

**PARKS, TREE & RECREATION ADVISORY BOARD**  
Laramie, Community Recreation Center, Front Conference Room,  
920 Boulder Drive  
September 18, 2019 at 6:30 p.m.

**1. Call to Order**

**2. Approval of Agenda**

A. MOTION BY \_\_\_\_, seconded by \_\_\_\_, that the following changes to the Agenda be approved;

B. MOTION BY \_\_\_\_, seconded by \_\_\_\_, that the Agenda be set as submitted or changed.

**3. Citizen Comments**

Non-agenda related topics. No action can be taken. Please limit time to 5 minutes.

**4. Advisory Board or Staff Comments**

Non-agenda related topics. No action can be taken. Please limit time to 5 minutes.

**5. Disclosures**

**6. Consent Agenda**

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.)

**6.A. MINUTES: Minutes from the May 8, 2019 regular meeting of the Parks, Tree and Recreation Advisory Board.**

**Action:**

that the Parks, Tree & Recreation Advisory Board acknowledge receipt of the minutes from the May 8, 2019 regular meeting and forward them to City Council for placement on file for public inspection.

**[Feezer, ACM]**

Documents:

[May 18, 2019 PTR Minutes Cover Sheet.pdf](#)  
[Advisory Board Minutes May 8, 2019.pdf](#)

**6.B. AGREEMENT: Renewal of an Adopt a Trail Agreement along the Laramie River Greenbelt.**

**Action:**

that the Parks, Tree, and Recreation Advisory Board renew the Adopt a Trail Agreement with Kiwanis Youth Groups for general clean-up of two one-quarter mile sections along the Laramie River Greenbelt in the amount of

\$75.00 per year per section for a two-year period and request the City Manager to sign.

**[Hunter, Parks]**

Documents:

[Adopt A Trail Agreement.Kiwanis Youth Groups Cover Sheet.pdf](#)  
[Adopt A Trail Agreement.Kiwanis Youth Groups.pdf](#)

## **7. Regular Agenda**

### **7.A. Resolution 2019-69 authorizing that the east pedestrian bridge in LaPrele Park be named Sisters Bridge.**

**[Feezer, ACM]**

Documents:

[Resolution Sisters Bridge Cover Sheet.pdf](#)  
[Resolution 2019-69 Sisters Bridge.pdf](#)  
[Sisters Bridge Presentation.pdf](#)  
[Sisters Bridge Supporting Docs.pdf](#)

### **7.B. Presentation – Ballfield Maintenance – Little League District Championships 2019 – Mike Malloy, Parks Crew Leader, Athletics**

**[Hunter, Parks]**

Documents:

[Ballfield Maintenance Presentation Cover Sheet.pdf](#)

## **8. Staff Reports/Financial Information**

### **8.A. Staff Reports**

2019 August/September Staff Reports

Documents:

[Fac PR Monthly Report 8-28-19.pdf](#)  
[Parks Manager Report 8-28-19.pdf](#)  
[Rec monthly Report September 2019.pdf](#)

### **8.B. July Financial Report**

July 2019 Financial Report - City of Laramie

Documents:

[July 2019 Financial Statement.pdf](#)

## **9. Next Meeting Date**

October 9, 2019 at 6:30pm, located in the Laramie Community Recreation Center, Front Conference Room, 920 Boulder Dr., Laramie, Wyoming.

## **10. Adjournment**



## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	September 18, 2019	Division:	Administration	Item:	Minutes
Title:	Minutes from the May 8, 2019 regular meeting of the Parks, Tree and Recreation Advisory Board.				

#### Recommended Board Motion:

I move that the Parks, Tree & Recreation Advisory Board acknowledge receipt of the minutes from the May 8, 2019 regular meeting and forward them to City Council for placement on file for public inspection.

#### Administrative or Policy Goal:

N/A

#### Background Information:

Minutes from the May 8, 2019 regular meeting of the Parks, Tree and Recreation Advisory Board meeting.

##### *Consent Agenda:*

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

##### *Regular Agenda:*

1. Presentation from Laramie Barnstormers on activities, operations, maintenance and planning for the site leased to them by the City of Laramie. (No Action)
2. Consideration of a lease between the Laramie Dirt Riders and the City of Laramie for motocross activities. (Approved)
3. Update on Albany County Recreation Board grant applications. (No Action)

#### Legal/Code/Statutory Authority:

N/A

#### Fiscal Information:

N/A

#### Staff Contact:

Todd Feezer, Assistant City Manager, [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org), 307-721-5304

#### Attachments:

Advisory Board Minutes May 8, 2019

**CITY OF LARAMIE**  
**PARKS, TREE & RECREATION ADVISORY BOARD**  
**May 8, 2019**  
**Minutes of Meeting**

MEMBERS PRESENT: Chris Dixon, Brett Kahler, Richard Miller, Larry Foianini, Amber Holen, Wendy King, Dave Hammond

MEMBERS NOT PRESENT: Marius Favret, Amy Williamson

COUNCIL LIASON: Pat Gabriel

GUESTS: Johnathan Fox, Corey Kline, Sam Kotby

CITY STAFF PRESENT: Todd Feezer, Assistant City 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 6:30 pm.

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

**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)

Jonathan Fox presented on Laramie Barnstormers. Questions were asked. Discussion was made.

2. Consideration of a lease between the Laramie Dirt Riders and the City of Laramie for motocross activities. (Feezer, pages 23-28)

Motion by Hammond, seconded by Miller, 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. Motion carried by voice vote 7-0.

3. Update on Albany County Recreation Board grant applications. (Feezer, pages 29-30)

Feezer gave an update on Albany County Rec Mill Board grant applications and final funding.

**Monthly Managers Report**

Feezer presented Facilities Division Staff Report

Guerin presented Recreation Division Staff Report

Shevling presented Parks 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: September 11, 2019 @ 6:30pm.

Meeting adjourned at 7:58pm.

Respectfully Submitted,

*Inez Wildenborg*

Administrative Coordinator

City of Laramie, Parks and Recreation Department



## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	September 18, 2019	Division:	Parks Division	Item:	Agreement
Title:	Renewal of an Adopt a Trail Agreement along the Laramie River Greenbelt.				

