

**PARKS, TREE & RECREATION ADVISORY BOARD**  
**Laramie, Community Recreation Center, Front Conference Room,**  
**920 Boulder Drive**

November 13, 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. Facility Use Agreement with Amy Maxwell for Warriors at Ease Yoga Classes.**

**Action:**

that the Parks, Tree & Recreation Advisory Board recommend approval of the Facility Use Agreement with Amy Maxwell, allowing a reduced price for the use of fitness room space for the Warriors at Ease Yoga Class.

**[Guerin, Recreation]**

Documents:

[Warriors at Ease Cover.pdf](#)

[Warriors at Ease Program information.pdf](#)

**6.B. Consideration of 50% reduction in fees for Project Graduation to be held at the Laramie Ice & Event Center in May of 2020.**

**Action:**

that the Parks, Tree & Recreation Advisory Board recommend approval of the 50% reduction in fees for Project Graduation to be held at the Laramie Ice & Event Center in May of 2020.

## **[Guerin, Recreation]**

Documents:

[Project Graduation Cover.pdf](#)  
[Parks and Rec Donation Request.Project Graduation.pdf](#)  
[Ice Arena Rental Agreement.Project Graduation.pdf](#)

### **6.C. Lease Agreement between Four “G” Enterprises and the City of Laramie for a segment of the Laramie River Greenbelt.**

#### **Action:**

that the Parks, Tree & Recreation Advisory Board recommend approval Lease Agreement between the City of Laramie and Four “G” Enterprises to provide access for the Laramie River Greenbelt under Snowy Range Road and forward to the Laramie City County for final approval.

#### **[Feezer, ACM]**

Documents:

[Greenbelt Lease.Four G Cover.pdf](#)  
[Lease Agreement Four G 2020.2021.pdf](#)

## **7. Regular Agenda**

### **7.A. Report on City funded Public Art projects from FY19. [Guerin, Recreation]**

Documents:

[LPAC Project Reports Cover.pdf](#)  
[Skatepark Stage Final Report.pdf](#)  
[Front Porch Music Festival Final Report.pdf](#)

### **7.B. Consideration of an Eagle Scout Project proposed by Colby Bluemel. [Hunter, Parks]**

Documents:

[Blummel Eagle Scout Project Cover Sheet.pdf](#)

### **7.C. Cost Recovery Analysis. [Guerin, Recreation]**

Documents:

[Operating Cost Recovery Cover Sheet.pdf](#)  
[Rec Center Cost Recovery.pdf](#)  
[Ice Event Cost Recovery.pdf](#)  
[Rec and Ice Expenses 17.18.19.pdf](#)  
[Operating Recovery.pdf](#)

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

Documents:

[FAC PR Monthly Report 10-31-19.docx](#)

Parks Manager Report 10-30-19.docx  
Rec monthly Report November 2019.docx  
September 2019 Financial Statement.pdf

**9. Next Meeting Date**

December 11, 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:	November 13, 2019	Division:	Recreation Division	Item:	Agreement
Title:	Facility Use Agreement with Amy Maxwell for Warriors at Ease Yoga Classes				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board recommend approval of the Facility Use Agreement with Amy Maxwell, allowing a reduced price for the use of fitness room space for the Warriors at Ease Yoga Class.

**Administrative or Policy Goal:**

To partner with community members to expand recreation opportunities in the community and encourage new members to join the Laramie Recreation Center.

**Background Information:**

Amy Maxwell is an instructor trained to offer a style of yoga for members of the military designed to provide relief from the impact of duty. She would like to offer the class to veterans and active members of the military at no cost as is typical for this program, but rather than trying to offer it in a facility not designed for fitness, she would like to be able to invite attendees in to a calm and supportive environment, such as our fitness space.

She is paid a stipend of \$25/ class and has indicated that she would like to use that fee to rent the room, which is the rate at which we have set the fee. Our normal fee for a fitness room is \$35/hour for members, \$40 for non-members. She has insurance and will provide promotion for the program.

We hope that in addition to providing support for our service men and women, this could also encourage new memberships to the Recreation Center.

**Legal/Code/Statutory Authority:**

NA

**Fiscal Information:**

**Revenue:**

Source	Amount	Type
Fees/Charges for Service		
Grants for Projects		
Loans on Project		
Other		
Total	\$0.00	

**Expense:**

*Proposed Project Cost.*

Project Budget	Amount	Funds
Project Cost		
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$0.00	
Contingency 0%	\$0.00	
Total Amount	\$0.00	

*Amount spent to date (approved and adopted by Council).*

Budget	Amount	Funds
Total Budget Allocation		
Less Amount Spent to Date		
Remainder of Budget	\$0.00	

*Proposed Cost (Approval of this item authorizes preparation of a budget revision for the proposed amount).*

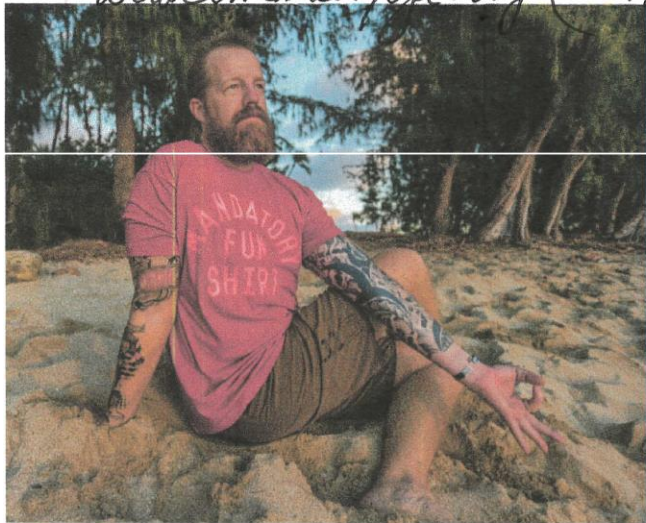
Expenditures	Amount	Fund
Proposed Expenditure		
Current Budget		
Additional Amount Requested		
Total Proposed Budget	\$0.00	

**Staff Contact:**

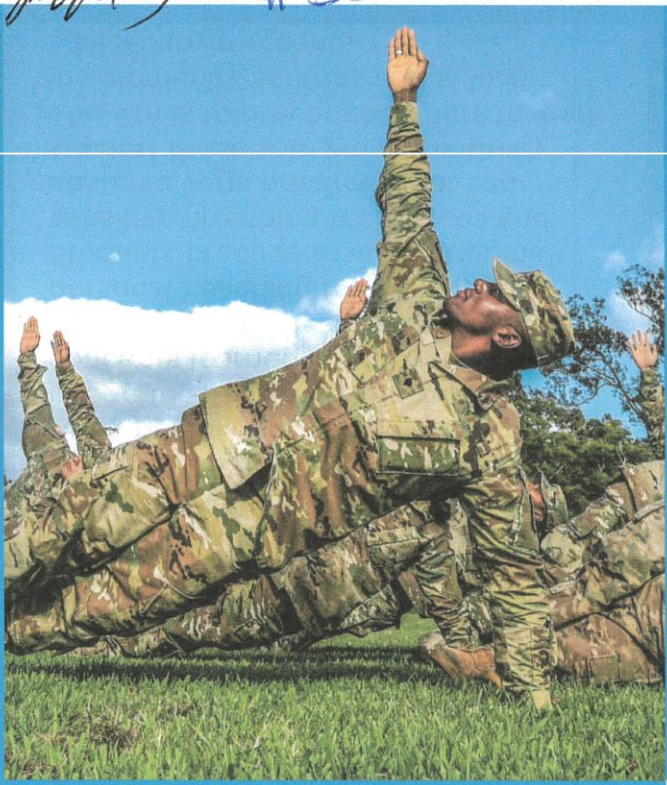
Jodi Guerin, Recreation Manager

**Attachments:**

Warriors at Ease Program information



"I first found yoga after my seventh combat deployment in a specialized program for PTSD... Yoga helps me sleep better at night. The more I practice, the more relaxed I feel."

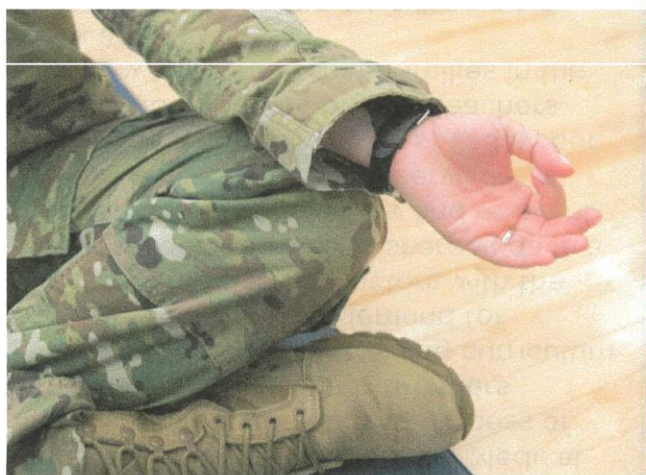


# WARRIORS AT EASE

## HEALTH \* RESILIENCY \* CONNECTION

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Warriors at Ease supports the health and healing of service members, veterans and their families through the power of yoga and meditation.



"Yoga and meditation helped me heal from the sexual trauma I experienced while serving in the military. After first learning from a Warriors at Ease teacher, I now practice on my own several times a week."

Warriors at Ease is a worldwide network of teachers. Find a teacher in your area by visiting:

[warriorsatease.org/find-a-teacher/](http://warriorsatease.org/find-a-teacher/)

or contact us at

[info@warriorsatease.org](mailto:info@warriorsatease.org)

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Follow us on Facebook, Instagram, Twitter and Instagram!



## Our History

The Warriors at Ease (WAE) approach was initially developed in 2006 when our founders were involved in the first Department of Defense-funded research on yoga and meditation at the Walter Reed National Military Medical Center. In response to the success of these early studies, our founders developed a teacher training curriculum to meet the growing demand for specially-trained instructors with the knowledge and skills to share yoga in a way that is safe, effective and relevant for veterans, active duty service members and their families. To day, our worldwide network of 750+ teachers serve warriors and their families in the U.S. and abroad.



### How are WAE teachers and programs different?

**Our yoga and meditation teachers are specially trained in an approach that is:**

- Evidence-based
- Trauma Sensitive
- Informed by the unique aspects of military culture

### How can yoga and meditation help?

**Research shows these practices can:**

- Reduce chronic pain
- Improve quality of sleep
- Decrease PTSD symptoms
- Improve stress management
- Enhance resiliency
- Increase mental focus and more!

## Teacher Training

Our training is designed for certified yoga and meditation teachers who are passionate about sharing the practices with service members, veterans and their families. Healthcare professionals and yoga/meditation teachers working with first responders, those impacted by sexual assault, or anyone affected by high stress or trauma may also benefit from this training. Many find that our training is helpful for their own self-care too.



### Level 1 Training

An online course that explores the human stress response, the nervous system and the neuroscience of trauma. Trainees learn how to establish a setting and provide mind-body practices to support resiliency, sustained wellbeing, and trauma-related health conditions such as PTSD and TBI. Anyone can take our Level 1 training.



### Level 2 Training

An in-person practicum where students integrate and further explore the concepts learned in Level 1. This training also involves self-study and personal coaching from faculty. Students practice teaching trauma-sensitive breathing techniques and adaptive yoga practices that can support those with limited mobility. The aim is to prepare teachers to work in community settings and also in clinical environments.

