

## TABLE OF CONTENTS

---

**CITY MANAGER MESSAGE** **TAB 2**

CITY MANAGER MESSAGE 1-5

---

**BUDGET SUMMARIES & PAY PLAN** **TAB 3**

BUDGET SUMMARY 6-7

PAY PLAN 8-11

SALARY GRADE PLAN 12-13

BUDGET REVENUE ESTIMATES 14-27

AUTHORIZED POSITIONS 28-30

---

**GENERAL FUND - 10** **TAB 4**

PROPOSED BUDGET 31-36

10-4100, CITY COUNCIL EXPENDITURES 37-38

10-4101, ADMINISTRATION EXPENDITURES 39-45

10-4102, CITY ATTORNEY EXPENDITURES 46-48

10-4103, MUNICIPAL COURT EXPENDITURES 49-50

10-4104, INFORMATION TECHNOLOGY EXPENDITURES 51-52

10-4105, HUMAN RESOURCES EXPENDITURES 53-54

10-4106, C.A.T.S. BUS EXPENDITURES 55-56

10-4202, FINANCE EXPENDITURES 57-58

10-4204, NON-DEPARTMENTAL EXPENDITURES 59-60

10-4301, PUBLIC WORKS-ADMINISTRATION EXPENDITURES 61-62

10-4302, PUBLIC WORKS-CENTRAL SHOP & WAREHOUSE EXPENDITURES 63-64

10-4303, PUBLIC WORKS-STREETS EXPENDITURES 65-66

10-4307, PUBLIC WORKS-BUILDING MAINTENANCE EXPENDITURES 67-68

10-4401, COMMUNITY DEVELOPMENT EXPENDITURES 69-71

10-4410, BUILDING CODE ENFORCEMENT EXPENDITURES 69-71

10-4601, POLICE-ADMINISTRATION EXPENDITURES 72-75

10-4610, POLICE-ANIMAL CONTROL EXPENDITURES 76-79

10-4615, POLICE-911 CENTER EXPENDITURES 80-82

10-4701, FIRE ADMINISTRATION EXPENDITURES 83-91

10-4710, FIRE CODE ENFORCEMENT EXPENDITURES 83-92

10-4815, ANCILLARY AGENCIES EXPENDITURES 93-94

10-4821, NON-PROFIT AGENCIES EXPENDITURES 95-96

10-4823, RAWLINS DDA/MAIN STREET EXPENDITURES 97-101

10-4850, CAPITAL IMPROVEMENTS EXPENDITURES 102-103

10-4990, OTHER FINANCING EXPENDITURES 104-105

---

**ENTERPRISE FUND – 51, 52, 53, 54** **TAB 5**

FUND 51

WATER UTILITY FUND REVENUES 106-109

AUTHORIZED POSITIONS 108

51-4304, WATER UTILITIES-DISTRIBUTION EXPENDITURES 110-112

51-4305, WATER TREATMENT EXPENDITURES 113-114

51-4304 & 51-4305, CAPITAL IMPROVEMENTS EXPENDITURES 115

51-4990, OTHER FINANCING EXPENDITURES 116-118

FUND 52	
WASTEWATER UTILITY FUND REVENUES	119-121
AUTHORIZED POSITIONS	120
52-4303, UTILITIES-COLLECTIONS EXPENDITURES	122-124
52-4310, WASTEWATER TREATMENT EXPENDITURES	125-126
52-4990, OTHER FINANCING EXPENDITURES	127-129
52-4303 & 52-4310, CAPITAL IMPROVEMENTS EXPENDITURES	130

FUND 53	
SOLID WASTE LANDFILL FUND REVENUES	131-133
AUTHORIZED POSITIONS	132
53-4311, SOLID WASTE LANDFILL EXPENDITURES	134-136
53-4990, OTHER FINANCING EXPENDITURES	137-139
53-4311, CAPITAL IMPROVEMENTS EXPENDITURES	140

FUND 54	
SOLID WASTE RECYCLING FUND REVENUES	141-143
AUTHORIZED POSITIONS	142
54-4312, RECYCLING CENTER EXPENDITURES	144-146
54-4990, OTHER FINANCING EXPENDITURES	147-149
54-4312, CAPITAL IMPROVEMENTS EXPENDITURES	150

---

RECREATION FUND - 15 TAB 6

RECREATION SERVICES REVENUES	151-156
AUTHORIZED POSITIONS	30
15-4100, GOLF COURSE MAINTENANCE EXPENDITURES	157-159
15-4101, GOLF PRO SHOP EXPENDITURES	160-161
15-4506, RECREATION EXPENDITURES	162-164
15-4510, SHOOTING RANGE EXPENDITURES	165-167
15-4515, PARKS EXPENDITURES	168-170

---

DANGEROUS BUILDING FUND - 11 TAB 7

DANGEROUS BUILDING FUND REVENUES	171
11-4109, DANGEROUS BUILDING EXPENDITURES	172-173

---

HOUSING LOANS FUND - 12 TAB 8

HOUSING LOANS REVENUE	174
12-4108, HOUSING LOANS EXPENDITURES	175-176

---

ROCHELLE RANCH FUND - 17 TAB 9

ROCHELLE RANCH FUND REVENUES	177-178
17-4100, ROCHELLE RANCH EXPENDITURES	179-180

---

ECONOMIC DEVELOPMENT FUND - 40 TAB 10

ECONOMIC DEVELOPMENT FUND REVENUES/EXPENDITURES	181-184
<u>CAPITAL FACILITIES TAX #1 FUND - 47</u>	<u>TAB 11</u>
CAPITAL FACILITIES TAX #1 FUND REVENUES/EXPENDITURES	185-186
<u>CAPITAL FACILITIES TAX #2 FUND - 48</u>	<u>TAB 12</u>
CAPITAL FACILITIES TAX #2 FUND REVENUES/EXPENDITURES	187-188
<u>SPECIFIC PURPOSE TAX FUND - 49</u>	<u>TAB 13</u>
SPECIFIC PURPOSE TAX FUND REVENUES/EXPENDITURES	189-191
<u>SELF-INSURANCE FUND - 74</u>	<u>TAB 14</u>
SELF-INSURANCE FUND REVENUES/EXPENDITURES	192-196
<u>PRIVATE DONATIONS FUND - 76</u>	<u>TAB 15</u>
PRIVATE DONATIONS FUND REVENUES/EXPENDITURE	197-202
76-4990, OTHER FINANCING	203-204
<u>GRANTS ADMINISTRATION FUND - 77</u>	<u>TAB 16</u>
GRANTS ADMINISTRATION FUND REVENUES/EXPENDITURES	205-208
<u>NON-PROFITS &amp; ANCILLARY AGENCIES – FUNDING REQUESTS</u>	<u>TAB 17-28</u>
BOYS & GIRLS CLUB OF CARBON COUNTY	TAB 17 209-211
CARBON COUNTY CHILD DEVELOPMENT PROGRAMS	TAB 18 212-215
CARBON COUNTY COVE	TAB 19 216-219
CARBON COUNTY ECONOMIC DEVELOPMENT CORPORATION	TAB 20 220-226
CARBON COUNTY SENIOR SERVICES	TAB 21 227-230
CATHEDRAL HOME FOR CHILDREN	TAB 22 231-233
DEVELOPMENTAL PRESCHOOL & DAY CARE CENTER	TAB 23 234-237
CHILDREN’S ADVOCACY PROJECT	TAB 24 238-241
PET PARTNERS OF CARBON COUNTY	TAB 25 242-244
CARBON COUNTY COUNSELING CENTER	TAB 26 245-249
OLD PEN JOINT POWERS BOARD	TAB 27 250-254
RAWLINS CARBON COUNTY AIRPORT BOARD	TAB 28 255-259





**FISCAL YEAR 2018/2019 CITY MANAGER BUDGET MESSAGE**

As we formulate the budget for this next year I would be remiss if we did not review the past two budget cycles in where the staff and City Council implemented a two year budget labeled as "Survival Plan". The goal of the plan was to emerge today with our reserve accounts intact, no layoffs, and in a better financial position to fund general fund capital expenditures. Through the hard work of staff, and commitment from the elected officials we were able to navigate the latest economic downturn in better shape than anticipated.

Planning the budget for FY 2018 / 2019 I am happy to report that our reserve accounts are fully funded, no layoffs have occurred, three positions were eliminated through attrition. We managed to replace equipment, construct projects and continue the planning process for recovery. Three key areas have been identified to focus on during this year's budget presentations. A cost of living adjustment has been identified by City Council as a priority, transition of the 5<sup>th</sup> penny to 25% for general fund capital expenditures for FY 2019 /2020, and incorporation of a street maintenance plan to address infrastructure repairs.

Sales tax revenues have shown a slight improvement with the collection associated with internet sales being included however; use tax is still on the decline. It is anticipated that this will increase as several projects are slated to begin later in the fiscal year. In addition we should continue to see an increase on impact assistance funding from Sierra Madre Chokecherry project along with TB Flats, and three other projects that are in the process of filing with the state. It is planned that impact funds from these projects will be utilized for general fund capital improvements.

Revenues from the Recreation Services departments continue to decline and will require us to provide additional funding to keep operations running at their present service levels. In addition the ~~City of Rawlins was unable to secure a concessionaire for the Golf Course Restaurant and will be~~ operating this on our own for the year. This opportunity should provide the City of Rawlins with data to evaluate how to best run the restaurant moving forward.

Enterprise funds for the City have also seen a decline in revenues as we have approximately 250 less customers than previous years. Water and landfill accounts are both fiscally solid accounts and will not require any adjustments for operations or debt service obligations. The Sewer fund rates will require adjustment this year to insure adequate reserves, and funding for capital improvements to the facilities and infrastructure. Recycling operations continue however declines in revenue associated with the disposal of recycle material continue to have the operation with no reserve funds for capital improvements or replacement of aging equipment.

The City of Rawlins materials and operations budgeting as reached a tipping point as we have continuing adjusted this cost center downward to meet deliver a balanced budget. FY 2017 / 2018 saw several line items breaking budget as the cost of inflation, services and overall cost of doing business continues to rise. Moving forward it will be necessary to start to make upward adjustments in funding the materials and operations budgets of the departments.

With the emphasis shifting to long term financial planning the City of Rawlins will be able to move the community forward in a positive direction, and should focus on priority based budgeting to deliver services to the citizens of Rawlins. I believe that we can position ourselves to improve infrastructure, facilities and develop blighted areas of the community through this approach. One key to this will be to remember to include a mechanism for maintenance for any new project that is proposed, completed or planned.

In closing I would like to praise City of Rawlins staff members, Mayor Grauberger and the City Council for making the "Survival Plan" a huge success. Without the buy in and support of the concept or financial situation would not be this strong today.

Respectfully,

Scott Hannum

City Manager

Intentionally Left Blank

Intentionally Left Blank

Intentionally Left Blank



## BUDGET SUMMARY FY 2018-2019

Fund Number	Description	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Curr Year Mar Actual	2017-18 Cur Year Budget	2018-19 City Manger Budget
10-0000-000	GENERAL FUND					
	Revenue Total	9,344,900	15,862,314	7,866,588	15,506,296	13,762,846
	Expenditure Total	9,014,000	15,862,314	7,314,650	15,506,296	13,762,846
	Net Total	330,900	0	551,937	0	0
11-0000-000	DANGEROUS BUILDING FUND					
	Revenue Total	697	500,000	0	500,000	490,000
	Expenditure Total	120,593	500,000	5,857	500,000	490,000
	Net Total	-119,896	0	-5,857	0	0
12-0000-000	HOUSING LOAN FUND					
	Revenue Total	0	75,000		75,000	75,000
	Expenditure Total	144	75,000		75,000	75,000
	Net Total	-144	0	0	0	0
15-0000-000	RECRERATION SERVICES FUND					
	Revenue Total	1,575,546	1,872,394	1,448,407	1,783,786	1,800,520
	Expenditure Total	1,657,635	1,872,394	1,134,099	1,783,786	1,800,520
	Net Total	-82,089	0	314,307	0	0
17-0000-000	CLUB HOUSE RESTAURANT FUND					
	Revenue Total	3,302	8,255	1,468	5,202	5,102
	Expenditure Total	3,174	8,255	2,206	5,202	5,102
	Net Total	128	0	-738	0	0
40-0000-000	ECONOMIC DEVELOPMENT FUND					
	Revenue Total	10,778	183,010	102,562	171,010	300,100
	Expenditure Total	25,725	183,010	27,264	171,010	300,100
	Net Total	-14,947	0	75,298	0	0
47-0000-000	CAP TAX #1 FUND					
	Revenue Total	83	38,050	76	40,750	40,960
	Expenditure Total	0	38,050	0	40,750	40,960
	Net Total	83	0	76	0	0
48-0000-000	CAP TAX #2 FUND					
	Revenue Total	23	31,015	0	31,965	32,045
	Expenditure Total	0	31,015	0	31,965	32,045
	Net Total	23	0	0	0	0

Fund Number	Description	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Curr Year Mar Actual	2017-18 Cur Year Budget	2018-19 City Manger Budget
49-0000-000	SPECIFIC PURPOSE TAX FUND					
	Revenue Total	1	541,602	0	529,002	1
	Expenditure Total	11,570	541,602	0	529,002	1
	Net Total	-11,569	0	0	0	0
51-0000-000	WATER UTILITY FUND					
	Revenue Total	2,300,933	6,237,550	1,684,006	6,540,054	6,187,700
	Expenditure Total	2,727,718	6,237,550	1,679,939	6,540,054	6,187,700
	Net Total	-426,785	0	4,067	0	0
52-0000-000	WASTEWATER UTILITY FUND					
	Revenue Total	1,091,800	1,934,300	843,262	2,295,350	1,818,400
	Expenditure Total	997,893	1,934,300	741,051	2,295,350	1,818,400
	Net Total	93,907	0	102,211	0	0
53-0000-000	SOLD WASTE-LANDFILL FUND					
	Revenue Total	1,883,271	2,405,675	1,186,942	2,629,750	3,168,400
	Expenditure Total	1,173,800	2,405,675	881,325	2,629,750	3,168,400
	Net Total	709,471	0	305,617	0	0
54-0000-000	SOLID WASTE-RECYCLING FUND					
	Revenue Total	170,667	301,030	124,202	276,540	279,040
	Expenditure Total	162,454	301,030	137,013	276,540	279,040
	Net Total	8,213	0	-12,811	0	0
74-0000-000	SELF INSURANCE FUND					
	Revenue Total	1,976,465	3,060,963	1,709,517	2,718,914	2,850,813
	Expenditure Total	2,066,448	3,060,963	1,763,723	2,718,914	2,850,813
	Net Total	-89,983	0	-54,206	0	0
76-0000-000	DONATIONS FUND					
	Revenue Total	42,148	235,780	17,810	214,905	242,730
	Expenditure Total	32,519	235,780	11,014	214,905	242,730
	Net Total	9,629	0	6,796	0	0
77-0000-000	GRANTS FUND					
	Revenue Total	3,763,430	6,003,000	3,690,796	3,000,000	600,000
	Expenditure Total	4,775,219	6,003,000	2,819,573	3,000,000	600,000
	Net Total	-1,011,789	0	871,223	0	0
<b>TOTAL FY 2018-2019 BUDGET:</b>						<b>31,653,657</b>

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**City of Rawlins Pay Plan Summary FY 2018-2019 Budget**

The City of Rawlins City Manager FY 2018-2019 pay plan includes some adjustments.

1. Based upon a review of our FY 2017-2018 pay plan which has not have figures for pay for all positions adjusted since FY 2015-2016 we needed to adjust our figures to more closely match what we find in the MSEC compensation study. If our starting salaries are to low we cannot attract new employees and if our maximum salaries do not increase we cannot hold onto our more experienced employees.
2. A 3.0% pay plan increase is recommended for FY 2018-2019. The recommendation allows three (3) of our employees who are at the maximum to receive small increase is pay following this recommended increase in the plan maximums.
3. No new positions are added.

Payroll

↳ Gen Ledger Budget

↳ 2019-2020 Budget

↳ Budget pages Complete

↳ Pay Plan Δ's.

**Position Title Assigned to Pay Grade FY 2018-2019 (July 1, 2018)**

<b>POSITION</b>	<b>ASSIGNED PAY GRADE</b>
Account Clerk I	13
Account Clerk II	16
Account Clerk III	19
Administrative Secretary I	10
Administrative Secretary II	14
Administrative Secretary III	17
Administrative Secretary/GIS Technician	20
Administrative Services Director	40
Animal Control Officer I	14
Animal Control Officer II	16
Building Inspector - Residential	23
Building Inspector - Commercial	25
Building Inspector - Plan Review	26
Building Official	30
CATS Bus Driver	14
Chief of Police	36
Chief Water Plant Operator	26
City Clerk	26
Clerk of Court	19
Code Enforcement Officer	21
Communication Operator I	18
Communication Operator II	20
Communications Senior Operator	24
Communication Supervisor	25
Community Development Director	35
Custodian/Bus Driver	13
Custodian	7
DDA/Main Street Executive Director	27
Deputy City Clerk	17
Deputy Clerk of Court	17
Drop Off Child Care Provider/Laborer	7
Equipment Manager (golf)	21
Equipment Mechanic	20
Facilities Foreperson	23
Facilities Maintenance Mechanic I	15
Facilities Maintenance Mechanic II	18
Facilities Superintendent	28
Facilities Public Works Supervisor	28
Finance Assistant Director	24
Finance Director	35

POSITION	ASSIGNED PAY GRADE
Fire Apparatus Operator I - Probationary	21
Fire Apparatus Operator I	23
Fire Apparatus Operator II	25
Fire Battalion Chief	33
Fire Chief	35
Fire Shift Captain	29
GIS Analyst (Journey Level)	26
GIS Technician	20
Golf & Green Space Superintendent	29
Golf Professional	29
Green Space Assistant Superintendent	24
Green Space Technician I	13
Green Space Technician II	16
Green Space Technician III	18
Landfill Clerk	13
Landfill Foreperson	22
Landfill Superintendent	28
Legal Secretary I	14
Legal Secretary II	18
Legal Secretary III	22
Municipal Service Worker I	14
Municipal Service Worker II	17
Municipal Service Worker III (Senior)	19
Municipal Service Worker IV (Lead)	21
Planner I	24
Planner II	26
Planner (Senior)	31
Planning Technician	20
Police Officer I	23
Police Officer II	25
Police Sergeant	28
Police Lieutenant	31
Police Captain/Assistant Chief of Police	32
Public Works Director	36
Public Works Operations Manager	32
Recreation Assistant	11
Recreation Center Laborer	7
Recreation Director	33
Recreation Drop Off Child Care Provider	7
Recreation Front Desk Supervisor	16
Recreation Programmer	22
Recreation Rover	11
Recreation Superintendent	28

POSITION	ASSIGNED PAY GRADE
Recycling Center Operator	12
Recycling Center Foreman	16
Shop Superintendent	28
Street Foreperson	22
Street Public Works Supervisor	28
Street Superintendent	28
Utilities Systems Foreperson	25
Utilities Systems Superintendent	28
Utilities Public Works Supervisor	28
Utilities Systems Worker I	17
Utilities Systems Worker II (Journey)	19
Utilities Systems Worker III (Senior)	21
Utilities Systems Worker IV (Lead)	23
Victim's Advocate	15
Victim's Coordinator	15
Wastewater Plant Operator I	17
Wastewater Plant Operator II	19
Wastewater Plant Operator III	21
Wastewater Plant Operator IV	24
Water & Wastewater Treatment Superintendent	31
Water Plant Operator I	17
Water Plant Operator II	19
Water Plant Operator III	21
Water Plant Operator IV	24

**Salary Grade Plan FY 2018-2019 (Effective Date July 1, 2018)**  
**(3% Increase over FY 2017-2018 Salary Grade Plan)**

Grade	Increments		
	of 4.00% Base	18.0% Greater than Base	36.0% Greater than Base
	Base	Mid-Point	Maximum
1	\$ 1,542	\$ 1,820	\$ 2,098
2	\$ 1,604	\$ 1,893	\$ 2,182
3	\$ 1,669	\$ 1,970	\$ 2,270
4	\$ 1,736	\$ 2,049	\$ 2,361
5	\$ 1,806	\$ 2,132	\$ 2,457
6	\$ 1,879	\$ 2,218	\$ 2,556
7	\$ 1,955	\$ 2,307	\$ 2,659
8	\$ 2,034	\$ 2,401	\$ 2,767
9	\$ 2,116	\$ 2,497	\$ 2,878
10	\$ 2,201	\$ 2,598	\$ 2,994
11	\$ 2,290	\$ 2,703	\$ 3,115
12	\$ 2,382	\$ 2,811	\$ 3,240
13	\$ 2,478	\$ 2,925	\$ 3,371
14	\$ 2,578	\$ 3,043	\$ 3,507
15	\$ 2,682	\$ 3,165	\$ 3,648
16	\$ 2,790	\$ 3,293	\$ 3,795
17	\$ 2,902	\$ 3,425	\$ 3,947
18	\$ 3,019	\$ 3,563	\$ 4,106
19	\$ 3,140	\$ 3,706	\$ 4,271
20	\$ 3,266	\$ 3,854	\$ 4,442
21	\$ 3,397	\$ 4,009	\$ 4,620
22	\$ 3,533	\$ 4,169	\$ 4,805
23	\$ 3,675	\$ 4,337	\$ 4,998
24	\$ 3,822	\$ 4,510	\$ 5,198
25	\$ 3,975	\$ 4,691	\$ 5,406
26	\$ 4,134	\$ 4,879	\$ 5,623
27	\$ 4,300	\$ 5,074	\$ 5,848
28	\$ 4,472	\$ 5,277	\$ 6,082
29	\$ 4,651	\$ 5,489	\$ 6,326
30	\$ 4,838	\$ 5,709	\$ 6,580
31	\$ 5,032	\$ 5,938	\$ 6,844
32	\$ 5,234	\$ 6,177	\$ 7,119
33	\$ 5,444	\$ 6,424	\$ 7,404
34	\$ 5,662	\$ 6,682	\$ 7,701
35	\$ 5,889	\$ 6,950	\$ 8,010

	Increments of 4.00%	18.00% Greater than Base	36% Greater than Base
<b>Grade</b>	<b>Base</b>	<b>Mid-Point</b>	<b>Maximum</b>
36	\$ 6,125	\$ 7,228	\$ 8,330
37	\$ 6,370	\$ 7,517	\$ 8,664
38	\$ 6,625	\$ 7,818	\$ 9,010
39	\$ 6,890	\$ 8,131	\$ 9,371
40	\$ 7,166	\$ 8,456	\$ 9,746

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019  
BUDGET**

---

**GENERAL FUND BUDGET REVENUES ESTIMATES FOR FY 2018-2019**

**CASH:**

800 Beginning Fund Balance is made up of our contingency and our working capital reserve. Both of these items above are cash on hand at the beginning of the year, or so we hope. The Operating Contingency is budgeted at \$100,000. The Working Capital Reserve is budgeted at \$4,000,000. There can be additional cash on hand above this \$4,100,000 figure above if the City receives more revenue than budgeted or all expense appropriations not expensed at year-end. The first budget amendment of the FY 2015-2016 is carrying over any un-spent expense appropriations related to capital projects in progress. Recommend the 100% known amount of **\$4,100,000**.

**TAXES:**

801 Cigarette Tax: From FY 2006-2007 to FY 2016-2017 the history of this account indicates an annual decrease of some 3.4% per year. With the influx of "energy workers", we had an increase from FY 2005-2006 through FY 2007-2008. From the high of \$88,682.47 in FY 2007-2008 we have fallen to \$55,562.24 in FY 2016-2017. Our current YTD February FY 2017-2018 amount of \$35,565.36 as compared to our YTD February FY 2016-2017 amount of \$39,494.88 indicates a decrease of \$3,929.52 or 10.0%. Taking 10.0% off our FY 2016-2017 year-end amount provides a year-end estimate of \$50,123.01 for FY 2017-2018 approximately. Our current budget amount of \$54,000 does not look reachable at this time. There is one possible reasons that this revenue account might possibly increase next year. The "turnaround" of approximately 3,000 people is currently scheduled, and a percentage of them will be purchasing tobacco. This account has a negative trend, but I believe there will be no additional losses in FY 2018-2019 over the FY 2017-2018. Recommend **\$50,000**.