#### **Recommended Board Motion:**

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt a Trail Agreement with Kiwanis Youth Groups for general clean-up of two one-quarter mile sections along the Laramie River Greenbelt in the amount of \$75.00 per year per section 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 Information:**

This Adopt a Trail Agreement with Kiwanis Youth Groups is a renewal agreement for the north 0.50 to 0.75 and north 1.75 – 2.00 sections of the Laramie River Greenbelt Trail. The agreement is for two years with a fee of \$150.00/year that will be charged to Kiwanis Youth Groups for trail signage on both sections. Kiwanis Youth Groups is required to clean up the above referenced two one-quarter mile sections of the Laramie River Greenbelt Trail a minimum of twice per year. The Laramie River Greenbelt Trail will benefit from Kiwanis Youth Groups' contributions through volunteer maintenance of these sections. This agreement may be terminated for cause if at any time Kiwanis Youth Groups fails to perform in accordance with the terms of this agreement.

#### **Legal/Code/Statutory Authority:**

Not Applicable

#### **Fiscal Information:**

**Revenue:**

Source	Amount	Type
Fees/Charges for Service	\$300.00	\$75/year/section
Grants for Projects		
Loans on Project		
Other		
Total	\$300.00	

**Expense:**

*Proposed Project Cost*

Project Budget	Amount	Funds
Project Cost	\$300.00	Signs and sign maitenance.
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$300.00	
Contingency 0%	\$0.00	
Total Amount	\$300.00	

**Staff Contact:**

Scott Hunter, Parks Manager, [shunter@cityoflarame.org](mailto:shunter@cityoflarame.org), 307-721-5257

**Attachments:**

Adopt A Trail Agreement.Kiwanis Youth Groups

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

This Agreement is made and entered into this 28 day of August 2019 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82070 and The Kiwanis Youth Groups ("Group"), whose address is 903 W. Hill Road, Laramie, WY 82072. 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, sections 0.50 – 0.75 and 1.75 – 2.00 North.

2. City agrees to recognize Group as sponsoring the trail along the Laramie River Greenbelt Park with sign trail markers.

3. Group commits to support maintenance of sections 0.50 – 0.75 and 1.75 – 2.00 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. The Group is sponsoring two (2) quarter mile sections, therefore the Group agrees to pay the City the amount of \$150 for 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 agreement, 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 August 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:

THE KIWANIS YOUTH GROUPS

By: \_\_\_\_\_  
Janine Jordan, City Manager

By:  \_\_\_\_\_  
Authorized Signature

EXHIBIT A  
CITY OF LARAMIE, WYOMING  
GENERAL CONDITIONS – ADOPT A TRAIL ALONG GREENBELT PARK

All work shall be accomplished in a workmanlike manner at the time when it is appropriate that the work be done. Work which produces noise shall be done between 8:00 a.m. and 7:00 p.m.

- A. Group shall furnish all tools for its project. Each person who participates in a Group project is responsible to furnish appropriate personal equipment and clothing, for example gloves, sturdy footwear, hat sunglasses.
- B. If Group furnishes participants in its project who are 17 years of age or less, Group shall furnish adult supervision of those participants at all times, with at least one adult for each five minors. The adult in charge is responsible for the safety of the minors.
- C. Group shall not subcontract or assign its duties or responsibilities to any person or entity without the advance consent of City.
- D. Group's projects and work shall be conducted without cost to City.
- E. Group shall select one person to serve as contact with City. City is entitled to deal with that person as representative of Group for all purposes under this Agreement.
- F. Members of Group shall not attempt to remove, dispose of, or handle any hazardous materials in the park, such as broken glass, needles, syringes, heavy objects, unknown liquids or solids, explosives, and animal carcasses. Group agrees to instruct each person who works in the park under its sponsorship that City should be notified each time hazardous materials are found. If any member of Group finds any hazardous materials while participating in a Group project in the park, Group shall at once notify City.
- G. The plans and specifications for each Group project and the materials to be used and labor to be furnished must have been approved in advance by City Manager or the Manager's designee before the project begins. This paragraph does not apply to projects of routine maintenance.
- H. Group understands that City may use insecticides and herbicides within the park, and agrees to have its members take suitable precautions when those substances are present. Group may call the Parks Department during business hours for information about what spraying City has done.
- I. If Group's work includes plantings, Group shall work with City to determine responsibility for watering.

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



## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	September 18, 2019	Division:	Administration	Item:	Resolution
Title:	Resolution 2019-69 authorizing that the east pedestrian bridge in LaPrele Park be named Sisters Bridge.				

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**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board approve Resolution 2019-69 authorizing that the east pedestrian bridge in LaPrele Park be named Sisters Bridge.

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**Administrative or Policy Goal:**

Continued development of parks and recreation facilities.

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**Background Information:**

In late 2018 Tanner Hyde presented an Eagle Scout Project that would provide ADA access to Huck Finn Pond. Mr. Hyde's project included a sidewalk, ramps and railing from the east LaPrele Park parking lot to Huck Finn Pond crossing the east pedestrian bridge.

Mr. Hyde provided for the design, engineering, fund raising, acquisition of donations and volunteer opportunities related to the project. The project was completed in spring of 2019 and has garnered the support and appreciation of park users.

Tanner has requested that the bridge be named "Sister's Bridge" in honor of his sisters Audralyn and Nora. Both sisters are stricken with Sanfilippo syndrome and have special needs. Audralyn and Nora enjoy spending time with their family fishing at Huck Finn Pond. As access to Huck Finn Pond became more difficult Audralyn and Nora were not able to continue to visit Huck Finn Pond without improvements. Tanner's project provided extended enjoyment for his sisters and all park users.

This proposal will be reviewed by the Parks, Tree & Recreation Advisory Board on September 18, 2019. This project provided a dynamic community impact, included over 70 volunteers, 11 local business donations and over 470 recorded man hours, 109 of those by Tanner himself contributing an estimated in-kind donation of \$28,000 toward this project.

Staff recommend approval of this request and that upon approval of the Parks, Tree & Recreation Board that the east pedestrian bridge be named Sister's Bridge.

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**Legal/Code/Statutory Authority:**

Parks & Recreation Naming Policy

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**Fiscal Information:**

**Expense:**

*Proposed Project Cost.*

Project Budget	Amount	Funds
Project Cost	\$35,000.00	
Loans on Project		
Grants for Project	\$28,000.00	Fund raising/donations through Tanner Hyde's efforts.
Other/Outside Projects		
City's Amount	#VALUE!	Parks Budget
Contingency 0%	\$0.00	
Total Amount	\$35,000.00	

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**Staff Contact:**

Todd Feezer, Assistant City Manager, [tfeezer@cityoflarame.org](mailto:tfeezer@cityoflarame.org), 307-721-5260

Scott Hunter, Parks Manager, [shunter@cityoflarame.org](mailto:shunter@cityoflarame.org), 307-721-5257