## Outreach

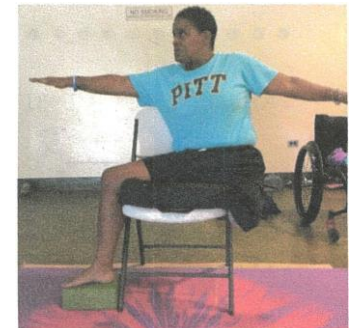
Warriors at Ease offers classes and workshops on military installations, in Department of Veterans Affairs (VA) facilities and in local communities.

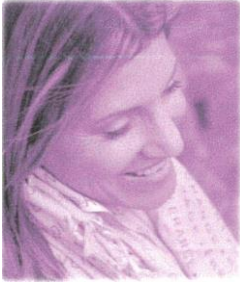


**Our teachers support warriors and their families in:**

- VA Medical Centers and health clinics
- Vet Centers
- Morale, Welfare & Recreation Centers (MWR)
- Unit Physical Fitness Programs
- Non-profit organizations serving veterans
- Military hospitals and clinics
- Veteran-friendly colleges and universities
- Military Service Academies
- Yoga studios and retreat centers
- Collaborations with private healthcare providers
- Homeless shelters, substance abuse programs and other specialized programs

**Yoga can be adapted for anyone and benefit everyone!**





# Amy Maxwell

## Registered Yoga Teacher



### Bio

I grew up in the mountains of Colorado and have also lived in Alaska and Wyoming. I love the wild places and find my spirit in all of them. I have been a registered nurse since 1990 and I currently work as an Infection preventionist for a local healthcare system. My personal yoga practice includes Ashtanga, Yin, and Yoga Nidra.

### philosophy

I believe that yoga is accessible to everyone. I observe the anatomy and physiology of the human body as they relate to each individual uniquely, and find the method that assists each student to harness this physicality into a deeper spiritual practice, if they choose, and find healing in all dimensions. I am especially motivated to work with those that are morbidly obese, ill, injured, have PTSD, or are otherwise experiencing disconnect from the physical body so that they might experience the healing that is available to them through yoga. I incorporate breath work and meditation methods to assist students to reset the autonomic nervous system and find deep rest and well-being.

### Certifications and Teacher Trainings

- 200 hour RYT Yoga Alliance, Elon Yoga and fitness studio, Fort Collins CO 2017
- 10 hours Yin Yoga Teacher Intensive, Mindstream Yoga, Fort Collins, CO 2017
- 18 hours fundamentals of Yoga Nidra, Yoga Loft, Boulder CO 2018
- 30 hours Warriors at Ease Level I Online Education 2018

### Education

- Master of Public Health University of Alaska Anchorage
- Bachelor of Science Nursing University of Wyoming

### Professional Work Experience

- Infection preventionist UCH Health Fort Collins, CO July 2016-present
- Registered Nurseoudre Valley Health System Fort Collins, CO 1990 - 2012



PARKS, TREE & RECREATION ADVISORY BOARD

AGENDA COVER SHEET

Meeting Date:	November 13, 2019	Division:	Recreation Division	Item:	Agreement
Title:	Consideration of 50% reduction in fees for Project Graduation to be held at the Laramie Ice & Event Center in May of 2020.				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board recommend approval of the 50% reduction in fees for Project Graduation to be held at the Laramie Ice & Event Center in May of 2020.

**Administrative or Policy Goal:**

Continuation of the partnership providing a safe, fun experience for Laramie High School graduates.

**Background Information:**

Project graduation has been held at the Laramie Ice & Event Center for many years. Through this partnership the City of Laramie, Parks & Recreation Department, with the approval of the Parks, Tree & Recreation Advisory Board has provided the facility at 50% of typical fees for Project Graduation. The remaining fees have been paid for by the Albany County Recreation Board. The 50% reduction in fees for FY2020 will equate to a \$750 reduction.

**Legal/Code/Statutory Authority:**

NA

**Fiscal Information:**

**Revenue:**

Source	Amount	Type
Fees/Charges for Service	\$750.00	50% Fee for 3 Days Rental at Ice & Event Center.
Grants for Projects		
Loans on Project		
Other		
Total	\$750.00	

**Staff Contact:**

Jodi Guerin, Recreation Manager

**Attachments:**

Parks and Rec Donation Request.Project Graduation  
Ice Arena Rental Agreement.Project Graduation

September 9, 2019

Dear Parks & Rec Advisory Board,

My name is Treasure McPherson, and I am this year's Project Graduation Project Manager. For the past 20+ years, Project Graduation has been using your facility to host the Laramie High School Graduation celebration. This year is no different. We would like to request the Parks & Rec Advisory Board to continue their support of Project Graduation by donating 50% of the rental cost of the Ice Arena. The Laramie community has been very generous in supporting this great festivity. Thank you for your continued support.

Sincerely,

Treasure McPherson  
Class of 2020 Project Graduation Project Manager



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



**Facility Reservation Form**

Name Treasure McPherson Email\*\* our2littleladies@hotmail.com  
 Address 1780 Hayford Ave City Laramie State WY Zip Code 82072  
 Primary Phone # 307-761-3162 Second Phone# 307-745-8170  
 Event Name Class of 2020 Project Graduation  
 Organization/Business (if applicable) \_\_\_\_\_

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

- 1) Location Requested : Ice Arena Second Choice: \_\_\_\_\_
- 2) Date    / 28 /    Day of week Thursday Start Time 8:00 am am /p-m- :    E-a T+i -h-i- : 0 0M a\_m/\_pm-
- 3) Estimated number of participants at the event: 250 - 300
- 4) ~~T~~hature/purpose of the event: Class of 2020 graduation celebration

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

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

If you would like to request the use of City equipment or additional picnic tables or trash containers, please list here. A fee may be associated with this request: \_\_\_\_\_

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

Initial: TM

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

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

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

**!:**very ffor(wiU be.m ade to accpmmodate your reservation, however scheduling conflicts may occur.  
**CPoshier:** your reservation finalized only a er you receive a corifirmation via email. T is may take up to 5 business days. Refunds will be issued for reservations that cannot be accommodated.

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

Signature Treasure McPherson

Date 09 109 12019

## Optional Permits and Requests

Check if any of these items will be associated with your reservation. More information is required if you request any of

~~Electricity~~ ~~Water~~ ~~Vendors~~ ~~Temporary Noise Permit~~ ~~Alcohol Permit~~

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

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

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

Vending Permit Application Attached **1111**

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

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

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

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

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

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

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

Proof of Insurance Attached **no**

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

**Fee Worksheet**

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

First two hours \$25 = \_\_\_\_\_  
 Additional hours \$5x\_ = \_\_\_\_\_  
 p t St Plaza Fire Pit (per hr) \$10x\_ = \_\_\_\_\_

**Splash Pad & Athletic Facilities (non-refundable)**

First two hours \$40 = \_\_\_\_\_  
 Additional hours \$10x\_ = \_\_\_\_\_

**Open Container Permit (per day)**

\$25 = \_\_\_\_\_

**Ice & Event Center-Complete Arena**

Per Day	w/o Alcohol	\$500x_ = 1500
	<u>w/ Alcohol</u>	\$600x_ = _____
Per Hour (8a-11p)	w/o Alcohol	\$40x_ = _____
	<u>w/ Alcohol</u>	\$50x_ = _____
After Hours (11p-1a)	w/o Alcohol	\$75x_ = _____
	w/ Alcohol	\$85x_ = _____

**Recreation Center (per hour)**

	<b>Non-Member</b>	<b>Members</b>
Conference or Multi Purpose Rm	\$40x_ = _____	\$35x_ = _____
Conference or Multi Purpose Rm non-profit rate*	\$20x_ = _____	_____
Kitchen (in addition to Conf. room)	\$10x_ = _____	\$10x_ = _____
Full Multi-purpose	\$75x_ = _____	\$65x_ = _____
Full Multi-purpose non-profit rate*	\$40x_ = _____	_____
Full Gym	\$70x_ = _____	\$60x_ = _____
One Gym Court	\$35x_ = _____	\$30x_ = _____
Bounce House (includes gym rental)	\$75x_ = _____	\$65x_ = _____
Pool Shelter	\$40x_ = _____	\$35x_ = _____
Full Facility (not including aquatics)	\$420x_ = _____	\$380x_ = _____

**Pools**

0-75 persons	\$185x_ = _____	\$165x_ = _____
76-100persons	\$215x_ = _____	\$193x_ = _____
101-150persons	\$245x_ = _____	\$220x_ = _____
Inflatable (includes 1/2 pool rental)	\$168x_ = _____	\$158x_ = _____

\* must provide non-pro fit letter to qualify

**TOTAL** \$1500

**Public Events - Fee Information**

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



**PARKS, TREE & RECREATION ADVISORY BOARD**

*AGENDA COVER SHEET*

Meeting Date:	November 13, 2019	Division:	Administration	Item:	Agreement
Title:	Lease Agreement between Four "G" Enterprises and the City of Laramie for a segment of the Laramie River Greenbelt.				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board recommend approval Lease Agreement between the City of Laramie and Four "G" Enterprises to provide access for the Laramie River Greenbelt under Snowy Range Road and forward to the Laramie City County for final approval.

**Administrative or Policy Goal:**

The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.

**Background Information:**

This is a continuation of a standing lease between the City of Laramie and Four "G" Enterprises to provide access for the Laramie River Greenbelt under Snowy Range Road. This two-year lease is \$50 less than past years due to a decrease in the "administrative fee."

**Legal/Code/Statutory Authority:**

NA

**Expense:**

*Proposed Project Cost.*

Project Budget	Amount	Funds
Project Cost	\$950.00	\$400/year for 20.21 pluse \$150 Admin Fee.
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$950.00	
Contingency 0%	\$0.00	
Total Amount	\$950.00	

**Staff Contact:**

Todd Feezer, Assistant City Manager

**Attachments:** Lease Agreement Four G 2020.2021

**LEASE AGREEMENT BETWEEN THE  
CITY OF LARAMIE AND FOUR "G" ENTERPRISES**

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between Four "G" Enterprises, Incorporated, a Wyoming corporation (Lessor), and the City of Laramie, Wyoming, a Wyoming municipal corporation (Lessee), Witnesseth:

In consideration of the payment of rent and the keeping of the covenants and agreements hereinafter made by Lessee, Lessor hereby leases to Lessee the premises described as:

**Laramie River Greenbelt Leased Land Description**

The East ½, Section 32, Township 16 North, Range 73 West, 6<sup>th</sup> Principal Meridian, Albany County, Wyoming, lying 20 feet on each side of the following described centerline:

Commencing at the intersection of the North-South centerline of Section 32, Township 16 North, Range 73 West, with the northerly right-of-way line of Snowy Range Road, which is also Wyoming State Highway 130-230, which lies S00°02'43"W 2,218.19 feet from the North ¼ Corner, Section 32; thence S00°02'43"W 8.89 feet, along the North-South centerline of Section 32; the True Point of Beginning and from the True Point of Beginning proceeding.

thence 12.56 feet around a non-tangent circular curve to the left, with a radius of 75.00 feet, the chord of which bears N88°24'17"E 12.54 feet;  
thence N83°36'30"E 10.52 feet;  
thence 44.25 feet around a circular curve to the right, with a radius of 50.00 feet, the chord of which bears S71°02'20"E 42.82 feet;  
thence S45°41'10"E 28.74 feet;  
thence 32.68 feet around a circular curve to the right, with a radius of 75.00 feet, the chord of which bears S33°12'18"E 32.42 feet;  
thence S20°43'25"E 39.11 feet;  
thence 121.33 feet around a circular curve to the right, with a radius of 75.00 feet, the chord of which bears S25°37'10"W 108.52 feet;  
thence 62.53 feet around a circular curve to the left, with a radius of 75.00 feet, the chord of which bears S48°04'40"W 60.73 feet;  
thence S24°11'36"W 58.00 feet, more or less, to a point on the north-South centerline of Section 32, which lies 2514.60 feet southerly from the North ¼ Corner, Section 32.

