City, its agents and employees. Contractor shall provide, upon request a copy of an endorsement providing this coverage.

10.2.4. The City reserves the right to reject a certificate of insurance if Contractor's insurance company is widely regarded in the insurance industry as financially unstable. This would include but is not limited to insurance companies with no less than AVIII rating in the A.M. Best insurance rating guide.

10.2.5. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverage without thirty (30) days written notice from Contractor or their insurers to City and University of Wyoming. Any failure to comply with the reporting provision of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage provided to City and its division, officers and employees.

10.3. DIRT RIDERS shall provide copies of its required insurance policies annually upon renewal to the City or at any time upon City's request.

11. Assignability. This Agreement is not assignable by either party.

This space intentionally left blank.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers effective the date of the last signature affixed to this Agreement. Each officer agrees that this agreement supersedes any previous agreement, known or unknown, between the parties of this agreement.

CITY OF LARAMIE, WYOMING:

By: _____
Joe Shumway, Mayor and President
City of Laramie, City Council

Attest: _____
Nancy Bartholomew,
City Clerk, City of Laramie

DIRT RIDERS:

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

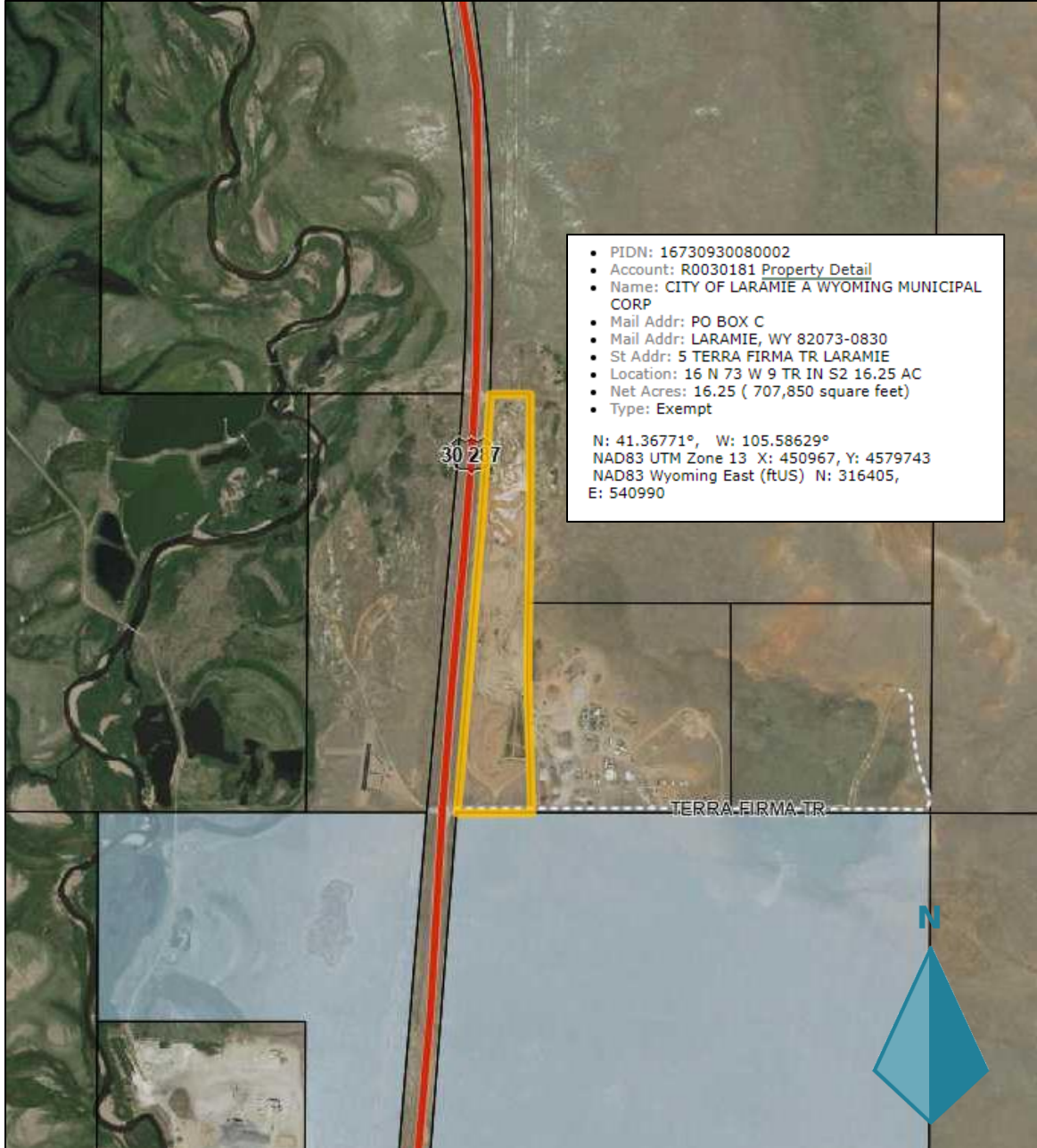
By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

