

**PARKS, TREE & RECREATION ADVISORY BOARD**  
Laramie, Community Recreation Center, Front Conference Room,  
920 Boulder Drive  
December 11, 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 from the October 9, 2019 and November 13, 2019 regular meetings of the Parks, Tree and Recreation Advisory Board.**

**Action:**

that the Parks, Tree & Recreation Advisory Board acknowledge receipt of the minutes from the October 9, 2019 and November 13, 2019 regular meetings and forward them to City Council for placement on file for public inspection.

**[Feezer, ACM]**

Documents:

[October.November 2019 PTR Minutes Cover Sheet.pdf](#)  
[PTR Advisory Board Minutes October 9, 2019.pdf](#)  
[PTR Advisory Board Minutes November 13, 2019.pdf](#)

**6.B. Receipt of roller skate donation.**

**Action:**

that the Parks, Tree & Recreation Advisory Board authorize the receipt of a donation of roller skates and repair parts in an amount of approximately

\$20,000.00.

**[Guerin, Recreation]**

Documents:

[Roller Skate Donation Cover Sheet.pdf](#)  
[Roller Skate Donation Memo.pdf](#)

**7. Regular Agenda**

**7.A. Presentation of PTR Board responsibilities and City financial operations.**

**[Guerin, Recreation - Wade, Finance]**

Documents:

[Cover Sheet Board Responsibilities.pdf](#)  
[2.28.070 Duties Generally.pdf](#)

**8. Staff Reports/Financial Information**

Documents:

[FAC PR Monthly Report 11-20-19.docx](#)  
[Parks Manager Report 11-27-19.docx](#)  
[Rec monthly Report December 2019.docx](#)  
[October 2019 Financial Statement.pdf](#)

**9. Next Meeting Date**

Regular Meeting - January 8, 2019 at 6:00pm, located in the Laramie Community Recreation Center, Front Conference Room, 920 Boulder Dr., Laramie, Wyoming. (ACRB Grant Presentations)

Special Meeting - January 9, 2019 at 6:00pm, located in the Laramie Community Recreation Center, Front Conference Room, 920 Boulder Dr., Laramie, Wyoming (ACRB Grant Prioritization)

**10. Adjournment**



**PARKS, TREE & RECREATION ADVISORY BOARD**

*AGENDA COVER SHEET*

---

Meeting Date:	December 11, 2019	Division:	Administration	Item:	Minutes
Title:	Minutes from the October 9, 2019 and November 13, 2019 regular meetings 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 October 9, 2019 and November 13, 2019 regular meetings and forward them to City Council for placement on file for public inspection.

---

**Administrative or Policy Goal:**

N/A

---

**Background Information:**

See attachments.

---

**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:**

- PTR Advisory Board Minutes October 9, 2019
- PTR Advisory Board Minutes November 13, 2019

**CITY OF LARAMIE PARKS, TREE & RECREATION ADVISORY BOARD**

**October 9, 2019 - Minutes of Meeting**

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

MEMBERS NOT PRESENT: Dave Hammond.

**COUNCIL LIASON:** Pat Gabriel – present.

**GUESTS:** Sam Burkett.

**CITY STAFF PRESENT:** Todd Feezer, Assistant City Manager; Devin Stalder, Recreation Supervisor; Dani Sheppard, Administrative Coordinator.

**1. Call to Order**

The regular meeting was called to order by Chair Foianini at 6:34 pm.

**2. Approval of Agenda**

Motion by Williamson, seconded by Favret, that the agenda be set as submitted. Motion carried by voice vote 8-0.

**3. Citizen Comments**

Sam Burkett provided comment of his attendance.

**4. Advisory Board or Staff Comments**

None

**5. Disclosures**

None

**6. Consent Agenda:**

Motion by Williamson, seconded by Holen, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried by voice vote 8-0.

6.A. MINUTES: Minutes from the September 18, 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 October 18, 2019 regular meeting and forward them to City Council for placement on file for public inspection.

6.B. FEE WAIVER: Consideration of request to waive fees for Southeast Wyoming Cyclocross races to be held in LaPrele Park on 10.27.19 and 11.17.19.

Action:

that the Parks, Tree & Recreation Advisory Board approve the of request to waive fees for Southeast Wyoming Cyclocross races to be held in LaPrele Park on 10.27.19 and 11.17.19 in an amount not to exceed \$75.

**7. Regular Agenda:**

7.A. Update on the LaPrele Park Playground Replacement Project.  
No Motion

7.B. Update on the Undine Pickleball Court Project.  
No Motion

7.C. Update on Washington Park Accessibility Project.  
No Motion.

7.D. Cost Recovery

Devin Stalder, Recreation Supervisor gave a presentation for the Cost Recovery for the Laramie Community Recreation Center and Ice & Event Center. Questions were asked, discussion was made.

Motion by Williamson, seconded by Kahler, that the Parks, Tree & Recreation Advisory Board acknowledge receipt of the Recreation Center and Ice & Event Center Cost Recovery Analysis. Motion carried by voice vote 8-0.

**8. Staff Reports/Financial Information**

8.A. October Staff reports/ Financial Information

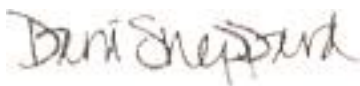
**9. Next Meeting Date**

November 13, 2019 at 6:30pm, located in the Laramie Community Recreation Center, Front Conference Room, 920 Boulder Dr., Laramie, Wyoming.