The foregoing description has an area of 0.98 acres, more or less. Shown in Exhibit "A".

The sidelines of the foregoing are lengthened or foreshortened to begin at the North-South centerline of Section 32 and terminate at the North-South centerline of Section 32, Township 16 North, Range 73 West, 6<sup>th</sup> Principal Meridian, Albany County, Wyoming.

Reference bearing for the foregoing description is N00°02'43"E for the North-South centerline of Section 32, Township 16 North, Range 73 West, 6<sup>th</sup> Principal Meridian, Albany County, Wyoming.

Together with the right of ingress and egress to and from said land for any and all purposes necessary and incident to this lease.

The original term of this lease begins January 1, 2020 and continues for two (2) years.

Lessor, in consideration of the terms and conditions hereinafter set forth, covenants and agrees as follows:

1. During the term of this Lease, Lessee has the right to use the described property for the public park, greenbelt, trail system and the pathway purposes over, under, along and across the property. Lessor grants Lessee the right to use the premises for a public park and greenbelt trail system as such terms are ordinarily understood and used.
2. On or before November 1, 2021, the Lessor and Lessee shall meet and confer to discuss modifications, which either party may wish in the lease terms or conditions. The Lessor and Lessee mutually agree that all terms and conditions of this lease shall be reviewed and modified for changes as mutually agreed upon. The Lessor assumes the responsibility to notify the Lessee of a meeting date, time, and place, in Laramie, Wyoming. The annual increase in lease payment (if any) shall not exceed the increase in the (CPI) consumer price increase for S.E. Wyoming.

Lessee, in consideration of the lease of the described premises, covenants and agrees as follows:

1. To pay to Lessor the sum of Four Hundred Dollars (\$400.00) per year, due and payable on or before January 1 of each year beginning with the year 2020, along with a onetime administration and legal fee of One Hundred Fifty Dollars (\$150.00) with the execution of the lease.
2. Lessee shall maintain a previously constructed three-wire fence (smooth wire) and barriers on the trail system, including the implementation of a painted cattleguard to help confine horses to the east side of the Laramie River and greenbelt trail. Nothing herein prevents Lessor from pasturing horses upon its property, subject to the fence and barriers. Lessee shall pay all costs for construction and maintenance of the fence.
3. Lessee shall use all reasonable efforts to prevent conflict between greenbelt users and horses being pastured upon Lessor's adjoining property.

By entering into this lease, Lessee does not intend to waive any aspect of its sovereign immunity, with the sole exception of claims by Lessor for the faithful performance of this lease. All actions or claims against the Lessee must be in accordance with the Wyoming Governmental Claims Act.

The obligation of Lessee to pay rent pursuant to the terms hereof is subject to the appropriation of the required funds by the Laramie City Council as then constituted. If funds are not appropriated, the Lease will expire at the end of the year for which rent has been paid.

Lessor reserves the right to use the land for any and all legal purposes consistent with the Lessee's rights under this lease, provided that Lessor shall not construct or cause to be constructed any permanent improvements or structures over the premises without prior written consent of the Lessee.

IN WITNESS, WHEREOF, the parties have caused this Lease to be signed by their duly authorized representatives effective this \_\_\_\_ day of \_\_\_\_\_, 2019.

THE CITY OF LARAMIE

FOUR "G" ENTERPRISES, INCORPORATED

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

By: \_\_\_\_\_  
J. Douglas Guice, Vice President

Attest: \_\_\_\_\_  
Nancy Bartholomew, City Clerk

Attest: \_\_\_\_\_  
Robyn A. Guice, Secretary

STATE OF WYOMING        )  
  ) SS.  
COUNTY OF ALBANY     )

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me by Joe Shumway and Nancy Bartholomew this \_\_\_\_ day of \_\_\_\_\_, 2019. Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

STATE OF WYOMING        )  
  ) SS.  
COUNTY OF ALBANY     )

ACKNOWLEDGEMENT

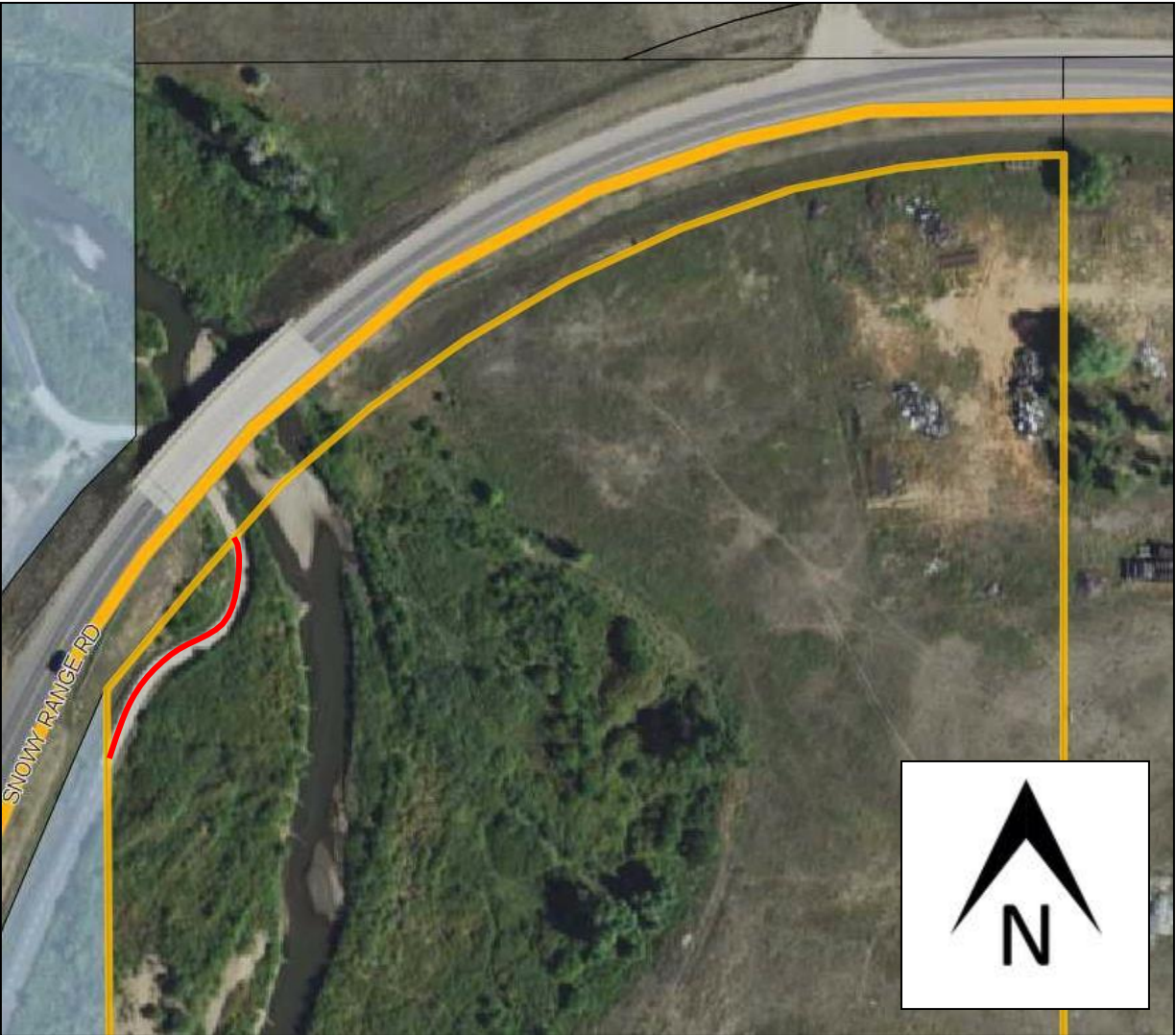
The foregoing instrument was acknowledged before me by J. Douglas Guice and Robyn A. Guice who are personally known to me and who did represent that they are the Vice President and Secretary of Four "G" Enterprises, Incorporated, this \_\_\_\_ day of \_\_\_\_\_, 2017. Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**LEASE AGREEMENT BETWEEN THE  
CITY OF LARAMIE AND FOUR "G" ENTERPRISES**

Exhibit "A"





## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	November 13, 2019	Division:	Recreation Division	Item:	Discussion Item
Title:	Report on City funded Public Art projects from FY19				

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

I move that the Parks, Tree & Recreation Advisory Board acknowledge receipt of the reports for the Front Porch Music Series and the Skatepark Stage Public Art Projects from the summer of 2019.

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#### **Administrative or Policy Goal:**

To partner with the Laramie Public Art Coalition to expand the impact of public art into the community through the implementation of the Laramie Public Art Plan.

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#### **Background Information:**

In May of 2019 the Parks, Tree and Recreation Advisory Board recommended the funding of the projects requested by the Laramie Public Art Coalition. This was the inaugural year that funds were allocated for projects through this process that was authorized by an agreement approved by the City Council in March.

As part of the agreement, the Laramie Public Art Coalition will present a report back to the Advisory Board measuring impact and success. The Laramie Public Art Coalition has provided the two attached reports on the use of these funds.

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

NA

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#### **Fiscal Information:**

N/A

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#### **Staff Contact:**

Jodi Guerin, Recreation Manager

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#### **Attachments:**

Skatepark Stage Final Report  
Front Porch Music Festival Final Report



## Skatepark Stage Event Summary Report

### Event Details

Title - Skatepark Stage

Coordinated by - Laramie Public Art Coalition

Hosting Organization - Relative Theatrics

Event Dates - Saturday, June 22 with an alternative date of Sunday, June 23, 2019

Venue - Skatepark at LaBonte Park

### Event Description

In response to a call for public theatre in the community, Laramie Public Art Coalition and Relative Theatrics partnered to turn LaBonte Skatepark into a performance venue for an outdoor theatrical performance that was free and open to the public. Four actors performed on various levels of one side of the Skatepark and attendees sat, stood and lounged on various parts of the Skatepark structure. The event, originally scheduled for Saturday, June 22, 2019, was rescheduled and performed on Sunday afternoon, June 23 because of inclement weather.

### Impact of Event

The primary goals of the project were to:

1. Diversify the concept of "public art" as well as the location of public art in Laramie
2. Pilot the feasibility of collaborating with others to provide free outdoor theater in a unique setting in Laramie
3. Contribute to Laramie's reputation as a desirable place to live, work and visit by building a sense of community

We measured impact by monitoring spectator attendance; gauging satisfaction of participants through surveys and anecdotal feedback; documenting efforts and activities such as advertisements and media coverage; and discussions and feedback from those involved in putting on the event (the collaborating organizations - Relative Theatrics, Department of Parks and Recreation, the Skaters organization, actors, playwright, and LPAC Board).

Between 50 - 60 people attended the event with approximately 20 - 25 remaining for the entire duration. Images and anecdotal evidence show that families, individuals, Relative Theatrics supporters, and youth who came to use the Skatepark were among the participants of the event.