**LEASE AGREEMENT BETWEEN
CITY OF LARAMIE AND THE LARAMIE DIRT RIDERS**

Exhibit "A" ("Property")





Agenda Item: Administration	Presentation
Title: Update on Albany County Recreation Board grant applications.	

Recommended Board MOTION:

N/A

Administrative or Policy Goal:

Advisory Board information.

Background:

The Albany County Recreation Board met on April 22, 2019. There were significant changes to the tentative awards of ACRB projects related to the PTR Board prioritization than in the past. The PTR Board should be aware of the changes.

Legal/Statutory Authority: N/A

Budget/Fiscal Information:

Estimated Expense:

N/A

Responsible Staff:

Choose an item.

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

Attachment(s):

Tentative Grant Approval 19-20

2019-2020 Recreation Mill Project Requests

Request Tab	Entity	Title	Amount	Funded					
1	Albany County	Medicine Bow Nordic Association trail grooming	\$ 24,000.00	\$ 24,000					
2	Albany County	Laramie Plains Civic Center Community Pottery Studio	\$ 24,000.00	\$ 21,800	Reduce by 2,200 consumables clay, glazes, paints etc.				
3	Albany County	Albany County Search and Rescue	\$ 26,742.00	\$ 26,742					
4	Albany County	High Plains Archery Club	\$ 2,500.00	\$ 2,500					
5	ACSD #1	Accoustical Sound Shells LHS Auditorium	\$ 29,998.00	\$ 29,998					
6	ACSD #1	Laramie Trap Club	\$ 4,655.00	\$ 2,975	Reduce by consumable costs		\$ 1,680.00		
7	ACSD #1	Laramie Middle School Wrestling Mats and equipment	\$ 21,153.25	\$ 21,153					
A	City of Laramie	Recreation Center - Annual Cost Recovery	\$ 175,000.00	\$ 175,000					
B	City of Laramie	Greater Wyoming Big Brothers Big Sisters equipment, rental fees	\$ 25,000.00	\$ 25,000					
C	City of Laramie	Laramie Girls Softball	\$ 12,150.00	\$ 10,750	Reduce by 1,400				
D	City of Laramie	Recreation Center Scholarship Funding	\$ 10,000.00	\$ 5,000					
E	City of Laramie	American Legion Baseball	\$ 7,863.00	\$ 4,000	Reduce by 3,000				
F	City of Laramie	Healthy Kids RX	\$ 5,000.00	\$ 5,000					
G	City of Laramie	City Parks - Laprele Park Renovation	\$ 30,000.00	\$ 30,000					
H	City of Laramie	Laramie Fire Youth Basketball	\$ 5,000.00	\$ 5,000					
I	City of Laramie	Pilot Hill Project Access and Trail Development	\$ 20,000.00	\$ 20,000					
J	City of Laramie	Recreation Center Cardio Equipment	\$ 20,000.00	\$ 20,000					
K	City of Laramie	Laramie BikeNet	\$ 9,856.00	\$ 8,236	Eliminate trail counters 1,620				
L	City of Laramie	Laramie Soccer Club	\$ 11,000.00	\$ 11,000					
M	City of Laramie	Laramie Amateur Hockey Club	\$ 15,000.00	\$ 12,500	Eliminate Coord Stipends and adv. 2,500				
N	City of Laramie	Team 7220 Basketball	\$ 5,000.00	\$ -					
O	City of Laramie	UW Jacoby Golf Course	\$ 10,000.00	\$ -					
P	City of Laramie	City Parks - Labonte Park Fitness Stations renovation	\$ 11,500.00	\$ 5,750	Reduce by 50%				
Q	City of Laramie	City Parks - Slackline/Hammock Apparatus	\$ 6,500.00	\$ 3,250	Reduce by 50%				
R	City of Laramie	Laramie Rifle Range	\$ 6,425.00	\$ -					
S	City of Laramie	Laramie Historic Railroad Depot Board	\$ 10,000.00	\$ -					
T	City of Laramie	Recreation Center Pool Lap lanes	\$ 5,000.00	\$ 5,000					
U	City of Laramie	Recreation Center Gymnasium Retractable bleachers	\$ 25,000.00	\$ 25,000					
V	City of Laramie	Recreation center pool climbing wall	\$ 38,000.00	\$ -					
W	City of Laramie	Friends of Laramie Skate Park	\$ 50,000.00	\$ 25,000	Reduce by 50%				
X	City of Laramie	Recreation Center Pool Zipline	\$ 12,000.00	\$ -					
Y	City of Laramie	Ice Center Speed Skating Pads	\$ 25,000.00	\$ -					
		TOTAL	\$ 683,342.25	\$ 524,654					
		Projected Revenue	\$ 525,000.00	\$ 525,000					
		Difference	\$ (158,342.25)	\$ 346					