**10. Adjournment**

Meeting adjourned at 7:36pm.

Respectfully Submitted,



Dani Sheppard  
Administrative Coordinator,  
Parks & Recreation Department  
City of Laramie

**CITY OF LARAMIE PARKS, TREE & RECREATION ADVISORY BOARD**

**November 13, 2019 - Minutes of Meeting**

**MEMBERS PRESENT:** Larry Foianini, Marius Favret, Dave Hammond, Brett Kahler, Amber Holen, Richard Miller, Chris Dixon, and Amy Williamson.

**MEMBERS NOT PRESENT:** Wendy King.

**COUNCIL LIASON:** Pat Gabriel – present.

**GUESTS:** Andi Summerville, Ken Gerow, Colby Bluemel, Dave Bluemel.

**CITY STAFF PRESENT:** Todd Feezer, Assistant City Manager; Dani Sheppard, Administrative Coordinator; Jodi Guerin, Recreation Manager, Scott Hunter, Parks Manager.

**1. Call to Order**

The regular meeting was called to order by Chair Foianini at 6:35 pm.

**2. Approval of Agenda:** Motion by Favret, seconded by Hammond, that changes to the agenda approved. Consent Agenda item 6.C. be changed to Regular Agenda 7.D. Motion carried by voice vote 8-0.

**3. Citizen Comments**

None

**4. Advisory Board or Staff Comments**

Questions were asked, discussion was made.

**5. Disclosures**

None

**6. Consent Agenda:** Motion by Williamson, seconded by Hammond, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried by voice vote 8-0.

**6.A. Consideration of 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.

**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.

**7. Regular Agenda:**

**7.A. Report on City funded Public Arts projects from FY19**

Motion by Williamson, seconded by Favret to acknowledge receipt of the reports for the Front Porch Music Series and the Skatepark Stage Public Art Projects from the summer of 2019. Motion carried by voice 8-0.

**7.B. Consideration of an Eagle Scout Project proposed by Colby Bluemel**

Motion by Williamson, seconded by Hammond to approve the Eagle Scout Project by Colby Bluemel and authorize Mr. Bluemel and staff to work towards completion of this project. Motion carried by voice 8-0.

**7.C. Cost Recovery Analysis**

Motion by Favret, seconded by Williamson to acknowledge receipt of the Cost Recovery Analysis for the Recreation and Ice & Event Center. Motion carried by voice 8-0.

**7.D. Lease Agreement between Four "G" Enterprises and the City of Laramie for a segment of the Laramie River Greenbelt.**

Motion by Williamson, seconded by Hammond to approve the Lease Agreement between the City of Laramie and Four "G" Enterprises to provide access for the Laramie Rive Greenbelt under Snowy Range Road and forward to the Laramie City Council for approval. Motion carried by voice 8-0.

**8. Staff Reports/Financial Information**

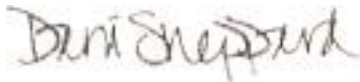
Feezer presented Facilities Monthly Report  
Guerin presented Recreation Monthly Report  
Hunter presented Parks Monthly Report  
Feezer presented Administration Monthly Report

**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**

Meeting adjourned at 8:22 pm.

Respectfully Submitted,



Dani Sheppard  
Administrative Coordinator,  
Parks & Recreation Department  
City of Laramie



Meeting Date:	December 11, 2019	Division:	Recreation Division	Item:	Other
Title:	Receipt of roller skate donation.				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board authorize the receipt of a donation of roller skates and repair parts in an amount of approximately \$20,000.00.

**Administrative or Policy Goal:**

To offer robust summer programming at the Ice & Event Center.

**Background Information:**

The Laramie Ice & Event Center has a limited supply of roller skates for summer programs. The staff was recently contacted by the previous owners of a local skating rink to see if we would be interested in receiving a significant donation of roller skates and repair parts. Receiving this donation would bolster our ability to offer roller skating to more members of the public.

Since the value is in excess of \$500 staff are requesting authorization to receive this generous donation.

**Legal/Code/Statutory Authority:**

N/A

**Fiscal Information:**

\$20,000 Donation

**Staff Contact:**

Jodi Guerin, Recreation Manager 721-5259, [jguerin@cityoflaramie.org](mailto:jguerin@cityoflaramie.org)

**Attachments:**

Roller Skate Cover Sheet

December 6, 2019

To: Parks, Tree & Recreation Advisory Board  
From: Devin Stalder  
Re: Poledna Donation

Honorable Chair and Board,

In the fall of 2019 the Poledna family contacted me about donating the roller skates and gear that were previously used at Skyline Skate. After seeing the donation, we estimate that 450 roller and inline skates with several spare parts and equipment were included. We estimate that the value of each pair of skates is between \$30-\$50 based on their varied conditions. This estimation was based on research into purchasing the same styles in used condition. A new pair of rental skates, in our current model, is roughly \$150 which varies based on size. Additionally, we believe that \$2,000 worth of spare parts, tools and storage are included. We are using a number of \$40 per pair of skates to value the total donation at \$20,000.

For the record, this donation will be recognized as being from Dale Poledna, Dale Poledna Jr., Lisa Poledna and Jill Edwards.