802 Sales Tax (4.0%): From FY 2006-2007 to FY 2016-2017 (eleven years) this account history indicates a year-to-year decrease 4.0%. The problem as everyone knows is we peaked in FY 2008-2009 at \$3,835,603.05 and we fell to \$2,241,115.80 in FY 2010-2011, a loss of \$1,594,487.25 or 41.6% approximately for this account over this time period (the great recession). The good news was the amount received in FY 2011-2012 (\$2,512,147.05) stopped the fall from our FY 2008-2009 amount above ending our economic recession for Carbon County and the City of Rawlins. Between FY 2011-2012 to FY 2014-2015 (4 years) our average was \$2,472,047, and we had little fluctuation. Then in FY 2015-2016 the

✓  
 ↳ G/F Budget  
 ↳ 19-20 Budget  
 ↳ Bud P3 complete  
 ↳ G/F Rev 2019-2020

revenue received dropped by \$406,886.26 or approximately 16.5% from the four year average above. FY 2015-2016 revenues also had a two correction made by the state eliminating this year as a normal trend. FY 2016-2017 has no corrections being made, so a comparison to our four average above creates a good comparison. Our comparison to this average indicates this account dropped 18.9% or \$466,328.26 from this average and \$182,041 below budget for FY 2016-2017. In FY 2017-2018 through February 2018 the opposite is happening, we have stopped going down and are actually exceeding the amount received of FY 2016-2017 through February. The sales taxes in all three sales tax accounts is moving upward. The amount received through April 2018 FY 2017-2018 is \$1,809,557.90 and comparing this amount to the previous year April 2017 FY 2016-2017 amount of \$1,709,417.84 creates a dollar increase of \$100,140.06 or 5.86%. Let's assume we maintain a 5.50% increase for the current fiscal year. Giving the City 5.50% more than what we earned in FY 2016-2017, creates a year-end figure \$2,116,033.27 for FY 2017-2018 approximately. We also can add 5.50% to the amount received in May/June 2017, add it to our April 2018 figure above creating a year-end amount \$2,122,155.35 approximately for FY 2017-2018. The reason for the increase, effective July 1, 2017 the state taxed internet sales throughout the state. We can see the out of state sales tax increases from the information provided by the state. The CREG revenue forecast for sales tax is not an increase of 5.50% increase, but it is an increase. Being conservative we subtracted 0.36% off the remaining money to be earned in the current year and from our calculation of increase from the previous year total. Recommending a middle amount between our \$2,116,033.37 amount and the \$2,122,155.35 amount. Recommend **\$2,119,000**.

- 803 County Option Sales Tax (1.0%): From FY 2005-2006 to FY 2016-2017 (eleven years) this account history indicates a year-to-year decrease of 3.9%. The problem as everyone knows is we peaked in FY 2008-2009 at \$3,603,311.91 and we fell to \$2,135,029.31 in FY 2010-2011, a loss of \$1,468,282.60 or 40.7% approximately for this account. The good news was the amount received in FY 2011-2012 (\$2,395,684.42) stopped the fall from our FY 2008-2009 amount above ending our economic recession for Carbon County and the City of Rawlins. Between FY 2011-2012 to FY 2014-2015 (4 years) our average was \$2,391,114, and we had little fluctuation. Then in FY 2015-2016 the revenue received dropped by \$430,465 or approximately 17.6%. FY 2015-2016 revenues also had a two corrections made by the state eliminating this year as a normal trend. FY 2016-2017 has no corrections being made, so a comparison to our four year average above creates a good comparison. Our comparison to this average indicates this account dropped 20.6% or \$486,467.63 from this average and \$174,384 below budget for FY 2016-2017. The sales taxes in all three sales tax accounts is moving upward. The amount received through April 2018 FY 2017-2018 is \$1,723,672.96 and comparing this amount to the previous year April 2017 FY 2016-2017 amount of \$1,622,257.24 creates a dollar increase of \$101,415.72 or 6.25%. Let's assume we maintain a 6.00% increase for the current fiscal year. Giving the City 6.00% more than what we earned in FY 2016-2017, creates a

year-end figure \$2,018,925.15 for FY 2017-2018 approximately. We also can add 6.00% to the amount received in May/June 2017, add it to our April 2018 figure above creating a year-end amount \$2,023,005.44 approximately for FY 2017-2018. The reason for the increase, effective July 1, 2017 the state taxed internet sales throughout the state. We can see the out of state sales tax increases from the information provided by the state. The CREG revenue forecast for sales tax is not an increase of 6.000% increase, but it is an increase. Being conservative we subtracted 0.25% off the remaining money to be earned in the current year and from our calculation of increase from the previous year total. Recommending a middle amount between our \$2,018,925.157 amount and the \$2,023,005.44 amount. Recommend **\$2,021,000**.

805 State Use Tax: From FY 2006-2007 to FY 2016-2017 this account history indicates a year-to-year decrease of 6.8%. The problem with all "use tax" revenue accounts is they vary year-to-year significantly more than sales and sometimes not in relation to the economy, but to construction projects. Since the high in FY 2006-2007 of \$544,346.23 to FY 2012-2013 amount of \$156,552.03 this account has dropped \$387,794.20 or 71.2%. Our best estimate of what FY 2017-2018 is to be is to take the average of the previous four fiscal years (same as sales tax above), \$176,908.57 and budget this amount in FY 2017-2018. Comparing our YTD March FY 2017-2018 amount of \$105,581.25 to our YTD March FY 2016-2017 amount of \$141,289.86 provides a decrease of \$35,708.61 or 25.3%. This averaging technique for forecasting the following year budget did not work in this case. Estimating the year-end amount for FY 2017-2018 based upon a loss of 25.3% from the previous year gives us a figure of \$128,372.46. I believe the Sinclair turnaround will stop the City from losing any more in use taxes, but can we forecast the four year average above for FY 2018-2019. The best estimate I can provide is the half-way point between the \$126,997.58 figure and the average figure of \$176,908.57 rounded down. Recommend **\$152,000**.

807 Gas Taxes: From FY 2006-2007 to FY 2016-2017 the history of this account indicates a year-to-year increase of 7.5%. We have a new appropriation amount enacted in 2013 by the State of Wyoming increasing the municipal allocation of gas taxes so our history is a little misleading. The previous two years of revenues earned are very close to one another creating an average of \$398,144. The YTD February 2018 FY 2017-2018 amount of \$277,100.52 as compare to the YTD February FY 2016-2017 amount of \$290,306.47 provides a decrease of \$13,205.95 or 4.55%. Applying the percentage decrease to the amount actually received in FY 2016-2017 gives the City a year end estimate of \$380,304.27 approximately for FY 2017-2018. I believe we would have to see an economic nationwide increase to assume more vehicles are on Interstate 80, and those vehicles other than trucks are people on vacation. I also believe the price per gallon of gasoline makes a difference, and its climbing a bit. Recommend a halfway on this revenue account, between our estimated year-end amount for FY 2017-2018 and our average above. The "turnaround" could stop the downward trend, and maybe increase this amount for this account. Recommend **\$389,000**.

- 808 State Supplemental Funding: This revenue account is to be considered one-time revenues (capital only expenses as defined by the State of Wyoming) as it can be turned off at will by the State in any year. The current legislature is meeting as this document is being created, it is stating more of the same. No increase, no decrease. Recommend **\$734,000**.
- 809 Federal Mineral Royalty: The State of Wyoming has decided to fix the amount going to Cities back in FY 2001-2002, thus taking any earned over this amount for State of Wyoming. The eleven year average for this account is \$330,296.45, with a decrease year-to-year of 0.4%. The previous five year average is \$315,294.10, and the previous two year average is \$326,286.37. As can be seen this account is fluctuating a bit. The YTD January FY 2017-2018 amount is \$171,864.79 and comparing this number to the YTD January FY 2016-2017 amount of 170,794.24 provides an increase of \$1,070.45 or 0.6%. Applying this 0.6% to the year-end FY 2016-2017 amount create a year-end amount of \$327,940 approximately for FY 2017-2018. Recommend the year-end amount of FY 2016-2017. Recommend **\$326,500**.
- 810 Severance Tax: The State of Wyoming has decided to fix the amount going to Cities back in FY 2001-2002, thus taking any earned over this amount for State of Wyoming. The eleven year average for this account is \$366,848.96. The previous five year average is \$344,202.27, and the previous two year average is \$343,856. As can be seen this account is fluctuating a bit. The YTD January FY 2017-2018 amount is \$171,877.88 and comparing this figure to the YTD January FY 2016-2017 amount of \$171,901.02 provides a slight decrease of \$24.14. With no true fluctuation the amount received in the previous year looks to be a good bet. Recommend **\$343,800**.
- 815 County Option Use Tax I/O: From FY 2006-2007 to FY 2016-2017 this account history indicates a year-to-year decrease of 6.8%. The problem with all "use tax" revenue accounts is they vary year-to-year significantly more than sales and sometimes not in relation to the economy, but to construction projects. Since the high in FY 2006-2007 of \$808,761.40 to FY 2012-2013 amount of \$240,894.76 this account has dropped \$576,867.21 or 70.2%. Our best estimate of what FY 2017-2018 is to be is to take the average of the previous four fiscal years (same as sales tax above) and hope this works (average of previous four years is \$271,804). Comparing our YTD March FY 2017-2018 amount of \$164,050.77 to our YTD March FY 2016-2017 amount of \$214,684.89 provides a decrease of \$50,634.12 or 23.6%. This averaging technique above for forecasting the following year budget did not work in this case. Dropping our FY 2016-2017 amount received by the 23.6% gives us a year end amount of \$200,069.75 for FY 2017-2018. I believe the Sinclair turnaround will stop the City from losing any more in use taxes, but can we forecast the four year average above for FY 2018-2019. The best estimate I can provide is the half-way point between the \$200,069.75 figure and the average figure of \$271,804 rounded down. Recommend **\$235,000**.

- 816 State Use Tax-Out of State: From FY 2005-2006 to FY 2016-2017 this account history indicates a year-to-year decrease of 6.8%. The problem with all "use tax" revenue accounts is they vary year-to-year significantly more than sales and sometimes not in relation to the economy, but to construction projects. Since the high in FY 2006-2007 of \$441,414.19 to FY 2012-2013 amount of \$122,819.76 this account has dropped \$318,594.43 or 72.1%. Our best estimate of what FY 2017-2018 is to be is to take the average of the previous four fiscal years (same as sales tax above), and hope this works (average of previous four years is \$143,288). Comparing our YTD March FY 2017-2018 amount of \$85,516.02 to our YTD March FY 2016-2017 amount of \$114,438.38 provides a decrease of \$27,874.12 or 25.3%. This averaging technique above for forecasting the following year budget did not work in this case. Dropping our FY 2016-2017 amount received by the 25.3% gives us a year end amount of \$103,975.88 for FY 2017-2018. I believe the Sinclair turnaround will stop the City from losing any more in use taxes, but can we forecast the four year average above for FY 2018-2019. The best estimate I can provide is the half-way point between the \$103,975.88 figure and the average figure of \$143,288 rounded down. Recommend **\$123,000**.
- 819 Sales Tax-Out of State: From FY 2006-2007 to FY 2016-2017 (eleven years) this account history indicates a year-to-year decrease of 3.9%. The problem as everyone knows is we peaked in FY 2008-2009 at \$503,314.39 and we fell to \$293,696.67 in FY 2010-2011, a loss of \$209,617.72 or 41.6% approximately for this account. The good news was the amount received in FY 2011-2012 (\$329,648.21) stopped the fall from our FY 2008-2009 amount above ending our economic recession for Carbon County and the City of Rawlins. Between FY 2011-2012 to FY 2014-2015 (4 years) our average was \$330,389.63, and we had little fluctuation. Then in FY 2015-2016 the revenue received dropped by \$59,395.78 or approximately 18.0% from our average. FY 2015-2016 revenues also had a two corrections made by the state eliminating this year as a normal trend. FY 2016-2017 has no corrections being made, so a comparison to our four average above creates a good comparison. The FY 2016-2017 amount received dropped by \$67,195.75 or 20.3%. The sales taxes in all three sales tax accounts is moving upward. The amount received through April 2018 FY 2017-2018 is \$237,453.24 and comparing this amount to the previous year April 2017 FY 2016-2017 amount of \$224,312.76 creates a dollar increase of \$13,140.48 or 5.86%. Let's assume we maintain a 5.50% increase for the current fiscal year. Giving the City 5.50% more than what we earned in FY 2016-2017, creates a year-end figure \$277,669.54 for FY 2017-2018 approximately. We also can add 5.50% to the amount received in May/June 2017, add it to our April 2018 figure above creating a year-end amount \$278,472.82 approximately for FY 2017-2018. The reason for the increase, effective July 1, 2017 the state taxed internet sales throughout the state. We can see the out of state sales tax increases from the information provided by the state. The CREG revenue forecast for sales tax is not an increase of 5.50% increase, but it is an increase. Being conservative we

subtracted 0.36% off the remaining money to be earned in the current year and from our calculation of increase from the previous year total. Recommending a middle amount between our \$277,669.54 amount and the \$2,78,482.82 amount. Recommend **\$278,000**.

#### FRANCHISE:

- 821 Black Hills Energy Gas: From FY 2006-2006 to FY 2015-2016 we have a decrease in the revenue year-to-year of 0.5% or a ten year average of \$75,842.72. Basically Mother Nature determines the amount we earn year-to-year based upon the average winter temperatures. We have a change in the Franchise Fee in FY 2016-2017 that will increase this revenue line item significantly. The FY 2016-2017 year-end amount will not reflect a full fiscal year at \$105,136. The FY 2017-2018 recommended budget below will amount to a full year and the new franchise rate. The City must recognize that we are billing at least 200 less business and residential units combine when creating this budget. The two previous years generated \$62,745.12 and \$69,776.37 respectively, creating a simple average of \$66,260.74. Basing our franchise fee received on a gross receipts amount of \$4,000,000 instead of a natural gas therm creates an amount \$200,000 at 5%, or at \$5,000,000 at 5% equaling \$250,000, or at \$6,000,000 at 5% equaling \$300,000. Let's hope for cold winters and a good price for natural gas. Recommend **\$225,000**.
- 822 Pacific Power and Light: From FY 2006-2007 to FY 2016-2017 we have an increasing trend of 13.08% per year or a eleven year average of \$292,788.89. It is my opinion as the franchise fee is based upon gross sales and that as Pacific Power & Light increases rate charges, that we the City of Rawlins receive additional revenue. The City of Rawlins did increase the franchise rate for 3% to 5% in late FY 2012-2013. Mother Nature also plays a role here as the weather fluctuates day to day. I also believe our population decrease has had an effect. Our revenue totals for the four previous create an average of \$398,261.27. These four fiscal years do not show any significant increase/decrease year-to-year. Our YTD January FY 2017-2018 amount of \$210,063.38 as compared to the YTD January FY 2016-2017 amount of \$216,336.17 provide a decrease of \$6,272.70 or 2.9%. Applying the percentage loss to our average above creates a year end FY 2017-2018 amount of \$386,711.43. I believe the loss is due to the loss in our local population as indicated in our Enterprise account and a warmer winter. There is no growth and the current budget of \$401,000 will not be reached. Recommend **\$386,700**.
- 823 Telephone Taxes: From FY 2006-2007 to FY 2016-2017 we have a declining revenues year-to-year of 2.1% and an eleven year average of \$31,899.73. Our YTD January FY 2017-2018 amount of \$9,255.12 as compared to our YTD January FY 2016-2017 \$9,907.74 indicates a decline of \$652.62 or 6.5%. This decline is an indication of hard line phone usage and the rise of cell phone usage. Also the drop in the local population has a bearing on this decline. Taking away

6.55 from the previous year total creates a year-end amount of \$19,020.57 for FY 2017-2018. Hope the downward trend stops in FY 2017-2018. Recommend **\$18,500.**

- 824 Charter Communications: From FY 2006-2007 to FY 2016-2017 we have an increasing trend of 0.4% per year and a eleven year average of \$92,883.69. The YTD January FY 2017-2018 amount of \$44,358.13 as compared to the YTD January FY 2016-2017 amount of \$46,199.41 indicate a decrease of \$1,841.28 or 4.0%. The drop in physical phone lines and the drop in population I believe is the reason for the decline and the reason we will not make budget. Taking 4.0% of the previous year total of \$92,149.37 creates a year-end amount of \$88,463.39 for FY 2017-2018. Our budget of \$92,200 is just too high based upon the current trends. Hope the downward trend stops in FY 2018-2019. Recommend **\$88,000.**
- 825 FATBEAM LLC: A new fiber franchise. This entity is a private firm provide fiber connectivity to the schools and Carbon County. The quarterly fee received is approximately \$2,235.00. Recommend **\$8,900.**

#### CHARGES FOR SERVICES:

- 831 Liquor Licenses: From FY 2006-2007 through FY 2016-2017 we have a decreasing revenue trend of 0.8% per year or eleven year average of \$28,968.50. A review of the past four years creates an average of \$26,700 and with the loss of at least one bar this all makes sense. Our YTD January 2017-2018 amount of \$24,000.01 as compared to our YTD January FY 2016-2017 amount of \$25,800.01 provides the same picture as above. Recommend **\$24,800.**
- 832 City Licenses & Permits: This account's definition has been changed so the eleven years of historical performance is no longer of value. What we have at this time is a six year average amount of \$8,034.07. Adding the February 2017 through June 2017 amount of \$3,580 to our current YTD amount of \$4,328.50 creates a year-end amount of \$7,808.50. With the YTD January figures at a virtual match the year end amount of FY 2016-2017 of \$7,960 is looking good. Recommend **\$7,960.**
- 833 Engineering/Building Permits: From FY 2006-2007 through FY 2016-2017 we have a decrease of 7.3% year-to-year or an eleven year average of \$117,761.36. The eleven year information indicates valleys and peaks in this revenue account year-to-year in the amount of \$75,000 plus. Our YTD January FY 2017-2018 amount of \$28,527.86 amount as compared to our YTD January 2016-2017 amount of \$21,468.12 indicates an increase of \$7,059.74 or 32.8%. Adding the February 2017 through June 2017 amount of \$29,031.76 to our \$28,527.86 YTD FY 2017-2018 amount provides a year-end amount of \$57,559.62. Creating an average over two years using the year-end amount above and the previous year amount of \$49,999.88 looks like a good bet at \$53,779.75 as the economy is not

- moving in either direction at this time. We also can adjust the revenue and expense budget easily if a significant project is developed. Recommend **\$53,800.**
- 834 Street Cuts: From FY 2006-2007 through FY 2016-2017 we have a decreasing trend of 8.3% year-to-year or an eleven year average amount of \$1,489.57. Looking at just the five previous years we have an average of \$408.60. Our YTD January FY 2017-2018 amount is \$300.00. We have no indication of any true growth. The five year average seems to be the best bet. Recommend **\$400.**
- 835 Animal Licenses: From FY 2006-2007 through FY 2016-2017 we have a decreasing trend of 3.5% year-to-year or an eleven year average of \$2,777.93. Over the last three fiscal years we have not made the average above. The average over the previous three years is \$1,920.33. This is probably due to the decrease in the local population that is documented in the Enterprise Funds. The YTD January FY 2017-2018 amount of \$1,236.50 as compared to the YTD January FY 2016-2017 amount of \$664.50 does provide us with an increase of \$572.00 or 86%. Adding the February 2017 through June 2017 amount to our YTD total above creates a year-end amount of \$1,909.00 for FY 2017-2018 supporting the three year average above. Recommend **\$1,900.**
- 836 Contractor Licensing: This is the other part of the new definition for the City Licenses and permits account above. Our six year average is \$24,813.93 with little fluctuation year to year. Our YTD January FY 2017-2018 amount of \$18,832.28 as compared to our YTD January FY 2016-2017 amount of \$15,152.08 provides an increase of \$3,680.20 or 24.2%. With no indication of a loss the six year average looks good. Recommend **\$24,800.**
- 837 Plan Reviews: A new account just started in FY 2013-2014. The four year average indicates \$61,456.49, with the previous year being only \$16,716.33. The YTD January FY 2017-2018 amount of \$12,098.14 is virtually double the previous year January 2017 amount. Adding the amount earned February 2017 through June 2017 to the January 2017 amount above creates a year-end figure of \$22,740.56 for FY 2017-2018. As with building permit, without a significant project or multiple large project we will not see much income from this account. Recommend picking the middle ground between our actual amount of the previous year and our year-end estimate for FY 2017-2018. Recommend **\$19,700.**
- 839 Cemetery Lot Sales: This account was brought into the General Fund from the Donation Fund at the request of City Council in FY 2012-2013. We have an average over five years after the transfer of \$6,599.60. Our YTD January FY 2017-2018 amount of \$2,910.00 as compared to our YTD January FY 2016-2017 amount of \$2,270.00 provides an increase of \$640.00 or 28.1%. Adding the February 2017 through June 2017 amount to current year amount provides a estimated year-end figure of \$5,710.00 for FY 2017-2018. Current budget should be good, and I believe we can squeeze a little more for this account. Recommend **\$5,700.**

- 840 Land Leases/Sale & Rent: Our historical record is actually not of use in recommending a budget amount for this account. We have three recurring annual leases I am aware of. \$3,000 per month from Kum & Go (\$36,000 annually), \$22,291 annual lease from Union for cell tower space, and \$2,400 annual lease from Lamar for billboard space. The amount paid for cattle grazing (current year \$2,153.73) on City land also varies year-to-year. Recommend only what I know of, **\$62,800**.
- 841 Perpetual Care Fund: From FY 2006-2007 through FY 2016-2017 we have a decreasing trend of 2.6% and an eleven year average of \$3,135.03. Our current YTD January FY 2017-2018 amount of \$1,500.00 as compared to the YTD January FY 2016-2017 amount of \$1,170.00 provides an increase of \$330.00 or 28.2%. A review of just the two previous years indicates breaking the eleven year average above, and the current year is looking like it will break this average also. Recommend **\$3,200**.
- 842 Cemetery Fees: From FY 2006-2007 through FY 2016-2017 we have an increase of 10.9% per year and an eleven year average of \$9,654.68. Our YTD January FY 2017-2018 amount of \$6,980.00 as compared to our YTD January FY 2016-2017 amount of \$7,355.00 indicates a decrease of \$375.00 or 5.0%. Taking 5.0% of the previous year total provides a year-end estimate of \$12,958.00 for FY 2017-2018. Adding the February 2017 through June 2017 amount of \$6,285.00 to our current year amount above provides a year-end estimate of \$13,265.00 for FY 2017-2018. Recommend **\$12,900**.
- 843 Special Uses Permits/Variations: From FY 2006-2007 through FY 2016-2017 we have a decrease of 0.6% and an eleven year average of \$797.55. We have \$30.00 more dollars at the end of January 2018 than we did in January 2017. Will recommend no change in the budget from the current year. Recommend **\$780**.
- 844 Corral Permits: The corral permit revenues does not change year-to-year as there is a fixed amount of corrals available. The rates have not changed from what I can see over the previous ten years. Recommend **\$520**.
- 845 Planning & Zoning: Not a consistent account as it varies wildly year-to-year. The average over the previous eleven-year period is \$1,689.41 with the one year skyrocketed to 14,660.48. Over the previous five years the average has shrunk down to \$420. Recommend **\$420**.
- 847 Prints: A wildly varying account with little revenue over the past four years. Recommend **\$0**.
- 848 Miscellaneous: From FY 2006-2007 through FY 2016-2017 we have a decrease of 9.4% year-to-year and an eleven year average of \$59,275.19. A wildly varying account as we dump into this account what we do not have defined elsewhere, but

the finance department has added additional revenue accounts as they become recurring revenue accounts. . Our YTD January FY 2017-2018 amount of \$2,554.14 as compared to our YTD January FY 2016-2017 amount of \$7,474.11 providing a decrease of \$6,307.07 follows are better defining of revenue accounts. The previous year amount was only \$9,727.50, significantly less than the eleven year average above. Recommend **\$9,000**.