Because people were able to freely come and go and there was no single exit, it was challenging to collect feedback evaluation forms from everyone. Those who did respond were enthusiastic about the performance; 62% had never been to the Skatepark before; and 88% said that they would attend another Theater in the Park event.

Since this was a pilot we wanted to learn about effective ways to collaborate with other interested organizations/stakeholders; how to inform and entice the public to attend; ways to evaluate the process and the event; and how to capitalize on what we learned. Key lessons include:

- Local organizations are ready and willing to collaborate and working with and through them broadens reach and helps build community among them;
- Weather will always be a challenge for outdoor events in Laramie (yes, even at the end of June, it can be miserably cold) and we should plan for alternative locations of events as well as alternative dates;
- Using the Skatepark as a stage is viable; steps down into the structure are now built and available for future use; producers and actors have worked out the details of equipment and sound systems, dealing with wind, as well as types of performances conducive to the enjoyment of an audience that will be fluid.
- The Skatepark is a “hidden gem” and getting people there will remain a challenge so our outreach and publicity efforts will be doubled and diversified in the future;
- The process of expanding the definition of “public art” in Laramie beyond murals and sculptures is well launched and can be built upon.
- Evaluating the reach of public art in Laramie and determining the impact will require more effort and longer-term plans.

See accompanying infographic and photos of the event.

### **Community Outreach of the Event**

Relative Theatrics and Laramie Public Art Coalition worked in partnership to advertise the event. Channels used were social media, press releases which resulted in interviews with the Laramie Boomerang, Wyoming Public Media, Laramie Live and Hits 106, an article was included in Gem City Spark and a live presentation at the Eppson Center, VIP invitations to important stakeholders and posters around the community.

## Project Budget and Actuals

Skatepark Event		Budget	Actual Notes
<b>Relative Theatrics</b>			
Director		\$750	\$750
Artistic Team		\$3,200	\$3,200
Musician		\$200	\$200
Sound System		\$250	\$0- Donated by Parks and Rec
<b>TOTAL RELATIVE THEATRICS</b>		<b>\$4,400</b>	<b>\$4,150</b>
<b>Advertising</b>			
Graphic Design		\$300	\$120
Printing		\$300	\$131
Signs		\$465	\$462
Facebook Boost		\$50	\$50
<b>TOTAL ADVERTISING</b>		<b>\$1,115</b>	<b>\$763</b>
<b>Facility</b>			
Stairs		\$300	\$318
Chairs		\$61	Donated by Wyoming Tent and \$0 Event
Permit		\$35	\$0 Fee Waived by City
<b>TOTAL FACILITY</b>		<b>\$396</b>	<b>\$318</b>

**File Folder Mural**

Artist Fee		\$1,250	\$1,640
Paint Supplies		\$669	\$260
<b>TOTAL MURAL</b>		<b>\$1,919</b>	<b>\$1,900</b>
<hr/>			
<b>Event Expenses</b>			
Photographer		\$200	\$450
Food		\$420	\$0 Donated
Misc.		\$200	\$-0
<b>TOTAL EVENT</b>		<b>\$820</b>	<b>\$450</b>
<hr/>			
<b>Administrative Costs</b>			
LPAC Fee for Service		\$2,150	\$2,150
<b>ADMINISTRATIVE COSTS</b>		<b>\$2,150</b>	<b>\$2,150</b>
<hr/>			
<b>TOTAL BUDGET V ACTUAL</b>		<b>\$10,800</b>	<b>\$9,731</b>
<hr/>			

# Skatepark Theater

An event organized by the  
Laramie Public Art Coalition with funding  
from Laramie Parks & Recreation

On June 23, 2019

## 60+ PEOPLE

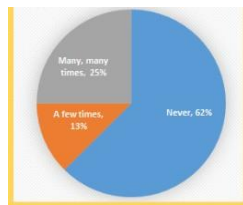
attended a production of a scene from a Shakespeare play and a reading of a play by a Colorado playwright



WW

## LOCATION

## 62%



had never been to the Skatepark

- 25% had been many, many times
- 13% had been there a few times

38% had never or rarely attended a live theater production.

## 88% Would attend another Theater in the Park event

12 % would attend again if the weather were nice!



## What did you like about this Public Art Event?



working together with artists to create cultural experiences that reflect and enhance the vibrancy and richness of our community.

Sign up and join us! Visit [www.laramiepublicart.org/](http://www.laramiepublicart.org/)

Email us at [publicart@laramie.com](mailto:publicart@laramie.com)







## **Front Porch Music Festival Event Summary Report**

### **Event Details**

Title – Front Porch Music Festival

Coordinated by - Laramie Public Art Coalition

Host – Sharon Martinson

Event Dates - Sunday, September 15, 2019, from noon to 5:00 p.m.

Venue – Front porches in the “Tree Area” of Laramie (between 6<sup>th</sup> St and 11<sup>th</sup>St, and between Grand Ave and Custer St)

### **Event Description**

A front porch music festival in which local musicians and bands performed on private, but accessible to the public, front porches. Porches were close enough so that participants were able to walk or ride their bikes from one performance to another, but not so close that sound from one place would interfere with another. The event was held on Sunday, September 15, 2019, from noon to 5:00 p.m.

Live music took place on five porches and in the South garden of Albany County Public Library. A different act performed each hour at each site for a total of 30 musical acts comprised of 64 musicians from the community. Any musician that responded to the call for musicians was matched to a stage, which gave new musicians and established bands the opportunity to perform. The styles of music ranged from bluegrass and folk, to punk and classical. Students from the high school and local music classes were also featured. Emerging musicians included youth from Laramie Community Guitar, Beth Vanderborgh’s string students as well as two duos comprised of high school students. Unofficially, String Academy students also performed on a pop-up porch. In addition to the emerging musicians, a number of established musicians performed including Lost Birds, Birgit Burke and Jeff Evens, Opera Wyoming and Ten Cent Stranger.

### **Impact of Event**

The primary goals of the project were to:

1. Expand the concept of "public art" as well as the location of public art in Laramie

2. Pilot the feasibility of collaborating with others to provide free outdoor music in a local neighborhood in Laramie
3. Raise awareness of local resources including talent and neighborhoods
4. Contribute to Laramie's reputation as a desirable place to live, work and visit by building a sense of community

We measured impact by monitoring attendance; gauging satisfaction of participants through evaluations distributed at the event as well as online surveys through Facebook and anecdotal feedback; documenting efforts and activities such as advertisements and media coverage; and discussions and feedback from those involved in putting on the event. In an attempt to learn which questions generated useful information, several different wordings and formats were used in the evaluations.

Attendance: Images, anecdotal evidence, and survey comments indicate that families and individuals were among the participants of the event and crossed the age span from young children to retired people. Graduate students from the UW statistics department took audience counts at each porch 3 times during the event. At one porch the audience count was taken 5 times, as well as a tally of the number of people who passed by and stayed for at least one song. Using these metrics, and assuming that some percent of the audience was present for the whole event, and there was some turn-over, and other people were not counted because they were between porches during the tally times, the estimated population served during the 2019 Front Porch Music Festival was calculated to be between 816 and 2,330 attendees. There was no way to know from this method if individuals were counted more than once.

The model for Front Porch Music Festivals is well-documented and has been implemented successfully in communities of various sizes around the country. Holding the first one in Laramie where we have many musicians gave us the opportunity to see if it would work here too.

Surveys completed during the day and then following the event (available online through Facebook) overwhelmingly indicated the strong sense of community that was felt during the five-hour event. They loved the music and the variety and the rare complaint was that there were so many good performances on at the same time that it was difficult to choose between them.

Since this was a pilot and we knew we had good, eager collaborators, we wanted to learn about logistics and organization here in Laramie; ways to get the word out and entice the public to attend; ways to evaluate the process and the event; and how to capitalize on what we learned. Key lessons include:

- Advertising widely through many different media works. Channels used were social media, press releases which resulted in stories published in the Laramie Boomerang as well as on Laramie Live, street signs posted during the Pop-up Art walk and the

Farmer's Market, and VIP invitations to important stakeholders and posters around the community. Because of the broad awareness and buzz the event was covered by the Laramie Boomerang, Laramie Live and Wyoming News Now <https://www.facebook.com/kgwn.tv/videos/394907187889019/>.

- When people love an event and they are asked how to improve it, they provide valuable input on everything from access to more comfort facilities to blocking off streets to monitoring the presence of dogs (all issues we were aware of before the event and gave us greater insight on their importance to participants).
- Volunteers were readily available and well-used; more could be involved for various tasks in the future. Follow up discussions with volunteers, musicians and hosts are being planned to learn more from them, incorporate their perspectives into future plans and help build community.
- Doing the Front Porch Festival in an easily accessible neighborhood where people frequently walk and volunteer hosts were readily available was solid strategically for a first attempt and contributed to the events success. Doing another event elsewhere will present new challenges but will be beneficial in terms of outreach, access and building community.
- Following the Skatepark Stage with this Front Porch Music Festival is definitely expanding the definition of "public art" in Laramie beyond murals and sculptures and can be built upon. We will continue to work on documenting that learning.

Comments received of note include:

- *I liked that it was an intimate, get to know your neighbors, community kind of venue.*
- *I really enjoyed the feeling of open community. Children playing, music, all the adults were smiling. I came from Fort Collins for it. As soon as I heard about the festival I knew I wanted to come.*
- *The music was great but I really loved the spirit of community*
- *The feeling that the whole community was sharing something special*
- *"Maybe if I practice my trumpet more, I can play next year!"*  
- 6th grade Laramie Middle School student
- *"[W]e experienced a manifestation of the bright side of our souls, the place where hope is born and nourished. Sunday afternoon, from 12:00 until 5:00, on six porches within a six-block stretch of town centered along Garfield Street, we made manifest the joy of community; . . . Thirty performances, five per porch. All afternoon, people strolled or biked this way and that, some carrying their lawn chairs with them. All were wrapped in*

*the embrace of love that music can create. Some of the performers were playing in public for the first time, while others were well-known seasoned Laramie musicians. It is easy to let a moment like that go by with, "gee, that was fun." Don't. Dwell on it; feel the connectivity. Only in this way can we let the best of what it means to be human come to life;"*

- Ken Gerow, Laramie resident

Fifty percent of the people surveyed made a comment about either the community or presence of neighbors being what they liked most about the event!

Fifty-six out of 57 responses indicated that public funds should be used to free, easy-access, family-friendly events such as the Front Porch Music Festival.

Meghan Goodner, Whiting High School Music Teacher, expressed a great deal of gratitude for the opportunity for two of her students to participate in the event. The performance served as a final project for a class in which they were responsible for organizing and communicating with the Music Director about their performance.

### **Community Outreach of the Event**

Sharon Martinson and Laramie Public Art Coalition worked in partnership to advertise the event. Channels used were social media, press releases which resulted in stories published in the Laramie Boomerang as well as on Laramie Live, street signs posted during Pop-up Art walk and the Farmer's Market, and VIP invitations to important stakeholders and posters around the community.

The Albany County Public Library supported the event by offering their South garden as a music location as well as opening for the afternoon so participants could use the restrooms. The Parks and Recreation Department provided trash pickup following the event. Numerous volunteers were also involved. Names and numbers are available in project documentation.