Monthly Financial Report March, 2019



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

Issue Date: April 24, 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.

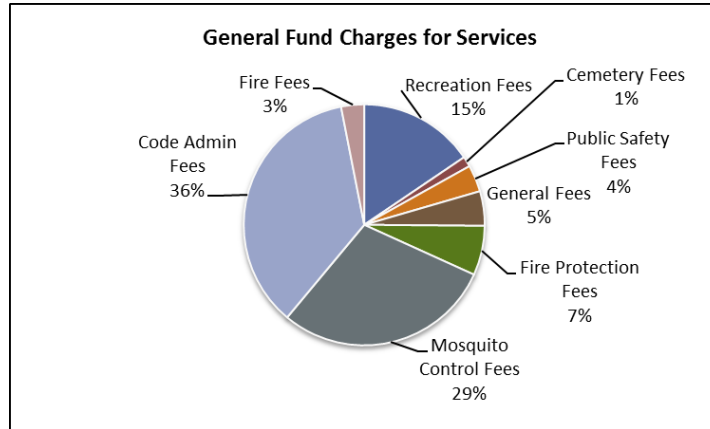
Seasonal Budget Performance Targets

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.

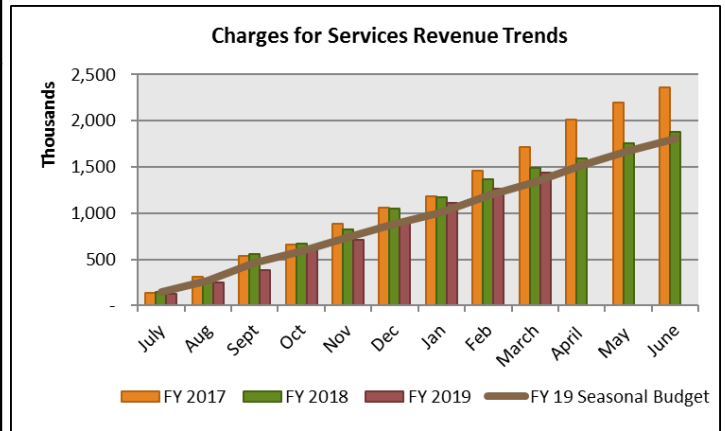
CHARGES FOR SERVICE

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 2.94% below the prior year revenue to date and 7.72% above the revenue target. The variance from the prior year is due to the cyclical nature of plan review fees, facility and user fees decreases, and a change from a single payment to two installment payments for rural fire protection fees.

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	601,233	589,039	2.07%	-10.37%
Nov	827,616	711,699	738,858	-3.68%	-14.01%
Dec	1,050,121	896,418	881,381	1.71%	-14.64%
Jan	1,167,805	1,109,108	1,003,929	10.48%	-5.03%
Feb	1,371,118	1,264,915	1,194,597	5.89%	-7.75%
March	1,485,256	1,441,649	1,338,386	7.72%	-2.94%
April	1,595,278				
May	1,759,685				
June	1,877,239				