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**Attachments:**

Resolution 2019-69 Sisters Bridge

Sisters Bridge Presentation

Sisters Bridge Supporting Docs

**RESOLUTION NO. 2019-69**

**RESOLUTION AUTHORIZING THAT THE EAST PEDESTRIAN  
BRIDGE IN LAPRELE PARK BE NAMED SISTERS BRIDGE**

**WHEREAS**, Tanner Hyde proposed and conducted an “Eagle Scout Project” to provide ADA access to Huck Finn Pond in early 2019; and,

**WHEREAS**, this project provided dynamic community impact through Tanner’s efforts by involving over 70 volunteers, 11 local business donations and over 470 recorded man hours, 109 of those by Tanner himself contributing an estimated \$28,000 toward this project for the residents of this community; and,

**WHEREAS**, this project provided a significant improvement in LaPrele Park by providing ADA compliant ramps, railing and sidewalks on the east pedestrian bridge; and,

**WHEREAS**, Tanner’s “Eagle Scout Project” was inspired by his sisters, Audralyn and Nora, who enjoy spending time with their family fishing at Huck Finn Pond; and,

**WHEREAS**, Audralyn and Nora are stricken with Sanfilippo syndrome, have special needs and Tanner’s project provided for their enjoyment and the enjoyment of all park users:

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

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

**SECTION 2:** That the City Council hereby authorizes that a plaque honoring Tanner’s contribution, the contribution of the involved parties and Tanner’s sisters Audralyn and Nora be placed at the site and that the east bridge in LaPrele Park be named “Sister’s Bridge.”

**PASSED AND APPROVED** this 17<sup>th</sup> Day of September, 2019.

\_\_\_\_\_  
Joe Shumway, Mayor and President  
City of Laramie, City Council

ATTEST:

\_\_\_\_\_  
Nancy Bartholmew, City Clerk  
City of Laramie

# Proposal To Name “Sisters Bridge”



# Relevant Conditions of Naming Policy in Laramie

1. Proposals to name any park facility may be initiated by any citizen of the City
2. Include reasons for proposed name
3. Proof of community support
4. May be named for a group of donors; provided such donation was significant or represents a considerable sacrifice.

# Proposed Facility to Name

Easternmost bridge of Laprelle Park in southern Laramie.

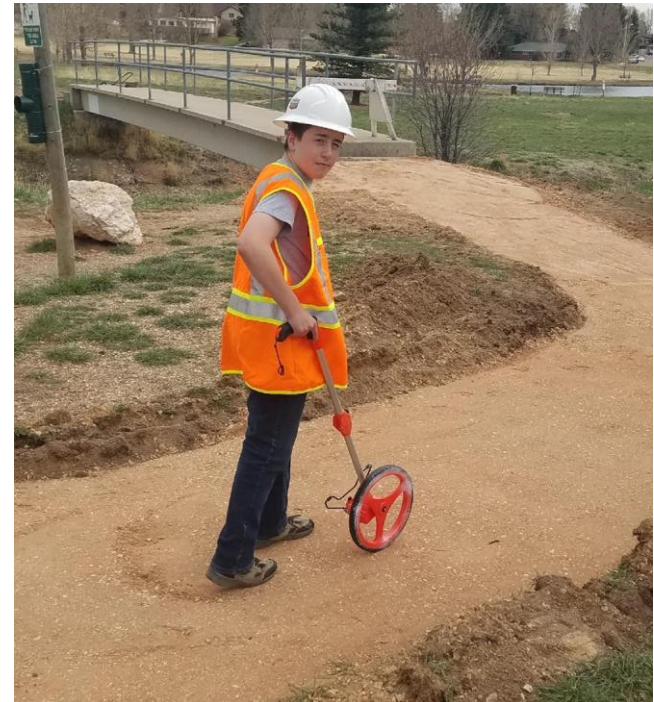
Concrete bridge used by pedestrians and cyclists to cross Spring Creek.

Major access to Huck Finn Pond and Disc Golf Course



# Reasons

- Background: Eagle Scout Project
  - Large Service / Leadership project required for Eagle
  - Special Needs sisters – handicap accessibility
  - Family Favorite Activity - Huck Finn Pond Fishing
  
- Existing facility
  - Steep stairs
  - Non-ADA compliant railings
  - Rough dirt / grass path
  
- Proposed a project to provide ADA accessibility to Huck Finn Pond
  - Ramps, Railings, Sidewalk



# Reasons

This project was inspired by my sisters, so I propose the name “**Sisters Bridge**”.



# Community Support

- 74 Community members volunteered
- 11 local businesses donated time and/or materials
- Dozens of pedestrians, dog-walkers, cyclists, park users have expressed appreciation for the improvement
- Letters, emails, Social Media comments in support
- News articles

**See Attached Materials**

# Donation Details

## ➤ Services Provided by Tanner's Project

- Topographic Survey
- Geotechnical Investigation
- Engineering and Design
- Bidding and Administration
- Construction and Coordination

## ➤ 474 recorded man-hours

- 109 by Tanner Hyde
- 162 by Boy Scout Troop 138
- 203 from community volunteers

## ➤ Saved the City approximately \$28,000



Before



After



Before



After



Before



After



# Proposed Plaque

## “SISTERS BRIDGE”

ADA accessible ramps and sidewalk to Huck Finn Pond constructed as an Eagle Scout Project by  
**Tanner W. Hyde**  
Dedicated to his sisters Audralyn and Nora  
in hopes that they and others can use and enjoy it for many years.  
**Completed May 2019**

Grateful acknowledgment of Tanner’s colleagues in Boy Scout Troop 138 for their labors.

Additional thanks to individuals and organizations who contributed  
time, talents, materials, and funding to this effort.

Design and Engineering Assistance: Sunrise Engineering

Labor, Materials, and Expertise:	Rodeo Excavation	S2M Construction
	Stanrod Welding and Plasma	Wyo Concrete
	Martin Marietta Materials	Bustos Concrete
	Bloedorn Lumber	Wylie Concrete
	Tough Guys Lawn Care	Sherwin Williams

Financial Support and Encouragement:	Grand Avenue Urgent Care
	City of Laramie-Parks Department
	Family and Friends

## Support for Naming Sisters Bridge

### LETTERS:

I would like to lend our support to the naming of the new Huck Finn Pond handicap-accessible bridge. I think the name 'Sisters Bridge' or 'Two Sisters Bridge' is very appropriate for the name. This accessibility project was accomplished because a young man was inspired by his 2 younger special-needs sisters. I got to watch the progress of the project and was impressed by the workers dedication. 'Sisters Bridge', it should be.

Bonnie and Jerry Curtis

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Dear City of Laramie,

I am writing this letter to in support of naming the bridge that Tanner Hyde helped to make handicap accessible "Sister's Bridge". There are many reasons to name this bridge sisters bridge. 1 - Tanner's Eagle project was inspired by his sisters.