## Project Budget and Actuals

Frontporch Music Festival Event	Budget	Actual Notes
<b>Talent</b>		
Director	\$1,200	\$1,200
Musicians	\$6,400	\$6,400
Sound System	\$574	\$574
<b>TOTAL TALENT</b>	<b>\$8,174</b>	<b>\$8,174</b>
<b>Advertising</b>		
Graphic Design	\$300	\$- Donated
Printing	\$300	\$389
Tshirts	\$650	\$650
Signs	\$450	\$436
Boomerang Ad	\$50	\$50
WPR Ads	\$200	\$198
<b>TOTAL ADVERTISING</b>	<b>\$1,950</b>	<b>\$1,723</b>
<b>Event Expenses</b>		
Photographer	\$1,000	\$1,000
Misc.	\$500	\$- Chairs were donated; Other costs deemed unnecessary.
<b>TOTAL EVENT</b>	<b>\$1,500</b>	<b>\$1,000</b>

**Administrative Costs**LPAC Fee for  
Service**\$2,850** **\$2,850****TOTAL****ADMINISTRATIVE****COSTS****\$2,850** **\$2,850****TOTAL BUDGET V****ACTUAL****\$14,474** **\$13,747**







Comments received through paper and online surveys of the event:

- *I liked that it was an intimate, get to know your neighbors, community kind of venue.*
- *I really enjoyed the feeling of open community. Children playing, music, all the adults were smiling. I came from Fort Collins for it. As soon as I heard about the festival I knew I wanted to come.*
- *The music was great but I really loved the spirit of community*
- *The feeling that the whole community was sharing something special*

Fifty percent of the people surveyed made a comment about either the community or presence of neighbors being what they liked most about the event!

Fifty-six out of 57 responses indicated that public funds should be used to free, easy-access, family-friendly events such as the Front Porch Music Festival.

Notes from Sharon:

Attendance: Graduate students from the UW statistics department took audience counts at each porch 3 times during the event. At one porch the audience count was taken 5 times, as well as a tally of the number of people who passed by and stayed for at least one song. Using these metrics, and assuming that some percent of the audience was present for the whole event, and there was some turn-over, and other people were not counted because they were between porches during the tally times, the estimated population served during the 2019 Front Porch Music Festival was calculated to be between 816, and 2,330 attendees.

Musician Attendance: During the event, over 5 hours and 6 porch stages, 36 bands performed, comprised of 64 musicians from the community. Any musician that responded to the call for musicians was matched to a stage, which gave new musicians and established bands the opportunity to perform. Students from the high school and local music classes were also featured. The styles of music ranged from bluegrass and folk, to punk and classical.

Feedback: LPAC / Trey did the survey and has those results. The event was covered by the Laramie Boomerang, Laramie Live and Wyoming News Now  
<https://www.facebook.com/kgwn.tv/videos/394907187889019/>



## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	November 13, 2019	Division:	Parks Division	Item:	Other
Title:	Consideration of an Eagle Scout Project proposed by Colby Bluemel.				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board recommend approval of the Eagle Scout Project proposed by Colby Bluemel and authorize Mr. Bluemel and staff to work towards completion of this project.

**Administrative or Policy Goal:**

The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.

**Background Information:**

Colby Bluemel recently turned 14. He has been in communication about an Eagle Scout Project with Cindy Dywan of Bikenet since the beginning of the summer. He was originally going to mark trails or build a trailhead for the school yard bike trails, however those projects were already in the works. Bikenet would like to have some safe bike route maps for elementary schools. Bikenet already has a relationship with principals at Indian Paintbrush, Beitel and Lindford. Mr. Bluemel enjoys biking and bikes to school often likes this idea. Unfortunately, it is likely that Mr. Bluemel's troop will be dissolved at the end of the year, requiring the quick/short notice of this project.

**Legal/Code/Statutory Authority:**

N/A

**Fiscal Information:**

Unknown currently.

**Staff Contact:**

Scott Hunter, Parks Manager

**Attachments:**

N/A



## PARKS, TREE & RECREATION ADVISORY BOARD

### AGENDA COVER SHEET

Meeting Date:	November 13, 2019	Division:	Recreation Division	Item:	Presentation
Title:	Cost Recovery Analysis				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board acknowledge receipt of the Cost Recovery Analysis for the Recreation and Ice & Event Centers.

**Administrative or Policy Goal:**

To review and advise on fees charged for services to support a sustainable cost recovery

**Background Information:**

In October the Advisory Board reviewed the Annual Cost Recovery analysis and raised questions about why the cost recovery was lower than usual. In breaking the expenses down further, it appears that a significant driver of the change is in the capital expenditures that have recently occurred as indicated in the attachments.

**Legal/Code/Statutory Authority:**

N/A

**Fiscal Information:**

N/A

**Staff Contact:**

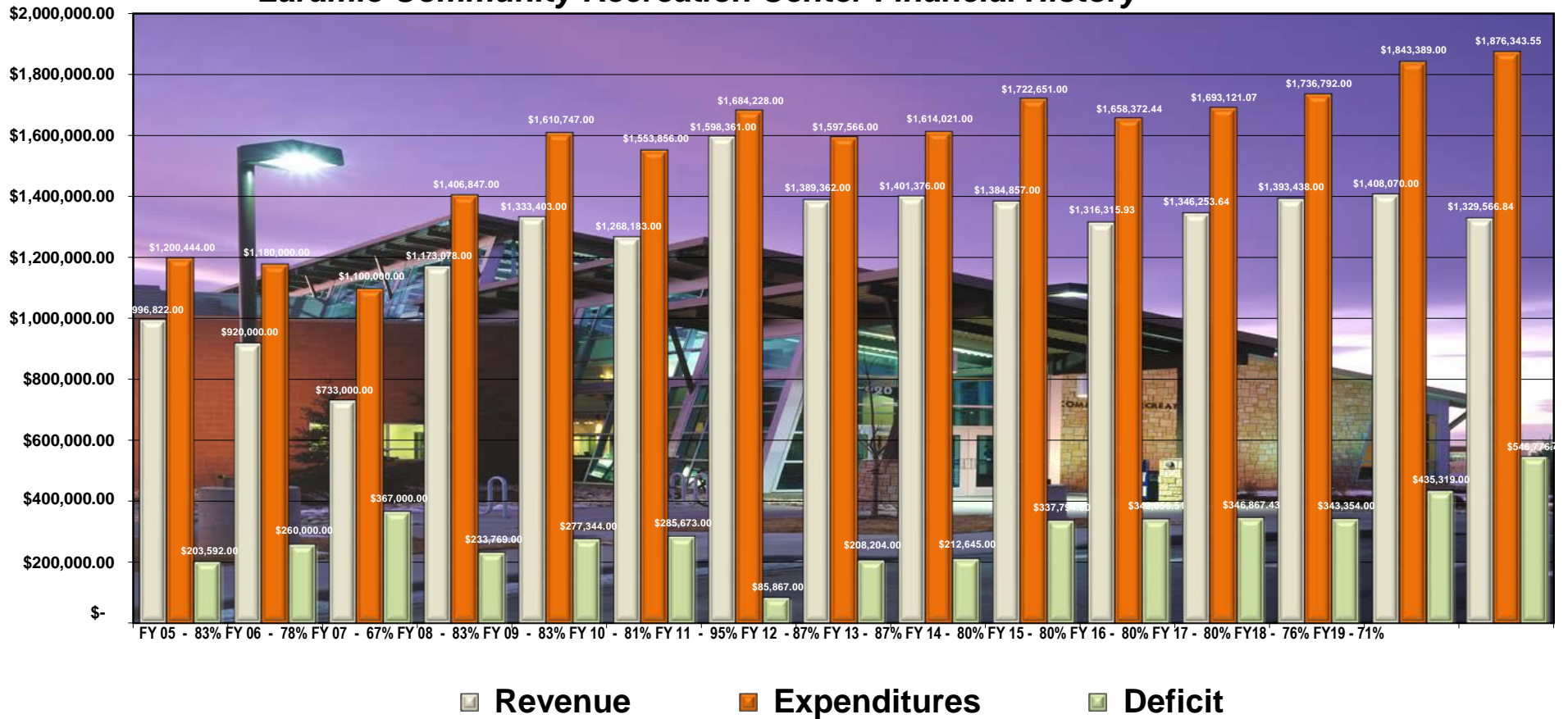
Jodi Guerin, Recreation Manager

**Attachments:**

Rec Center Cost Recovery  
Ice & Event Cost Recovery  
Rec and Ice Expenses 17.18.19  
Operating Cost Recovery Cover Sheet

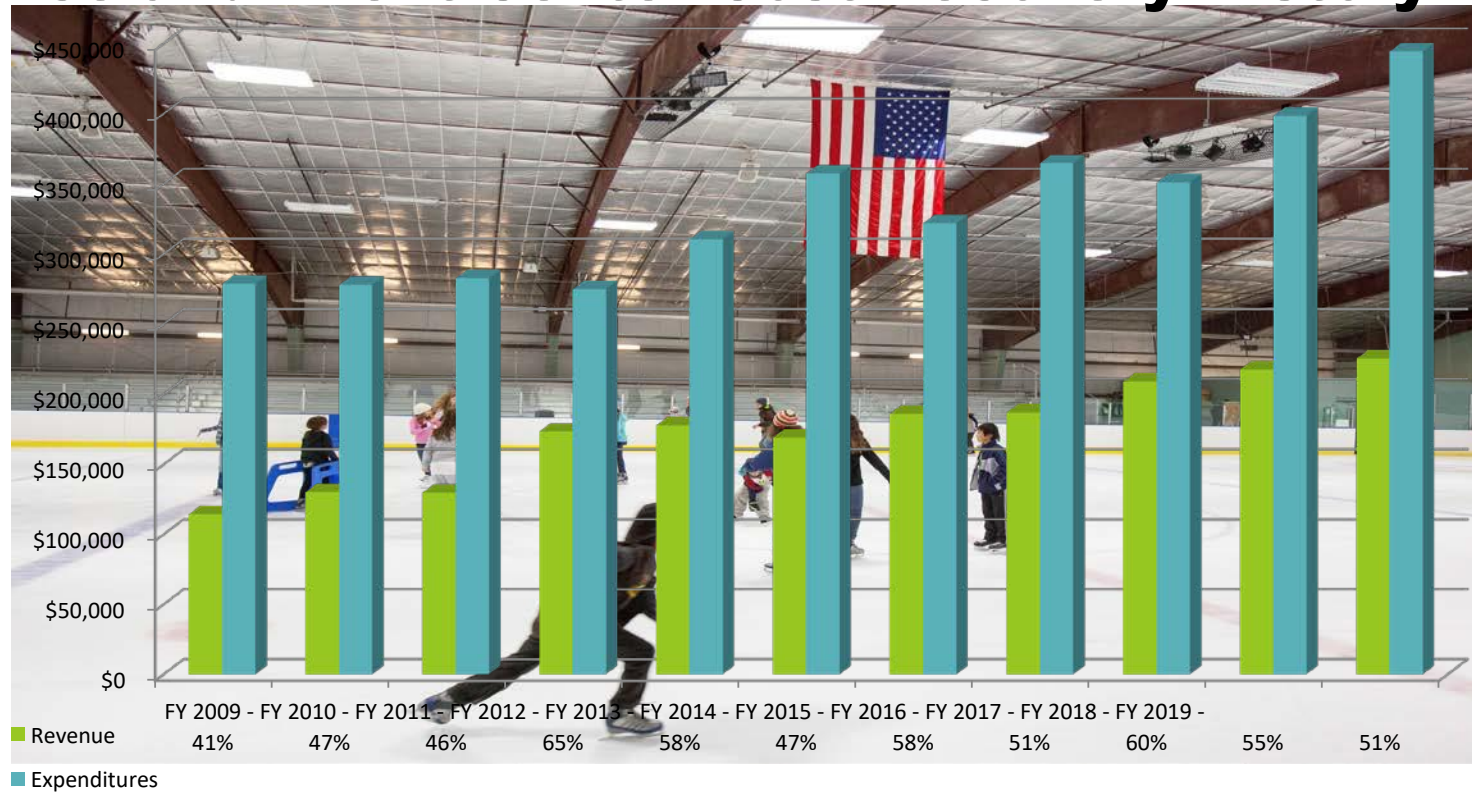
	Revenue	Expenditures	Deficit	
FY 05 - 83%	\$ 996,822.00	\$ 1,200,444.00	\$ 203,592.00	83%
FY 06 - 78%	\$ 920,000.00	\$ 1,180,000.00	\$ 260,000.00	78%
FY 07 - 67%	\$ 733,000.00	\$ 1,100,000.00	\$ 367,000.00	67%
FY 08 - 83%	\$ 1,173,078.00	\$ 1,406,847.00	\$ 233,769.00	83%
FY 09 - 83%	\$ 1,333,403.00	\$ 1,610,747.00	\$ 277,344.00	83%
FY 10 - 81%	\$ 1,268,183.00	\$ 1,553,856.00	\$ 285,673.00	82%
FY 11 - 95%	\$ 1,598,361.00	\$ 1,684,228.00	\$ 85,867.00	95%
FY 12 - 87%	\$ 1,389,362.00	\$ 1,597,566.00	\$ 208,204.00	87%
FY 13 - 87%	\$ 1,401,376.00	\$ 1,614,021.00	\$ 212,645.00	87%
FY 14 - 80%	\$ 1,384,857.00	\$ 1,722,651.00	\$ 337,794.00	80%
FY 15 - 80%	\$ 1,316,315.93	\$ 1,658,372.44	\$ 342,056.51	79%
FY 16 - 80%	\$ 1,346,253.64	\$ 1,693,121.07	\$ 346,867.43	80%
FY 17 - 80%	\$ 1,393,438.00	\$ 1,736,792.00	\$ 343,354.00	80%
FY18 - 76%	\$ 1,408,070.00	\$ 1,843,389.00	\$ 435,319.00	76%
FY19 - 71%	\$ 1,329,566.84	\$ 1,876,343.55	\$ 546,776.71	71%