- 849 County Ad Valorum Tax: From FY 2006-2007 through FY 2016-2017 we have an increase of 9.2% year-to-year and an eleven year average of \$404,439.85. There were periods of time where there were declines, and/or no growth. With the loss in population I would have to assume no growth or a possible decline, but property taxes do not always follow this trend. Our YTD January FY 2017-2018 amount of \$317,352.07 as compared to our YTD January FY 2016-2017 amount of \$310,513.31 provides an increase of \$6,838.76 or 2.2%. Adding this 2.2% increase to our previous year amount of \$497,937.89 provides a year-end amount of \$508,326.72. Adding our February 2017 through June 2017 amount to our current year January 2018 amount above provides a year-end amount of \$504,223.03 for FY 2017-2018. All positive trends means an increase in the recommended budget. Recommend **\$502,000**.
- 850 County Motor Vehicle Tax: Our historical record in my opinion is a bit unusual as the amount earned in FY 2011-2012 is over \$100,000 off from the average. Excluding the FY 2011-2012 amount from our eleven year average provides a ten year average of \$227,346.39, with a year-to-year decline of 1.0%. Our population loss is having a negative effect here as there are less vehicles to license. We declined by \$7,326.49 or 3.2% from the previous year in FY 2016-2017. We have revenue to report in this account in January for the first time as Carbon County changes to a new computer system. I do believe our population loss from year-to-year has slowed down based upon the figures in our Enterprise Funds. Received \$223,338.83 in February 2018. With the turnaround we should not receive less as they purchase temporary licenses. Recommend **\$223,000**.
- 852 Government Channel Advertising: A little used revenue line item so we are dropping this line item and we cannot actually charge for these advertisements according to our franchise agreement with Charter. **\$0**.
- 855 Asphalt Materials: The City of Rawlins has shut down our asphalt plant effective July 1, 2017. Recommend **\$0**.
- 856 Lodgers Tax: From FY 2006-2007 through FY 2016-2017 we have a decrease of 2.2% year-to-year, and an eleven year average of \$27,711.60. There have been changes in process of reporting the lodging tax so my YTD information cannot be validated. What it does show in an increase of 26.0% over the previous year YTD January information with only six versus seven checks being received. Recommend staying with the average above less a few dollars as the anticipated

Sinclair turnaround purchases our motel/hotel room without being taxed.  
Recommend **\$23,000**.

- 859 Depot Receipts: From FY 2006-2007 through FY 2016-2017 we have a decrease of 4.3% year-to-year, or an eleven year average of \$6,330.34. The problem is indicated in a review of the previous four fiscal years where our historical average drops to \$5,155.08 approximately. Our YTD January FY 2017-2018 amount of \$3,040.00 is virtually double that of our January 2017 amount, but the year-end amount for FY 2016-2017 was only \$2,975.00. With these wild ups and downs the average will always be the best bet. Recommend the previous four year average. Recommend **\$5,100**.

#### **POLICE & COURT:**

- 860 911 Surcharge: We cannot use our eleven years of historical facts as the definition of this account was changed in FY 2009-2010. Our average over the previous eight years for this account is \$74,783.50, and it is declining at 8.8% year-to-year. The previous year actual year-end amount is \$70,215.93. With the loss in local population, the ability to charge the 911 surcharge fee is also diminished. Our YTD January FY 2017-2018 amount of \$47,619.57 as compared to our YTD January FY 2016-2017 amount of \$41,826.17 provides an increase of \$5,794.50 or 13.8%. I can see larger check amount in FY 2017-2018, but this does not correspond to our annual decreasing amounts. Adding what the City earned February 2017 through June 2017 to our YTD information above for FY 2017-2018 creates a year-end amount of \$76,009.33 approximately. Meeting the requirement of the FY 2017-2018 budget of \$67,000 looks easy. I believe with two conflicting pieces of information, staying with what was received in the previous year is a good bet. Recommend **\$70,200**.
- 861 Animal Shelter Fines: From FY 2006-2007 through FY 2016-2017 we have an increase of 8.6% year-to-year or a eleven year average of \$10,201.98. The average over the past five years of \$12,163.40 is even better. With the loss in local population we do see a dip in the previous year of approximately \$2,000. Our YTD January FY 2017-2018 amount of 9,544.00 41% greater than the amount earned YTD January FY 2016-2017. Adding what the City earned February 2017 through June 2017 to our YTD information above for FY 2017-2018 creates a year-end amount of \$15,562.00 approximately, the highest ever. We have no choice but to increase the budget. Recommend **\$12,700**.
- 862 VOCA Surcharge/Witness Funds: This account is relatively new and has a fixed amount given to us for the current and next year by the State of Wyoming. This revenue amount is basically used to fund the program and not the wages of the

victim advocate. As of January 2017 we have “No” revenue in this account. Recommend **\$0**.

- 863 Restitution: From FY 2006-2007 through FY 2016-2017 we have a decrease of 0.8% year-to-year or a eleven year average amount of \$4,486.94. The history shows us lows at \$1,728.55 and a high of \$8,465.96 over the previous eleven year, so this account fluctuates wildly. The YTD January FY 2017-2018 amount of \$1,985.83 2.5% less than the YTD January FY 2016-2017 amount. But as stated above a wild ride is normal. The City received only \$4,300.15 in the previous fiscal year. With it wild, with the YTD information showing a decline, we will reduce the budget a bit. Recommend **\$4,000**.
- 864 Municipal Judge: From FY 2006-2007 through FY 2016-2017 we have a decrease of 3.9% year-to-year and an eleven year average amount of \$227,217.50. Our transients were very active at one point and not our locals as this revenue peaked with the boom in FY 2007-2008 at \$378,104.89. Since that time as the transient workforce left our community we have dropped 51.1% or down to \$184,813.58 for FY 2015-2016. Just looking at the previous four years, our average is \$203,026.15. Our YTD January FY 2017-2018 amount of \$163,568.00 represents a huge increase of 67.3% above the previous year same month as a new ticket writing process was introduced by the police department and our eclipse. The City six year average (FY 2010-2011 through FY 2015-2016) prior to the new system and eclipse is \$180,154. With a large transient workforce returning there should not be a decline below this six-year average. A negative is the fees being assessed by the new judge. Recommend **\$170,000**.
- 865 Record Checks: From FY 2006-2007 through FY 2016-2017 we have an increase of 6.9% year-to-year and a eleven year average of \$338.08. Our YTD January FY 2017-2018 amount of \$174.00 is 63.8% less than the previous year same month. Recommend **\$300**.
- 866 Tow Fee Reimbursements: This account is used little as indicated in our eleven year of history. The average over the previous five year is \$200.80. Recommend **\$200**.
- 867 Advocate Grant State – The Police have received a two year grant for Victim Advocate support. The recommended below is for a continuation of the same grant. Recommend **27,417**.
- 872 Court Bonds: This is not our money, but bail monies for the court. Our monies end up in the account above called Municipal Judge (Fines). Recommend **\$1,000**.
- 873 Crime Victims: This is not our money, but the court monies. Recommend **\$1,000**.
- 874 CATS Bus: We have to use average over the years as this is the best estimate. The previous eleven fiscal years creates an average of \$1,168.52. Taking a shorter

view, our average over the past five years is at least \$1,538.20. As our average is the best figure. Recommend **\$1,500**.

- 876 Advocate Grant State – The Police have received a two year grant for Victim Advocate support. The recommended below is for a continuation of the same grant. Recommend **82,250**.

**OTHER:**

- 871 Interest Income: Interest income revenue is based upon what we have in the bank and the review of the previous ten years indicates sometimes we did not have much. Interest income is also based upon the interest rates as set by the Federal Reserve. They have increased their rates in FY 2016-2017, and continue in FY 2017-2018. Last fiscal year the City reached \$30,844.11, it is likely based upon the changes made by the Federal Reserve the City will make more this year. The budget of \$15,000 has already be met through January 2018, and we double this amount just last year. Recommend **\$50,000**.
- 886 Arson Dog Activation – This revenue line has now been active for two years, but as we see on the January 2018 financial report it is zero. We should account for it in the budget as a possibility. Recommend **\$500**.
- 889 Lottery for Cities – The municipalities of the State of Wyoming according to the adopted law are to receive a portion of first \$6,000,000 until June 30, 2022. Through January 2018 we have received \$38,621.60 and adding what we earned February 2017 through June 2017 to this amount we should have a year-end amount of approximately \$52,969.50 for FY 2017-2018. Recommend **\$52,000**.

**TRANSFERS:**

- 892 Central Shop Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With a citywide COLA increase in FY 2018-2019 there will be an increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$119,541**
- 894 Solid Waste Landfill: Debt service for inter-fund loan for three years has been completed in FY 2015-2016. Recommend **\$0**.
- 895 Water Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With a citywide COLA increase in FY 2018-2019 there will be an increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$216,102**.
- 896 Sewer Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With a citywide COLA increase in FY 2018-

2019 there will be an increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$142,934**.

897 Landfill Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With a citywide COLA increase in FY 2018-2019 there will be an increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$161,252**.

899 Murray Street Wastewater Project & Sewer Jet Reimbursement: This account was created to have the Sewer Fund payback the General Fund for the Murray Street Waste Water Project (\$861,035.94) and for the Sewer Jet Truck (\$253,806.00) as the Sewer Fund did not have the revenue stream to pay for these items when the expense was incurred. The payback is set up identically to an SRF loan with the terms of 2.5% and twenty (20) years of payments. This amount is **\$69,770**.

**YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS):**

There are a few changes in the number of authorized positions for FY 2018-2019 as compared to the FY 2017-2018 budget for the General Fund to the Recreation Services Fund. Below you will find three fewer positions authorized in FY 2018-2019 in this group. These three eliminated positions are a MSW employee in P.W. Streets, Custodian in P.W. Facilities, and a MSW employee in Recreation Center.

Actual FY 2017-2018		Recommended FY 2018-2019	
Job Title	Hours	Job Title	Hours
(Manager's Office 10-4101)			
City Manager	40.0	City Manager	40.0
City Clerk	40.0	City Clerk	40.0
Deputy City Clerk	40.0	Deputy City Clerk	40.0
Deputy City Clerk	20.0		
(City Attorney 10-4102)			
City Attorney	40.0	City Attorney	40.0
Legal Secretary III	40.0	Legal Secretary III	40.0
(Municipal Judge 10-4103)			
Judge	As Needed	Judge	As Needed
Court Clerk	40.0	Court Clerk	40.0
Deputy Court Clerk	20.0	Deputy Court Clerk	20.0
(CATS Bus 10-4016)			
Bus Driver	30.0	Bus Driver	30.0
(Finance 10-4202)			
Finance Director	40.0	Finance Director	40.0
Assistant Finance Director	40.0	Assistant Finance Director	40.0
Account Clerk II (2)	80.0	Account Clerk II (2)	80.0
Account Clerk I	40.0	Account Clerk I	40.0
(Public Works-Admin 10-4301)			
P.W. Director	40.0	P.W. Director	40.0
P.W. Operations Manager	40.0	P.W. Operations Manager	40.0
(Public Works-Shop 10-4302)			
Shop Superintendent	40.0	Shop Superintendent	40.0
Equipment Mechanic (2)	80.0	Equipment Mechanic (2)	80.0

*Payroll*

*↳ General Ledger Budget*

*↳ 2014-2020 Budget*

*↳ Bud PG Complete*

*↳ Gen Fund Emp Count.*

## Actual FY 2017-2018

Job Title	Hours
-----------	-------

(Public Works-Street (10-4303))

**Street Supervisor 40.0**

Municipal Service Wrk IV 40.0

Municipal Service Wrk. III 40.0

Municipal Service Wrk. I (4) 160.0

(Public Works-Facilities 10-4307)

Facilities Superintendent 40.0

Facilities Foreperson 40.0

Custodian/Alt Bus Driver 40.0

Custodian (2) 80.0

(Community Development 10-4401)

Admin Secretary II 40.0

(Comm. Dev.-Nuisance &amp; Code Enforcement 10-4410)

Building Official 40.0

(Police-Admin 10-4601)

Chief of Police 40.0

Police Lieutenant (3) 120.0

Police Sergeant (4) 160.0

Police Officer II (10) 400.0

Admin Secretary III 40.0

Victim Coordinator 40.0

(Police-Animal Control 10-4610)

Animal Control Officer II 40.0

Animal Control Officer I 40.0

(Police-911 Center 10-4615)

Communications Supervisor 40.0

Senior Communications Opr. 40.0

Comm. Operator II 40.0

Comm. Operator I (4) 160.0

## Recommended FY 2018-2019

Job Title	Hours
-----------	-------

**Street Foreperson 40.0**

Municipal Service Wrk. IV 40.0

Municipal Service Wrk. III 40.0

Municipal Service Wrk II 40.0

Municipal Service Wrk. I (2) 80.0

Facilities Superintendent 40.0

Facilities Foreperson 40.0

Custodian/Alt Bus Driver 40.0

Custodian 40.0

Admin Secretary II 40.0

Building Official 40.0

Chief of Police 40.0

Police Lieutenant (3) 120.0

Police Sergeant (4) 160.0

Police Officer II (10) 400.0

Admin Secretary III 40.0

Victim Coordinator 40.0

Victim Advocate 40.0

Victim Advocate 20.0

Animal Control Officer II 40.0

Animal Control Officer I 40.0

Communications Supervisor 40.0

Senior Communications Opr. 40.0

Comm. Operator II 40.0

Comm. Operator I (4) 160.0

Actual FY 2017-2018		Recommended FY 2018-2019	
<u>Job Title</u>	<u>Hours</u>	<u>Job Title</u>	<u>Hours</u>
(Fire 10-4701)			
Fire Chief	40.0	Fire Chief	40.0
Fire Battalion Chief	40.0	Fire Battalion Chief	40.0
Shift Captain (3)	120.0	Shift Captain (3)	120.0
Fire Apparatus Operators (6)	240.0	Fire Apparatus Operators (6)	240.0
(Fire 10-4710)			
Code Enforcement Officer	40.0	Code Enforcement Officer	40.0
(DDA 10-4823)			
Main Street Executive	40.0	Main Street Executive	40.0
(Rec Services – Golf Course Maintenance 15-4100)			
Golf & Green Space Supr.	40.0	Golf & Green Space Supr.	40.0
Equipment Manager	40.0	Equipment Manager	40.0
(Rec.Services-Club House 15-4101)			
Golf Professional	40.0	Golf Professional	40.0
(Rec. Services-Recreation Center 15-4506)			
Recreation Director	40.0	Recreation Director	40.0
Recreation Superintendent	40.0	Recreation Superintendent	40.0
Recreation Programmer	40.0	Recreation Programmer	40.0
Front Desk Supervisor	40.0	Front Desk Supervisor	40.0
Recreation Assistant (2)	80.0	Recreation Assistant (2)	80.0
Municipal Service Wrk. I	40.0		
Drop off Child Care Provider	30.0	Drop off Child Care Provider	30.0
(Rec. Services-Shooting Range 15-4510)			
Recreation Programmer	40.0	Recreation Programmer	40.0
(Rec. Services-Golf & Green Space Maintenance 15-4515)			
Green Space Assistant Supr.	40.0	Green Space Assistant Supr.	40.0
Green Space Technician II (2)	80.0	Green Space Technician II	40.0
No. of Authorized Positions	<b>89.0</b>	No. of Authorized Positions	<b>86.00</b>
(General & Recreation Fund)		(General & Recreation Fund)	



CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019  
BUDGET

---

**General Fund Budget FY 2018-2019**

**PROPOSED BUDGET:**

FY 2018-2019 Budget Summary for the General and Recreation Funds:

With a 4.0% COLA added to the personnel expenses, a cut in the number of employees, a \$100,000 increase to the General/Recreation fund employee insurance fund, a \$10,000 increase to our seasonal part-time green space employees, our operating budget is \$9,923,107 (\$8,122,587 General/\$1,800,520 Recreation) for FY 2018-2019. There is no recommendation to use our rainy-day reserve to fund any operations. Our insurance/rainy-day reserve combined is recommended at \$4,086,667 (\$2,000,000 Insurance/\$2,137,609 Rainy Day) along with \$100,000 in the operating contingency within the general fund. The proposed operating budget for FY 2018-2019 is **\$139,589** more than the adjusted FY 2017-2018 General Fund operating budget. The proposed operating budget for FY 2018-2019 is **\$57,034** more than the adjusted FY 2017-2018 Recreation Fund operating budget.

The City of Rawlins for the third time is recommending the use of all of the Optional Sales Tax (\$2,021,000) and for the third time all of the State Supplemental Funding (\$734,000) to balance recurring revenues to recurring expenses for general and recreation fund operations. The most recent recession we have been facing seems to have ended in FY 2017-2018 based upon the sales taxes we have received. We received only \$2,065,159.96 in the state sales tax revenue account in FY 2015-2016 and we are budgeting \$2,119,000 in FY 2018-2019. We are not recommending "any recurring revenues" to be available for capital items for FY 2018-2019, thus we will be budgeting capital items for the General/Recreation from "excess cash on hand" after June 30, 2018. There will be excess cash on hand as the sales taxes being received will exceed the budget for FY 2017-2018.

FY 2018-2019 Revenue Budget Summary for the General and Recreation Funds:

Operating Revenues by Group comparison (table 1):

	Adjusted Budget FY 2017-2018	Proposed Budget FY 2018-2019
General Fund:		
Taxes:	\$6,467,057	\$6,771,300
Franchises:	\$ 770,500	\$ 727,100

Charges for Services:	\$ 960,010	\$ 981,780
	Adjusted Budget	Proposed Budget
	<u>FY 2017-2018</u>	<u>FY 2018-2019</u>
Police & Court:	\$ 359,067	\$ 370,567
Other:	\$ 72,000	\$ 102,500
Transfers In:	\$ 682,180	\$ 709,599
	\$9,310,814	\$9,662,846
Rec. Golf Revenue	\$ 235,000	\$ 212,010
Rec. Recreation CTR. Rev.	\$ 177,370	\$ 185,860
	\$ 412,370	\$ 397,870
TOTAL	\$9,723,184	\$10,060,716

The difference of **\$337,532** created by the comparison of the two fiscal years operating revenue budgets above represents the increase of approximately **3.47%** in FY 2018-2019. There is an increase in the dollars being transferred to the recreation department (golf and recreation combined only) in the amount of \$20,834 or 2.07% as the recreation revenues decline and expenses increase.

Operating Expenses by Department Comparison (table 2):

Operating Expenses by Cost Center:

	FY 2017-2018 Adjusted Budget	FY 2018-2019 Proposed Budget
City Council	\$ 79,007	\$ 78,143
City Manager	\$ 352,487	\$ 363,028
City Attorney	\$ 215,280	\$ 225,672
Municipal Court	\$ 249,054	\$ 262,016
Information Technology	\$ 161,300	\$ 170,000
Human Resources	\$ 86,850	\$ 78,500
CATS Bus	\$ 59,199	\$ 61,464
Finance	\$ 435,601	\$ 406,446
Non Departmental	\$ 469,871	\$ 473,750
Public Works	\$1,662,956	\$1,561,593
Community Development	\$ 228,006	\$ 225,424
Police:	\$2,690,669	\$2,759,707
Fire:	\$1,015,210	\$1,162,642
Non Profit/Ancillary Agencies	\$ 176,614	\$ 176,614
Downtown Development Authority	\$ 101,094	\$ 112,247
Capital Improvement – Lease	\$ 5,350	\$ 5,341
Sub Totals	\$7,982,998	\$8,122,587

	FY 2017-2018 Adjusted Budget	FY 2018-2019 Proposed Budget
Recreation Services Fund:		
Golf Course	\$ 359,078	\$ 369,336
Golf Program-Club House	\$ 204,067	\$ 251,674
Recreation Center	\$ 723,256	\$ 709,040
Shooting Range	\$ 93,855	\$ 96,540
Green Spaces	<u>\$ 363,230</u>	<u>\$ 373,930</u>
Sub Totals	\$1,743,486	\$1,800,520
TOTAL	\$9,731,034	\$9,923,107

The City Manager recommended an operating budget of **\$9,923,107** which is **\$192,073** greater than the operating revenues/expenditure of the FY 2017-2018 amount as stated above. The difference of \$192,073 is created by the 4.0% COLA, a cut in the number of employees, \$10,000 in seasonal green space/golf maintenance salaries, and adding \$100,000 to the General/Recreation Employee Insurance Plan. The Materials & Services expense category was decreased by \$19,361 from the total in this category in FY 2017-2018, and we do not believe there is any additional cuts to be made without cutting services.

#### Capital Revenues by Group comparison

As proposed above in the summary, the City Manager is proposing no use of anticipated recurring revenues for any additional capital expenses. The proposal to fund FY 2018-2019 capital is to use cash on hand. The City is to wait until we have a full picture of cash on hand at the end of the fiscal year 2017-2018. There will be some funds above the \$4,100,000 amount reserved for Contingency, Insurance Reserve, and Raining Day Reserve that will be available for capital. The authorized capital projects in the FY 2017-2018 not started will also bring back their appropriations for re-prioritization and re-appropriation if requested.

On average over the past five (5) years the operating expense of the General/Recreation fund returned approximately \$450,000 to the general fund cash account. In one of the five years the return was zero.

**CITY OF RAWLINS**  
**FY 2018-2019 RECOMMENDED BUDGET**

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-3000-800	BEGINNING FUND BALANCE	0	6,058,877	0	6,195,482	4,100,000
	TOTAL BEGINNING BALANCE	0	6,058,877	0	6,195,482	4,100,000
10-3100-801	CIGARETTE TAX	55,692	65,000	41,722	54,000	50,000
10-3100-802	SALES TAX	2,005,719	2,187,760	1,809,558	1,925,230	2,119,000
10-3100-803	COUNTY OPTION SALES TAX I/O	1,904,646	2,079,030	1,723,673	1,829,552	2,021,000
10-3100-805	STATE USE TAX	171,851	176,000	110,511	176,000	152,000
10-3100-807	GAS TAXES	398,429	410,850	303,218	415,600	389,000
10-3100-808	STATE SUPPLEMENTAL FUNDING	734,013	734,000	742,373	734,000	734,000
10-3100-809	FEDERAL MINERAL ROYALTY	325,984	332,000	171,865	324,495	326,500
10-3100-810	SEVERENCE TAX	343,802	343,000	171,878	343,900	343,800
10-3100-815	COUNTY OPTIONS USE TAX I/O	261,871	270,350	172,110	270,350	235,000
10-3100-816	STATE USE TAX - OUT OF STATE	139,191	141,300	89,509	141,300	123,000
10-3100-819	SALES TAX OUT OF STATE	263,194	287,080	237,453	252,630	278,000
	TOTAL TAXES:	6,604,393	7,026,370	5,573,869	6,467,057	6,771,300
10-3200-821	BLACK HILLS ENERGY	105,136	69,800	202,537	250,000	225,000
10-3200-822	ROCKY MOUNTAIN POWER	396,333	398,000	283,126	401,000	386,700
10-3200-823	TELEPHONE TAXES	20,343	22,000	11,627	19,200	18,500
10-3200-824	CHARTER COMMUNICATIONS	92,149	99,000	65,957	92,200	88,000
10-3200-825	FATBEAM LLC	5,320	5,190	6,765	8,100	8,900
	TOTAL FRANCHISE FEES:	619,282	593,990	570,011	770,500	727,100

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-3400-831	LIQUOR LICENSES	25,800	27,400	24,000	26,000	24,800
10-3400-832	CITY LICENSES AND PERMITS	7,960	11,000	4,444	6,600	7,960
10-3400-833	ENGINEERING/BUILDING PERMITS	50,000	94,000	36,070	59,000	53,800
10-3400-834	STREET CUTS	175	750	375	350	400
10-3400-835	ANIMAL LICENSES	1,337	2,800	1,385	1,500	1,900
10-3400-836	CONTRACTOR LICENSES	26,976	23,000	25,595	24,000	24,800
10-3400-837	PLAN REVIEWS	16,716	25,000	15,859	18,000	19,700
10-3400-839	CEMETERY LOT SALES	5,070	4,550	3,230	4,550	5,700
10-3400-840	LAND LEASES/SALE & RENT	72,444	59,800	31,854	59,800	62,800
10-3400-841	PERPETUAL CARE FUND	3,170	3,000	1,750	2,700	3,200
10-3400-842	CEMETERY FEES	13,640	10,000	8,845	10,000	12,900
10-3400-843	SPECIAL USE PERMITS/VARIANCES	878	500	658	780	780
10-3400-844	CORRAL PERMITS	460	530	40	530	520
10-3400-845	PLANNING AND ZONING	475	450	500	500	420
10-3400-847	PRINTS AND INSPECTIONS	650	0	390	0	0
10-3400-848	MISCELLANEOUS	9,728	45,000	2,973	24,300	9,000
10-3400-849	COUNTY AD VALORUM TAX	497,384	474,000	339,048	480,000	502,000
10-3400-850	COUNTY MOTOR VEHICLE TAX	221,566	234,000	224,113	213,000	223,000
10-3400-855	ASPHALT MATERIALS	3,854	6,500	0	2,000	0
10-3400-856	LODGERS TAX	22,540	32,000	24,133	22,600	23,000
10-3400-859	DEPOT RECEIPTS	2,975	5,000	4,840	3,800	5,100
	TOTAL CHARGES AND SERVICES:	983,799	1,059,280	750,100	960,010	981,780
10-3500-860	911 SURCHARGE	70,216	78,000	57,452	67,000	70,200
10-3500-861	ANIMAL SHELTER FEES	12,707	13,000	13,770	10,700	12,700
10-3500-863	RESTITUTION	4,300	4,000	2,356	5,000	4,000
10-3500-864	MUNICIPAL JUDGE	208,246	210,000	193,796	162,500	170,000
10-3500-865	RECORD CHECKS	604	350	204	400	300
10-3500-866	TOW. FEE REIMBURSEMENTS	560	200	1,345	300	200
10-3500-867	ADVOCATE GRANT - STATE	10,469	27,417	9,829	27,417	27,417
10-3500-869	DUI/EUDL GRANTS	0	2,500	0	0	0
10-3500-872	COURT BONDS	-785	1,000	-13,386	1,000	1,000
10-3500-873	CRIME VICTIMS	7,865	400	3,905	1,000	1,000
10-3500-874	CATS BUS	1,423	1,500	1,161	1,500	1,500
10-3500-875	BALLISTIC VEST	1,299	0	1,600	0	0
10-3500-876	ADVOCATE GRANT - FEDERAL	28,513	82,250	52,150	82,250	82,250
	TOTAL POLICE AND COURT:	345,417	420,617	324,182	359,067	370,567
10-3600-871	INTEREST INCOME	30,844	8,000	41,155	15,000	50,000
10-3600-885	WILDLAND FIRE REIMBURSEMENT	24,085	0	3,932	0	0
10-3600-886	ARSON DOG ACTIVATION	1,468	0	0	1,000	500
10-3600-888	SALE OF FIXED ASSETS	0	0	1,829	0	0
10-3600-889	LOTTERY FOR CITIES	58,432	18,000	38,622	56,000	52,000
	TOTAL OTHER:	114,830	26,000	85,538	72,000	102,500

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-3900-892	CENTRAL SHOP FUND	116,230	116,230	96,858	116,230	119,541
10-3900-895	WATER FUND	188,984	188,984	157,487	188,984	216,102
10-3900-896	SEWER FUND	134,585	134,585	112,154	134,585	142,934
10-3900-897	LANDFILL FUND	167,611	167,611	139,676	167,611	161,252
10-3900-898	PRIVATE DONATION FUND	0	0	5,000	5,000	0
10-3900-899	MURRAY STREET REIMBURSEMENT	69,770	69,770	58,142	69,770	69,770
TOTAL TRANSFERS IN:		677,180	677,180	569,317	682,180	709,599
TOTAL GENERAL FUND REVENUES:		9,344,900	15,862,314	7,873,018	15,506,296	13,762,846

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4100

**Department:** General Government

**Division:** City Council

**Department Mission:** The City Council directs the staff through the City Manager of the City of Rawlins by adopting goals and/or passing ordinances/resolutions that meet the quality of life standards of the residents of the City.