2 - Many of the residents of Laramie have a sister, and all of us can use the remainder of the important role that our sisters play in our life.

3 - If there is a lack of funds to name the bridge, my wife and I would be happy to donate some money to help with the naming of the bridge.

Thank you!

Sincerely,

Nick Prince  
Laramie Resident

## **SOCIAL MEDIA SUPPORT:**

“Wonderful project! ‘Sisters Bridge’ would be a very appropriate name.”

Naunie Harmon Hyde

“What a wonderful way for a young man to honor and share his love for his sisters! #sistersbridge” Mandy LeBaron

“I would LOVE to see this bridge named this . . . such great meaning and Tanner deserves this with all the hard work that was put into this.” Aleta Ramberg

“Good job you guys! Well done.” Tara Hansen Boyer

“It looks amazing! Wow you guys! Way to go!” Kandice Hoopes Gardner

“What a fantastic job! Looks brilliant. You must be really proud of Tanner and all those who helped.” Alison McCormick

“wow! It looks great! Way to go Tanner and everyone who helped to make this happen! What an amazing Eagle Project!” Jolene Case Ross

“What a tremendous accomplishment and example you are to others! Truly a great job!” Rich Avery



## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	September 18, 2019	Division:	Parks Division	Item:	Presentation
Title:	Presentation – Ballfield Maintenance – Little League District Championships 2019 – Mike Malloy, Parks Crew Leader, Athletics				

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**Recommended Board Motion:**

No Action.

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**Administrative or Policy Goal:**

Continued education of the Parks, Tree & Recreation on the operations and functions of the Parks & Recreation Department.

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**Background Information:**

N/A

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**Legal/Code/Statutory Authority:**

N/A

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**Fiscal Information:**

N/A

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**Staff Contact:**

Mike Malloy, Parks Crew Leader, [mmalloy@cityoflaramie.org](mailto:mmalloy@cityoflaramie.org), 307-721-5266

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**Attachments:**

N/A

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**To:** Todd Feezer, Assistant City Manager  
**Fr:** Scott Stevenson, Facilities Maintenance Manager  
**Date:** August 28, 2019  
**Re:** August Facilities Report

**Facilities Management Division** – Requests for Qualifications for the Facilities Equipment Preventive Maintenance Service and Emergency Response Services are being advertised in September with submittals due on September 20<sup>th</sup>. Responding firms are being asked to provide a fee proposal within a separate sealed envelope and include annual costs for both facilities now occupied by the City, and annual costs for facilities the City will occupy when the new Municiple Operations Center is completed. The facilities staff anticipates having an equipment preventive maintenance, service and emergency response professional services agreement for Council consideration in December. The Facilities staff will begin the process of winterizing the Recreation Center outdoor pool, the Washington Park Wading Pool, and the Splash Pad at Undine Park in September. The Facilities staff are currently engaged in team building exercises with a series of four training sessions, in September and October, facilitated by Melissa Martin Communications. The Facilities Work Order System received thirty-three (33) work orders in August, with seven (7) still open and in progress. A total of thirty-seven (37) work orders were completed and closed out this month.



P.O. Box C • Laramie • Wyoming • 82073

P&R Administration: (307) 721-5260

Parks Division: (307) 721-5264

Recreation Division: (307) 721-5269

Facilities Mgmt Division: (307) 721-3585

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**To:** Todd Feezer, Assistant City Manager  
**Fr:** Scott Hunter, Parks Manager  
**Date:** August 28, 2019  
**Re:** August Parks Report

**Parks & Cemetery - Parks/Cemetery/Forestry/Mosquito/IPM Report** - The Donald S. and Dorothy L. Bird memorial bench has been installed at Washington Park. Staff set the signs along the Jacoby Ridge Trail, maps and interpretive signs are being designed and will be installed upon completion. Staff is in the process of painting all the restroom shelters and updating the permit boards. Staff is currently working on the end of season mowing of right of ways, holding ponds and beautification areas. Weeds have been hard to maintain this August and many sites have been mowed/sprayed multiple times. Staff spent a few days at the Old Deti Stadium pulling weeds and cleaning up the area. Staff has received the RFQ submittals for the LaPrele Park playground replacement project and will be going through the process of selecting a design firm. Fall soccer has begun, fields and goals are prepared. The Irrigation crew has been punch-listing irrigation systems and adjusting the water to coincide with the warmer weather in August. The Cowboy Field irrigation system had an electrical failure requiring staff to rewire the entire system. Stanrod welding completed the Cowboy Field backstop improvements (funded through ACRB), the new improvements will help protect spectators from errant balls. Simon Contractors will be in Washington Park the first week of September to finish the ADA accessible horseshoe courts. Multiple beavers have been spotted along the Spring creek channel, staff is working with other Departments to relocate them and remove the dams. Staff has started park inspections and will be putting together replacement costs for on-site amenities for the winter. The Mosquito Division opened a new Full-Time position to help offset the high number of hours needed to run the Mosquito Program over the summer. Steven Trowbridge was offered and accepted the position. Steven left the IPM position open and through the hiring process, Emily Schmid was offered the IPM position. Nuisance mosquito populations declined over August and vector mosquitoes have remained steady. With the late heat in August, we may see the vector mosquitoes climb until temperatures drop into the low 40's high 30's. Overall, fogging operations have been reduced and will remain minimal unless testing shows and increase in WNV vectors. Greenhill Cemetery hosted services for (14) fourteen funerals in August. This includes (1) one "green" burial that had to be interred within 48 hours. The cemetery and parks have seen a 75% reduction in provisional staff. Fall priorities will change as needed based on available staff. Forestry staff continues to hand water coniferous trees ahead of cold weather and will begin planting replacement trees in September. Forestry continues to work with plan review, help home owners and install memorial trees. Equipment for fall leaf cleanup and fertilization will be checked in early September and winter snow removal equipment will begin to be set up.