## Laramie Community Recreation Center Financial History

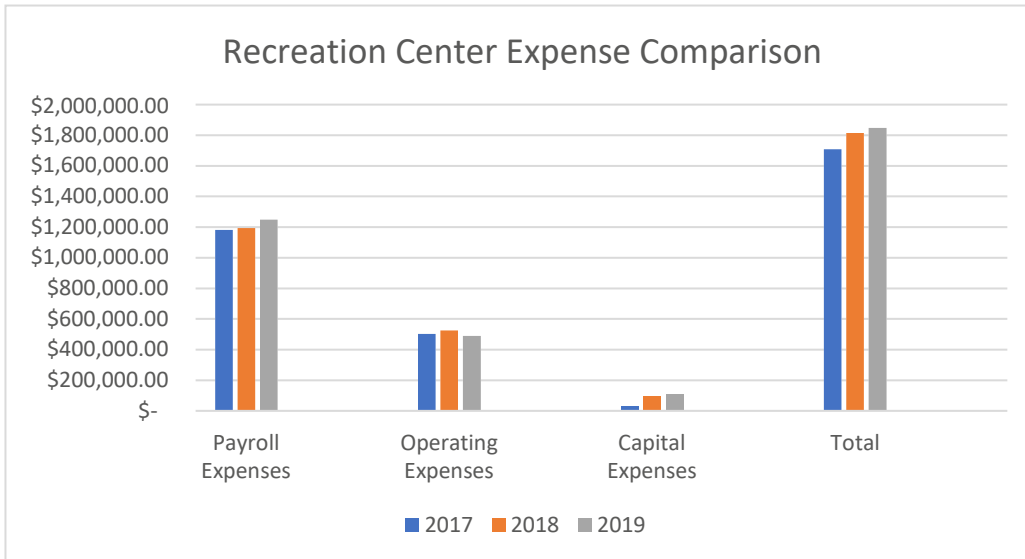


	Revenue	Expenditures	Deficit
FY 2009 - 41%	\$114,216	\$278,686	\$164,470
FY 2010 - 47%	\$130,177	\$277,977	\$147,800
FY 2011 - 46%	\$129,666	\$282,741	\$153,074
FY 2012 - 65%	\$173,331	\$274,907	\$101,576
FY 2013 - 58%	\$177,719	\$310,368	\$132,649
FY 2014 - 47%	\$169,178	\$357,335	\$188,157
FY 2015 - 58%	\$186,153	\$321,785	\$135,632
FY 2016 - 51%	\$186,939	\$364,720	\$177,781
FY 2017 - 60%	\$208,975	\$351,099	\$142,124
FY 2018 - 55%	\$217,678	\$398,517	\$180,839
FY 2019 - 51%	\$225,376	\$444,290	\$218,914

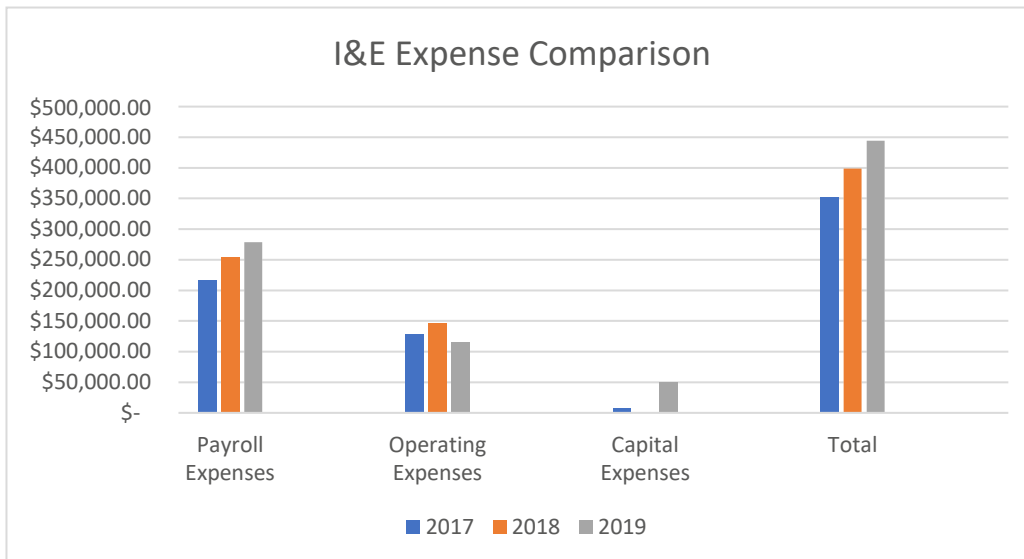
## Ice and Event Center Cost Recovery History



		2017	2018	2019
Payroll Expenses	\$	1,180,560.32	\$ 1,194,698.88	\$ 1,247,291.61
Operating Expenses	\$	501,908.93	\$ 524,593.31	\$ 490,734.75
Capital Expenses	\$	25,325.83	\$ 95,100.08	\$ 109,320.19
Total	\$	1,707,795.08	\$ 1,814,392.27	\$ 1,847,346.55



		2017	2018	2019
Payroll Expenses	\$	216,550.98	\$ 253,256.06	\$ 278,531.00
Operating Expenses	\$	128,013.80	\$ 145,261.88	\$ 115,238.71
Capital Expenses	\$	6,534.36	\$ -	\$ 50,520.66
Total	\$	351,099.14	\$ 398,517.94	\$ 444,290.37



## Recreation Center

	<u>Revenue</u>	<u>Expenditures</u>	<u>Deficit</u>	<u>Cost Recovery</u>	<u>Capital Expense</u>	<u>Cost Recovery w/o Capital</u>
<b>FY 2017</b>	\$ 1,393,438.00	\$ 1,736,792.00	\$ 343,354.00	80%	\$ 25,325.83	81%
<b>FY 2018</b>	\$ 1,408,070.00	\$ 1,843,389.00	\$ 435,319.00	76%	\$ 95,100.08	81%
<b>FY 2019</b>	\$ 1,329,566.84	\$ 1,876,343.55	\$ 546,776.71	71%	\$ 109,320.19	75%

## Ice & Event Center

	<u>Revenue</u>	<u>Expenditures</u>	<u>Deficit</u>	<u>Cost Recovery</u>	<u>Capital Expense</u>	<u>Cost Recovery w/o Capital</u>
<b>FY 2017</b>	\$ 208,975.00	\$ 351,099.14	\$ 142,124.14	60%	\$ 6,534.36	61%
<b>FY 2018</b>	\$ 217,678.28	\$ 398,517.00	\$ 180,838.72	55%	-	55%
<b>FY 2019</b>	\$ 225,376.31	\$ 444,290.37	\$ 218,914.06	51%	\$ 50,520.66	57%

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**To:** City Manager; City Council Members  
**Fr:** Scott Stevenson, Facilities Maintenance Manager  
**Date:** October 30, 2019  
**Re:** October/November 2019 Monthly Manager's Report

**Facilities Management Division** – Three responses were received for the Request for Qualifications for the Facilities Equipment Preventive Maintenance Service and Emergency Response Services. The Facilities staff examined and rated the responses and decided that all three firms were equally qualified. All three were invited to interview with staff. After interviewing the firms, staff determined the Haynes Mechanical Systems of Fort Collins, Colorado best fit the needs of the City of Laramie. Staff anticipates having an equipment preventive maintenance, service and emergency response professional services agreement for Council consideration in December. The HVAC system at the Recreation Center is currently being upgraded with a new, more energy efficient, control system. This project will be completed in November. During a preventive maintenance check in October it was discovered that the outdoor pool boiler at the Recreation Center has internal damage caused by excessive condensation. The Facilities staff has determined that the damage can be repaired internally and will be making the repairs before the pool is re-opened in May 2020. The elevator at the City Hall Annex was disabled due to a partial power outage in September and Peak Elevator, the City's elevator preventive maintenance contractor, was scheduled to make the repairs in October. Peak Elevator was non-responsive and did not perform the necessary repairs that lead to another elevator contractor being called in. The elevator is up and running now thanks to KONE, of Englewood, Colorado. The Facilities staff has terminated the contract with Peak Elevator and are negotiating with KONE for a new elevator preventive maintenance contract. The Facilities staff will be working with lighting and building envelope auditing contractors in all of the general fund buildings throughout the City in November in order to determine viable energy saving projects for the Honeywell Investment Grade Audit project. The Facilities Work Order System received thirty-eight (38) work orders in September, with three (3) still open and in progress. A total of forty-one (41) work orders were completed and closed out this month.