**Department Description:** The following budget identifies the expenses needed to support the City Council in meeting its mission statement and for the continuing education and/or for information gathering needed by the Council so quality decisions can be made.

**2018-2019 Goals, Projects and Highlights:**

- Continuing the process of identifying goals and rules of law that enhance the quality of life for the Citizens of the City of Rawlins.
- Continue to push for a financial plan that works year-to-year with little fluctuation in the services provided to the Citizens of the City, thus creating consistency in services provided.
- Create relationships with other business or government agencies to enhance the City of Rawlins future.

**2017-2018 Accomplishments/Comments:**

- Work through the changes in relationships with new council members.
- Working with the economic development vendor trying to enhance the economic vitality of the City.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4100-110	SALARIES	45,000	45,000	34,615	45,000	45,000
10-4100-130	EMPLOYEE BENEFITS	3,443	3,443	2,649	3,443	3,443
10-4100-190	WORKERS COMPENSATION	2,311	2,286	1,648	2,664	1,800
10-4100-207	CONSULTANT CONTR.-INFO TECH	2,130	1,800	1,943	2,400	2,400
10-4100-250	TRAVEL AND TRAINING	8,026	9,000	4,259	10,000	10,000
10-4100-270	DUES/PUBLICATIONS	13,520	15,000	12,414	15,000	15,000
10-4100-499	MISCELLANEOUS	0	500	375	500	500
TOTAL GENERAL GOVERNMENT:		74,431	77,029	57,903	79,007	78,143

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
10-4101-110	SALARIES	205,612	218,568	159,828	206,958	215,236
10-4101-130	EMPLOYEE BENEFITS	86,944	98,880	77,966	102,327	108,233
10-4101-190	WORKERS COMPENSATION	10,329	11,103	7,733	12,252	8,609
10-4101-207	CONSULTANT CONTR-INFO TECH	12,499	12,500	12,000	12,500	11,000
10-4101-250	TRAVEL AND TRAINING	10,539	11,000	9,673	12,500	12,500
10-4101-256	UTILITIES-PHONE/INTERNET	1,988	3,000	1,683	2,500	2,500
10-4101-270	ADS/DUES/PUBLICATIONS	1,456	3,300	1,357	2,500	2,500
10-4101-430	SUPPLIES	0	750	904	750	750
10-4101-470	VECHICLE OPERATION	0	0	184	0	1,500
10-4101-480	UNIFORMS	0	200	0	200	200
10-4101-730	FA-FACILITIES	10,993	50,000	0	30,500	0
10-4101-735	FA-GRANT MATCH	0	180,000	0	175,000	0
10-4101-740	FA-STREET INFRASTRUCTURE	0	0	30,125	30,125	0
TOTAL CITY MANAGER:		340,359	589,301	301,453	588,112	363,028

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4102

**Department:** Legal

**Division:** City & Prosecuting Attorney

**Department Mission:** The Office of the Rawlins City Attorney endeavors to render timely and ethical legal services of only the highest quality to the Rawlins City Council, city administration and city staff, consistent with its unparalleled commitment to professionalism. The Office functions as both advisor and advocate as it pursues the City's goals while remaining dedicated to the principles of ethical behavior, efficiency and accountability.

**Department Description:** The City of Rawlins Attorney's Office provides legal guidance to the Rawlins City Council, City Manager and its' Department Heads relating to Employment Law; Contract Law; Statutory and Constitutional Law; Administrative Law; Police Powers; Planning and Zoning; and Procedural Rules for Governing Bodies. The City Attorney's Office also prosecutes criminal offenses, city ordinance violations and represents the City in non-insurance civil litigation. The City Attorney's Office provides legal guidance to municipal boards and commissions. The City Attorney's Office represents the city in contract negotiations and appears on behalf of the City in appeals of administrative decisions of city staff. The City Attorney's Office also represents the City in Workers Compensation Claims, Unemployment Claims and Department of Labor litigation.

**2018-2019 Goals, Projects and Highlights:**

The principal objective of the City Attorney's Office is to make Rawlins the best possible place to live, work and do business for and on behalf of its citizens by working as efficiently as possible in the following areas:

- To assist in the operations of the City by serving as legal advisor to the Rawlins City Council, municipal personnel, and municipal boards and

commissions and by drafting resolutions, ordinances, legal opinions, and other legal documents upon request.

- To uphold state and municipal laws by prosecuting those persons charged with misdemeanors, traffic offenses, municipal infractions and other laws and regulations within our jurisdiction and by educating and encouraging voluntary compliance with the law.
- To advise city officials on proposed and existing legislation and interpret the legal ramifications of new legislation.
- To assist staff in updating and re-codifying existing ordinances and to draft new ordinances for adoption at the request of the Rawlins City Council.
- To represent the City and city officials in court in either actions brought by the City or brought against the City.
- To monitor the delivery of all legal services to the City.

While the City Attorney represents the City and its various departments, boards and commissions, the City Attorney is also available to answer citizen questions on matters generally involving City Government. The City Attorney cannot do so if the situation appears to create an ethical conflict of interest due to the citizen's issue involving a conflict with the City itself. The City Attorney is unable to represent individual citizens or provide them legal advice. A private attorney is in the best position to provide independent legal advice to the public at large.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4102-110	SALARIES	140,403	140,804	111,932	140,804	153,852
10-4102-130	EMPLOYEE BENEFITS	38,254	39,219	30,991	40,040	43,166
10-4102-190	WORKERS COMPENSATION	7,190	7,153	5,247	8,336	6,154
10-4102-206	CONSULTANT CONTRACTS-LEGAL	3,404	7,000	0	7,000	5,500
10-4102-220	COURT AND LEGAL FEES	288	10,000	345	10,000	9,300
10-4102-250	TRAVEL AND TRAINING	2,217	4,000	795	3,000	3,000
10-4102-256	UTILITIES-PHONE/INTERNET	229	500	192	400	400
10-4102-270	DUES/PUBLICATIONS	1,955	4,000	2,953	4,500	3,500
10-4102-430	SUPPLIES	925	1,370	852	1,000	800
10-4102-705	FA-EQUIPMENT	0	0	660	1,200	0
TOTAL CITY ATTORNEY:		194,864	214,046	153,966	216,280	225,672

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2017-2018 BUDGET

---

**Fund:** 10-4103

**Department:** Legal

**Division:** Municipal Judge

**Department Mission:** To efficiently process cases according to State Statutes and City Ordinances and work with City Attorney, Defense Attorneys and Defendants to resolve cases.

**Department Description:** To enter citations, take payment, follow legal procedures for processing of not guilty pleas and failure to appear citations, prepare orders, making sure all requirements are met for sentences ordered by Judge.

**2017-2018 Goals, Projects and Highlights:**

- Continue processing cases efficiently.
- Work with State in implementing digital tickets.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current yea Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
10-4103-110	SALARIES	113,857	112,414	66,538	112,414	116,659
10-4103-130	EMPLOYEE BENEFITS	49,807	58,988	36,006	62,585	73,187
10-4103-170	TEMPORARY PAY	0	0	0	0	100
10-4103-190	WORKERS COMPENSATION	5,811	5,711	3,329	6,655	4,670
10-4103-206	CONSULTANT CONTR-LEGAL	615	1,000	523	750	750
10-4103-210	CONSULTANT CONTR-OTHER	15	0	130	0	0
10-4103-215	JAILING EXPENSES	39,360	50,000	26,280	50,000	50,000
10-4103-220	COURT AND LEGAL FEES	2,334	12,500	4,008	11,000	9,600
10-4103-227	CC EXPENSE BOND ACCOUNT	2,727	3,500	4,481	4,000	5,000
10-4103-250	TRAVEL AND TRAINING	0	30	0	100	500
10-4103-270	ADS/DUES/PUBLICATIONS	667	550	503	550	550
10-4103-430	SUPPLIES	575	1,000	1,050	1,000	1,000
10-4103-440	EQUIPMENT	119	0	0	0	0
TOTAL MUNICIPAL JUDGE:		215,887	245,693	142,848	249,054	262,016

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 10-4104

**Department:** General Government

**Division:** Information Technology

**Department Mission:** Under the direction of the Finance Director this division is to provide all other departments/divisions with the technology needed to perform their job effectively and efficiently.

**Department Description:** The following budget identifies the expenses needed to support this division as it contracts for, receives training in, or purchases the technology needed to support all department/divisions.

### **2018-2019 Goals, Projects and Highlights:**

- Maintain the “campus” network to all facilities for the data and phone communication connectivity through a professional contract for support and maintenance of IT equipment.
- Meet the goals of the City Council and Staff on providing Video Surveillance on City Facilities and other areas of concern.
- Move the City if funding is possible to new switching equipment starting with City Hall. Our switching equipment was installed in 2010.

### **2017-2018 Accomplishments/Comments:**

- Maintained the “campus” network connecting fourteen (14) facilities together for both data and voice without failure.
- Combined all old servers (7) installed in 2010 into the “VM” environment using only two (2) servers. This cuts the maintenance cost annually.
- Installed “fiber” communications link to the City Water Plant from the City Hall IT room. This enabled installing video surveillance cameras at the Water Plant.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4104-207	CONSULTANT CONTR-INFO TECH	116,968	125,000	88,761	130,000	137,700
10-4104-250	TRAVEL AND TRAINING	28	1,500	0	500	500
10-4104-430	SUPPLIES	488	800	0	800	800
10-4104-440	EQUIPMENT	24,946	30,000	14,814	30,000	31,000
10-4104-715	FA-INFORMATION TECHNOLOGY	48,339	49,645	59,514	65,000	0
TOTAL INFORMATION TECH:		190,769	206,945	163,089	226,300	170,000

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4105

**Department:** City Manager

**Division:** Human Resources

**Department Mission:** Under the direction of the City Manager this division is to provide the resources needed to support all employees through the hiring phase and through ongoing development of the employee while working for the City of Rawlins.

**Department Description:** The following budget identifies the expenses needed to support the hiring process and the continuing education of all employees through their employment with the City. We also provide for training of all employees to create a positive work environment.

**2018-2019 Goals, Projects and Highlights:**

- Continuing support of the hiring process.
- As changes in employment with the City continue we will seek to find out how to enhance the work environment by contracting the exit interviews with a third party.
- We have brought to the City Council changes to be made in the Employee personnel manual for their adoption.

**2017-2018 Accomplishments/Comments:**

- We are continuing with the contract with Mountain States Employers Council to continue with the exit interviews (one of their recommendations) so the City can see why we lose full time employees through the year.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4105-210	CONSULTANT CONTR-OTHER	14,314	10,000	495	10,000	10,000
10-4105-225	UNEMPLOYMENT INSURANCE	4,859	33,000	791	31,700	25,000
10-4105-250	TRAVEL AND TRAINING	200	5,000	903	4,500	4,000
10-4105-251	DRUG/ALCOHOL SCREENING	6,427	5,000	3,532	5,000	5,400
10-4105-252	PERSONNEL TESTING	9,903	8,000	2,643	8,000	8,000
10-4105-253	MEDICAL	6,334	16,000	5,640	15,000	14,000
10-4105-254	EDUCATION REIMBURSEMENT	0	650	0	650	600
10-4105-270	ADS, DUES, PUBLICATIONS	1,491	10,000	6,482	10,000	11,000
10-4105-322	SAFETY	0	4,000	0	2,000	500
TOTAL HUMAN RESOURCES:		43,527	91,650	20,486	86,850	78,500

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4106

**Department:** City Manager

**Division:** C.A.T.S. Bus

**Department Mission:** Under the direction of the City Manager/City Clerk this division is to provide the resources needed to support public transportation for the public at-large during limited hours throughout the day.

**Department Description:** The following budget identifies the expenses needed to support all aspects of providing public transportation Tuesday through Friday with a single driver on a designated route.

**2018-2019 Goals, Projects and Highlights:**

- Continue training of the current CATS Bus driver and backup drivers to ensure all driving safety regulations and passenger safety regulation are followed.
- Look into the prospect placing signage at each stop with the time we are to arrive.
- Have enough trained drivers cover primary driver when absent.

**2017-2018 Accomplishments/Comments:**

- Continuing to provide WY Department of Transportation (DOT) training for regular and substitute Community Access Transit System (CATS) Bus drivers.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4106-110	SALARIES	25,574	24,904	19,348	24,904	25,901
10-4106-130	EMPLOYEE BENEFITS	22,639	24,323	19,639	26,121	27,827
10-4106-180	OVERTIME PAY	0	0	192	0	0
10-4106-190	WORKERS COMPENSATION	1,319	1,265	927	1,474	1,036
10-4106-250	TRAVEL AND TRAINING	0	500	544	500	750
10-4106-270	ADS/DUES/PUBLICATIONS	75	200	0	200	200
10-4106-440	EQUIPMENT	0	0	0	0	0
10-4106-470	VECHICLE OPERATION	3,627	6,000	3,398	6,000	5,750
TOTAL CATS BUS:		53,234	57,192	44,048	59,199	61,464

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4202

**Department:** General Government

**Division:** Finance

**Department Mission:** Under the direction of the Finance Director this division primary mission is to create the perfect financial record, one that fully represents the financial condition of the City and one that follows the direction of the adopted City budget.

**Department Description:** To record every financial transaction of the city. To provide all services to the public or other city divisions as it relates to finances of the City.

**2018-2019 Goals, Projects and Highlights:**

- Ensure all finance department employees are fully trained on use of new version of Caselle called "Connect".
- Continue to take updates from Caselle with all enhancements, and provide training on new items as they are provided.
- Continue to push our employees to be the best they can be by providing training in the area of customer service and networking with other cities performing the same job.

**2017-2018 Accomplishments/Comments:**

- Re-train two new finance department employees and provide funding so more employees can attend Caselle workshops.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
10-4202-110	SALARIES	250,782	254,702	193,881	252,956	263,062
10-4202-130	EMPLOYEE BENEFITS	106,728	142,571	77,625	129,220	93,862
10-4202-190	WORKERS COMPENSATION	12,832	12,939	9,177	14,975	10,522
10-4202-207	CONSULTANT CONTR-INFO TECH	28,369	29,000	28,744	31,000	31,700
10-4202-210	CONSULTANT CONTR-OTHER	1,750	1,750	1,250	1,750	1,900
10-4202-250	TRAVEL AND TRAINING	3,264	5,000	2,016	4,000	3,700
10-4202-270	ADS/DUES/PUBLICATIONS	24	200	0	200	200
10-4202-430	SUPPLIES	0	500	0	500	500
10-4202-440	EQUIPMENT	1,082	1,000	0	1,000	1,000
TOTAL FINANCE:		404,832	447,662	312,694	435,601	406,446

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 10-4204

**Department:** General Government

**Division:** Non Departmental

**Department Mission:** This division provides for expenses that are not related to just one division but to all divisions of the City. It also provides for those expenses that are related to the public at large such as beautification and fireworks.

**Department Description:** Provide a location to capture all expenses that are related to the City as a whole and to all divisions as a whole. An example of these expenses are, postage, insurance, general supplies, etc.

### **2018-2019 Goals, Projects and Highlights:**

- The City continues to hold expenses to less than budgeted for FY 2016-2017 in the proposed FY 2018-2019 budget.
- The City continues to send to the Recreation Fund the revenues appropriations needed to support this department expense appropriations.

### **2017-2018 Accomplishments/Comments:**

- The City continues to make every effort to clean up the community by using our “promotion” expense account to fund these efforts.
- The finance department has bid out the replacement of our folder inserter and all 7 copiers used by other departments in facilities. A centralized fax server is installed with these new copiers.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4204-208	CONSULTANT CONTR-GOVERN	915	500	102	750	750
10-4204-210	CONSULTANT CONTR-OTHER	36,504	40,000	37,054	41,000	42,000
10-4204-214	BEAUTIFICATION/PROMOTIONS	45,360	28,832	6,994	26,121	20,500
10-4204-255	UTILITIES-ELECTRICAL	13,535	15,000	10,344	15,000	15,000
10-4204-256	UTILITIES-PHONE/INTERNET	56,723	62,000	44,881	28,000	38,000
10-4204-257	UTILITIES-GAS	6,874	8,000	4,639	8,000	7,500
10-4204-270	ADS/DUES/PUBLICATIONS	34,687	30,000	20,902	32,000	32,000
10-4204-290	POSTAGE	23,018	31,000	20,963	32,000	31,000
10-4204-305	LAND	55,148	1,000	25,900	50,000	50,000
10-4204-320	EQUIPMENT LEASE & RENTAL	37,918	36,000	32,328	36,000	38,000
10-4204-350	INSURANCE	99,304	145,000	145,381	147,000	145,000
10-4204-360	ELECTIONS	3,939	5,000	0	5,000	5,000
10-4204-390	REFUNDS/REIMBURSEMENTS	6	0	0	0	0
10-4204-430	SUPPLIES	11,473	29,000	11,208	25,000	24,000
10-4204-550	EVENTS COMMITTEE	9,000	9,000	9,000	9,000	9,000
10-4204-580	FIREWORKS	15,350	15,000	15,800	15,000	16,000
10-4204-960	TRANSFER- RECREATION SERVICES	1,173,821	1,387,644	1,200,000	1,371,116	1,402,650
	TOTAL NON-DEPARTMENTAL:	1,623,573	1,842,976	1,585,496	1,840,987	1,876,400

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4301

**Department:** Public Works

**Division:** Administration

**Department Mission:** City of Rawlins strives to develop and maintain a safe, economically viable, healthy, and appealing community in which all citizens can take pride.

**Department Description:** The Public Works Department is comprised of the following divisions including: the General Fund funded Divisions of Administration, Central Shops, Street Department, Facilities-Building Maintenance; and the Water Utility Enterprise Fund Divisions of Utilities-Distribution, Water Treatment Plant; the Wastewater Utility (Sewer) Fund Divisions of Utilities-Collection, and Wastewater Treatment; Solid Waste Utility Fund Divisions of Landfill and Recycling Center.

**Administration Division** is comprised of the Public Works Director, and the Operations Manager. Duties include Department Administration / Senior Supervision Directions of all Public Works Divisions, City Engineering, Cemetery Administration, and GIS Mapping.

**2018-2019 Goals, Projects and Highlights:**

- Continue to improve GIS information
- Help organize the other divisions to work more efficiently

**2017-2018 Accomplishments/Comments:**

- Obtained a MRG Grant for water and sewer projects
- Worked with the Fire Department on Fire Hydrants
- Improving cemetery processes/mapping

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
10-4301-110	SALARIES	34,291	34,991	26,443	34,382	35,747
10-4301-130	EMPLOYEE BENEFITS	13,732	14,603	11,546	15,288	16,186
10-4301-190	WORKERS COMPENSATION	1,717	1,778	1,251	2,035	1,430
10-4301-250	TRAVEL AND TRAINING	380	3,800	981	3,500	1,600
10-4301-256	UTILITIES-PHONE/INTERNET	134	0	192	300	150
10-4301-270	ADS/DUES/PUBLICATIONS	520	750	30	750	750
10-4301-322	SAFETY	0	250	0	250	100
10-4301-430	SUPPLIES	1,494	1,800	671	1,800	1,500
10-4301-440	EQUIPMENT	0	0	32	0	0
10-4301-470	VEHICLE OPERATION	376	1,000	722	1,000	1,200
10-4301-480	UNIFORMS	100	1,000	81	1,000	700
TOTAL P.W. ADMINISTRATION:		52,745	59,972	41,947	60,305	59,363

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4302

**Department:** Public Works

**Division:** Central Shop and Warehouse

**Division Mission:** Service & Repair Equipment & Vehicles

**Division Description:** The Central Shop Division is comprised of a Superintendent and two mechanics. They take care of and maintain the City's Fleet of Vehicles, and Construction Equipment. Excluded are the vehicles and equipment belonging to the Parks and Recreation Department. They maintain a warehouse of filters, oil and tires for the City's fleet.

**2018-2019 Goals, Projects and Highlights:**

- Continue to maintain vehicles/equipment as timely and efficiently as possible

**2017-2018-Accomplishments/ Comments:**

- Continued to keep all equipment and vehicles operational

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
10-4302-110	SALARIES	153,983	151,313	118,863	151,013	157,354
10-4302-130	EMPLOYEE BENEFITS	70,522	74,649	59,883	79,019	83,851
10-4302-190	WORKERS COMPENSATION	8,096	7,687	5,531	8,940	6,294
10-4302-210	CONSULTANT CONTR-OTHER	5,557	8,000	2,302	9,000	9,000
10-4302-250	TRAVEL AND TRAINING	0	500	0	500	500
10-4302-310	VEHICLE/EQUIPMENT MAINTENANCE	77,009	78,000	49,968	64,000	66,300
10-4302-322	SAFETY	54	300	0	300	100
10-4302-420	TOOLS	0	1,000	0	900	900
10-4302-430	SUPPLIES	199	800	188	400	400
10-4302-440	EQUIPMENT	0	400	0	400	400
10-4302-470	VEHICLE OPERATIONS	446	700	311	700	700
10-4302-480	UNIFORMS	2,397	2,000	2,254	2,500	3,000
10-4302-705	FA-EQUIPMENT	7,695	13,500	0	0	0
TOTAL P.W. SHOPS & WAREHOUSE:		325,959	338,849	239,301	317,672	328,799

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4303

**Department:** Public Works

**Division:** Street Department

**Division Mission:** To keep clean and safe streets for the public's use, keep all signs in proper repair for safety and help the public find their way around town.

**Department Description:** To keep streets cleaned and maintained, keep up with all signage needed and set up for street closures and parades.