920 Boulder Drive  
P.O. Box C  
Laramie, WY 82073

Recreation Center: (307) 721-5269  
Fax: (307) 721-5284

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August 29, 2019

To: Todd Feezer, Assistant City Manager  
Fr: Jodi Guerin: Recreation Manager  
Re: Division Report September 2019

**Recreation Division:**

Fall programs have begun with the start of the new school year. Adventure Kids began with about 40 children and is close to reaching a target of 50 within the first few weeks. Typically our registration grows as the year progresses. Little Punters drew over 80 children for the flag football program, with a number who missed out because they missed registration. We are seeing numbers continue to grow and envision that this program may be significantly larger next year. Swim lessons begin the first week of September and we are hoping that our new Aquatics Supervisor will be identified and hired shortly thereafter. Our Aquatics Assistant staff has stepped up and helped cover the vacancy this summer, but we are anxious to fill the position. The outdoor pool season was strong this year with reasonably good weather and lots of swimmers. The Ice is ready for training staff at the Ice & Event Center this week thanks to the efforts of Facilities and Recreation staff. Some minor changes were made in the facility this year to our storage and organization which we think will streamline our back office work this year. We have had over 30 registrations for skating lessons in advance of the ice sheet opening, which is new and exciting for us. We anticipate that we will have a strong Learn to Skate season this year. Free day will be September 7<sup>th</sup> this year and ice opens on Tuesday September 3<sup>rd</sup>. We have added some sessions of paddleboard fitness this late summer, early fall season which have been well received. We are planning to enhance our water fitness classes and have also added a wellness series to our educational activities. Adult Softball wraps up this month and has taken place with minimal drama. We are working to develop a larger base of umpires for future years. Our Administrative Assistant, Inez Wildenborg has resigned to spend more time with her family. This position has been advertised for internal applicants and we are hopeful that an offer will be made by mid-September in time to cover normal monthly duties without too much strain on other staff.



## Monthly Financial Report July 31, 2019



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

**Issue Date: August 21, 2019**

This City of Laramie Finance Department published this report. Please feel free to contact (307) 721-5224 or [jwade@cityoflaramie.org](mailto: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 2018 CAFR *Notes to the Basic Financial Statements*.

## Fund Accounting - Overview

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

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

## Reported Funds

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

## Seasonal Budget Performance Targets

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

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

City of Laramie Monthly Financial Report

**General Fund, Economic Development Fund, and E911 Funds**

July 31, 2019

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

Revenues:	Annual Actual Prelim FY19	Annual Budget FY20	Jul FY20 MTD Actuals	Jul FY20 YTD Actuals	% of Annual Budget
Auto & Property Taxes	2,483,045	2,355,000	-	-	-
Franchise Tax	1,678,363	1,650,175	-	-	-
Licenses & Permits	189,646	133,500	6,223	6,223	4.66
Severance Tax	1,143,170	1,144,000	-	-	-
Mineral Royalties	744,819	717,000	-	-	-
Sales & Use Tax	10,690,979	9,250,000	-	-	-
Other Intergovernmental	8,534,863	8,061,817	213,749	213,749	2.65
Charges for Services	2,126,485	1,826,020	221,409	221,409	12.13
Fines & Forfeits	565,529	585,000	34,952	34,952	5.97
Interest	217,262	78,500	27,960	27,960	35.62
Investment Gains (Losses)	190,206	-	(17,847)	(17,847)	-
Miscellaneous	1,032,777	285,500	15,656	15,656	5.48
<b>Total Outside Revenue</b>	<b>29,597,144</b>	<b>26,086,512</b>	<b>502,102</b>	<b>502,102</b>	<b>1.92%</b>
Interfund Transfers In	3,007,500	3,350,339	833	833	0.02
Operating Transfers In	1,365,406	1,365,406	113,784	113,784	8.33
<b>Total Revenues:</b>	<b>33,970,050</b>	<b>30,802,257</b>	<b>616,719</b>	<b>616,719</b>	<b>2.00%</b>
<b>Expenditures:</b>					
Personnel Services	18,178,736	20,400,478	1,627,607	1,627,607	7.98
Contractual Services	4,041,533	4,720,927	697,484	697,484	14.77
Community Agencies	481,502	495,945	164,465	164,465	33.16
Materials and Supplies	1,227,181	1,819,599	27,289	27,289	1.50
Capital Expenditures	2,211,181	6,868,847	4,841	4,841	0.07
Operating Transfers Out	459,152	356,200	29,755	29,755	8.35
Capital Transfers Out	3,661,149	6,000,000	250,000	250,000	4.17
Capital Lease and Debt Services	327,428	619,858	5,000	5,000	0.81
<b>Total Expenditures:</b>	<b>30,587,862</b>	<b>41,281,854</b>	<b>2,806,441</b>	<b>2,806,441</b>	<b>6.80%</b>
<b>Revenue Over (Under)</b>					
Expenditures	<b>\$3,382,188</b>	<b>(\$10,479,597)</b>	<b>(\$2,189,722)</b>	<b>(\$2,189,722)</b>	

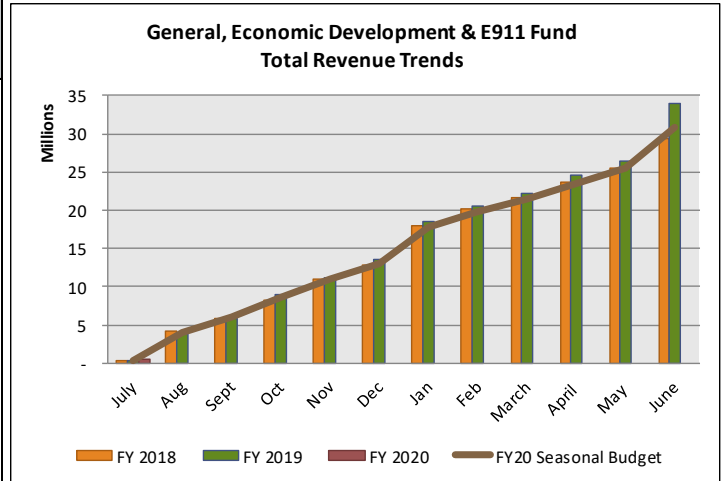
# City of Laramie Monthly Financial Report

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

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

### Total Revenue to Date

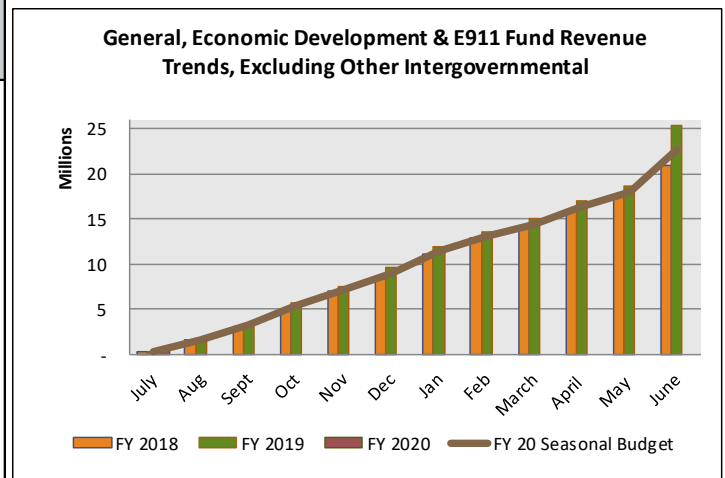
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 405,931	\$ 616,719	\$ 403,349	52.90%	51.93%
Aug	3,918,628				
Sept	5,952,476				
Oct	9,073,396				
Nov	11,245,251				
Dec	13,636,909				
Jan	18,583,000				
Feb	20,482,380				
March	22,202,542				
April	24,510,741				
May	26,401,382				
June	33,970,050				



The trend line represents the seasonal target for total revenue. From a total revenue perspective, the City is 52.90% above the budget target and 51.93% above revenue collected to date last fiscal year. The variance to budget is due to operating variances as described in the following sections.