**To:** City Manager; City Council Members  
**Fr:** Scott Hunter, Parks Manager  
**Date:** October 30, 2019  
**Re:** October Parks Report

***Parks & Cemetery – Parks/Cemetery/Forestry/Mosquito/IPM Report –***

Winterization of irrigation systems has been completed, restrooms have been shut down for the winter and porta toilets have been set at various parks. The parks had 3 backflows freeze during the early cold weather, irrigation repairs are being completed around freezing temperatures. Staff will begin irrigation inventories in November. Turf aeration and fertilization was completed in October ahead of irrigation shut down. Staff continued to mow/trim right of ways, holding ponds and beautification areas. Early colder weather and snow kept staff from sweeping turf and general grounds clean up, these will be completed as weather allows through out the fall months. Shelter lights are being inspected and replaced as needed. Staff has requested quotes on replacing the Garfield walk bridge lights with LED's, the current electrical system and lights are beginning to show wear due to the vibrations of trains passing by. Shade structures in parks and along the greenbelt were removed ahead of potential snow. The demolition and installation of the Laprele playground has been pushed to early November due to snow. Staff has readied all snow removal equipment and has been training new employees on routes, parking lot thresholds have been lowered to 2 inches and staff is working out new snow removal procedures to accommodate this threshold. Fall intramural sports are ending and the athletic fields are being prepped for winter closures. Employees are being cross trained in the cemetery and parks services to help with on-call duties and funerals. Cemetery staff had (3) funeral services for October. Cemetery turf fertilization was completed ahead of irrigation shut down. All irrigation systems in the cemetery have been winterized. Staff will begin winter maintenance of trimmers and blowers in November. The City Arborist continues to water small conifers with the water truck to help the trees survive the winter. Staff inspected the new trees along the Snowy Range/Harney beautification area for warranty again in October: 9 out of 165 trees are considered very poor and needed replacement. Staff entered data into spreadsheets for all trees marked through GPS over the summer. Mosquito staff is requesting quotes for a new fogger and mosquito atv. The new V-plow has been purchased and is being utilized for snow removal. Staff is putting information together for the 2019 EIMG grant reporting. The Mosquito Supervisor presented at the LEPC (Local Emergency Planning Committee) meeting on October 7<sup>th</sup>. The new IPM (Integrated Pest Management) FTE is being trained on snow removal and City procurement procedures.



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

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

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**To:** City Manager; City Council Members  
**Fr:** Jodi Guerin, Recreation Manager  
**Date:** October 30, 2019  
**Re:** October/November 2019 Monthly Manager's Report

**Recreation Division:**

The Winter Program Guide has been developed and will be in mailboxes on December 1. With the onset of cold weather, sports have moved indoors. Both adult and youth volleyball are underway, with the end of season the first week of November. Family Fun Night takes place on first Friday each month. We will have inflatables, games and crafts as well as fun activities in the gymnasium. Pumpkin Dunkin took place on Friday October 18<sup>th</sup>. Ivinson Memorial Hospital was our presenting sponsor this year and assisted us in providing a lot of fun for local children. We also added a few new activities in a fishing activity and a creepy cupcake walk that helped expand the fun. Wendy Clubb has joined us as the Aquatics Supervisor from Alaska and is currently working with staff to identify program and operations areas that she thinks can be strengthened. The final session of swim lessons for 2019 begins this week and will wrap up just before Thanksgiving. Activities at the Ice & Event Center are robust so far for the year and will likely pick up now that cold weather has set in. Turkey Curling is coming up on November 16<sup>th</sup> and is again being sponsored by Toyota of Laramie, allowing us to provide turkeys for curling and then to the community Thanksgiving Dinner. Recreation and Finance staff are working together to update our recreation software in February. The updated version should enable us to provide a better level of customer service through new communications options and on-line registration and information. The second public meeting for the bike park will take place on November 6<sup>th</sup> with initial amenity options and locations identified. These were developed with community feedback and final options will be presented to City Council in a public work session on December 10. We had over 100 surveys returned for this project, indicating a high level of public interest. The City will be accepting applications for Albany County Recreation Board grants through mid-December and will be evaluating projects that will be submitted by the City as well.



**Monthly Financial  
Report  
September 30, 2019**



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

**Issue Date: October 22, 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.

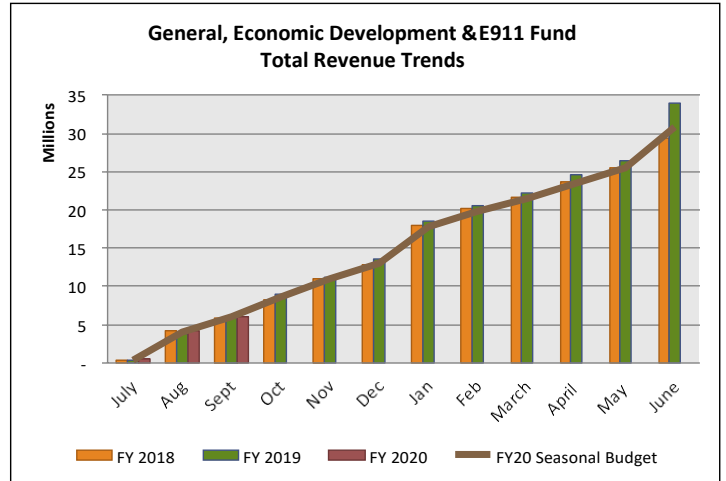
# City of Laramie Monthly Financial Report

## 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

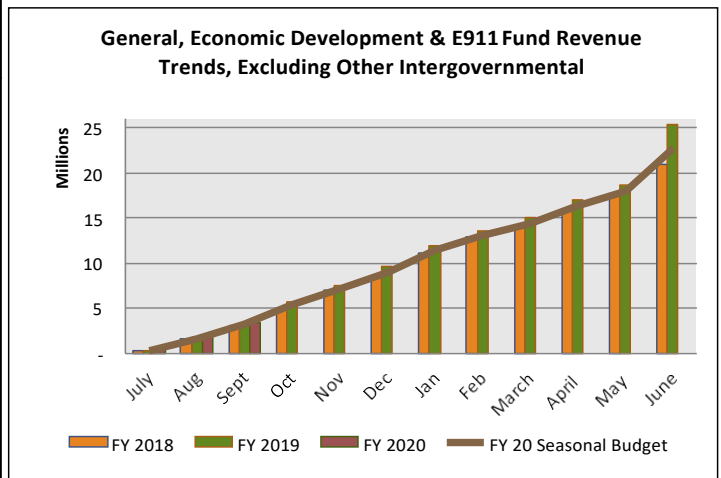
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 405,931	\$ 616,719	\$ 403,349	52.90%	51.93%
Aug	3,918,628	4,139,018	4,095,669	1.06%	5.62%
Sept	5,952,476	6,131,167	6,002,033	2.15%	3.00%
Oct	9,073,396				
Nov	11,245,251				
Dec	13,636,909				
Jan	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 2.15% above the budget target and 3.00% 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	1,832,645	1,677,184	9.27%	8.33%
Sept	3,120,370	3,388,079	3,192,384	6.13%	8.58%
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				



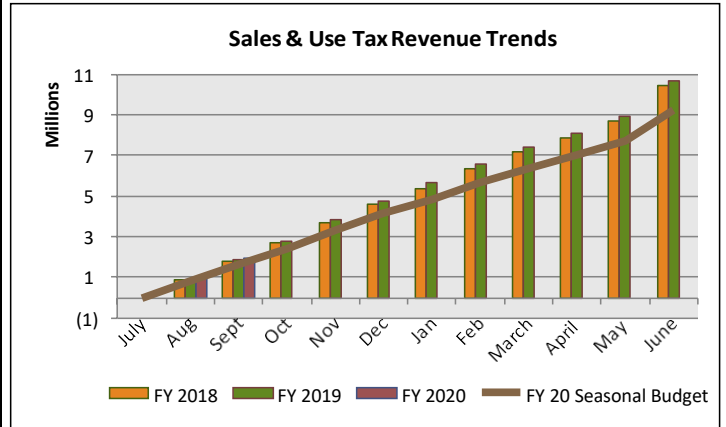
The trend line represents the target for total revenue, excluding intergovernmental sources. This revenue total approximates operating revenue. The City is 6.13% above the revenue target and 8.58% above revenue collected to date in FY 2019. A large part of the year to year variance is due to the timing of collections for semi-annual or annual revenues. The reasons for other operating variances are described in the following sections.

# City of Laramie Monthly Financial Report

## 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. Sales & Use tax collection are 18.48% above the revenue target and 1.64% above the collections to date in FY 2019.

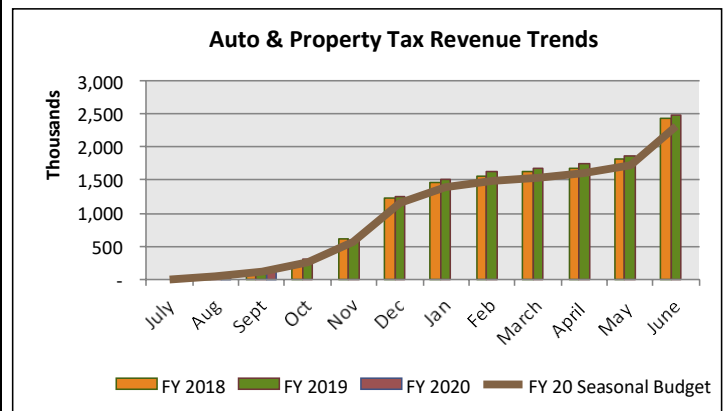
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ -	\$ -	\$ -	0.00%	0.00%
Aug	916,145	944,628	773,217	22.17%	3.11%
Sept	1,894,678	1,925,685	1,625,312	18.48%	1.64%
Oct	2,786,843	-	2,424,410		
Nov	3,831,870	-	3,318,944		
Dec	4,780,660	-	4,122,659		
Jan	5,681,404	-	4,854,904		
Feb	6,604,635	-	5,682,813		
March	7,382,248	-	6,379,241		
April	8,099,530	-	7,004,804		
May	8,948,229	-	7,730,172		
June	10,690,979	-	9,250,000		



## 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. Auto and Property tax collections are 23.92% above the revenue target and 12.62% above the collections to date in FY 2019.

Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ -	\$ -	\$ -	0.00%	0.00%
Aug	56,682	67,692	51,040	32.63%	19.42%
Sept	119,385	134,449	108,500	23.92%	12.62%
Oct	304,141	-	258,517		
Nov	581,941	-	562,192		
Dec	1,240,795	-	1,151,179		
Jan	1,507,686	-	1,395,194		
Feb	1,620,147	-	1,488,834		
March	1,679,076	-	1,544,253		
April	1,738,211	-	1,599,161		
May	1,869,733	-	1,729,486		
June	2,483,045	-	2,300,000		

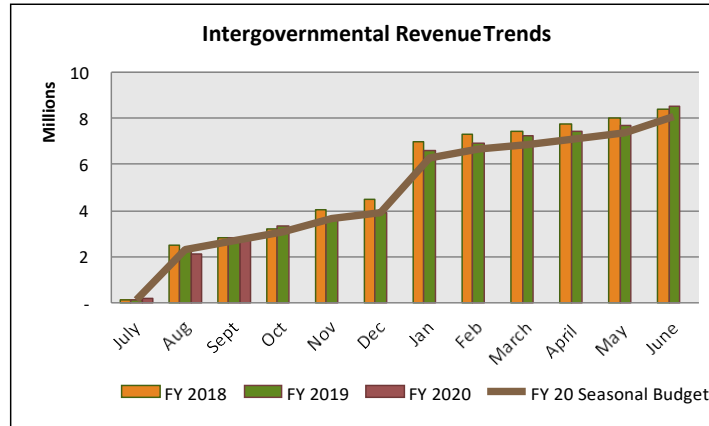


# City of Laramie Monthly Financial Report

## INTERGOVERNMENTAL REVENUE

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

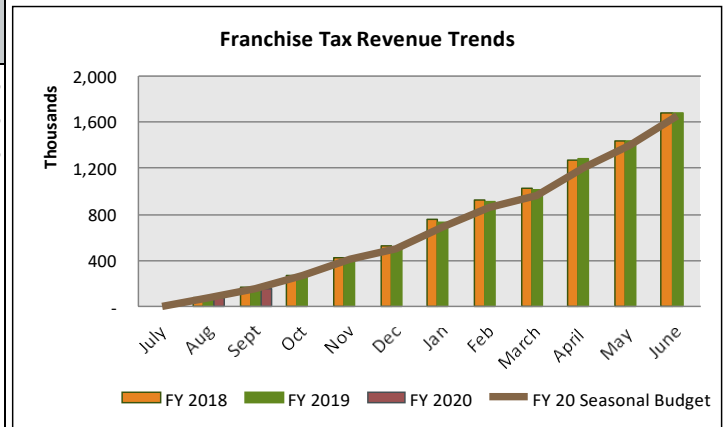
The FY 2020 direct distribution is forecasted at \$4.0 million. The City received its first disbursement in August.