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	\$801,051	74.03%	593,018	415,869	177,149	51.92%	385,182
Legal	500,617	74.96%	375,263	359,703	15,560	71.85%	140,914
Finance	1,137,950	74.57%	848,569	677,538	171,031	59.54%	460,412
Engineering	1,261,056	67.60%	852,474	436,147	416,327	34.59%	824,909
Streets & Alleys	4,936,093	85.07%	4,199,134	1,519,398	2,679,736	30.78%	3,416,695
Parks	1,127,295	71.60%	807,143	546,735	260,408	48.50%	580,560
Recreation	248,553	70.59%	175,454	125,322	50,132	50.42%	123,231
Ice and Events Center	469,741	81.69%	383,731	350,555	33,176	74.63%	119,186
Emergency Management	11,300	79.90%	9,029	10,527	(1,498)	93.16%	773
Cemetery	315,554	68.38%	215,776	164,571	51,205	52.15%	150,983
Police	5,903,621	74.27%	4,384,619	3,979,429	405,190	67.41%	1,924,192
Fire	6,519,092	72.88%	4,751,114	4,663,540	87,574	71.54%	1,855,552
Planning	867,575	73.73%	639,663	235,832	403,831	27.18%	631,743
Public Works	740,775	74.05%	548,544	388,169	160,375	52.40%	352,606
Facilities Management	977,772	72.90%	712,796	497,151	215,645	50.85%	480,621
Municipal Court	428,953	73.98%	317,339	189,048	128,291	44.07%	239,905
Other General Accounts	5,529,943	79.22%	4,380,821	1,860,220	2,520,601	33.64%	3,669,723
Mosquito Control	611,797	60.58%	370,627	186,969	183,658	30.56%	424,828
Information Technology	1,093,655	77.82%	851,082	690,001	161,081	63.09%	403,654
City Clerk	308,883	70.67%	218,288	165,050	53,238	53.43%	143,833
City Council	186,280	68.50%	127,602	98,612	28,990	52.94%	87,668
Animal Control	394,542	73.28%	289,120	278,773	10,347	70.66%	115,769
Code Administration	491,216	73.43%	360,700	304,487	56,213	61.99%	186,729
Human Resources	410,080	74.25%	304,484	275,855	28,629	67.27%	134,225
Records & Communication	1,803,367	73.39%	1,323,491	1,134,809	188,682	62.93%	668,558
Recreation Administration	240,235	74.98%	180,128	131,186	48,942	54.61%	109,049
Safety Compliance	8,960	34.15%	3,060	36	3,024	0.40%	8,924
Expenses E-911	1,360,532	48.69%	662,443	510,980	151,463	37.56%	849,552
EXPENSE TOTALS:	\$38,686,488	N/A	28,885,512	20,196,512	8,689,000	52.21%	\$18,489,976

The Emergency management expenditures to date exceed the typical seasonal target due to the timing of support contract payments. This variance is expected to even out during the year.

Recreation Center Fund

March 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	March FY 19 MTD Actuals	March FY 19 YTD Actuals	% of Annual Budget
Recreation Mill Board	\$205,000	\$260,500	55,000	\$200,500	0.77
Substance Abuse Grant	-	-	-	-	-
SLIB Grant Revenue	-	-	-	-	-
Recreation Scholarships	-	-	-	-	-
General Contributions	1,347	1,100	-	190	0.17
Aquatic Fees	44,710	37,000	2,302	21,896	59.18
Rentals	34,090	35,000	1,032	20,784	59.38
Concession Sales	19,803	22,000	1,016	13,550	61.59
Programs	22,858	25,000	619	13,460	53.84
POS Merchandise	7,808	9,000	980	6,324	70.27
Admissions	883,290	800,000	66,881	607,713	75.96
Child Care	1,120	2,000	110	917	45.85
SACC Fees	125,444	105,000	8,711	64,295	61.23
Miscellaneous	4,839	2,000	71	16,441	822.05
Interest	-	-	-	-	-
Investment Gains (Losses)	-	-	-	-	-
Recreation Endowment	5,333	10,000	-	4,830	48.30
Total Outside Revenues	1,355,642	1,308,600	136,722	970,900	74.19%
Interfund Transfers In - Capital	52,442	-	-	-	-
Interfund Transfers In - Operating	211,645	400,000	33,333	300,000	75.00
Total Revenues:	1,619,729	1,708,600	170,055	1,270,900	74.38%
Expenditures:					
Personnel Services	1,197,728	1,265,343	95,386	929,063	73.42
Contractual Services	399,465	399,708	24,328	263,907	66.02
Community Support	-	-	-	-	-
Materials and Supplies	156,906	155,149	7,459	97,045	62.55
Capital Expenditures	103,179	318,765	372	105,406	33.07
Transfers Out:	-	-	-	-	-
Capital Lease and Debt Service	28,998	28,997	-	14,499	0.50
Total Expenditures:	1,886,276	2,167,962	127,545	1,409,920	65.03%
Revenues Over (Under) Expenditures	(\$266,547)	(\$459,362)	\$42,510	(\$139,020)	