### Total Revenue to Date, excluding Other Intergovernmental Revenue

Month	FY 2019	FY 2020	FY 2019 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 293,741	\$ 402,970	\$ 307,064	31.23%	37.19%
Aug	1,691,769				
Sept	3,120,370				
Oct	5,747,381				
Nov	7,556,375				
Dec	9,700,824				
Jan	11,995,233				
Feb	13,572,754				
March	14,963,234				
April	17,057,134				
May	18,707,174				
June	25,435,187				



The trend line represents the target for total revenue, excluding intergovernmental sources. This revenue total approximates operating revenue. The City is 31.23% above the revenue target and 37.19% above revenue collected to date in FY 2019. A large part of the year to year variance is due to the timing of collections for semi-annual or annual revenues. The reasons for other operating variances are described in the following sections.

SALES AND USE TAX REVENUE

Sales and Use tax constitutes about 30% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. This category includes both the 4<sup>th</sup> and 5<sup>th</sup> cent tax distributions. No Sales & Use tax has been received for the current fiscal year, as June’s disbursement received in July is recognized in the prior fiscal year.

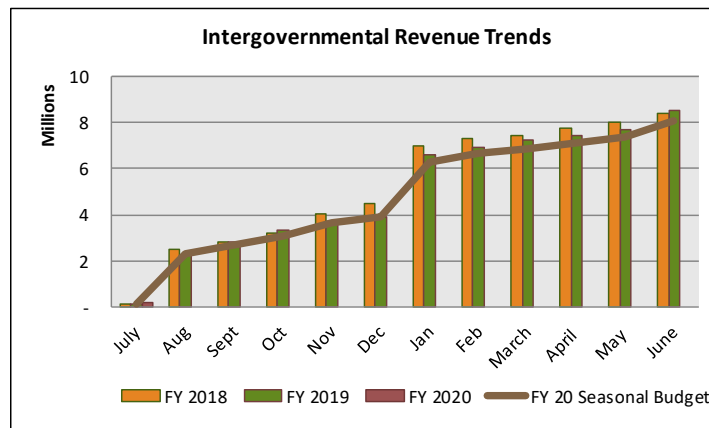
AUTO AND PROPERTY TAXES

Auto and property taxes are highly seasonal revenue sources, given that property tax comprises most this category and these taxes are due in December and May. These revenue sources amount to approximately 8% of the revenue budget for the reported funds. No Auto and Property tax collections have been received for the current fiscal year, as June’s disbursement received in July is recognized in the prior fiscal year.

INTERGOVERNMENTAL REVENUE

Most revenue (about 50%) budgeted in the intergovernmental revenue category comes from the state direct distribution. This category also includes certain taxes, grants, and other intergovernmental sources. The second largest revenue source in this category is derived from grant awards. Intergovernmental revenue makes up about 26% of the General Fund, Economic Development Fund, and E911 Fund revenue budget.

The FY 2020 direct distribution is forecasted at \$4.0 million. The City will receive its first disbursement in August.

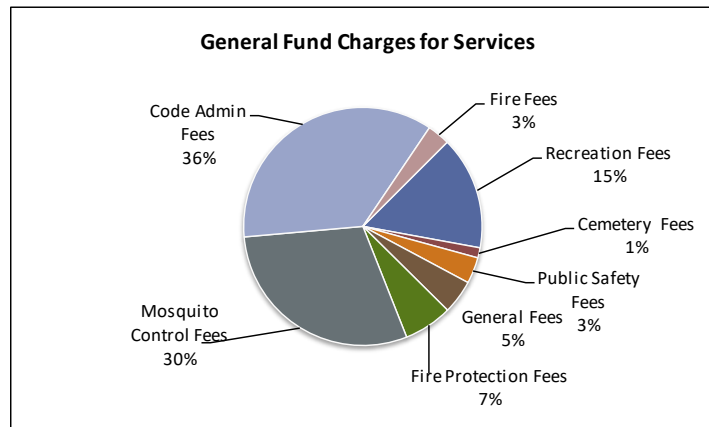


FRANCHISE TAX

Franchise taxes are paid by electricity, gas, telephone, and cable television in accordance with franchise agreements. Franchise tax revenue comprises about 5% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. No Auto and Property tax collections have been received for the current fiscal year, as June’s disbursement received in July is recognized in the prior fiscal year.

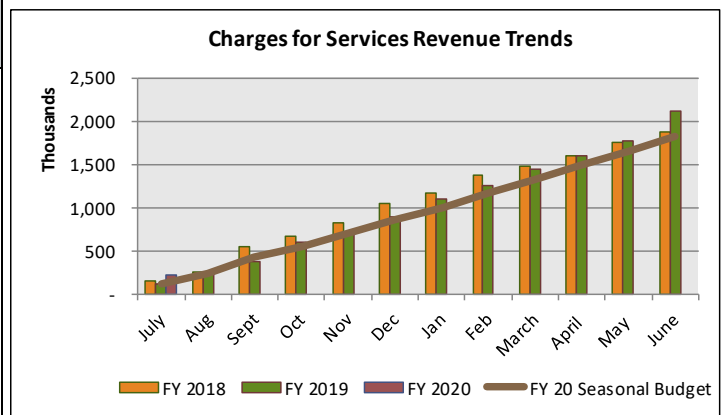
CHARGES FOR SERVICE

General Fund charges for services comprise about 6% 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 79.77% above the prior year revenue to date and 90.85% above the revenue target. The variance from the prior year and the budget forecast 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 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 123,161	\$ 221,409	\$ 116,013	90.85%	79.77%
Aug	245,296				
Sept	384,473				
Oct	601,233				
Nov	711,699				
Dec	896,418				
Jan	1,109,108				
Feb	1,264,915				
March	1,441,649				
April	1,599,546				
May	1,777,807				
June	2,126,485				