We ask the Parks, Tree and Recreation Advisory Board to allow us to accept the full donation. Our plan is to sort through the contents and determine what may be used for our inventory vs. further donating.

Respectfully,



Devin Stalder  
Recreation Supervisor



**PARKS, TREE & RECREATION ADVISORY BOARD**

*AGENDA COVER SHEET*

Meeting Date:	December 11, 2019	Division:	Recreation Division	Item:	Presentation
Title:	Presentation of PTR Board responsibilities and City financial operations.				

**Recommended Board Motion:**

I move that the Parks, Tree & Recreation Advisory Board acknowledge the presentation of information from the Laramie Municipal Code regarding board member responsibilities and City financial operations.

**Administrative or Policy Goal:**

To provide educational information to Advisory Board members for their effective governance.

**Background Information:**

At the meetings in October and November of 2019, the board discussed the finances and cost recovery for the Ice & Event and Recreation Centers as they relate to board member responsibilities. Members requested information about where funding for Parks and Recreation comes from and what is their appropriate role in oversight. A short overview of duties assigned by municipal code will be provided, followed by a presentation from our City Finance Manager, Jenn Wade with regards to City financial operations.

**Legal/Code/Statutory Authority:**

N/A

**Fiscal Information:**

N/A

**Staff Contact:**

Jodi Guerin, Recreation Manager  
Jennifer Wade, Finance Manager

**Attachments:**

Municipal Code 2.28.070

2.28.070 - Duties—Generally.

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

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

(Ord. 1232 § 7, 1998)

---

**To:** City Manager; City Council Members  
**Fr:** Scott Stevenson, Facilities Maintenance Manager  
**Date:** November 21, 2019  
**Re:** December 2019 Monthly Manager's Report

**Facilities Management Division** - The Facilities staff is preparing the bid package for the Recreation Center 8-lane Pool Gutter Grate Replacement Project and hopes to advertise for bids the end of December. 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. All three firms were equally qualified, all three firms were invited to interview with staff. At the conclusion of interviews staff determined that 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 on December 3<sup>rd</sup>. 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 December. 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. 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 professional services agreement with Peak Elevator has been terminated and a new agreement has been negotiated with KONE Elevator, of Englewood, Colorado. Facilities staff will be working with lighting and building envelope auditing contractors in all of the general fund buildings throughout the City in December in order to determine viable energy saving projects for the Honeywell Investment Grade Audit project. The Facilities Work Order System received thirteen (13) work orders in November, with three (3) still open and in progress. A total of thirteen (13) work orders were completed and closed out this month.

---

**To:** City Manager; City Council Members  
**Fr:** Scott Hunter, Parks Manager  
**Date:** November 25, 2019  
**Re:** December 2019 Monthly Manager's Report

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

Leaf cleanup is on-going around weather events and staff has begun to prune back perennials in medians and beautification areas. Holiday lights have been put up at the annex, City Hall and downtown locations. Two water taps have been installed on the new Bill Nye medians in preparation for a spring beautification project. The LaPrele playground as been demolished and a new one installed. Staff is waiting on the final inspection with the contractors before the playground can be opened. Staff is beginning to prepare ACRB paperwork for the upcoming grant process. Two cameras have been installed on poles located at the LaBonte Skate Park, the images have been sharp. Staff has been going through BBQ pits and repainting/replacing those that are showing age. Athletic fields have been shut down for the winter months. The cemetery had (7) seven funerals for the month of November. Cemetery staff has been working on grounds cleanup around weather events and working on equipment maintenance. Cemetery staff continues to work on plot plans and file cleanup. Quotes have been received for a fence around the Cemetery community gardens and staff will have a site walkthrough with contractors with the hopes of installation in early spring before the planting season begins. Mosquito staff is finishing up the grant reporting for the EIMAG19, (Emergency Insect Management Assistance Grant), and will be getting ready to go out for the 2020 EIMAG grant. Staff is going through chemical inventories and will be requesting quotes in December. Mosquito staff has been helping with leaf cleanup, beautification area cleanup and tree/shrub pruning. Forestry staff has been working on damaged trees from beaver activity along Spring Creek and the Laramie River Greenbelt. Forestry staff continues to input data from the GIS information over the summer. Newer trees are being watered with a water truck as the weather allows. Staff continues to work on hazard mitigations and home owner site inspections as they come up. All FTEs will be working on winter trainings starting in December.



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

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

---

**To:** City Manager; City Council Members  
**Fr:** Jodi Guerin, Recreation Manager  
**Date:** November 25, 2019  
**Re:** December 2019 Monthly Manager's Report

**Recreation Division:**

Program guides were delivered on the weekend of the Nov. 23<sup>rd</sup> and registration for Winter/Spring activities opens on Sunday Dec. 1. Planning for a Rec Trac software migration is underway with significant work occurring on our existing database over the next several months. Final migration activities is planned for February pending unknown issues. This past month a defect was identified in the platform for the diving board which was replaced by facilities staff in the past week. The diving board should be reopening shortly. Staff are meeting with user groups to identify potential grant applications for the Albany County Recreation Mill grant cycle coming in December. Additionally, we are reviewing possible City applications with an eye on supplementing upgrades that are planned to occur with the Specific Purpose Tax funding. The Zamboni recently went down due to a fuel system issue leaving us without ice grooming over the weekend that Turkey Curling was scheduled to occur. Staff opted to flood the rink and do a manual shovel so that they could salvage as much programming as possible. Fleet was able to get it up and running again on Monday and activities are back to normal. The second public meeting for the bike park took place and final recommendations are being refined for the City Council work session on December 10. Conversations have been initiated with University staff to consider the location near Aragon Fields that was identified through the public process as a preferred option. An additional site has been identified near the Recreation Center as well. Staff have been planning for the Youth Basketball tournament coming up in April and will be utilizing new software to assist with bracketing, scheduling, communication, marketing and hopefully registration. It will make significant improvements to operational efficiencies both prior to and during the tournament that may help reduce the number of staff required to run the tournament.