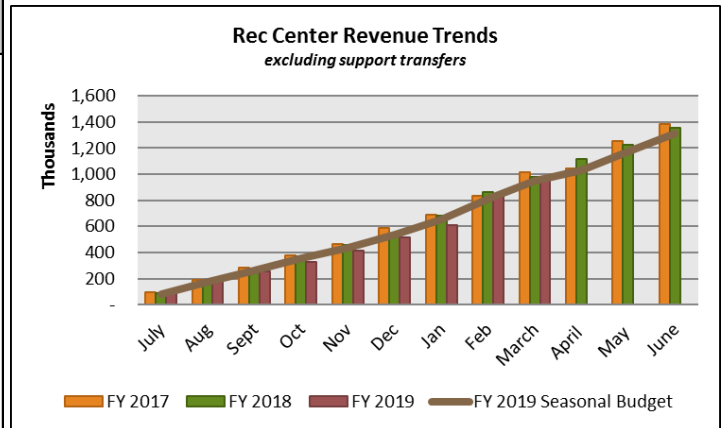
Revenue – Recreation Center Fund

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 0.67% compared to the prior year and is 2.60% above the revenue budget target. Most operating revenue categories have decreased; admissions revenue is described below.

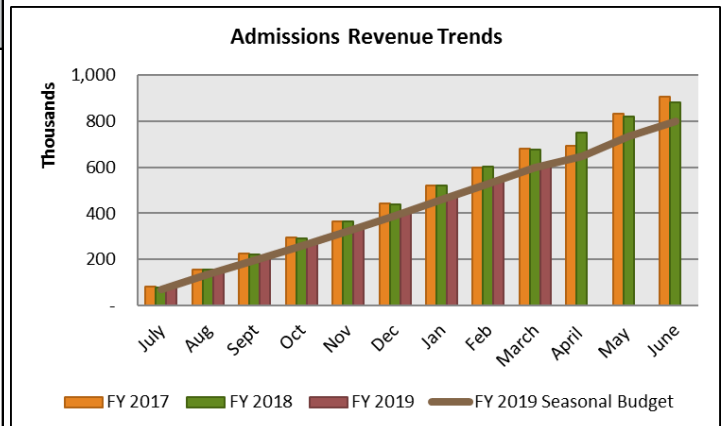
Month	FY 2018	FY 2019	FY 2019 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 85,916	\$ 93,965	\$ 84,316	11.44%	9.37%
Aug	185,424	183,692	178,340	3.00%	-0.93%
Sept	272,756	254,028	263,293	-3.52%	-6.87%
Oct	367,421	327,071	352,907	-7.32%	-10.98%
Nov	456,373	415,056	438,937	-5.44%	-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	834,177	809,335	3.07%	-2.94%
March	977,483	970,900	946,296	2.60%	-0.67%
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 10.26% compared to the prior year and is 1.28% 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	540,832	527,843	2.46%	-10.06%
March	677,176	607,713	600,007	1.28%	-10.26%
April	750,865				
May	821,827				
June	883,289				



Expenditures – Recreation Center Fund

Total Expenditures to Date

Total expenditures for the Recreation Center are 4.85% above the prior year’s totals to date, due to capital expenditures, but are 10.93% 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	\$ 165,897	-0.54%	17.83%
Aug	317,760	381,872	360,962	5.79%	20.18%
Sept	470,980	508,229	539,472	-5.79%	7.91%
Oct	617,319	679,203	716,772	-5.24%	10.02%
Nov	786,888	813,457	906,059	-10.22%	3.38%
Dec	939,111	944,819	1,076,943	-12.27%	0.61%
Jan	1,073,137	1,140,696	1,235,582	-7.68%	6.30%
Feb	1,204,283	1,282,375	1,407,287	-8.88%	6.48%
March	1,344,661	1,409,920	1,582,947	-10.93%	4.85%
April	1,524,089				
May	1,652,282				
June	1,875,828				