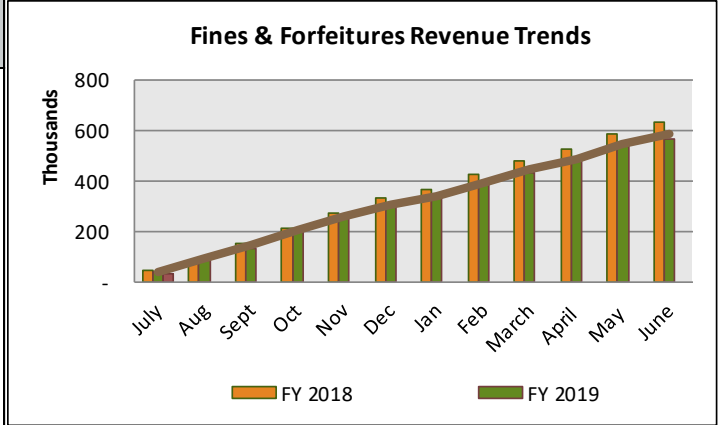


# City of Laramie Monthly Financial Report

## FINES AND FORFEITURES

Fines and forfeitures totals about 2% of the General Fund revenue budget. These amounts arise from court fines, parking fines, and court costs. Fine amounts are set in accordance with the bond schedule. Fines and forfeitures is 7.28% below the prior year revenue to date and 12.87% below the revenue target.

Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 37,698	\$ 34,952	\$ 40,114	-12.87%	-7.28%
Aug	85,165				
Sept	134,791				
Oct	201,930				
Nov	251,181				
Dec	297,196				
Jan	332,303				
Feb	386,729				
March	429,941				
April	479,028				
May	536,980				
June	565,529				



## SEVERANCE TAX AND MINERAL ROYALTIES

These taxes are levied by the State on the extraction of oil, gas, and minerals. The City receives quarterly distributions of its share in these taxes, which total about 6% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. Distributions of these taxes are received quarterly, starting in October.

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

*Total Expenditures to Date*

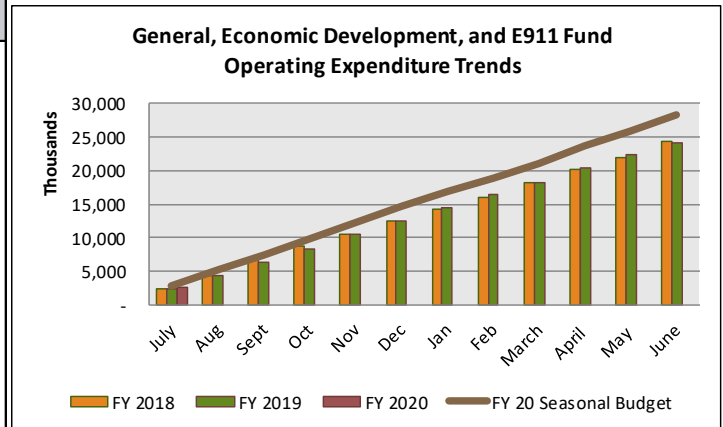
Total expenditures for the General Fund, Economic Development Fund, and E911 fund are 12.63% above FY 2019 totals. This variance is largely due to the timing of contractual services and community support expenditures.

Month	FY 2019	FY 2020	% Variance YTD to Previous FY
July	\$2,491,749	\$2,806,441	12.63%
Aug	4,356,057		
Sept	6,384,961		
Oct	8,635,892		
Nov	11,076,707		
Dec	13,136,701		
Jan	15,740,637		
Feb	18,181,903		
March	20,233,875		
April	22,712,327		
May	24,862,251		
June	30,587,862		

*Operating Expenditures to Date*

There is approximately \$12.8M budgeted in the General Fund for capital expenditures and related interfund transfers. In the information presented below, these amounts have been removed to better illustrate the performance of the City’s operating activities.

Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$2,468,540	\$2,551,600	\$2,909,503	-12.30%	3.36%
Aug	4,461,517				
Sept	6,314,578				
Oct	8,286,973				
Nov	10,525,839				
Dec	12,495,683				
Jan	14,479,869				
Feb	16,384,167				
March	18,166,432				
April	20,439,361				
May	22,357,271				
June	24,256,380				



Operating expenditures for the General Fund, Economic Development Fund, and E911 Fund are 3.36% higher than the prior fiscal year and 12.30% below the expenditure budget target.

## City of Laramie Monthly Financial Report

### Expenditures by Department

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

DEPARTMENTS	Annual Budget FY 2020	Seasonal Budget Target	YTD Budget	YTD Actuals	(Over)/Under Budget	% Annual Budget Spent	Unexpended Budget
City Manager	\$941,638	8.80%	82,864	82,813	51	8.79%	858,825
Legal	529,898	7.23%	38,312	38,016	296	7.17%	491,882
Finance	1,328,653	8.22%	109,215	65,473	43,742	4.93%	1,263,180
Engineering	1,909,354	6.21%	118,571	43,078	75,493	2.26%	1,866,276
Streets & Alleys	3,755,452	3.97%	149,091	91,288	57,803	2.43%	3,664,164
Parks	1,098,527	9.63%	105,788	87,842	17,946	8.00%	1,010,685
Recreation	253,050	9.91%	25,077	19,529	5,548	7.72%	233,521
Ice and Events Center	520,667	4.40%	22,909	22,689	220	4.36%	497,978
Emergency Management	11,300	12.33%	1,393	0	1,393	0.00%	11,300
Cemetery	344,715	8.37%	28,853	21,798	7,055	6.32%	322,917
Police	5,651,784	7.48%	422,753	407,058	15,695	7.20%	5,244,726
Fire	6,202,600	7.66%	475,119	454,857	20,262	7.33%	5,747,743
Planning	662,890	7.00%	46,402	16,232	30,170	2.45%	646,658
Public Works	618,063	7.51%	46,417	32,330	14,087	5.23%	585,733
Facilities Management	955,777	7.58%	72,448	29,266	43,182	3.06%	926,511
Municipal Court	452,670	7.55%	34,177	17,905	16,272	3.96%	434,765
Other General Accounts	8,191,455	15.01%	1,229,537	921,123	308,414	11.24%	7,270,332
Mosquito Control	696,999	13.02%	90,749	36,887	53,862	5.29%	660,112
Information Technology	1,105,347	7.36%	81,354	48,844	32,510	4.42%	1,056,503
City Clerk	258,315	6.36%	16,429	13,255	3,174	5.13%	245,060
City Council	186,294	20.36%	37,929	37,693	236	20.23%	148,601
Animal Control	408,884	7.41%	30,298	30,010	288	7.34%	378,874
Code Administration	569,088	8.07%	45,925	34,396	11,529	6.04%	534,692
Human Resources	412,313	9.31%	38,386	38,321	65	9.29%	373,992
Records & Communication	1,995,658	11.05%	220,520	202,483	18,037	10.15%	1,793,175
Recreation Administration	91,930	8.03%	7,382	6,299	1,083	6.85%	85,631
Safety Compliance	8,960	2.96%	265	0	265	0.00%	8,960
Expenses E-911	1,542,671	4.41%	68,032	6,956	61,076	0.45%	1,535,715
<b>EXPENSE TOTALS:</b>	<b>\$40,704,952</b>	<b>N/A</b>	<b>3,646,198</b>	<b>2,806,441</b>	<b>839,757</b>	<b>6.89%</b>	<b>\$37,898,511</b>