**2018-2019 Goals, Projects, and Highlights:**

- Organize and implement new processes
- Overlay Project
- Create & implement a pavement management system

**2017-2018 Accomplishment/ Comments:**

- Repaired signs throughout Rawlins

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4303-110	SALARIES	265,023	290,142	182,180	287,724	249,276
10-4303-130	EMPLOYEE BENEFITS	138,713	168,205	115,009	181,867	161,847
10-4303-170	TEMPORARY PAY	342	7,500	0	5,000	5,000
10-4303-180	OVERTIME PAY	6,237	4,452	7,017	5,554	8,988
10-4303-190	WORKERS COMPENSATION	13,808	15,346	9,072	17,658	10,531
10-4303-205	CONSULTANT CONTRACTS-ENGINEER	8,573	45,000	13,388	35,000	22,250
10-4303-207	CONSULTANT CONTR-INFO TECH	3,800	1,500	2,810	4,500	3,500
10-4303-210	CONSULTANT CONTR-OTHER	463	1,100	294	1,000	1,000
10-4303-250	TRAVEL AND TRAINING	166	1,000	209	1,000	1,000
10-4303-255	UTILITIES-ELECTRICAL	2,165	0	160	0	0
10-4303-257	UTILITIES-GAS	2,460	0	490	0	0
10-4303-270	ADS/DUES/PUBLICATIONS	180	300	565	250	500
10-4303-322	SAFETY	73	500	0	250	100
10-4303-400	TRAFFIC CONTROL MATERIAL	2,382	10,000	5,359	9,000	5,000
10-4303-420	TOOLS	192	500	10	500	500
10-4303-422	MATERIALS	26,255	16,500	48,459	60,000	63,150
10-4303-425	HOT MIX PLANT	390	20,000	6	0	0
10-4303-430	SUPPLIES	6,884	10,000	1,826	2,500	2,500
10-4303-440	EQUIPMENT	0	0	2,126	0	1,500
10-4303-470	VEHICLE OPERATION	26,303	38,000	26,930	34,250	35,000
10-4303-480	UNIFORMS	1,178	1,000	296	1,500	1,000
10-4303-485	Sales Tax	682	0	0	0	0
10-4303-700	FA-VEHICLES	0	275,000	206,519	210,000	0
10-4303-705	FA-EQUIPMENT	6,306	95,000	0	88,694	0
10-4303-725	FA - MISC. STUDY	0	0	7,376	5,600	0
10-4303-740	FA-STREET INFRASTRUCTURE	15,462	400,000	56,718	784,538	0
TOTAL P.W. STREETS:		528,039	1,401,045	686,819	1,736,385	572,642

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4307

**Department:** Public Works

**Division:** Facilities - Building Maintenance

**Department Mission:** City of Rawlins strives to develop and maintain a safe, economically viable, healthy, and appealing community in which all citizens can take pride.

**Division Description:** In charge of the maintenance of the buildings and facilities of the City of Rawlins.

**2018-2019 Goals, Projects and Highlights:**

- Continue to maintain City Facilities to the best of our ability while staying within budget

**2017-2018 Accomplishments/Comments:**

- Replaced numerous HVAC units
- Replaced numerous lighting at City facilities
- Stripped and waxed tile floors in numerous locations City wide

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
10-4307-110	SALARIES	206,632	205,279	167,736	205,799	180,163
10-4307-130	EMPLOYEE BENEFITS	89,825	109,811	69,120	94,644	87,619
10-4307-180	OVERTIME PAY	268	0	68	0	0
10-4307-190	WORKERS COMPENSATION	10,301	10,428	7,361	12,183	7,207
10-4307-205	CONSULTANT CONTRACTS-ENGINEER	0	5,000	0	500	500
10-4307-208	CONSULTANT CONTR-GOVERN	600	800	1,600	800	500
10-4307-210	CONSULTANT CONTR-OTHER	61,314	45,500	33,506	46,000	52,450
10-4307-212	SERVICE CONTRACTS	1,272	2,800	1,836	2,500	3,000
10-4307-250	TRAVEL AND TRAINING	663	1,200	296	1,000	1,000
10-4307-255	UTILITIES-ELECTRICAL	16,626	20,000	12,566	23,000	23,000
10-4307-257	UTILITIES-GAS	15,155	17,500	12,367	18,500	18,000
10-4307-260	UTILITIES-OTHER	6,255	8,500	5,481	7,500	5,000
10-4307-270	ADS, DUES, PUBLICATIONS	0	500	0	500	500
10-4307-280	BUILDING/GROUNDS MAINTENANCE	34,407	60,000	27,790	50,000	50,000
10-4307-322	SAFETY	638	3,000	272	3,000	2,000
10-4307-340	STREET LIGHTS	134,141	141,000	100,128	141,500	140,000
10-4307-380	EQUIPMENT MAINTENANCE	0	0	0	0	100
10-4307-420	TOOLS	340	500	228	500	500
10-4307-422	MATERIALS	434	1,000	0	500	250
10-4307-430	SUPPLIES	15,060	21,600	10,952	20,000	20,000
10-4307-440	EQUIPMENT	3,846	4,500	718	4,000	4,000
10-4307-470	VEHICLE OPERATION	2,748	5,500	2,119	4,000	4,000
10-4307-480	UNIFORMS	431	1,100	160	1,000	1,000
10-4307-730	FA-FACILITIES	959	154,000	4,526	90,000	0
TOTAL PUBLIC WORKS FACILITIES:		601,916	819,518	458,831	727,426	600,789

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4401 & 10-4410

**Department:** Community Development

**Division:** Community Development

**Department Mission:** The Community Development Department will strive to promote and accommodate growth while preserving the area's unique natural resources and community values. We are committed to be the most professional and considerate public servants while continuously working to improve the quality of life in Rawlins.

**Department Description:** The Community Development Department works in conjunction with the Rawlins Planning & Zoning Commission, Construction Board and the Board of Adjustments. Community Development's primary function is to administer Title 18(subdivisions), Title 19 (zoning), and 20 (annexations) of the Rawlins Municipal Code. Community Development encompasses both the Building Office and Nuisance Abatement.

**2018-2019 Goals, Projects and Highlights:**

- Title 19 Updates
- Continue to build relationships and work with the Contractors
- Title 18 Updates
- Get certified as a planning technician

**2017-2018 Accomplishments/Comments:**

- Filled all boards
- Fully implemented the contractor changes with all licensed City of Rawlins contractors
- Building Official attended training to increase his knowledge

CITYOF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4401-110	SALARIES	31,801	97,676	24,231	31,501	32,761
10-4401-130	EMPLOYEE BENEFITS	5,227	42,191	4,003	5,204	5,412
10-4401-190	WORKERS COMPENSATION	1,450	4,962	1,154	1,865	1,310
10-4401-206	CONSULTANT CONTR-LEGAL	19,247	10,000	6,497	21,500	17,500
10-4401-208	CONSULTANT CONTR-GOVERNMENT	0	0	2,977	29,198	29,500
10-4401-210	CONSULTANT CONTR-OTHER	2,161	16,000	2,299	20,000	18,000
10-4401-250	TRAVEL AND TRAINING	0	4,000	549	1,000	1,500
10-4401-270	ADS/DUES/PUBLICATIONS	1,822	1,200	1,340	2,000	2,000
10-4401-430	SUPPLIES	305	1,500	488	1,500	1,500
10-4401-470	VEHICLE OPERATION	0	500	0	0	0
10-4401-480	UNIFORMS	0	1,000	0	500	250
TOTAL COMMUNITY DEVELOPMENT:		62,012	179,029	43,537	114,268	109,733

CITYOF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4410-110	SALARIES	61,199	60,899	46,845	60,899	63,335
10-4410-130	EMPLOYEE BENEFITS	33,992	36,115	28,994	38,434	40,823
10-4410-190	WORKERS COMPENSATION	3,282	3,094	2,230	3,605	2,533
10-4410-210	CONSULTANT CONTR-OTHER	0	0	774	0	0
10-4410-250	TRAINING & TRAVEL	18	4,000	2,624	3,000	3,000
10-4410-256	UTILITIES-PHONE/INTERNET	1,203	1,000	851	1,500	1,500
10-4410-270	ADS/DUES/PUBLICATIONS	325	0	133	500	500
10-4410-430	SUPPLIES	562	1,500	267	2,500	1,250
10-4410-440	EQUIPMENT	429	3,000	0	1,800	500
10-4410-470	VEHICLE OPERATION	869	2,500	667	1,000	2,000
10-4410-480	UNIFORMS	207	500	0	500	250
10-4410-700	FA-VEHICLES	0	0	0	30,000	0
TOTAL COMM. DEV. BUILDING:		102,084	112,608	83,384	143,738	115,691

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4601

**Department:** Rawlins Police Department

**Division:** Administration

**Department Mission:** The mission of the Rawlins Police Department is to work in partnership with the community by providing safety and security through fair, dependable, and professional police services.

**Department Description:** The Rawlins Police Department currently is staffed with 18 Sworn Officers, seven (7) Dispatchers, including a Records Division, two full time and one part time Victim Advocate (Grant provided one and one half positions), two Animal Control Officers and one administrative secretary. The RPD has a state-wide reputation for excellence that provides innovative and equitable police service to our community through a motivated and engaged workforce.

**2018-2019 Goals, Projects and Highlights:**

- Develop a program for Special Response Team training and implementation.
- Update the Rawlins Police Department Policy Manual.
- Continue to send officers to approved training to maintain the mission of the department and the City of Rawlins and Peace Officer's Standards and Training (P.O.S.T.).
- Continue patrol vehicle replacement with three (3) new AWD Police Package patrol vehicles.
- Continue records retention compliance with State Statute process.
- Continue Tactical Training for Armored Aggressor Training with Schools and local businesses.
- Reapply for the Victims Advocate Grant to maintain our staffing levels

### **2017-2018 Goals Accomplished:**

- Continue Tactical Training for School Response issues.
- Continue records retention compliance with State statute process.
- Purchased two (2) new patrol vehicles.
- Received bi-annual Victims Advocate Grant for 1 ½ positions.
- Install new lock system for Police and Fire.
- Received new tactical armor for all sworn personnel.
- Upgraded server.
- Personnel training updates including:
  1. Armed Aggressor training to all sworn officers.
  2. Firearms training, qualifications and policy updates.
  3. Developed and implemented a yearly training calendar.
- Public Relations:
  1. Armed Aggressor Training
    - Carbon County School District #1
    - Provided continued support with lockdown drills
    - Attended Welcome New Teacher BBQ to educate new teachers on RPD programs and school crises plan.
    - After school programs
  2. Annual Nation Night Out – Bolton Park
  3. Quarterly TIPS Training
  4. Career Day at the Rawlins High School

### **CONTINUING PROGRAMS:**

- Walk-the-Block program
- Identity Theft for Seniors
- Project ChildSafe partner – gun locks
- Bank Awareness Program: “What to do in Case of Bank Robbery”
- Adopt-A-School monthly safety message program
- CCSD #1 Crisis Intervention Plan Training Assistance
- County Law Enforcement Rapid and Immediate Response Training
- Bike Safety presentations
- Halloween Safety
- Annual National Night Out public relations event - ongoing.
- Awards banquet and ceremony.
- TIPS (Training for Intervention Procedures)
- Alcohol compliance checks
- Tobacco compliance checks
- Partnership with CCSD#1 to implement Safe2Tell
- Handle With Care program

**Major issues of concern in the next five to ten years:**

- New Law Enforcement Facility including training areas, records, 911 Center etc.
- Community growth with energy industry.
- Recruitment and Retention.
- RPD landscape and maintenance, building upgrades.
- Development of a Special Response Team (SRT).

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4601-110	SALARIES	1,081,925	1,081,179	790,235	1,035,836	1,070,525
10-4601-111	SALARIES-VOCA GRANT	32,224	55,750	35,937	55,750	55,750
10-4601-130	EMPLOYEE BENEFITS	397,166	448,079	330,643	428,094	457,114
10-4601-131	EMPLOYEE BENEFITS-VOCA GRANT	5,534	33,931	5,491	33,931	33,931
10-4601-150	POLICE PENSION CONTRIBUTION	89,666	91,869	67,390	87,005	89,871
10-4601-160	EXTRA LIFE-POLICE	5,428	6,000	3,661	6,000	0
10-4601-180	OVERTIME PAY	37,868	66,537	44,443	56,842	58,715
10-4601-181	OVERTIME PAY-VOCA GRANT	35	2,340	0	2,340	2,340
10-4601-190	WORKERS COMPENSATION	59,714	58,304	41,549	64,687	45,170
10-4601-191	WORKERS COMPENSATION	98	2,951	409	2,951	2,951
10-4601-207	CONSULTANT CONTR-INFO TECH	37,123	31,500	33,075	39,500	39,500
10-4601-210	CONSULTANT CONTR-OTHER	7,782	5,000	7,202	7,500	7,500
10-4601-250	TRAVEL AND TRAINING	14,919	20,500	9,081	17,000	17,000
10-4601-255	UTILITIES-ELECTRICAL	12,801	10,000	9,145	12,000	12,000
10-4601-256	UTILITIES-PHONE/INTERNET	10,188	10,500	11,990	12,000	15,900
10-4601-257	UTILITIES-GAS	4,833	5,010	3,048	5,500	5,000
10-4601-260	UTILITIES-OTHER	1,945	1,200	1,387	1,500	2,600
10-4601-270	ADS/DUES/PUBLICATIONS	5,279	4,000	3,232	4,800	4,800
10-4601-276	CANINE UNIT	846	2,500	395	1,500	1,500
10-4601-320	EQUIPMENT LEASE & RENTAL	0	300	0	300	300
10-4601-330	PUBLIC ASSISTANCE PROGRAM	222	6,158	576	5,000	2,500
10-4601-430	SUPPLIES	10,984	17,000	10,759	14,500	14,500
10-4601-440	EQUIPMENT	6,755	10,000	6,924	9,000	9,000
10-4601-470	VEHICLE OPERATION	32,424	39,000	27,247	35,000	35,000
10-4601-480	UNIFORMS	2,697	5,000	1,383	5,000	5,000
10-4601-483	VICTIM ADVOCATE GRANT	2,758	14,695	4,973	14,695	14,695
10-4601-490	PUBLIC RELATIONS PROGRAM	1,738	8,000	1,750	8,000	8,000
10-4601-700	FA-VEHICLES	157,954	213,795	54,668	135,842	0
10-4601-705	FA-EQUIPMENT	4,809	8,000	0	0	0
10-4601-715	FA-INFORMATION TECHNOLOGY	27,311	45,161	0	54,216	0
10-4601-730	FA-FACILITIES	39,418	53,000	0	10,583	0
TOTAL POLICE ADMINISTRATION:		2,092,446	2,357,259	1,506,593	2,166,872	2,011,162

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4610

**Department:** Rawlins Police Department

**Division:** Animal Control

**Department Mission:** It is the mission of the Rawlins Rochelle Animal Shelter and Rawlins Animal Control to provide high quality care to all animals in its care, to prevent suffering and to provide an effective animal control program in the community by actively enforcing state and local laws, while promoting responsible pet ownership and welfare.

**Department Description:** Animal Control Officers work with the Police Department under the direction of the Police Chief. Responsibilities include, but are not limited to picking up strays, handling animal nuisance issues, pet care education, assisting Police Officers when animals need to be removed or restrained, writing citations, testifying in court. The ACOs maintain the animal shelter and care for the animals.

**2018-2019 Goals, Projects and Highlights:**

- Expand Volunteer Program
- Continue to add gravel and landscaping to the outdoor kennel area
- Add support or a retaining wall to side of fenced area that is caving in
- Add bite guards between kennels in the outdoor kennel
- Update/Revisit Memorandum of Understanding with Pet Partners of Carbon County
- Security Camera System
- Implement protocols for approval/denial of city permits for bee hives
- National Shelter Week and Open House
- Complete the National Animal Control Academy Module C

- Complete the National Animal Control Academy Module A (New Animal Control Officer)

### **CONTINUING PROGRAMS:**

- Install below ground fence system to add additional security underneath kennels/run areas.
- Maintain networks with dog and cat rescue organizations throughout the country
- Assist Pet Partners of Carbon County with Adopt-a-Thons
- National Animal Shelter Week open house at the Rochelle Animal Shelter
- Maintain web-based adoptable animal listing sites
- Continue training/education
- Complete the National Animal Control Academy Module B

### **2017-2018 Accomplishments:**

- Purchased below ground fence system to add additional security underneath kennels/run areas.
- Completed Basic Animal Control Training
- Maintain several web-based adoptable animal listing sites.
- Maintain membership on Rochelle Animal Shelter Advisory Board
- Updated Memorandum of Understanding with Town of Hanna and Saratoga
- Completed 5 Adopt-a-Thons
- Maintained and expanded LS Counseling Group Volunteer Program

### **Major issues of concern in the next five to ten years:**

- Sprinkler system for grounds.
- Continue upgrades to grounds.
- Security system for building (video and alarm)

- New Software upgrade for Shelter Pro Software, making it available on the server.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4610-110	SALARIES	66,378	63,349	45,767	65,896	68,207
10-4610-130	EMPLOYEE BENEFITS	50,303	46,789	36,594	58,099	72,313
10-4610-180	OVERTIME PAY	25	1,827	1,651	1,901	1,968
10-4610-190	WORKERS COMPENSATION	4,424	3,311	2,943	4,014	4,607
10-4610-210	CONSULTANT CONTR-OTHER	5,057	5,128	4,962	6,678	6,578
10-4610-250	TRAVEL AND TRAINING	525	1,500	526	1,600	1,500
10-4610-255	UTILITIES-ELECTRICAL	2,009	2,000	1,519	2,100	2,100
10-4610-257	UTILITIES-GAS	2,231	5,000	2,090	3,000	2,800
10-4610-260	UTILITIES-OTHER	445	1,000	707	1,000	1,000
10-4610-270	DUES/PUBLICATIONS	35	200	0	200	100
10-4610-280	BUILDING/GROUNDS MAINTENANCE	-22	1,000	0	1,000	200
10-4610-380	EQUIPMENT MAINTENANCE	0	500	0	500	100
10-4610-430	SUPPLIES	6,602	6,000	4,608	6,500	6,500
10-4610-440	EQUIPMENT	734	1,500	450	1,000	1,000
10-4610-470	VEHICLE OPERATION	1,416	2,500	1,357	2,500	2,500
10-4610-480	UNIFORMS	73	500	507	750	500
TOTAL POLICE ANIMAL CONTROL:		140,234	142,104	103,681	156,738	171,973

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4615

**Department:** Rawlins Police Department

**Division:** 911 Center

**Department Mission:** It is the Rawlins Police Department 911 Center's mission to serve as the vital link between the citizens and the public safety agencies in Rawlins. We strive to collect and disseminate all requests for service in a prompt, courteous and efficient manner for all our citizens. Through our actions, we help save lives, protect property and assist the public in their time of need.

**Department Description:** Provide public safety communications for law enforcement, fire dispatch, local ambulance and all agencies involved in major incidents within our area.

**2018-2019 Goals, Projects and Highlights:**

- Hire, train, and maintain full staff.
- Crosstrain dispatchers in records and reporting.
- Incorporate, educate and train all disciplines for fire, police, and EMS cohesively together.
- Product view and plan to incorporate text to 911.
- Through Homeland Security Grants funds purchase a mobile dispatch center for disaster preparedness.
- Develop and continuous training program for dispatch and officers for NCIC and Spillman.
- PoliceOne Training
- Spillman Learning Management System
- EMD recertification for all dispatchers
- WPOA Conference

- APCO Conference

### **CONTINUING PROGRAMS:**

- 911 Tours.
- Maintain certification through annual training.
- Monthly online training course for Dispatch personnel.
- WyoLink talk group updates.
- Update training material for dispatch.
- Continue to work on meeting NCIC and DCI requirements for all contract personnel.

### **GOALS ACCOMPLISHED 2017-2018**

- Hired and successfully trained one dispatcher.
- Updated, started, and continuing on the training program.
- FBI Audit was completed and completed requirements.
- Dispatchers attended training in order to stay certified.
- Continued with the digitalization of the arrest records
- Created logs with the CAD system to eliminate handwritten logs.
- Carbon County Coroner's Conference
- WPOA Conference

The 911 center was still down two communication officers for the majority of the 2017-2018 fiscal year. Communication concentrated on maintaining the level service necessary to accomplish the responsibilities for the citizens of City of Rawlins the agencies we serve.

### **Major concerns for the next 5-10 years**

- New combined dispatch to services all of Carbon County

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4615-110	SALARIES	243,567	286,176	188,343	286,176	293,099
10-4615-115	MISCELLANOUS PAY	0	0	0	0	0
10-4615-130	EMPLOYEE BENEFITS	79,653	103,511	55,977	112,187	109,073
10-4615-150	POLICE PENSION CONTRIBUTIONS	23,194	26,208	17,388	26,386	27,751
10-4615-180	OVERTIME PAY	26,898	18,574	21,901	20,638	29,591
10-4615-190	WORKERS COMPENSATION	13,898	15,481	9,805	18,163	12,908
10-4615-207	CONSULTANT CONTR-INFO TECH	43,170	44,000	46,430	47,000	47,000
10-4615-250	TRAVEL AND TRAINING	5,701	7,000	4,147	7,000	7,000
10-4615-255	UTILITIES-ELECTRICAL	0	2,000	0	0	0
10-4615-270	DUES/PUBLICATIONS	361	750	672	750	750
10-4615-370	911 SYSTEM	32,640	42,000	36,861	41,000	41,750
10-4615-430	SUPPLIES	2,673	4,900	2,769	4,900	4,900
10-4615-440	EQUIPMENT	756	1,500	551	1,500	1,500
10-4615-480	UNIFORMS	399	2,000	0	2,000	1,250
10-4615-715	FA-INFORMATION TECHNOLOGY	43,191	43,516	0	0	0
TOTAL POLIC 911 CENTER:		516,099	597,616	384,845	567,700	576,572

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4701

**Department:** Rawlins Fire Department

**Division:** Fire Administration

**Department Mission:** City of Rawlins Fire Department strives to develop and maintain a safe, healthy, and appealing community in which all citizens can take pride.

**Department Description:** The Fire Department is split into three functional divisions, Fire Administration, Fire Operations and Code Enforcement. The first responsibility of the Fire Administration/Operations Divisions is to provide all life & safety requirement of the public, and to ensure we are available 24/7 to provide this service. A second requirement is to ensure we do all possible to keep property of all free from destruction by fire. From a code enforcement viewpoint, our job is to inspect all properties when needed to ensure all fire codes are being met to ensure the safety of the occupants.

**2018-2019 Goals, Projects and Highlights:**

- Strive to encourage shared services and work to provide the same level of service or better for the same or less cost to the taxpayers we serve.
- Work toward better response capabilities for the City. Consider the feasibility of offering a Basic Ambulance to serve the City. Highway response for EMS has left the City unprotected for medical transport.
- Develop a replacement schedule to upgrade aging equipment.
- Continue to purchase and budget for essential equipment for firefighter safety and survival and consider a rotation schedule putting monies away for capital purchases or leasing apparatus on a yearly basis.
- Continue to purchase essential equipment necessary to provide services to the citizens we protect and serve.

- Put more emphasis on City Beautification through code enforcement and work with the City Judge to make judgments more stringent.
- Maintain all facilities and initiate the process to construct a new Main Fire Station.
- Continue to develop city paid staff and volunteer staff through training opportunities, recruitment and retention programs.
- Ensure the health and safety of all member through the establishment of NFPA 1500 compliant Physical Fitness Program for all member of the fire department.
- Reduce the number and severity of emergency incidents.
- Promote craftsmanship throughout the organization.
- Continue partnership development with internal departments and external organizations.
- Work diligently at reducing the ISO rating from a class 3 to a class 2.

**FY 2017-2018 Accomplishments/Comments:**

- Maintained the safety of the public and property of the City of Rawlins.
- Maintained the ISO rating of 3 for the community.
- Continued to develop the training ground as a regional training facility as outlined in the State of Wyoming training study. Completed construction of a vertical ventilation prop saving taxpayers money.
- Through a cooperative effort the department has improved working relationships with other emergency service organizations in the City and the County.
- All of the paid staff attained nationally accredited certification as Apparatus Operator Pumper and Aerial.
- All of the paid staff are Certified Emergency Medical Technicians and most are working toward achieving an advanced EMT license.
- Opened discussion with the hospital about the possibility of staffing an ambulance out of the fire department for a no ambulance available concept.
- Developed standard operating guidelines regarding decontamination after fire incidents in order to limit cancer causing exposures. Continuing to rotate turnout gear is imperative to lessen exposure to carcinogens.