## **Monthly Financial Report October 31, 2019**



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

**Issue Date: November 20, 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.

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

October 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	Oct FY20 MTD Actuals	Oct FY20 YTD Actuals	% of Annual Budget
Auto & Property Taxes	2,483,045	2,355,000	177,892	312,341	-
Franchise Tax	1,678,363	1,650,175	110,532	269,363	-
Licenses & Permits	189,646	133,500	7,641	35,192	26.36
Severance Tax	1,143,170	1,144,000	285,792	285,792	-
Mineral Royalties	744,819	717,000	197,455	197,455	-
Sales & Use Tax	10,690,979	9,250,000	1,034,876	2,960,560	-
Other Intergovernmental	8,534,863	8,061,817	308,759	3,051,846	37.86
Charges for Services	2,126,485	1,826,020	250,802	816,994	44.74
Fines & Forfeits	565,529	585,000	59,671	181,884	31.09
Interest	217,262	78,500	23,932	101,344	129.10
Investment Gains (Losses)	190,206	-	757	(22,683)	-
Miscellaneous	1,032,777	285,500	18,116	73,451	25.73
<b>Total Outside Revenue</b>	<b>29,597,144</b>	<b>26,086,512</b>	<b>2,476,225</b>	<b>8,263,539</b>	<b>31.68%</b>
Interfund Transfers In	3,007,500	3,350,339	833	3,333	0.10
Operating Transfers In	1,365,406	1,365,406	113,784	455,135	33.33
<b>Total Revenues:</b>	<b>33,970,050</b>	<b>30,802,257</b>	<b>2,590,842</b>	<b>8,722,007</b>	<b>28.32%</b>
<b>Expenditures:</b>					
Personnel Services	18,178,736	20,400,478	1,508,272	6,272,290	30.75
Contractual Services	4,041,533	4,720,927	252,756	1,544,662	32.72
Community Agencies	481,502	495,945	30,218	297,823	60.05
Materials and Supplies	1,227,181	1,819,599	74,139	211,164	11.60
Capital Expenditures	2,211,181	6,868,847	344,408	697,395	10.15
Operating Transfers Out	459,152	356,200	29,755	119,020	33.41
Capital Transfers Out	3,661,149	6,000,000	250,000	1,000,000	16.67
Capital Lease and Debt Services	327,428	619,858	345,568	367,250	59.25
<b>Total Expenditures:</b>	<b>30,587,862</b>	<b>41,281,854</b>	<b>2,835,116</b>	<b>10,509,604</b>	<b>25.46%</b>
<b>Revenue Over (Under)</b>					
Expenditures	<b>\$3,382,188</b>	<b>(\$10,479,597)</b>	<b>(\$244,274)</b>	<b>(\$1,787,597)</b>	

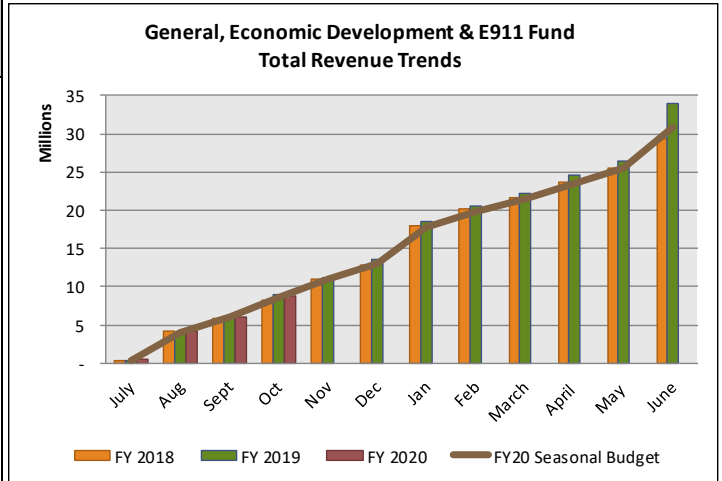
# City of Laramie Monthly Financial Report