**Recreation Center Fund**

July 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 Prelim FY19	Annual Budget FY20	Jul FY 20 MTD Actuals	Jul FY 20 YTD Actuals	% of Annual Budget
Recreation Mill Board	\$230,500	\$230,000	-	-	-
Substance Abuse Grant	-	-	-	-	-
SLIB Grant Revenue	-	-	-	-	-
Recreation Scholarships	-	-	-	-	-
General Contributions	233	1,100	139	139	0.13
Aquatic Fees	36,753	37,000	3,844	3,844	10.39
Rentals	28,500	35,000	1,947	1,947	5.56
Concession Sales	18,642	22,000	3,557	3,557	16.17
Programs	17,190	25,000	744	744	2.98
POS Merchandise	8,577	9,000	1,157	1,157	12.86
Admissions	814,209	780,000	79,498	79,498	10.19
Child Care	1,682	2,000	303	303	15.15
SACC Fees	146,019	105,000	351	351	0.33
Miscellaneous	20,920	2,000	514	514	25.70
Interest	7,292	-	-	-	-
Investment Gains (Losses)	-	-	-	-	-
Recreation Endowment	4,830	10,000	-	-	-
<b>Total Outside Revenues</b>	<b>1,335,347</b>	<b>1,258,100</b>	<b>92,054</b>	<b>92,054</b>	<b>7.32%</b>
Interfund Transfers In - Capital	-	-	-	-	-
Interfund Transfers In - Operating	400,000	300,000	25,000	25,000	8.33
<b>Total Revenues:</b>	<b>1,735,347</b>	<b>1,558,100</b>	<b>117,054</b>	<b>117,054</b>	<b>7.51%</b>
<b>Expenditures:</b>					
Personnel Services	1,240,200	1,187,613	138,059	138,059	11.62
Contractual Services	360,550	400,458	51,891	51,891	12.96
Community Support	-	-	-	-	-
Materials and Supplies	141,067	155,149	5,842	5,842	3.77
Capital Expenditures	115,387	295,899	-	-	-
Transfers Out:	-	-	-	-	-
Capital Lease and Debt Service	28,997	28,997	-	-	-
<b>Total Expenditures:</b>	<b>1,886,201</b>	<b>2,068,116</b>	<b>195,792</b>	<b>195,792</b>	<b>9.47%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(\$150,854)</b>	<b>(\$510,016)</b>	<b>(\$78,738)</b>	<b>(\$78,738)</b>	

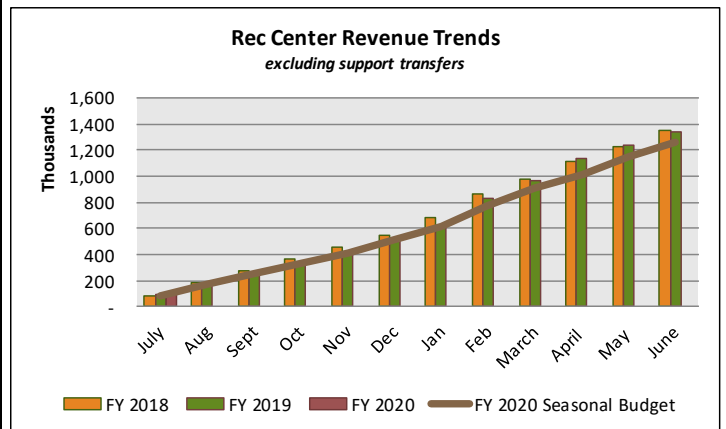
**Revenue – Recreation Center Fund**

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 2.03% compared to the prior year and is 9.79% above the revenue budget target.

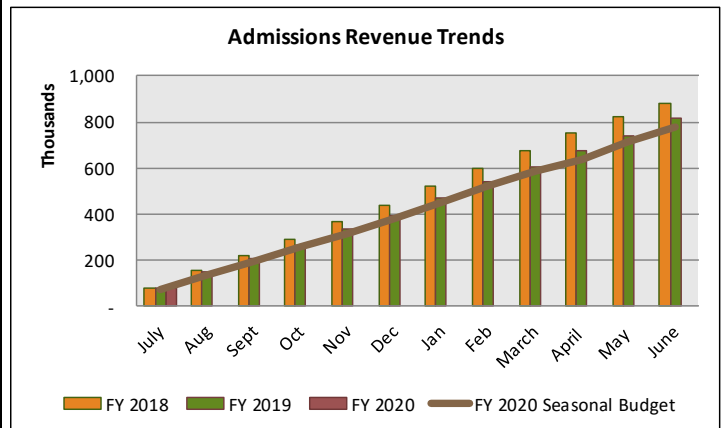
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 93,965	\$ 92,054	\$ 83,842	9.79%	-2.03%
Aug	183,692				
Sept	254,028				
Oct	327,071				
Nov	415,056				
Dec	513,730				
Jan	610,487				
Feb	834,177				
March	970,900				
April	1,130,975				
May	1,232,480				
June	1,335,347				



ADMISSIONS REVENUE

Admissions revenue is 62% of the externally generated revenue budget. Admissions revenue is down .02% compared to the prior year and is 10.85% above the revenue budget target.

Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 79,512	\$ 79,498	\$ 71,717	10.85%	-0.02%
Aug	149,924				
Sept	207,810				
Oct	267,349				
Nov	332,919				
Dec	396,186				
Jan	472,109				
Feb	540,832				
March	607,713				
April	673,122				
May	738,981				
June	814,209				



**Expenditures – Recreation Center Fund**

*Total Expenditures to Date*

Total expenditures for the Recreation Center are 18.66% above the prior year’s totals to date, and 17.41% above the seasonal budget target. These variances are largely due to the timing of contractual services payments.

Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 164,996	\$ 195,792	\$ 166,763	17.41%	18.66%
Aug	381,872				
Sept	508,229				
Oct	679,203				
Nov	813,457				
Dec	944,819				
Jan	1,140,696				
Feb	1,282,375				
March	1,409,920				
April	1,561,810				
May	1,731,224				
June	1,886,201				