**Continuing Programs:**

- Public education for fire prevention.
- Coordination, cooperation, and communication between the Building Department, the Code Enforcement officer and the Wyoming State Fire Marshal's office to accomplish the Department Mission.
- Junior Fire Setter program to work with other law enforcement entities to help our juveniles.
- Arson K-9 Program to discourage arson and assist Law Enforcement with investigations State Wide in conjunction with Homeland Security.

**Considerations for next 5 years:**

- The air packs are out of compliance for the new NFPA standard. New packs are roughly \$6000.00 each and an extra air bottle is approximately \$1200.00 each.
- The departments first out pumper is a 2006 model. Debatably it has reached half of its life expectancy. Our oldest pumper is a 1989 model. It is 29 years old. A replacement pumper is a priority for the department.
- Cancer screenings are in our future. It is predicted all of our members will have to have a pre-employment cancer screening and one annually thereafter.
- Apply for a regional Fire Act grant to replace aging, incompatible self-contained breathing apparatus to promote interoperability.
- Consider options to stimulate recruitment and retention of not only the paid staff but for the volunteers.
- Work toward getting people out on wild fire assignment to get qualifications and experience in managing fires on a larger scale.
- Work toward budgeting and implementing the Civil Service career ladder for pay increase per certification.

**Rawlins Fire Department  
Strategic Goals and Objectives 2018 / 2019**

<b>STRATEGIC GOALS</b>	<b>STRATEGIC OBJECTIVES</b>
<p><b>I. Replacement of Fire Department Vehicles</b></p> <ul style="list-style-type: none"> <li>a. Purchase Smokehouse Trailer</li> <li>c. Purchase Pumper</li> <li>d. Type 3 Urban Interface unit.</li> <li>e. Type 5 Wildland truck</li> </ul>	<p><b>A. Develop a replacement schedule to upgrade aging equipment.</b></p> <ul style="list-style-type: none"> <li>1. Purchase New Pumper to Replace Engine One.</li> <li>2. Downgrade 1989 Pierce Engine 2 to reserve Status.</li> <li>3. Develop a financial program to fund fleet replacement based on life expectancy for fire apparatus.</li> </ul>
<p><b>II. Equipment Assessment (firefighter safety)</b></p> <ul style="list-style-type: none"> <li>a. PPE Bunker gear for firefighters.</li> <li>b. Emergency response equipment.</li> <li>c. Hose inventory</li> <li>d. Haz-mat</li> <li>e. 5 gas monitor</li> <li>f. Begin replacement of aging Thermal Imaging Cameras</li> </ul>	<p><b>A. Continue to purchase and budget for essential equipment for firefighter safety and survival.</b></p> <ul style="list-style-type: none"> <li>1. Continue to expand our training library.</li> <li>2. Update Technical Rescue equipment</li> <li>4. Firefighter Response System to enhance Firefighter Accountability.</li> </ul> <p><b>B. Continue to purchase essential equipment necessary to provide service to the citizens we protect and serve.</b></p> <ul style="list-style-type: none"> <li>1. Medical Evaluation Equipment</li> <li>2. Portable Radios and Pagers.</li> <li>3. Hazardous Materials equipment.</li> <li>4. I Spy software integrated to function in concert with Spillman technology and encourage county wide participation in tracking resources.</li> </ul> <p><b>C. Develop, implement, and ensure compliance with a cancer prevention program including industrial protocols to reduce carcinogen contamination within the fire service and encourage/assist other departments to develop similar policies.</b></p>
<p><b>III. Code Enforcement</b></p>	<p><b>A. Continue with City Beautification through code enforcement.</b></p> <ul style="list-style-type: none"> <li>1. Adopt fine schedule for Section 8 citations.</li> <li>2. Work with newly appointed judge to aggressively enforce municipal nuisance codes.</li> <li>3. Training for Fire Inspectors and continued fire code enforcement.</li> <li>4. Provide continuing education for Code enforcement officer</li> </ul>

<b>STRATEGIC GOALS</b>		<b>STRATEGIC OBJECTIVES</b>	
<p><b>IV. Maintenance and construction of facilities</b></p> <ul style="list-style-type: none"> <li>A. Initiate process to construct a new Main Fire Station.</li> <li>B. Evaluate Station 1 &amp; 2 Locations.</li> <li>C. Search for new locations.</li> </ul>		<p><b>A. Training Facility</b></p> <ul style="list-style-type: none"> <li>1. Continue to develop Training facility to comply with the State of Wyoming level III criteria established in training study,</li> <li>2. Standpipe prop for tower for training purpose.</li> <li>3. Culvert to eliminate drainage ditch running through property.</li> <li>4. Acquisition of training props through local and regional industries.</li> <li>5. Incorporation of Henry Larsen memorial stone into training facility.</li> </ul> <p><b>B. Fire Station</b></p> <ul style="list-style-type: none"> <li>1. Conduct study to determine ideal location for new station.</li> <li>2. Evaluate the relocation of Main Station vs. an additional one.</li> <li>3. Work to secure land for project.</li> <li>4. Start seed money for engineering and development of project.</li> </ul>	
<p><b>V. Personnel Development</b></p> <ul style="list-style-type: none"> <li>A. Implement strategy for Civil Service career ladder pay plan.</li> <li>B. Continue to train on EMS delivery.</li> </ul>		<p><b>A. Paid Staff Development</b></p> <ul style="list-style-type: none"> <li>1. Continue to allow personnel to take advantage of training opportunities.</li> <li>2. Continue to improve Basic Emergency Services program for the Fire Department,</li> <li>3. Establish Physical Fitness program in accordance to NFPA 1500.</li> </ul> <p><b>B. Volunteer Staff Development</b></p> <ul style="list-style-type: none"> <li>1. Recruitment and Retention program.</li> <li>2. Improve and simplify benefit package for firefighters.</li> <li>3. Provide opportunities for volunteer firefighters to interface in programs such as Basic Life Support and Public education.</li> <li>4. Explore different levels of department volunteer requirements.</li> <li>5. Provide and encourage self-study training program support to all members.</li> <li>6. Continue with Academy training.</li> <li>7. Establish physical fitness program and incentives.</li> </ul>	

**STRATEGIC GOALS**

**STRATEGIC OBJECTIVES**

**VI. Ensure the health and safety of all members.**

**A. Establish a NFPA 1500 compliant Physical fitness program for all members of the fire department.**

1. Support the goal of a Physical fitness initiative through:

- a. Medical examinations.
- b. Physical fitness on duty.
- c. Rehabilitation.
- d. Behavior health.
- e. Data management.
- f. Contract for a New Department Physician

**B. Emphasize safety for all department activities.**

- 1. Evaluate recognized safety standards and practices.
- 2. Implement a time out for safety meeting weekly.
- 3. Implement strategies and tactics in conjunction with risk benefit creed.
- 4. Promote a safety conscious culture through:
  - a. Training and education.
  - b. Behavior.
  - c. Enforcement.

**C. Maximize safety for emergency responders.**

- 1. Participate in local, regional and state planning processes to ensure necessary infrastructure.
- 2. Ensure buildings are constructed in accordance with adopted codes.
- 3. Ensure buildings are maintained in accordance with adopted codes.
- 4. Ensure changes in building use and occupancy are identified, and such information is made available to all emergency responders.

**VII. Reduce the number and severity of emergency incidents.**

**A. Emergency Response.**

- 1. Completion and implementation of the new department policies to meet emergency response goals and demand over the next 5 years to include staffing and facilities. Improve response programs through modifications in station location, deployment, notification, dispatch, vehicle routing, information availability, training and pre-planning.

**B. Prevention**

- 1. Continue to develop, employ and evaluate current core prevention programs.
  - a. Code enforcement.
  - b. New construction.
  - c. Fire Investigation/public education.
  - d. Continuation of the Arson Canine program.

STRATEGIC OBJECTIVES	
<p><b>VIII. Promote craftsmanship throughout the organization.</b></p> <p><b>VIII. Identify shortcomings in ISO evaluation and endeavor to attain a protection class rating of 2.</b></p>	<p><b>A. Encourage craftsmanship and pride in workmanship.</b></p> <ol style="list-style-type: none"> <li>1. Set expectations from the Fire Chief down: set example for receiving criticism about work – encourage culture where it is okay to take measured risks and learn from mistakes.</li> <li>2. Support change for improvement – educate employees on personal and professional impacts of change and transition.</li> <li>3. Promote employee team-based learning, in critical skill areas and continue to refine process to incorporate lessons learned into guidelines and procedures.</li> <li>4. Let people make a difference and solve problems by encouraging decision-making at all levels of the organization. Encourage ownership, detail-orientated work, and follow-through to completion.</li> </ol> <p><b>B. Promote a positive work environment.</b></p> <ol style="list-style-type: none"> <li>1. Adopt a formal code of ethics as an organizational philosophy.</li> <li>2. Promote core values at all levels when developed.</li> </ol> <p><b>C. Monitor Performance.</b></p> <ol style="list-style-type: none"> <li>1. Develop a non-punitive quality review program that measures performance using objective criteria and subjective peer review.</li> <li>2. Complete review of departmental standard operating procedures and guidelines.</li> </ol>

**STRATEGIC GOALS**

**STRATEGIC OBJECTIVES**

**IX. Partnership Development**

- A. Expansion of Child car seat program, continue to grow relationship with project prevention.
- B. Develop a “no available ambulance” contingency with the hospital and maintain a state of readiness in the event of mass casualties overwhelming our E.M.S. system.
- C. Expand MOU of auto aid with CCFD, work on expanding our extrication agreement.
- D. Join Carbon County and the Town of Saratoga in an effort to promote a central dispatch center in order to save taxpayers monies on redundant equipment and services. Will also aid in Officer and Firefighters safety
- E. Consider a Unified Fire Authority to save taxpayer’s monies and reduce redundant services and equipment in the Rawlins area. Rawlins has the two largest fire departments in Carbon County located within the City of Rawlins.

**A. Police Department**

- 1. Develop and implement effective user-friendly policies and guidelines for Police dispatchers for our fire service.
- 2. Continue to develop work relationships with law enforcement.

**B. Memorial Hospital / Carbon County Fire Department**

- 1. Continue to build on our existing MOU..
- 2. Form a partnership that benefits the citizens we protect.
- 3. Develop and implement Automatic aid / Mutual aid agreement update.
- 4. Cooperative effort for a BLS Program.

**C. Youth Fire setters Program**

- 1. Establish and maintain relationship with school district.
- 2. Continue effort with County and City Law enforcement officers.

**D. Local Governments.**

- 1. Further develop good working relationships.
- 2. Endeavor and think outside the box to lower overhead expenditures.
- 3. Enhance service to the taxpayers and citizens by responsible spending.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4701-110	SALARIES	553,487	572,700	402,498	504,309	588,675
10-4701-112	WILDLAND SALARIES	5,316	0	473	0	0
10-4701-130	EMPLOYEE BENEFITS	144,805	154,967	138,367	181,482	225,315
10-4701-140	FIREMANS PENSION CONTRIBUTION	64,367	73,924	50,328	64,461	75,458
10-4701-165	EXTRA LIFE-FIREMAN	6,434	6,000	3,161	6,000	5,000
10-4701-170	TEMPORARY PAY	72	0	0	0	0
10-4701-180	OVERTIME PAY	23,274	31,999	15,685	22,979	28,568
10-4701-182	WILDLAND OVERTIME PAY	7,479	0	1,147	0	0
10-4701-190	WORKERS COMPENSATION	30,511	30,719	22,831	31,215	28,890
10-4701-207	CONSULTANT CONTR-INFO TECH	1,395	0	0	0	0
10-4701-210	CONSULTANT CONTR-OTHER	1,505	3,000	1,367	3,000	3,000
10-4701-250	TRAVEL AND TRAINING	8,406	9,000	6,401	11,000	11,000
10-4701-255	UTILITIES-ELECTRICAL	9,470	8,000	6,108	9,000	9,000
10-4701-256	UTILITIES-PHONE/INTERNET	1,817	1,800	2,268	1,800	1,800
10-4701-257	UTILITIES-GAS	10,976	10,000	7,623	9,000	9,000
10-4701-260	UTILITIES-OTHER	2,947	3,000	2,583	3,000	3,000
10-4701-270	ADS/DUES/PUBLICATIONS	5,677	4,750	2,199	5,000	5,000
10-4701-276	ARSON CANINE	-2,394	1,000	179	1,000	1,000
10-4701-310	VEHICLE/EQUIPMENT MAINTENANCE	18,878	20,000	7,963	19,350	19,000
10-4701-420	TOOLS	1,301	750	232	800	800
10-4701-430	SUPPLIES	3,913	4,750	3,196	5,000	5,000
10-4701-435	HAZMAT	1,569	5,000	3,194	3,000	3,000
10-4701-436	MEDICAL	0	0	0	0	5,140
10-4701-440	EQUIPMENT	17,713	20,000	14,064	20,000	20,000
10-4701-470	VEHICLE OPERATION	10,028	12,000	7,682	12,000	12,000
10-4701-480	UNIFORMS	8,354	8,400	6,749	8,500	9,000
10-4701-700	FA-VEHICLES	27,921	25,620	34,327	38,000	0
10-4701-705	FA-EQUIPMENT	57,382	58,470	3,422	45,000	0
10-4701-715	FA-INFORMATION TECHNOLOGY	0	0	3,318	12,000	0
10-4701-725	FA-MISC STUDY	0	0	0	40,000	0
10-4701-730	FA-FACILITIES	5,800	23,365	0	14,500	0
10-4701-735	FA-GRANT MATCH	0	0	0	20,000	0
TOTAL FIRE ADMINISTRATION:		1,028,400	1,089,214	747,365	1,091,396	1,068,646

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current yea Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4710-110	SALARIES	46,232	46,232	35,563	46,232	48,082
10-4710-130	EMPLOYEE BENEFITS	26,098	27,846	22,330	29,645	31,491
10-4710-190	WORKERS COMPENSATION	2,211	2,349	1,693	2,737	1,923
10-4710-230	CODE ENFORCEMENT (ABATEMENT)	989	7,000	50	5,000	4,000
10-4710-250	TRAVEL AND TRAINING	13	4,000	0	3,000	3,000
10-4710-256	UTILIITES-PHONE/INTERNET	257	1,500	401	200	200
10-4710-270	DUES/PUBLICATIONS	2,475	1,500	50	3,000	2,500
10-4710-430	SUPPLIES	296	2,000	736	1,000	800
10-4710-440	EQUIPMENT	0	2,000	0	1,000	1,000
10-4710-470	VECHICLE OPERATION	0	2,500	337	1,000	500
10-4710-480	UNIFORMS	167	500	212	500	500
TOTAL FIRE CODE ENFORCEMENT:		78,737	97,427	61,372	93,314	93,996

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 10-4815

**Department:** General Government

**Division:** Ancillary agencies

**Department Mission:** This division identifies the City of Rawlins agencies that provide services to the public at large and to the City government. The City of Rawlins has suffered significant loss in revenues in FY 2009-2010 and cut all Ancillary agencies by 29.3%. As the City departments have budgeted an increase in wages in FY 2015-2016, city staff has made available an increase in the dollar amount here at City Council discretion. As our available funds are diminished a cut of 12.0% is recommended for this group in FY 2017-2018.

**Department Description:** A listing of Ancillary non-profit agencies providing services not already provided for by the City.

### **2018-2019 Goals, Projects and Highlights:**

- As the population changes and expands our goal is to ensure the continuing services already provided by these agencies.
- The City has responded to the best of its abilities to meet the funding levels of these agencies.

### **2017-2018 Accomplishments/Comments:**

- We maintained funding to these agencies even with the continued loss in operating revenues.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4815-520	CHAMBER ALLOCATION	10,000	10,000	3,750	5,000	5,000
10-4815-560	CCEDC ALLOCATION	15,000	15,000	7,500	10,000	10,000
10-4815-565	JPB - OLD PENITENTIARY	15,000	15,000	11,250	15,000	15,000
10-4815-570	DOWNTOWN DEVELOPMENT AUTHORITY	70,000	70,000	17,500	70,000	70,000
10-4815-585	AIRPORT	8,026	32,105	10,625	21,250	21,250
	TOTAL ANCILLARY AGENCIES	118,026	142,105	50,625	121,250	121,250

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 10-4821

**Department:** General Government

**Division:** Non Profit Agencies

**Department Mission:** This division identifies the City of Rawlins agencies that provide services to the public at large. The City of Rawlins has suffered significant loss in revenues in FY 2009-2010 and cut all Non Profits by 29.3%. As the City departments have budgeted an increase in wages in FY 2015-2016, city staff has made available an increase in the dollar amount here at City Council discretion. As our revenue resources are decreased we have made a 12.0% reduction in funds available in this group in FY 2017-2018.

**Department Description:** A listing of Non-Profit agencies providing services not already provided for by the City.

### **2018-2019 Goals, Projects and Highlights:**

- As the population changes and expands our goal is to ensure the continuing services already provided by these agencies.
- The City has responded to the best of its abilities to meet the funding levels of these agencies.

### **2017-2018 Accomplishments/Comments:**

- We maintained the funding to these agencies and added a few new ones.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year MarActual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4821-510	SENIOR CITIZENS	10,000	10,000	2,200	8,800	8,800
10-4821-530	CHILD DEVELOPMENT	10,000	10,000	3,500	7,000	7,000
10-4821-535	PROJECT REACH	7,000	7,000	4,620	6,160	6,160
10-4821-540	C.O.V.E.	10,000	10,000	6,600	8,800	8,800
10-4821-542	BOYS & GIRLS CLUB OF CARBON CO	10,000	10,000	6,363	8,484	8,484
10-4821-545	CATHEDRAL HOME FOR CHILDREN	3,000	3,000	1,980	2,640	2,640
10-4821-546	C.C. COUNSELING CENTER	3,000	3,000	4,380	5,840	5,840
10-4821-549	CHILDREN'S ADVOCACY PROJECT	0	0	1,320	2,640	2,640
10-4821-550	PET PARTNERS	0	0	3,750	5,000	5,000
TOTAL NON PROFIT AGENCIES:		53,000	53,000	34,713	55,364	55,364

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 10-4823

**Department:** City Manager

**Division:** Rawlins DDA/Main Street

**Department Mission:** To foster a vibrant, revitalized, sustainable historic downtown that creates economic vitality, while enhancing the quality of life for our community.

**Department Description:** Rawlins/DDA Main Street focuses are the economic development and preservation and promotion of our historic downtown. In addition we work with businesses and build owners on multiple issues such as restoration, loans, beautifications and promotions. Rawlins DDA/Main Street with the assistance of other City Departments, County and State Agencies work to improve the quality of life in Rawlins and Carbon County.

### **2018-2019 Goals, Projects and Highlights:**

- Façade Easement project construction will be completed within the downtown district.
- The Solar Light program will be completed with the installation of lights on the tops of a large portion of the downtown per the approval of the property owners.
- Continue work on business recruitment and retention for the downtown.
- Create a Grant or Loan Program for Entrepreneurs.
- Continue to work on the Splash Park for the downtown area.
- Installation and Expansion of Artwork in the downtown.
- Expansion of the “Light Up the Downtown” program for the holidays – Snowflakes.
- Expand and Improve events in the downtown.
- Contribute to the retention & recruitment with the Buxton Group.
- Contributing role in the Rawlins Territory 150<sup>th</sup> Celebration Anniversary.

**2017-2018 Accomplishments/Comments:**

- Construction started for the Façade Easement project
- Hosted, expanded and improved events for the downtown and the community
- Hosted Business Retention and Expansion Classes
- Created Kids Korner at the Depot
- Created the Parklet
- Continue to work on the Splash Park for the downtown area.
- Contributing role in the creation of Leadership Carbon County

**Design Committee**

Ongoing

- Paint Program
- 2 Volunteers Days – Holiday & Summer
- Maintenance of all assets (such as trash cans, bollards, banners, murals and other art, benches, planters, brooms, flags, and smoke towers)
- Flower pot program
- HAAF and other Historic Preservation Education & Assistance
- Design Guidelines Review
- Window Decorating

Projects

- Move Mural from Elks Parking Lot
- Solar Lights
- Snowflakes
- Façade
- Depot Plaza and Main Street Park
- Splash Pad
- Art Education Brochure/Tour
- 2014 P&P Money (permanent pieces of art)
- Asset Inventory
- Approval Form for Changes on Buildings under Façade Easement
- Downtown Sound System
- RV Parking

**Economic Vitality Committee**

Ongoing

- RTEC Building
  - Maintenance
  - Tenants
- Recruit Downtown Tenants
- GREAT Program
  - Building Better Business Classes

Projects

- Zoning: Title 19
- Wyoming Bar
- Bid District Info
- Mixed Use
- Set-up of Pop-up Shop Lease and Pricing
- South Wall Fixed
- Metal Hanging from Roof
- Paint RTEC Building
- Food Co-op - Consulting

**Other Projects/Program Rawlins**

**DDA/Main Street Contributes on:**

- Rawlins Territory 150<sup>th</sup> Anniversary
- Wayfinding/Kiosks/Gateways
- Recruitment of Rawlins Businesses
- Buxton Committee

**Marketing & Retail Strategies Committee**

Ongoing

- WinterFest, Festive Friday, Shop Downtown Win Big Holiday Events
- Small Business Saturday
- Trick or Treat on Downtown Streets
- SummerFest
- Shop Saturday
- Kiosks
- Parking Information
- New Business Packet
- Business Information on Website and our Database
- Communication with businesses re: events at least bi-annually
- Tourism
- Main Street Money
- Facebook/Main Street Minute
- Downtown Brochure
- Event Rack Card -
- Welcome to Downtown Business Packets
- CCVC Funded Annual Advertising

Project

- New Business Packet
- I Heart Rawlins/Valentines Gift Guide
- ArtBeat
- Map for Kiosks
- Funding for Events
  - Sponsorship
  - Activity
  - Charge to Participate
- Image Campaign
- TravelStories

**Organization Committee**

Ongoing

- Two Volunteer Appreciation
- Annual Report
- Annual Giving Campaign
- Passion & Pride
- Recognize Volunteers
- Rubber Chicken Circuit

Project

- Volunteer Recruitment

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4823-110	SALARIES	59,392	59,393	50,141	59,393	67,945
10-4823-130	EMPLOYEE BENEFITS	31,646	35,867	29,474	38,185	41,584
10-4823-190	WORKERS COMPENSATION	3,051	3,017	2,346	3,516	2,718
10-4823-250	TRAVEL AND TRAINING	0	0	18	0	0
TOTAL DOWNTOWN DEV. AUTHORITY:		94,089	98,277	81,978	101,094	112,247

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4850

**Department:** General Government

**Division:** Capital Improvements

**Division Mission:** Under the direction of the City Finance Director this division mission is to capture those general fund capital expense not related to other divisions.

**Division Description:** The following budget identifies the expenses needed to support grant matches when needed, debt services, and special one-time projects as identified within the budget for the General Fund.

**2018-2019 Goals, Projects and Highlights:**

- Debt service expenses are identified by expense line items to be paid during the fiscal year.
- Budgeting those capital items not related to an operating department.

**2017-2018 Accomplishments/Comments:**

- Two WAM debt service expense items are being paid.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4850-700	WAYFINDING SIGN-MATCHING FNDS	2,060	149,197	0	147,137	0
10-4850-701	ENTRYWAY SIGN PROJECT	42,711	64,608	0	21,897	0
10-4850-702	FACADE EASMENT- CITY MATCH	1,500	2,500	0	0	0
10-4850-703	HIGLEY BOULEVARD	14,500	14,500	0	0	0
10-4850-892	WAM ENERGY LEASE PROGRAM #2	3,935	3,950	3,935	3,950	3,940
10-4850-894	WAM ENERGY LEASE PROGRM #3	1,401	1,400	1,401	1,400	1,401
TOTAL GEN CAPITAL IMPROVEMENTS:		66,107	236,155	5,336	174,384	5,341

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 10-4990

**Department:** General Government

**Division:** Other Financing Uses

**Department Mission:** Provide for the unexpected financial needs of the General Fund.

**Department Description:** A listing of expense accounts that provide the contingency and a working capital reserve for both short term and long term financial changes of the City of Rawlins.

**2018-2019 Goals, Projects and Highlights:**

- The economic uncertainties of FY 2015-2016 through FY 2017-2017 seem to have ended in FY 2017-2018, thus we can maintain all reserves in the General Fund.
- The self-insurance reserve of \$2,000,000 covers City equipment not insured for replacement and collision.
- The rainy-day and insurance reserves continue to be budgeted at \$2,137,609. This figure represent \$2,000,000 in cash on hand and \$137,609 excess revenues for FY 2018-2019 reserved for FY 2019-2020.
- The operating contingency continues to be budgeted at \$100,000.