## 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

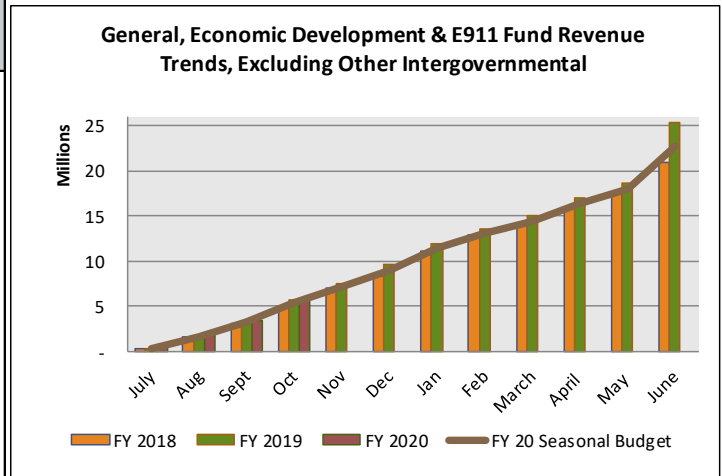
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 405,931	\$ 616,719	\$ 403,349	52.90%	51.93%
Aug	3,918,628	4,139,018	4,095,669	1.06%	5.62%
Sept	5,952,476	6,131,167	6,002,033	2.15%	3.00%
Oct	9,073,396	8,722,007	8,544,093	2.08%	-3.87%
Nov	11,245,251				
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 2.08% above the budget target and 3.87% below 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	5,670,161	5,391,950	5.16%	-1.34%
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				



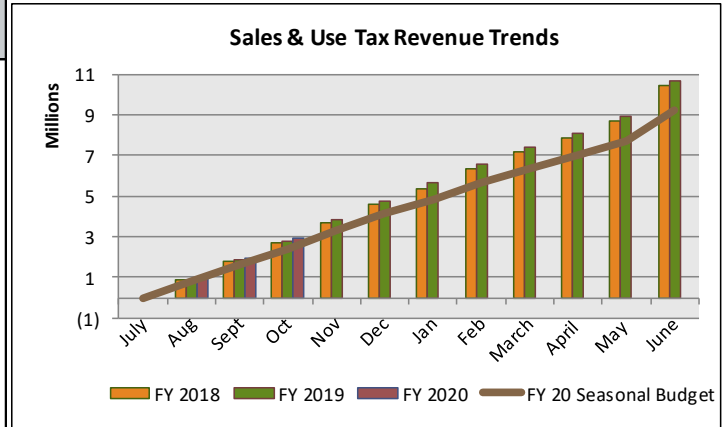
The trend line represents the target for total revenue, excluding intergovernmental sources. This revenue total approximates operating revenue. The City is 5.16% above the revenue target and 1.34% below revenue collected to date in FY 2019. A large part of the year to year variance is due to the timing 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 22.11% above the revenue target and 6.23% above the collections to date in FY 2019.

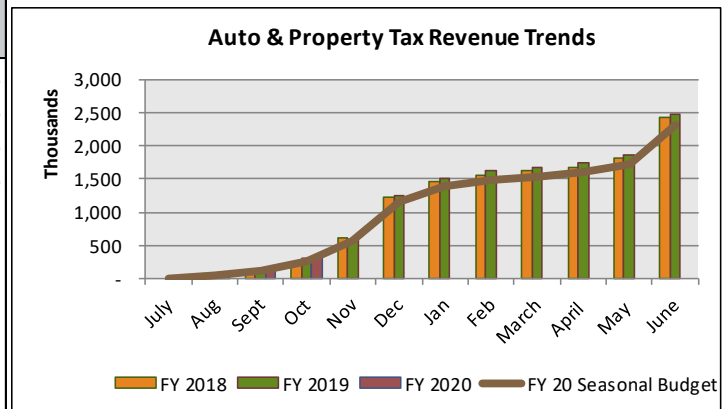
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ -	\$ -	\$ -	0.00%	0.00%
Aug	916,145	944,628	773,217	22.17%	3.11%
Sept	1,894,678	1,925,685	1,625,312	18.48%	1.64%
Oct	2,786,843	2,960,560	2,424,410	22.11%	6.23%
Nov	3,831,870	-	3,318,944		
Dec	4,780,660	-	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 20.82% above the revenue target and 2.70% above the collections to date in FY 2019.

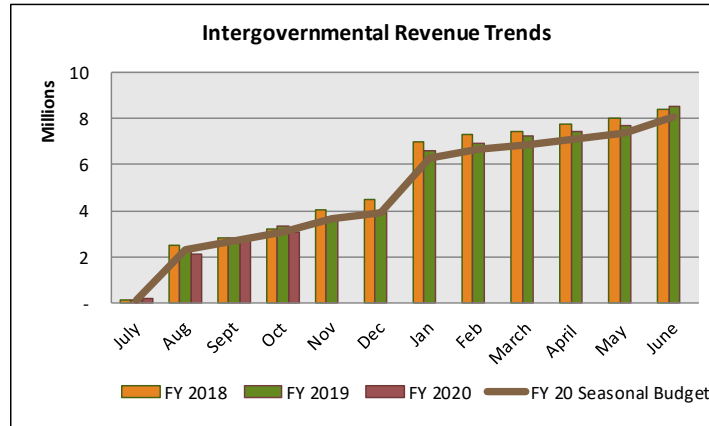
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ -	\$ -	\$ -	0.00%	0.00%
Aug	56,682	67,692	51,040	32.63%	19.42%
Sept	119,385	134,449	108,500	23.92%	12.62%
Oct	304,141	312,341	258,517	20.82%	2.70%
Nov	581,941	-	562,192		
Dec	1,240,795	-	1,151,179		
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		



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.