## FRANCHISE TAX

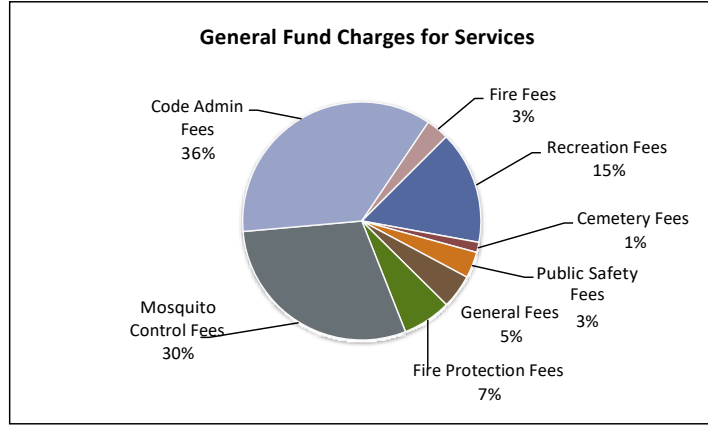
Franchise taxes are paid by electricity, gas, telephone, and cable television in accordance with franchise agreements. Franchise tax revenue comprises about 5% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. Franchise tax collections are 0.16% above the revenue target and 0.90% below the collections to date in FY 2019.

Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ -	\$ -	\$ -	0.00%	0.00%
Aug	81,431	77,116	79,191	-2.62%	-5.30%
Sept	160,277	158,831	158,579	0.16%	-0.90%
Oct	264,546	-	265,103		
Nov	411,542	-	412,992		
Dec	503,624	-	502,821		
Jan	729,235	-	688,692		
Feb	902,924	-	858,802		
March	1,005,135	-	962,808		
April	1,278,894	-	1,197,760		
May	1,432,015	-	1,394,194		
June	1,678,363	-	1,650,175		



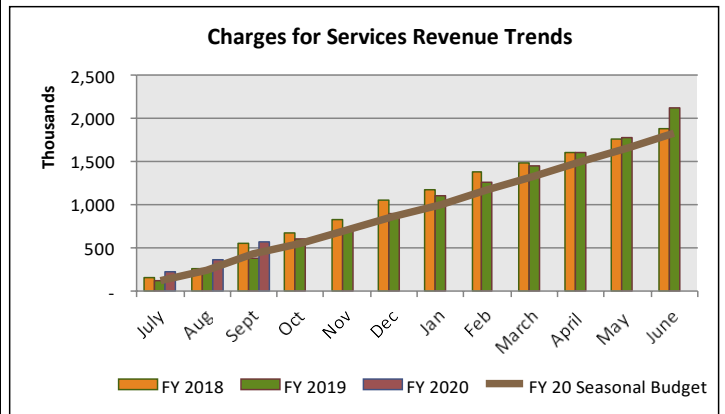
CHARGES FOR SERVICE

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 47.26% above the prior year revenue to date and 33.33% 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	363,816	232,597	56.42%	48.32%
Sept	384,473	566,192	424,653	33.33%	47.26%
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

### 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	25.36%	238,799	211,974	26,825	22.51%	729,664
Legal	529,898	24.04%	127,387	116,595	10,792	22.00%	413,303
Finance	1,328,653	24.77%	329,107	205,603	123,504	15.47%	1,123,050
Engineering	1,909,354	22.81%	435,524	140,035	295,489	7.33%	1,769,319
Streets & Alleys	3,755,452	26.89%	1,009,841	594,692	415,149	15.84%	3,160,760
Parks	1,098,527	27.91%	306,599	250,069	56,530	22.76%	848,458
Recreation	253,050	32.24%	81,583	57,585	23,998	22.76%	195,465
Ice and Events Center	520,667	17.95%	93,460	93,406	54	17.94%	427,261
Emergency Management	11,300	91.00%	10,283	10,180	103	90.09%	1,120
Cemetery	344,715	26.00%	89,626	64,156	25,470	18.61%	280,559
Police	5,651,784	25.08%	1,417,467	1,262,577	154,890	22.34%	4,389,207
Fire	6,202,600	24.87%	1,542,587	1,401,108	141,479	22.59%	4,801,492
Planning	662,890	26.44%	175,268	81,373	93,895	12.28%	581,517
Public Works	618,063	22.84%	141,166	82,419	58,747	13.34%	535,644
Facilities Management	955,777	22.77%	217,630	87,954	129,676	9.20%	867,823
Municipal Court	452,670	24.39%	110,406	61,300	49,106	13.54%	391,370
Other General Accounts	8,191,455	34.43%	2,820,318	1,615,272	1,205,046	19.72%	6,576,183
Mosquito Control	696,999	36.80%	256,496	100,214	156,282	14.38%	596,785
Information Technology	1,105,347	28.19%	311,597	172,811	138,786	15.63%	932,536
City Clerk	258,315	22.04%	56,933	47,415	9,518	18.36%	210,900
City Council	186,294	31.73%	59,111	50,030	9,081	26.86%	136,264
Animal Control	408,884	23.39%	95,638	95,413	225	23.33%	313,471
Code Administration	569,088	24.01%	136,638	116,073	20,565	20.40%	453,015
Human Resources	412,313	24.50%	101,017	99,342	1,675	24.09%	312,971
Records & Communication	1,995,658	28.39%	566,567	535,079	31,488	26.81%	1,460,579
Recreation Administration	91,930	24.82%	22,817	13,760	9,057	14.97%	78,170
Safety Compliance	8,960	7.54%	676	54	622	0.60%	8,906
Expenses E-911	1,542,671	14.34%	221,219	95,239	125,980	6.17%	1,447,432
<b>EXPENSE TOTALS:</b>	<b>\$40,704,952</b>	<b>N/A</b>	<b>10,975,760</b>	<b>7,661,728</b>	<b>3,314,032</b>	<b>18.82%</b>	<b>\$33,043,224</b>

**Recreation Center Fund**

September 30, 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	Sept FY 20 MTD Actuals	Sept 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	-	-	-
Aquatic Fees	36,753	37,000	3,445	11,785	31.85
Rentals	28,500	35,000	1,210	4,827	13.79
Concession Sales	18,642	22,000	595	7,015	31.89
Programs	17,190	25,000	1,454	3,833	15.33
POS Merchandise	8,577	9,000	651	2,623	29.14
Admissions	814,209	780,000	62,534	214,306	27.48
Child Care	1,682	2,000	190	678	33.90
SACC Fees	146,019	105,000	9,801	23,811	22.68
Miscellaneous	20,920	2,000	3,366	6,241	312.05
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>83,246</b>	<b>275,119</b>	<b>21.87%</b>
Interfund Transfers In - Capital	-	-	-	-	-
Interfund Transfers In - Operating	400,000	300,000	25,000	75,000	25.00
<b>Total Revenues:</b>	<b>1,735,347</b>	<b>1,558,100</b>	<b>108,246</b>	<b>350,119</b>	<b>22.47%</b>
<b>Expenditures:</b>					
Personnel Services	1,240,200	1,187,613	99,968	349,825	29.46
Contractual Services	360,550	400,458	27,263	117,216	29.27
Community Support	-	-	-	-	-
Materials and Supplies	141,067	155,149	13,634	37,728	24.32
Capital Expenditures	115,387	295,899	2,164	2,758	-
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>143,029</b>	<b>507,527</b>	<b>24.54%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(\$150,854)</b>	<b>(\$510,016)</b>	<b>(\$34,783)</b>	<b>(\$157,408)</b>	

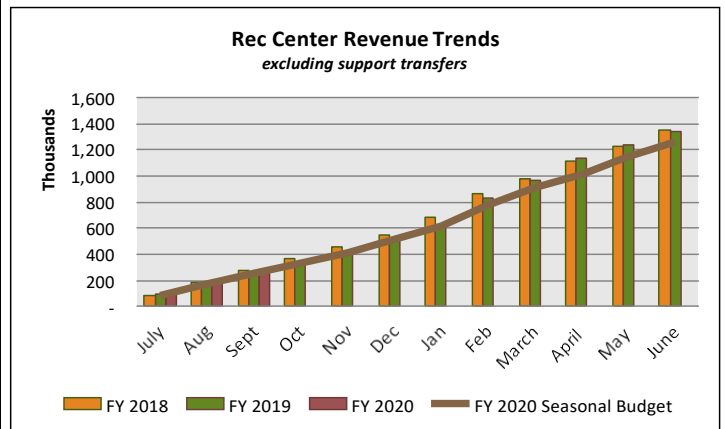
**Revenue – Recreation Center Fund**

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 up 8.30% compared to the prior year and is 10.32% above the revenue budget target.

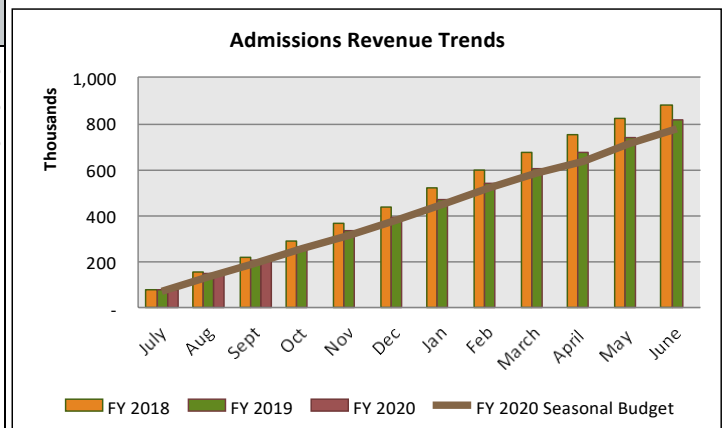
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 93,965	\$ 92,054	\$ 83,842	9.79%	-2.03%
Aug	183,692	191,875	173,471	10.61%	4.45%
Sept	254,028	275,119	249,390	10.32%	8.30%
Oct	327,071				
Nov	415,056				
Dec	513,730				
Jan	610,487				
Feb	834,177				
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 up 3.13% compared to the prior year and is 9.28% 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	151,772	138,636	9.48%	1.23%
Sept	207,810	214,306	196,099	9.28%	3.13%
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 0.14% below the prior year’s totals to date, and 4.02% below 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	364,497	372,121	-2.05%	-4.55%
Sept	508,229	507,527	528,803	-4.02%	-0.14%
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				