**2017-2018 Accomplishments/Comments:**

- The City budgeted in FY 2017-2018 no use of its rainy-day-reserve and has maintained all reserves. The recession seem to have ended in FY 2017-2018.
- The operating contingency easily covered those unanticipated operating expenses that we know happen year-to-year.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
10-4990-995	SELF INSURANCE RESERVE	0	2,000,000	0	2,000,000	2,000,000
10-4990-998	CONTINGENCY	12,631	100,000	2,341	97,000	100,000
10-4990-999	WORKING CAPITAL RESERVE	0	2,265,642	0	2,000,000	2,137,609
TOTAL OTHER FINANCING USES:		12,631	4,365,642	2,341	4,097,000	4,237,609



## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

### Enterprise Revenues for the Water Utility Fund for FY 2018-2019

The process of review below is to estimate all revenues of the Water Utility Fund based upon “no” increase in rates to cover recurring expenses, debt service expenses, or capital expense requirements. What our statistical information provides us is a decrease in the number active customers from December 2013 to December 2016 of two hundred plus customers. Within calendar year 2016, the decrease in customers is ninety-five (95). Our revenues reflect this loss in the number of customers being served.

#### Water Revenues:

- 800 Beginning Fund Balance: The actual monies available (in bank-beginning fund balance) July 1, 2017 are \$4,417,747 according to our audit of FY 2016-2017. The audit also agreed with the Water Fund monies held at the State of Wyoming WYOSTAR investment accounts at \$265,203.43 as of July 1, 2017 for a total availability of \$4,682,950 in cash. The additional figure of \$905,302.32 is restricted as it represents a legal requirement of the State of Wyoming (WWDC). Through February 2018 the City has \$4,665,512.96 in cash and \$267,045.63 at the WYOSTAR account for a total availability of \$4,932,558.50. Adding to our \$4,932,558.59 our remaining “budgeted” revenues covering March through June 2017 creates a total of \$5,578,452.89 approximately. Subtracting from this amount our anticipated “budgeted” expenses of \$2,492,239.52 creates a year-end cash amount of approximately \$3,086,213.37. Adding to this amount the WWDC reserve amount of \$970,576.57 creates a year-end FY 2017-2018 amount of \$4,056,789.94 approximately. Recommend **\$4,056,700**.
- 871 Interest Income: We have ten years of history available for review. Interest income revenue is based upon how much we have in the bank at the beginning of the year and what the interest rates are anticipated to be during the fiscal year. The Federal Reserve has allowed the interest rates to increase in FY 2017-2018, thus the monies received have increased dramatically. Based upon our YTD February 2017 FY 2016-2017 amount of \$1,843.55 and comparing this figure to our YTD January FY 2017-2018 amount of \$2,777.13, we have increased by 50.6% or \$933.58. If the City does drawdown the cash to pay for our share of our water lines the interest income will not see an increase. Recommend **\$3,000**.
- 879 Miscellaneous: This account is made up from a lot of little items that accumulate into a large figure at year-end. We have a year-to-year increase of 1.1% over the previous ten years. Our average over these same ten years is \$141,298.43 approximately. Our current year YTD February 2018 FY 2017-2018 amount of \$88,032.88 as compared to the YTD February FY 2016-2017 amount of \$81,692.18 indicates an increase of 7.7%. This account varies wildly year-to-year

as can be seen on the 10-year history report. I also believe the downward trend since FY 2013-2014 is directly related to the loss in the number of water accounts and local population. We have lost an additional 41 accounts in water utility over the previous year. The number of accounts currently indicates no additional losses over the previous six months, so maybe we have reached bottom. Recommend **\$110,000.**

881 Water Usage Fees: Our ten years of history indicates what we already know. As we increased the number of users and have changed our rates we have a definite increase in revenue. This steady revenue increase stopped in FY 2013-2014 and we have been in decline since this period. Our year-to-year increase even with the number of users changing and our rates changing is 3.6%. Our current year YTD February FY 2017-2018 amount of \$1,454,194.84 as compared to the YTD February FY 2016-2017 amount of \$1,558,432.56 for the same time period provides us as decrease of \$104,237.72 or 6.7% approximately. The City has not changed the rate per thousand or monthly fee in FY 2017-2018 or FY 2016-2017. Taking 6.7% from the FY 2016-2017 year-end total creates a FY 2017-2018 total of \$2,001,872.43 approximately. Adding what was earned from February 2017 through June 2017 to our YTD total above at 6.4% less creates a FY 2017-2018 year-end total of \$2,002,050 approximately. The current budget amount of \$2,095,000 will not be met at year-end based upon the information above. This negative year-to-year trend and the current year trend above could continue as we lose local population. Our loss per year over the previous two fiscal years is approximately \$53,905 per year. Maybe the loss in the local population is slowing down or has stopped and we will have a warm spring and summer. Recommend **\$2,008,000.**

882 Water Meter Tap Fees: This revenue line item has fluctuated over the previous ten years from a high of \$52,974.56 in FY 2009-2010 to a low of \$1,987.20 in FY 2008-2009. This revenue account is truly based upon the issuance of building permits year to year and we were lucky in FY 2009-2010 because of the school being built. Our YTD February FY 2017-2018 amount of \$6,000.00 is more than double the YTD February FY 2016-2017 amount of \$2,935.30. The average over the previous ten years is \$22,908.67 and this figure looks to be too risky for the FY 2018-2019 budget. Recommend **\$10,000.**

885 L.E.A.P: The LEAP account was closed in FY 2015-2016.

**YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)**

Adopted FY 2017-2018

Recommended FY 2018-2019

Job Title	Hours	Job Title	Hours
<b>Water Utility-Distribution (51-5304)</b>			
Water/Sewer Dis/Coll Super	40.0	Water/Sewer Dis/Coll Super	40.0
Municipal Service Wrk. III (2)	80.0	Municipal Service Wrk. III (2)	80.0
Utility Systems Wrk II (1)	40.0		
Utility Systems Wrk I (1)	40.0	Utility Service Wrk. I (2)	80.0
<b>Water Utility-Water Treatment Plant (51-4305)</b>			
WA/WW Superintendent	40.0	WA/WW Superintendent	40.0
Water/Wastewater Plant Operators	160.0	Water/Wastewater Plant Operators	160.0
No. of Authorized Positions	10.0	No. of Authorized Positions	10.0

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
51-3000-800	BEGINNING FUND BALANCE	0	3,785,750	0	4,337,554	4,056,700
	TOTAL BEGINNING BALANCE:	0	3,785,750	0	4,337,554	4,056,700
51-3700-871	INTEREST INCOME	2,991	1,800	8,462	2,500	3,000
51-3700-879	MISCELLANEOUS	118,377	130,000	95,165	95,000	110,000
51-3700-881	WATER USAGE FEES	2,145,630	2,300,000	1,574,052	2,095,000	2,008,000
51-3700-882	WATER METER TAP FEES	33,935	20,000	6,000	10,000	10,000
51-3700-888	SALE OF FIXED ASSETS	0	0	327	0	0
	TOTAL OPERATING REVENUES:	2,300,933	2,451,800	1,684,006	2,202,500	2,131,000

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 51-4304

**Department:** Public Works

**Division:** Utilities-Distribution

**Department Mission:** City of Rawlins strives to develop and maintain a safe, economically viable, healthy, and appealing community in which all citizens can take pride.

**Department Description:** The Utilities – Distribution Division consists of the Distribution System with all related functions such as water metering, backflow protection, and fire hydrants. The Utilities Division is responsible for all O& M of these systems.

**2018-2019 Goals, Projects and Highlights:**

- Purchase a new backhoe to replace the existing 2006 John Deere.
- Purchase a new service truck to replace an existing service truck.
- Water line replacement on the south side of West Spruce St. from 16<sup>th</sup> St. to (radio station) west of 23rd St.
- Water line on 19<sup>th</sup> St. south of W. Spruce St.
- Water line on 21<sup>st</sup> St. south of W. Spruce St.
- Water line replacement between Heath St. and Kendrick St. from Arizona St. to Colorado St.(Designed & ready for bid).
- Water line replacement on Frontage RD. from Walmart to Seldomridge.
- Water line replacement between Murray St. and Heath St. from Montana St. to Colorado St.
- Water line on Koontz St. from Ryan St. to Daley St.
- Replace fire hydrants as needed.
- Replace water line between Buffalo St. & Pine St. from 3<sup>rd</sup> St. to 4<sup>th</sup> St. .
- Continue upgrading our needs assessment program.
- Get our fixed base radio read system in full operation.
- Get our GIS system in full operation.

**2017-2018 Accomplishments/Comments:**

- Ongoing implementation of our valve exercising program.
- Ongoing continuation of all documentation and record keeping.
- Continued upgrading our needs assessment program.

- Replaced fire hydrants as needed with new 3 Port hydrants at various locations.
- Installed a fire hydrant on the 20" water line south of town to facilitate draining of the water main coming into town.
- Reconfigured the altitude valves at the high pressure storage tanks to optimize control from the water treatment plant.
- Replaced water line valves as needed.
- Had two operators get state certified in distribution.

**Major issues of concern in the next five to ten years:**

- Condition of the water lines not replaced in the Highland Hills Subdivision in the 2010 project.
- The 12-inch CIP water line on the Southside of UPRR is over 100 years old.
- The only means of supplying water to our high pressure zone is a 20" ductile iron pipe. This could be an issue if the line ever goes down any length of time for major repairs. This line is approximately 42 years old.
- Loop and increase the line size of the water system from 23<sup>rd</sup> St. and Elm to La Paloma in order to have circulation and adequate fire protection.
- Identify all 4" water mains and look into upsizing them in order to have adequate fire protection and volume for customer services.
- Install a water dispensing unit for construction and RV use.
- Identify and reduce un-accounted for monthly water loss per leak detection study.
- Replace the 3 pressure reducing valves in our high pressure system. (They are over 42 yrs old).

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
51-4304-110	SALARIES	321,695	333,304	213,304	290,937	283,043
51-4304-130	EMPLOYEE BENEFITS	164,344	175,826	106,605	169,121	150,510
51-4304-170	TEMPORARY PAY	0	4,000	0	4,000	4,000
51-4304-180	OVERTIME PAY	6,814	8,213	7,328	6,865	6,052
51-4304-190	WORKERS COMPENSATION	17,024	17,552	10,728	17,857	11,724
51-4304-205	CONSULTANT CONTR-ENGINEER	2,772	20,000	4,380	15,000	15,000
51-4304-207	CONSULTANT CONTR-INFO TECH	7,193	7,500	4,260	7,500	7,500
51-4304-208	CONSULTANT CONTR-GOVERN	960	1,000	960	1,000	1,000
51-4304-210	CONSULTANT CONTR-OTHER	33,929	32,500	24,942	34,000	34,000
51-4304-250	TRAVEL AND TRAINING	2,976	6,000	3,587	5,500	4,000
51-4304-255	UTILITIES-ELECTRICAL	551	1,000	422	1,000	1,000
51-4304-257	UTILITIES-GAS	0	1,500	0	1,000	1,000
51-4304-270	ADS, DUES, PUBLICATIONS	700	500	212	1,000	1,000
51-4304-280	BUILDING/GROUND MAINTENANCE	0	500	596	500	500
51-4304-310	VEHICLE/EQUIPMENT MAINTENANCE	201	1,500	470	1,500	1,000
51-4304-322	SAFETY	760	1,000	124	1,000	1,000
51-4304-381	VEHICLE ACCESSORIES	0	1,000	71	1,000	500
51-4304-420	TOOLS	3,996	5,000	2,458	4,000	4,000
51-4304-422	MATERIALS	43,567	48,000	43,101	54,000	45,000
51-4304-430	SUPPLIES	6,022	15,000	5,520	13,000	10,000
51-4304-440	EQUIPMENT	3,027	2,000	406	3,000	3,000
51-4304-470	VEHICLE OPERATION	7,999	16,000	8,024	13,000	13,000
51-4304-480	UNIFORMS	2,063	2,000	830	2,000	2,000
51-4304-492	WATER METER SERVICE	14,020	30,000	30,637	30,000	30,000
51-4304-495	BACKFLOW PREVENTION	0	1,000	0	1,000	1,000
51-4304-700	FA-VEHICLES	33,179	40,000	0	0	0
51-4304-705	FA-EQUIPMENT	103,407	205,000	0	50,000	0
51-4304-715	FA-INFORMATION TECHNOLOGY	0	10,000	0	0	0
51-4304-730	FA-FACILITIES	186,914	500,000	65,991	282,088	0
51-4304-735	FA-GRANT MATCH	217,912	500,000	0	2,114,000	0
51-4304-750	FA-WATER INFRASTRUCTURE	166,331	270,000	27,698	0	0
51-4304-900	DEBT SERVICE-WATER TANKS	25,077	25,077	25,077	25,077	25,077
51-4304-901	DEBT SERVICE-SPRUCE STREET	25,260	25,260	25,260	25,260	25,260
51-4304-905	DEBT SERVICE - SRF LOAN #147	13,446	0	34,577	34,577	34,577
51-4304-950	TRANSFER TO CENTRAL SHOP	23,685	23,685	19,738	23,685	24,359
TOTAL WATER DISTRIBUTION:		1,435,825	2,330,917	667,305	3,233,467	740,102

**CITY OF RAWLINS, WYOMING**  
**BUDGET 2018-2019 FY**

---

**Fund:** 51-4305

**Department:** Public Works

**Division:** Water Treatment

**Department Mission:** The City of Rawlins Water Treatment Plant is committed to its fundamental objective of providing water service of the highest quality for drinking, and general municipal uses for the City of Rawlins and The Town of Sinclair.

**Department Description:** The City of Rawlins treats water for The City of Rawlins and the Town of Sinclair. On average, we treat between 1.2 million in the winter and up to 5 million gallons in the summer. Our water sources include the water that comes from the Sage Creek Basin, the North Platte River, and three wells in The Nugget Foundation. We also pump water to Rochelle Ranch Golf Course.

**2018-2019 Goals, Projects and Highlights:**

- Cross Train all personnel at both plants
- Have an active alarm system at water plant
- Have cameras installed at water plant
- Work with EPA on deficiencies
- Rehab Well #1 in nugget well field
- Work with Engineers to improve flow from Sage Creek Basin
- Inspect Water tanks

**2017-2018 Accomplishments/Comments:**

- Cross Train all personnel at both plants
- Finish Fiber optic improvements to water treatment plant
- Work with EPA on deficiencies
- Worked to be able to fill each tank with Scada.
- Had employees level up on Certifications
- Laid conduit for fiber line

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
51-4305-110	SALARIES	172,678	168,890	129,450	166,241	176,832
51-4305-130	EMPLOYEE BENEFITS	99,316	117,804	81,167	111,523	118,854
51-4305-180	OVERTIME PAY	515	5,850	2,103	5,723	4,292
51-4305-190	WORKERS COMPENSATION	8,902	8,877	6,261	10,180	7,245
51-4305-205	CONSULTANT CONTR-ENGINEER	32,671	20,000	14,871	20,000	20,000
51-4305-207	CONSULTANT CONTR-INFO TECH	3,580	5,000	6,205	5,000	5,000
51-4305-210	CONSULTANT CONTR-OTHER	5,395	6,000	4,872	7,000	7,000
51-4305-223	RIGHT OF WAY - PUBLIC INFRA	3,781	2,500	2,831	2,500	5,000
51-4305-250	TRAVEL AND TRAINING	2,730	2,500	479	2,500	2,500
51-4305-255	UTILITIES-ELECTRICAL	123,576	213,500	92,584	190,000	170,000
51-4305-256	UTILITIES-PHONE/INTERNET	4,943	4,500	4,946	5,000	15,000
51-4305-270	ADS/DUES/PUBLICATIONS	745	1,500	332	2,000	2,000
51-4305-280	BUILDING/GROUNDS MAINTENANCE	2,584	3,000	3,884	3,000	3,000
51-4305-322	SAFETY	261	500	0	500	500
51-4305-380	MAINTENANCE - EQUIPMENT	32,715	35,000	11,988	32,500	35,000
51-4305-420	TOOLS	341	400	326	400	400
51-4305-422	MATERIALS	9,576	20,000	1,419	10,000	10,000
51-4305-423	CHEMICALS	44,665	60,000	18,313	30,000	30,000
51-4305-430	SUPPLIES	3,037	5,000	901	5,000	5,000
51-4305-440	EQUIPMENT	1,299	3,000	0	3,000	1,500
51-4305-470	VEHICLE OPERATION	2,801	8,000	2,945	6,000	5,000
51-4305-480	UNIFORMS	463	900	100	900	900
51-4305-705	FA-EQUIPMENT	0	0	46,085	70,000	0
51-4305-715	FA-INFORMATION TECHNOLOGY	24,117	30,000	0	14,000	0
51-4305-725	FA-MISCELLIANCE STUDIES	79,561	165,000	22,147	85,164	0
51-4305-730	FA-FACILITIES	5,988	256,000	1,171	211,000	0
51-4305-750	FA-WATER INFRASTRUCTURE	33,396	105,750	0	0	0
51-4305-910	DEBT SERVICE-SAGE CREEK	150,279	150,279	150,279	150,279	150,279
51-4305-911	DEBT SERVICE-RAWLINS PIPELINE	50,023	50,023	50,023	50,023	50,023
51-4305-912	DEBT SERVICE-ATLANTIC RIM RES	113,971	131,835	113,971	113,972	113,972
51-4305-940	TRANSFER TO GENERAL FUND	188,984	188,984	159,903	188,984	216,102
51-4305-945	TRANSFER TO WWDC RESERVE	60,000	60,000	60,000	60,000	60,000
51-4305-950	TRANSFER TO CENTRAL SHOP	29,000	29,000	21,750	29,000	29,826
TOTAL WATER TREATMENT PLANT:		1,291,894	1,859,592	1,011,306	1,591,389	1,245,225

CITY OF RAWLINS  
CAPITAL BUDGET FY 2018 - FY 2019

Department/ Division	Description	FY 18-19 Carry-Over fr FY 17-18	FY 18-19 Dept. Request	FY 18-19 City Mgr. Recommend	FY 18-19 Council Approved
<b>Enterprise:</b>					
<b>Water Distribution:</b>					
51-4304-735	Grant Match-Water Line Replacement-Edinburgh fr Dunphail to Murray St.		\$860,000	\$860,000	
51-4304-735	Grant Match-Water Line Replacement-Fr South Side of W. Spruce to north side of W. Spruce to Elm St. then fr 23rd St. to Elm St.		\$642,000	\$642,000	
51-4304-735	Grant Match-Water Line Replacement-Alley Between Water & Center fr Monroe to Jefferson		\$228,000	\$228,000	
<b>Water Treatment Plant:</b>					
51-4305-725	New Water Plant - Process Study	\$20,000	\$10,000	\$10,000	
51-4305-725	Water Rights Study (in process)	\$0			
51-4305-725	Water Source Protection	\$65,000	\$10,000	\$10,000	
51-4305-730	Pumps for Filters and Clear Well		\$60,000	\$60,000	
51-4305-730	Flow Meter		\$10,000	\$10,000	
			\$1,820,000	\$1,820,000	
			Available is	\$2,486,000	
			Remaining	\$666,000	

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 51-4990

**Department:** Public Works

**Division:** Other Financing Uses

**Department Mission:** Within the cost center we identify all reserves as legally and financially required.

**Department Description:** Manage all reserves as required by law and judiciary responsibility.

### **2018-2019 Goals, Projects, and Highlights:**

- Maintain WWDC reserve as required by the Water Development Commission. We are to add \$60,000 a fiscal year until we reach the required amount of \$1,250,000. We have \$970,476.57 on hand July 1, 2018.
- Maintain a vehicle insurance reserve as we have no other insurance other than liability and rainy-day reserve covering the entire fund.
- Maintain a minimum contingency (\$100,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, repairing vehicles, or just simply covering other operating expense short of budget.
- Identify the estimated working capital reserve within the Water Utility Fund.

### **2017-2018 Accomplishments/Comments:**

- Maintain all reserves at budgeted amount.
- The City did spend very little in our contingency covering a single unforeseen event.

### **Other Financing Uses:**

51-4990-990 WWDC Reserve: The State of Wyoming made it a requirement to create this reserve. The City is required to place \$60,000 into this reserve every year until it reaches the goal of \$1,200,000 as required by the State of Wyoming. Recommend **\$970,000**.

51-4990-995 Insurance and Rainy-Day Reserve: The City self-insures all rolling stock equipment with the exception of Liability Insurance. Only the Fire Department rolling stock is fully insured. The dollar amount here also represents a permanent Rainy-Day reserve of the Water Utility Fund. Recommend **\$500,000**.

51-4990-998 Operating Contingency: This account provides a reserve for unanticipated operating expenses. Examples are vehicle deductibles, building deductibles, running the secondary water plant equipment, etc. Recommend **\$100,000**.

51-4990-999 Working Capital Reserve: This account is used to support the future needs of the Water Fund that are of a capital nature. This amount includes the carry-over amount for appropriated capital projects from the previous year, \$145,673 in operating revenue not expensed through operating expenses, and excess cash on-hand. The following recommendation is to appropriate in FY 2018-2019 for capital expenditures only the cash on-hand figure of \$2,486,124 (\$2,631,797-\$145,673), leaving the \$145,673 available for FY 2019-2020. Recommend **\$2,631,797**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
51-4990-990	WWDC RESERVE	0	781,325	0	845,302	970,576
51-4990-995	SELF INSURANCE RESERVE	0	500,000	0	500,000	500,000
51-4990-998	CONTINGENCY	0	100,000	1,328	100,000	100,000
51-4990-999	WORKING CAPITAL RESERVE	0	665,716	0	269,896	2,631,797
TOTAL OTHER FINANCING USES:		0	2,047,041	1,328	1,715,198	4,202,373

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

### Enterprise Revenues for the Wastewater Utility Fund for FY 2018-2019

The process of review below is to estimate all revenues of the Wastewater Utility Fund based upon “no” increase in rates to cover recurring expenses, debt service expenses, or capital expense requirements. What our statistical information provides us is a decrease in the number of active customers from December 2013 to December 2017 of two hundred plus customers. Our revenues reflect this loss in the number of customers being served. Our one plus is we found some 40 business customers under charge late in FY 2016-2017, and these extra revenues to be earned in the Wastewater Utility is now apparent.

#### Revenues:

- 800 Beginning Fund Balance: The actual monies available (in bank beginning fund balance) as of July 1, 2017 are \$1,457,945 according to our audit of FY 2016-2017. Our current balance within the cash account as estimated by the Caselle computer systems as of February 28, 2018 is \$1,558,196.06 approximately. Adding to this figure our anticipated “budgeted” revenue covering March through June 2018 of \$308,977.97 creates \$1,867,174.03 approximately. Subtracting from this figure our anticipated “budgeted” expenses covering March through June 2018 in the amount of \$1,146,421.03 creates a year-end balance of \$720,753 approximately. Recommend **\$720,000**.
- 871 Interest Income: The average for the last ten years is approximately \$389 per year. The revenues in this account will always vary with how much we have on hand at the beginning of the year and what is the average balance month-to-month. The Federal Reserve rates also play’s a significant role on what is earned as they control the interest rates. Our current year YTD January FY 2017-2018 amount of \$259.58 is a more than anticipated as the Federal Reserve increased rate, so we are likely to reach our budget of \$350. Recommend **\$400**.
- 879 Miscellaneous: This account is similar to the water fund miscellaneous revenue account; wild variation year to year is the norm. The ten year average for this account is \$58,428 approximately. The current year YTD January FY 2017-2018 figure is \$4,097.25 which is very low when compared to the YTD January FY 2016-2017 figure of \$13,465.65. Our current year budget figure of \$20,000 does not look good, especially when we earned only \$14,115.90 in the previous year. Recommend **\$10,000**.
- 882 Sewer Tap Fees: Like water fund tap fees, this account moves with the economic expansion on the City. The previous year total was \$4,000 and in FY 2013-2014 the figure was \$6,000. The current year YTD January FY 2017-2018 total is

\$5,000.00 as compared to the YTD January FY 2016-2017 of \$3,000.00. The average over the previous ten years is \$12,559.75, so again this points to the economic factors as controlling this revenue account. The average is the only safe bet for a budget, but our current YTD amount is low. Recommend **\$8,000**.