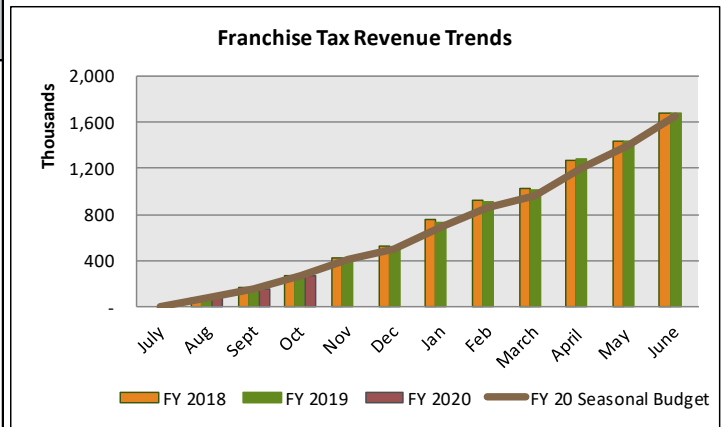
The FY 2020 direct distribution is forecasted at \$4.0 million. The City received its first disbursement in August.



FRANCHISE TAX

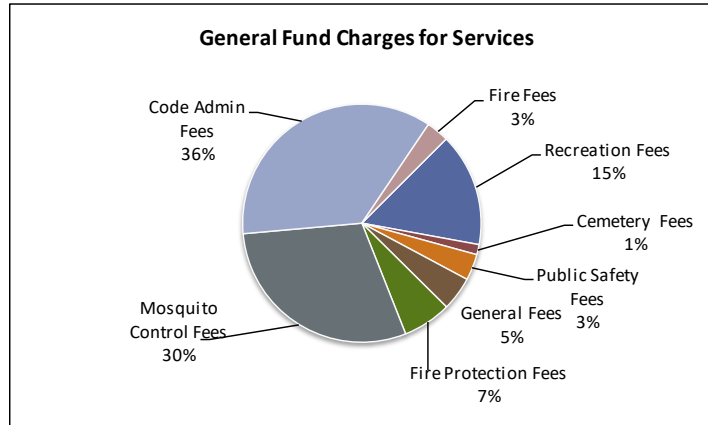
Franchise taxes are paid by electricity, gas, telephone, and cable television in accordance with franchise agreements. Franchise tax revenue comprises about 5% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. Franchise tax collections are 1.61% above the revenue target and 1.82% 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	81,431	77,116	79,191	-2.62%	-5.30%
Sept	160,277	158,831	158,579	0.16%	-0.90%
Oct	264,546	269,363	265,103	1.61%	1.82%
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	-	-



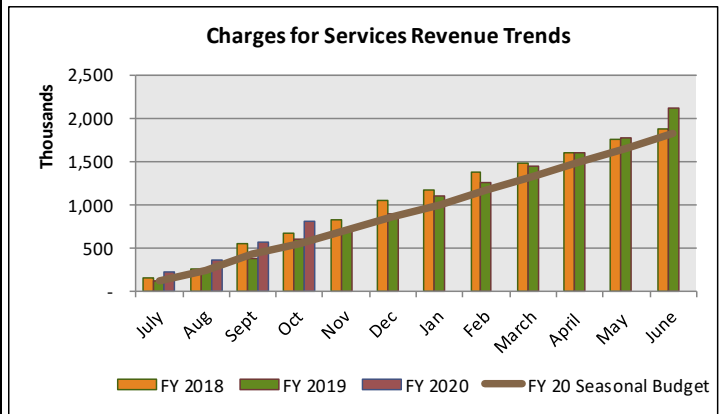
CHARGES FOR SERVICE

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 35.89% above the prior year revenue to date and 47.42% 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	816,994	554,190	47.42%	35.89%
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				

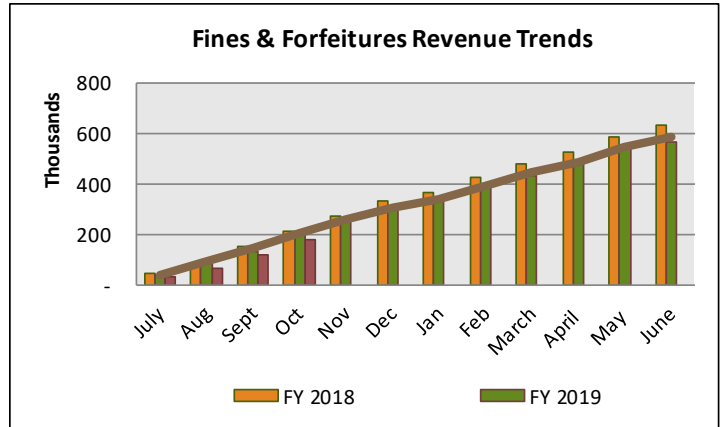


# City of Laramie Monthly Financial Report

## 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 are 9.93% below the prior year revenue to date and 11.30% 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	66,775	90,238	-26.00%	-21.59%
Sept	134,791	122,213	148,798	-17.87%	-9.33%
Oct	201,930	181,884	205,060	-11.30%	-9.93%
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

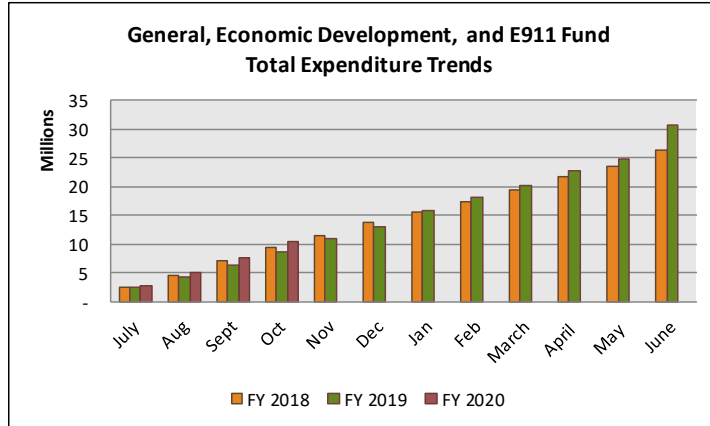
These taxes are levied by the State on the extraction of oil, gas, and minerals. The City receives quarterly distributions of its share in these taxes, which total about 6% of the General Fund, Economic Development Fund, and E911 Fund revenue budget. Distributions of these taxes are received quarterly, 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 21.70% above FY 2019 totals. This variance is largely due to the timing of contractual services and community support expenditures.

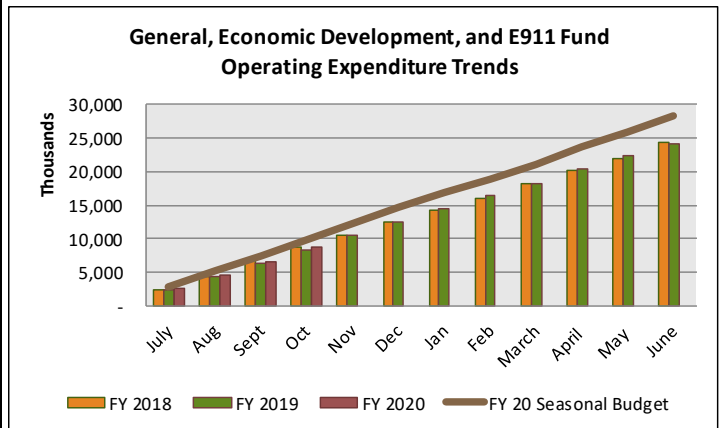
Month	FY 2019	FY 2020	% Variance YTD to Previous FY
July	\$2,491,749	\$2,806,441	12.63%
Aug	4,356,057	5,114,900	17.42%
Sept	6,384,961	7,661,729	20.00%
Oct	8,635,892	10,509,604	21.70%
Nov	11,076,707		
Dec	13,136,701		
Jan	15,740,637		
Feb	18,181,903		
March	20,233,875		
April	22,712,327		
May	24,862,251		
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	4,513,427	5,201,858	-13.23%	1.16%
Sept	6,314,578	6,558,742	7,539,133	-13.00%	3.87%
Oct	8,286,973	8,812,209	9,893,703	-10.93%	6.34%
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 6.34% higher than the prior fiscal year and 10.93% 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	33.86%	318,839	284,410	34,429	30.20%	657,228
Legal	529,898	32.86%	174,124	162,672	11,452	30.70%	367,226
Finance	1,328,653	33.13%	440,183	274,559	165,624	20.66%	1,054,094
Engineering	1,909,354	30.54%	583,117	205,531	377,586	10.76%	1,703,823
Streets & Alleys	3,755,452	38.24%	1,436,085	905,751	530,334	24.12%	2,849,701
Parks	1,098,527	34.64%	380,530	313,987	66,543	28.58%	784,540
Recreation	253,050	38.60%	97,677	79,812	17,865	31.54%	173,238
Ice and Events Center	520,667	28.08%	146,203	134,838	11,365	25.90%	385,829
Emergency Management	11,300	91.50%	10,340	10,336	4	91.47%	964
Cemetery	344,715	35.13%	121,098	84,629	36,469	24.55%	260,086
Police	5,651,784	33.33%	1,883,740	1,707,889	175,851	30.22%	3,943,895
Fire	6,202,600	32.55%	2,018,946	1,904,517	114,429	30.71%	4,298,083
Planning	662,890	35.21%	233,404	151,240	82,164	22.82%	511,650
Public Works	618,063	32.80%	202,725	145,539	57,186	23.55%	472,524
Facilities Management	955,777	31.57%	301,739	367,060	(65,321)	38.40%	588,717
Municipal Court	452,670	33.00%	149,381	80,263	69,118	17.73%	372,407
Other General Accounts	8,191,455	41.54%	3,402,730	1,941,510	1,461,220	23.70%	6,249,945
Mosquito Control	696,999	40.32%	281,030	124,223	156,807	17.82%	572,776
Information Technology	1,105,347	35.94%	397,262	246,530	150,732	22.30%	858,817
City Clerk	258,315	29.79%	76,952	66,617	10,335	25.79%	191,698
City Council	186,294	43.50%	81,038	57,400	23,638	30.81%	128,894
Animal Control	408,884	32.00%	130,843	127,693	3,150	31.23%	281,191
Code Administration	569,088	32.18%	183,133	159,682	23,451	28.06%	409,406
Human Resources	412,313	31.39%	129,425	133,945	(4,520)	32.49%	278,368
Records & Communication	1,995,658	35.84%	715,244	639,190	76,054	32.03%	1,356,468
Recreation Administration	91,930	33.25%	30,567	13,732	16,835	14.94%	78,198
Safety Compliance	8,960	15.82%	1,417	54	1,363	0.60%	8,906
Expenses E-911	1,542,671	16.06%	247,753	185,994	61,759	12.06%	1,356,677
<b>EXPENSE TOTALS:</b>	<b>\$40,704,952</b>	<b>N/A</b>	<b>14,175,523</b>	<b>10,509,603</b>	<b>3,665,920</b>	<b>25.82%</b>	<b>\$30,195,349</b>

The variance in Facilities Management is due to the timing of annual debt payments, and the variance in Human Resources is due to the timing of professional services invoicing.

**Recreation Center Fund**

October 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	Oct FY 20 MTD Actuals	Oct 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	850	850	-
Aquatic Fees	36,753	37,000	1,619	13,404	36.23
Rentals	28,500	35,000	2,068	6,896	19.70
Concession Sales	18,642	22,000	837	7,853	35.70
Programs	17,190	25,000	1,638	5,471	21.88
POS Merchandise	8,577	9,000	634	3,258	36.20
Admissions	814,209	780,000	64,941	279,247	35.80
Child Care	1,682	2,000	346	1,024	51.20
SACC Fees	146,019	105,000	9,459	33,270	31.69
Miscellaneous	20,920	2,000	861	7,102	355.10
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>83,253</b>	<b>358,375</b>	<b>28.49%</b>
Interfund Transfers In - Capital	-	-	-	-	-
Interfund Transfers In - Operating	400,000	300,000	25,000	100,000	33.33
<b>Total Revenues:</b>	<b>1,735,347</b>	<b>1,558,100</b>	<b>108,253</b>	<b>458,375</b>	<b>29.42%</b>
<b>Expenditures:</b>					
Personnel Services	1,240,200	1,187,613	93,790	443,616	37.35
Contractual Services	360,550	400,458	31,317	153,812	38.41
Community Support	-	-	-	-	-
Materials and Supplies	141,067	155,149	9,034	46,908	30.23
Capital Expenditures	115,387	295,899	0	31,908	-
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>134,141</b>	<b>676,244</b>	<b>32.70%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(\$150,854)</b>	<b>(\$510,016)</b>	<b>(\$25,888)</b>	<b>(\$217,869)</b>	

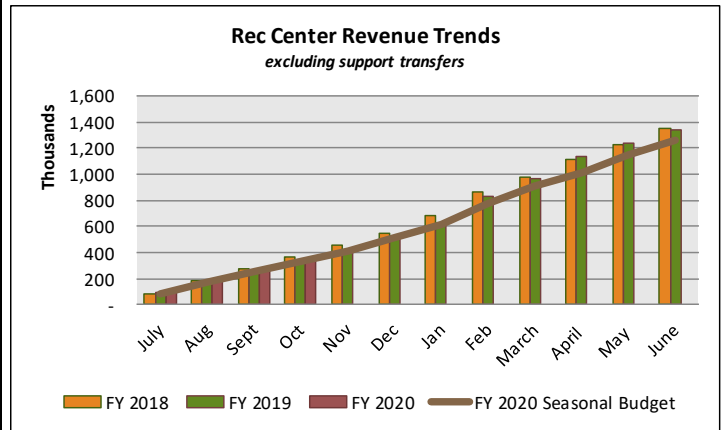
**Revenue – Recreation Center Fund**

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 9.57% compared to the prior year and is 8.20% above the revenue budget target.

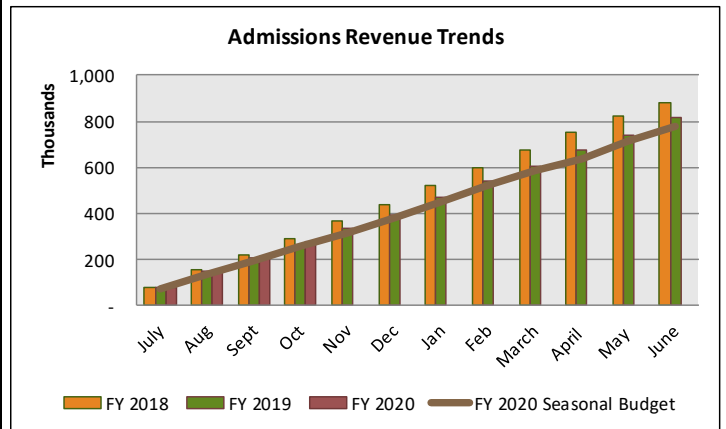
Month	FY 2019	FY 2020	FY 2020 Seasonal Budget	% Variance to Budget	% Variance YTD to Previous FY
July	\$ 93,965	\$ 92,054	\$ 83,842	9.79%	-2.03%
Aug	183,692	191,875	173,471	10.61%	4.45%
Sept	254,028	275,119	249,390	10.32%	8.30%
Oct	327,071	358,375	331,202	8.20%	9.57%
Nov	415,056				
Dec	513,730				
Jan	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 4.45% compared to the prior year and is 9.10% 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	279,247	255,957	9.10%	4.45%
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 0.44% below the prior year’s totals to date, and 3.11% 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	676,244	697,971	-3.11%	-0.44%
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				