- 883 Sewer Usage Fees: This account is the primary revenue generating account for this fund. Its previous years of history indicating a growth in revenue is directly accountable to the increase in the number of users to the sewer utility and increasing rates. Our problem as already indicated above and in the water utility is we have lost more than 200 customers since FY 2013-2014. The city received approximately \$1,073,317.78 in the previous year as we found sewer accounts that were under charged. Our current year YTD January FY 2017-2018 amount of \$669,442.06 as compared the YTD January FY 2016-2017 amount of \$644,115.26 indicates an increase of \$25,326.80 or 3.9% approximately. This increase was anticipated with the City finding some 40 business accounts being under charged. We will recommend an increase over the current budget as we anticipate changes in this revenue account. Recommend **\$1,080,000**.

#### YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2017-2018		Recommended FY 2018-2019	
Job Title	Hours	Job Title	Hours
Wastewater Utility-Collection (52-4303)			
Utility Foreperson	40.0	Utility Foreperson	40.0
Utility Systems Worker III	40.0	Utility Systems Worker III	40.0
Utility Systems Worker I (2)	80.0	Utility Systems Worker I (2)	80.0
Wastewater Utility-Plant (52-4310)			
WA/WW Superintendent	40.0	WA/WW Superintendent	40.0
Water/Wastewater Plant Operators	160	Water/Wastewater Plant Operators	160.0
No. of Authorized Positions	9.0	No. of Authorized Positions	9.0

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
51-3000-800	BEGINNING FUND BALANCE	0	3,785,750	0	4,337,554	4,056,700
51-3700-871	INTEREST INCOME	2,991	1,800	8,462	2,500	3,000
51-3700-879	MISCELLANEOUS	118,377	130,000	95,165	95,000	110,000
51-3700-881	WATER USAGE FEES	2,145,630	2,300,000	1,574,052	2,095,000	2,008,000
51-3700-882	WATER METER TAP FEES	33,935	20,000	6,000	10,000	10,000
51-3700-888	SALE OF FIXED ASSETS	0	0	327	0	0
TOTAL OPERATING REVENUES:		2,300,933	6,237,550	1,684,006	6,540,054	6,187,700

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 52-4303

**Department:** Public Works

**Division:** Utilities-Collection

**Department Mission:** City of Rawlins strives to develop and maintain a safe, economically viable, healthy, and appealing community in which all citizens can take pride.

**Department Description:** The sewer fund in the Utilities Division basically consists of the Wastewater Collection System and the Storm Water System with all related functions such as preventive maintenance, responding to sewer blockage, root cutting operation, videoing sewer lines, and all associated repairs to pipes and manholes. In essence, responsible for O&M of all aspects of the systems, including tapping into system as new development dictates.

**2018-2019 Goals, Projects and Highlights:**

- Continue our on-going preventive maintenance plan as designed for cleaning the sewer system and adhere to established protocols.
- Ongoing continuation of record keeping of sewer cleaning.
- Assisting in efforts to establish an industry wide standard for frequency of sewer cleaning.
- Manhole Infrastructure Replacement Project- Various Locations.
- Continue upgrading our needs assessment program.
- Sanitary sewer improvements at Colorado and Walnut Streets.
- Purchase a new service truck to replace an existing service truck.
- Implement GIS for our maintenance and video inspection program.
- Have our operators obtain state certifications in collection systems.

**2017-2018 Accomplishments/Comments:**

- Continued our on-going preventive maintenance plan as designed for cleaning the sewer system and adhered to established protocols.
- Ongoing continuation of record keeping of sewer cleaning, complaints and litigations.
- Assisted in efforts to establish an industry wide standard for frequency of sewer cleaning.
- Performed video inspections on our sewer system as needed.
- Manhole infrastructure Installation and replacement project-various locations.
- Continued upgrading our needs assessment program.
- Purchased a new combination sewer jet truck.

**Major issues of concern in the next five to ten years:**

- Continue expansion of sanitary sewer system to West Rawlins for future expansion.
- Maintain our Wastewater Collection System as a gravity flow system.
- Sanitary sewer line along the north side of the UPRR tracks from Colorado St. to Airport Road. This section of sewer line and manholes are under the railroad tracks and are not accessible for cleaning or repairs.
- Upsize storm sewer on 8<sup>th</sup> St. from Spruce St. to S. Front St.
- Identify sewer line projects from needs assessment for replacement.
- Master Plan wastewater collection system study as a whole.
- Establish an enterprise fund for storm sewer repair/replacement/installation.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
52-4303-110	SALARIES	180,019	208,008	134,096	202,548	214,093
52-4303-130	EMPLOYEE BENEFITS	65,065	99,680	54,042	98,449	113,895
52-4303-170	TEMPORARY PAY	0	4,000	0	4,000	4,000
52-4303-180	OVERTIME PAY	7,765	6,175	5,628	6,072	6,192
52-4303-190	WORKERS COMPENSATION	9,240	10,982	7,415	12,587	8,971
52-4303-205	CONSULTANT CONTRACTS-ENGINEER	4,316	4,000	0	4,000	4,000
52-4303-207	CONSULTANT CONTR-INFO TECH	3,800	3,500	4,310	4,250	4,000
52-4303-208	CONSULTANT CONTRACTS-GOVERN	0	750	0	500	0
52-4303-210	CONSULTANT CONTR-OTHER	58	750	1,950	750	1,000
52-4303-250	TRAVEL AND TRAINING	2,404	5,000	2,375	4,000	3,000
52-4303-255	UTILITIES-ELECTRICAL	0	300	0	300	100
52-4303-257	UTILITIES-GAS	1,125	500	907	500	500
52-4303-270	DUES/PUBLICATIONS	57	300	0	300	300
52-4303-280	BUILDING/GROUND MAINTENANCE	225	500	50	500	100
52-4303-310	VEHICLE/EQUIPMENT MAINTENANCE	91	1,000	34	1,500	1,000
52-4303-322	SAFETY	865	1,000	78	500	500
52-4303-381	VEHICLE ACCESSORIES	68	500	0	500	200
52-4303-420	TOOLS	601	1,500	197	1,500	1,000
52-4303-422	MATERIALS	3,475	6,000	1,275	5,000	3,000
52-4303-430	SUPPLIES	732	2,000	890	2,500	1,500
52-4303-440	EQUIPMENT	260	500	0	1,500	1,000
52-4303-470	VECHICLE OPERATION	6,877	15,000	5,713	12,500	10,000
52-4303-480	UNIFORMS	1,829	1,000	425	1,200	1,200
52-4303-700	FA-VEHICLES	29,702	40,000	0	0	0
52-4303-705	FA-EQUIPMENT	0	225,000	4,905	450,000	0
52-4303-715	FA-INFORMATION TECHNOLOGY	0	10,000	0	0	0
52-4303-735	FA-GRANT MATCH	13,873	85,188	0	220,000	0
52-4303-760	FA-SEWER INFRASTRUCTURE	61,860	110,000	0	121,000	0
52-4303-902	DEBT SERVICE-STATE STREET	73,531	73,531	73,531	73,531	73,531
52-4303-903	DEBT SERVICE-SPRUCE STREET	52,267	52,268	52,267	52,268	52,268
52-4303-904	DEBT SERVICE-MURRAY & SWR TRCK	69,770	69,770	58,142	69,770	69,770
52-4303-905	DEBT SERVICE SRF LOAN #145	0	0	19,773	16,974	19,774
52-4303-950	TRANSFER TO CENTRAL SHOP	12,750	12,750	10,625	12,750	13,113
TOTAL SEWER COLLECTION:		602,622	1,051,452	438,628	1,381,749	608,007

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 52-4310

**Department:** Public Works

**Division:** Wastewater Treatment

**Department Mission:** The Mission of The City of Rawlins Wastewater Treatment plant is to operate the plant to meet Federal and State Regulations in order to protect public health and the environment.

**Department Description:** The Wastewater Treatment Plant has the capability of treating up to 8 million gallons per day. This is the maximum amount available from the water plant. We treat between 1.5 and 2 million gallons of wastewater a day. We remove the solids and the grit from the wastewater daily. The water then goes to our ponds where the majority of the treatment process is completed. Then we release the treated water back into the North Platte River. We discharge our wastewater twice a year only after we perform numerous tests to make sure the water is suitable to be returned to the river.

**2018-2019 Goals, Projects and Highlights:**

- Install grit dryer to dry grit to transport to landfill
- Have active alarm system and wastewater plant
- Fix dikes on ponds
- Cross train all personnel in both plants

**2017-2018 Accomplishments/Comments:**

- Cross train all personnel in both plants
- Painting in head-works
- Installed new Muffin Monster grinder
- Trained new employee

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
52-4310-110	SALARIES	57,560	56,297	43,150	55,414	58,944
52-4310-130	EMPLOYEE BENEFITS	33,105	39,912	27,055	37,805	40,357
52-4310-180	OVERTIME PAY	172	5,850	701	5,723	5,905
52-4310-190	WORKERS COMPENSATION	2,963	3,157	2,298	3,619	2,594
52-4310-205	CONSULTANT CONTRACTS-ENGINEER	1,735	7,000	1,252	5,000	2,500
52-4310-207	CONSULTANT CONTR-INFO TECH	0	2,000	0	2,000	2,000
52-4310-208	CONSULTANT CONTRACTS-GOVERN	0	250	0	250	250
52-4310-210	CONSULTANT CONTR-OTHER	225	5,000	0	4,500	2,000
52-4310-250	TRAVEL AND TRAINING	340	1,000	98	1,000	1,000
52-4310-255	UTILITIES-ELECTRICAL	81,965	45,000	73,403	75,000	80,000
52-4310-256	UTILITIES-PHONE/INTERNET	3,347	4,000	2,259	4,000	3,500
52-4310-270	ADS/DUES/PUBLICATIONS	0	200	142	200	0
52-4310-280	BUILDING/GROUNDS MAINTENANCE	1,409	2,000	243	2,000	2,000
52-4310-322	SAFETY	723	500	0	500	500
52-4310-380	EQUIPMENT MAINTENANCE	9,624	10,000	2,476	10,000	10,000
52-4310-420	TOOLS	141	500	99	500	500
52-4310-430	SUPPLIES	821	3,000	656	3,000	2,000
52-4310-440	EQUIPMENT	0	1,000	100	1,000	500
52-4310-470	VEHICLE OPERATION	1,917	9,000	1,615	7,000	5,000
52-4310-480	UNIFORMS	484	800	93	900	900
52-4310-705	FA-EQUIPMENT	0	0	0	6,000	0
52-4310-725	FA-MISC STUDIES	0	0	348	0	0
52-4310-730	FA-FACILITIES	34,127	36,000	21,115	50,000	0
52-4310-940	TRANSFER TO GENERAL FUND	134,585	134,585	112,154	134,585	142,934
52-4310-950	TRANSFER TO CENTRAL SHOP	15,797	15,797	13,164	15,797	16,248
TOTAL SEWER TREATMENT PLANT:		381,039	382,848	302,422	425,793	379,632

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 52-4990

**Department:** Public Works

**Division:** Other Financing Uses

**Department Mission:** Within the cost center we identify all reserves as legally and financially required.

**Department Description:** Manage all reserves as required by law and fiduciary responsibility.

### 2018-2019 Goals, Projects, and Highlights:

- Maintain a vehicle insurance reserve as we have no other insurance other than liability and a rainy-day reserve covering the entire fund.
- Maintain a minimum contingency (\$100,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, or just simply covering other operating expense short of budget.
- Identify the estimated working capital reserve within the Wastewater Utility Fund.

### 2017-2018 Accomplishments/Comments:

- All reserves are unspent thus carried forward into FY 2018-2019.
- The creation of the Self Insurance to cover those items that are not fully insured (rolling stock).

### Other Financing Uses:

52-4990-995 Insurance and Rainy-Day Reserve: The City self-insures all rolling stock equipment with the exception of Liability Insurance. Only the Fire Department rolling stock is fully insured. The dollar amount here also represents a permanent Rainy-Day reserve of the Wastewater Utility Fund. Recommend **\$300,000**.

52-4990-998 Operating Contingency: This account provides a reserve for unanticipated operating expenses. Examples are vehicle deductibles, building deductibles, etc. Recommend **\$100,000**.

52-4990-999 Working Capital Reserve: This account is used to support the future needs of the Wastewater Fund that are of a capital nature. This amount includes the carry-over amount for

appropriated capital projects from the previous year, \$110,761 in operating revenue not expensed through operating expenses, and excess cash on hand. The following recommendation is to appropriate in FY 2018-2019 for capital expenditures only the cash on-hand figure of \$320,000 (\$430,761-\$110,761), leaving the \$110,761 available for FY 2019-2020. Recommend **\$430,761**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
52-4990-995	SELF INSURANCE RESERVE	0	300,000	0	250,000	300,000
52-4990-998	CONTINGENCY	14,231	100,000	0	100,000	100,000
52-4990-999	WORKING CAPITAL RESERVE	0	100,000	0	137,808	430,761
TOTAL OTHER FINANCING USES:		14,231	500,000	0	487,808	830,761

CITY OF RAWLINS  
CAPITAL BUDGET FY 2018 - 2019

Department/ Division	Description	FY 18-19 Carry-Over fr FY 17-18	FY 18-19 Dept. Request	FY 18-19 City Mgr. Recommend	FY 18-19 Council Approved
<b>Enterprise:</b>					
<b>Wastewater Collection:</b>					
52-4303-735	Replacement Sewer Line-On E Front fr Tunnel to Airport Rd		\$1,516,000		
<b>Wastewater Treatment Plant:</b>					
52-4310-730	Grit Dryer		\$70,000	\$70,000	
52-4310-730	Electric Hoist for Grit Dryer		\$10,000	\$10,000	
52-4310-730	New Bar Screen		\$24,000	\$24,000	
52-4310-730	New Pump for Drywell		\$20,000	\$20,000	
			\$1,640,000	\$124,000	
			Available is	\$320,000	
			Remaining	\$196,000	

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Enterprise Revenues for the Solid Waste Landfill Fund for FY 2018-2019**

The process of review below is to estimate all revenues of the Solid Waste Landfill Utility Fund based upon “no” increase in rates to cover recurring expenses or debt service expenses at this time. The Landfill Closure Capital project will have its revenue and expenses recorded in the Grant Fund. What our statistical information provides us is a decrease in the number of active customers from December 2013 to December 2017 of two hundred plus customers. Our revenues reflect this loss in the number of customers being served.

**Revenues:**

- 800-Beginning Fund Balance: The actual monies available (in bank beginning fund balance) as of July 1, 2017 are \$1,310,343 according to our audit of FY 2016-2017. Our current balance within the cash account as estimated by the Caselle computer systems as of February 28, 2018 is approximately \$1,618,470.21. Adding to our “estimated” revenues covering March through June 2018 as our budgeted revenues forecast is not working is \$584,186 to our figure above creates a year-end cash available of \$2,202,565.21 approximately. Subtracting from this amount our “estimated” expenses covering March through June 2018 as our budgeted expenses forecast is not working is \$669,884.19 creates a year-end cash available of \$1,532,771.72 for FY 2017-2018. Recommend **\$1,532,000**.
- 839-Salvage: This account varies year-to-year wildly as we have a high of \$33,047.90 in FY 2008-2009 and a low of \$0.00 in FY 2015-2016 over the past ten (10) years. The average over the previous ten year period is \$20,198.80 approximately. Our current year YTD January FY 2017-2018 amount is \$7,097.90. As this account varies wildly it is difficult to gage the year-end balance or budget. Recommend just a hopeful amount. Recommend **\$7,000**.
- 841-Solid Waste Fees: This is the fixed rate portion of the utility bill for this fund. It will only vary if the number of users goes up or down, or the rate goes up or down. The growth we see in our history is a reflection of the rate being changed. Our recurring monthly amount is down to \$52,549.85 in January 2018, which is a reflection of our customer base being less than the previous year as explained above. Expanding this December figure over twelve months give us a year-end figure of \$630,598 approximately. This \$630,598 amount is 0.9% less than what was made in FY 2016-2017. Making the current budget amount of \$635,000 is unlikely based upon the trends above and the monthly amount in January 2018. Recommend **\$629,000**.
- 842-Recycling Tires: New account set up in FY 2009-2010 to capture the revenue from the buyer of recycled tires. Our last year total was only \$0 and our current YTD FY 2016-

2017 amount is \$0. Based upon the current figures and last year's figure the budget will be zero. Recommend \$0.

- 871-Interest Income: This account is new in FY 2006-2007 so there is less history to review. Based upon the last ten years of history we do have the average is \$375 approximately. Based upon our current YTD January FY 2017-2018 figure of \$265.53 and the Federal Reserve increasing the rates at this time we can expect a few dollars more. Recommend \$400.
- 879-Gate Fees: The history of this account has varied wildly as the amount of municipal solid waste being processed at the landfill can vary week to week based upon the weather, based upon what the City decides on the rate per ton, and who is to dump MSW at our facility. The past history is not being used to estimate the budget as the City of Rawlins has now fixed the rate per ton and we have consistent solid waste being processed in September of 2015 with flow control. Our current year YTD January FY 2017-2018 amount of \$570,484.68 as compared to the YTD January FY 2016-2017 amount of \$691,808.66 indicates a percent decrease of 17.5%. Again this decrease more than likely is a result of our shrinking customer base. A 17.5% cut in last year amount received of \$1,223,196.33 creates a current year-end amount \$1,008,681.74. Subtracting 17.5% from the February 2017 through June 2017 revenues in this account and then adding it to our YTD January amount above creates a FY 2017-2018 year-end amount of \$1,008,879 approximately. With a decreasing customer base and a decreasing volume we need to be a little more conservative. Recommend \$1,000,000.

**YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)**

Adopted FY 2017-2018		Recommended FY 2018-2019	
Job Title	Hours	Job Title	Hours
Solid Waste-Landfill (53-4311)			
Landfill Superintendent	40.0	Landfill Superintendent	40.0
Landfill Foreperson	40.0	Landfill Foreperson	40.0
Municipal Service Work. II	40.0	Municipal Service Work. I	40.0
Municipal Service Work. I	40.0	Municipal Service Work. I	40.0
Landfill Clerk	40.0	Landfill Clerk	40.0
No. of Authorized Positions	5.0	No. of Authorized Positions	5.0

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED REVENUES

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
53-3000-800	BEGINNING FUND BALANCE	0	550,000	0	826,500	1,532,000
	TOTAL BEGINNING BALANCE:	0	550,000	0	826,500	1,532,000
53-3700-839	SALVAGE	23,312	7,500	7,098	1,000	7,000
53-3700-841	SOLID WASTE FEES	636,477	648,000	475,169	635,000	629,000
53-3700-848	MISCELLANEOUS	0	0	6,926	0	0
53-3700-871	INTEREST INCOME	285	175	344	250	400
53-3700-879	GATE FEES	1,223,196	1,200,000	697,433	1,167,000	1,000,000
	TOTAL OPERATING REVENUES:	1,883,271	1,855,675	1,186,968	1,803,250	1,636,400

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 53-4311

**Department:** Public Works

**Division:** Solid Waste Landfill

**Department Mission:** Under the direction of the Public Works Director this division is responsible for all refuse collected by all users that is dumped at the City landfill.

**Department Description:** The following budget identifies the expenses needed to support the removal of MSW from the City Landfill by a private sector contractor and the final disposition of all other refuse dumped at this facility.

**2018-2019 Goals, Projects and Highlights:**

- Rebuild wall in MSW Building
- Put up fencing around Phase Two after it is complete.
- Fix drainage problems caused by the closure.
- Work on the expansion of the current C & D pit
- Picked up new company for Lab Analysis that will save us \$3000.00 a year
- Install new signage around the Facility.
- Adding Snow Fence around pond.
- Put Reflective Posts on Phase 1 poles so no one can drive into the ditches for phase 1.

**2017-2018 Accomplishments/Comments:**

- Completed Phase II
- Completed building for new oil tank and Secondary containment.
- Completed the remodel of the Scale House with new heaters new paint and new indoor-outdoor carpet.
- Hauled two loads of tires out of the landfill to Liberty Tire and Recycling shipped a total of 36.46 Tons

- Put in culvert and build road into new Landfill areas
- Put up Snow fence to designate new areas and signage for new areas

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Numbers	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
53-4311-110	SALARIES	212,802	233,533	176,241	228,843	239,399
53-4311-130	EMPLOYEE BENEFITS	77,108	86,165	79,028	107,968	114,504
53-4311-170	TEMPORARY PAY	1,539	11,440	3,627	11,440	11,440
53-4311-180	OVERTIME PAY	1,350	5,734	1,535	5,616	5,655
53-4311-190	WORKERS COMPENSATION	10,887	12,736	9,560	14,557	10,260
53-4311-204	CONSULTANT CONTR.-TRANSPORT.	283,638	425,000	111,681	210,000	200,000
53-4311-205	CONSULTANT CONTR-ENGINEER	630	30,000	8,720	25,000	15,000
53-4311-207	CONSULTANT CONTR-INFO TECH	2,787	1,500	3,644	3,000	3,000
53-4311-208	CONSULTANT CONTRACTS-GOVERN	25	1,000	525	1,000	1,000
53-4311-210	CONSULTANT CONTR-OTHER	413	500	4,884	1,000	3,500
53-4311-216	CASPER DUMP FEES	295,080	425,000	198,957	375,000	300,000
53-4311-219	LANDFILL CLOSURE OF CELLS	32,740	30,000	19,557	30,000	30,000
53-4311-236	RECYCLING-TIRES	0	10,000	7,961	10,000	20,000
53-4311-237	USED OIL	927	0	390	500	500
53-4311-250	TRAVEL AND TRAINING	1,130	2,500	1,310	2,500	2,500
53-4311-255	UTILITIES-ELECTRICAL	3,641	3,000	2,988	4,000	7,500
53-4311-256	UTILITIES-PHONE/INTERNET	3,555	4,000	2,249	4,000	6,000
53-4311-257	UTILITIES-GAS	8,948	6,000	6,035	7,000	8,000
53-4311-270	ADS/DUES/PUBLICATIONS	587	1,500	401	1,500	1,000
53-4311-280	BUILDING/GROUNDS MAINTENANCE	1,872	5,000	3,933	5,000	3,000
53-4311-310	VEHICLE/EQUIPMENT MAINTENANCE	1,946	4,000	2,345	3,000	1,500
53-4311-322	SAFETY	332	1,000	488	1,000	1,000
53-4311-380	EQUIPMENT MAINTENANCE	116	500	20	1,000	3,500
53-4311-420	TOOLS	63	500	118	600	500
53-4311-422	MATERIALS	160	500	72	500	500
53-4311-430	SUPPLIES	1,944	1,500	785	2,000	3,000
53-4311-440	EQUIPMENT	1,471	1,500	396	1,500	1,500
53-4311-470	VEHICLE OPERATION	6,532	15,000	8,677	14,000	12,000
53-4311-480	UNIFORMS	607	1,500	80	2,000	1,500
53-4311-700	FA-VEHICLES	0	45,000	26,018	56,500	0
53-4311-705	FA-EQUIPMENT	0	0	8,029	10,000	0
53-4311-730	FA-FACILITIES	153	45,000	0	0	0
53-4311-905	DEBT SERVICE-BANK OF WEST	9,891	10,000	22,231	193,807	10,000
53-4311-940	TRANSFERS - GENERAL FUND	167,611	167,611	139,676	167,611	161,252
53-4311-950	TRANSFER TO CENTRAL SHOP	34,998	34,998	29,165	34,998	35,995
TOTAL SOLID WASTE LANDFILL:		1,165,483	1,623,217	881,325	1,536,440	1,214,505

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 53-4990

**Department:** Public Works

**Division:** Other Financing Uses

**Department Mission:** Within the cost center we identify all reserves as legally and financially required.

**Department Description:** Manage all reserves as required by law and fiduciary responsibility.

### **2018-2019 Goals, Projects, and Highlights:**

- Maintain a minimum contingency (\$100,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, repairing broken vehicles, or just simply covering other operating expenses short of budget.
- Identify the estimated working capital reserve within the Solid Waste-Landfill Utility Fund. The City may have to use this resource to pay for a legal settlement regarding trash hauling.

### **2017-2018 Accomplishments/Comments:**

- The City did not have to spend the contingency due to any unforeseen events.
- To create the Self Insurance Reserve to cover items not fully insured (rolling stock).

### **Other Financing Uses:**

53-4990-995 Insurance and Rainy-Day Reserve: The City self-insures all rolling stock equipment with the exception of Liability Insurance. Only the Fire Department rolling stock is fully insured. The dollar amount here also represents a permanent Rainy-Day reserve of the Landfill Utility Fund. This amount will be significantly less than the water and wastewater utility fund as there is no significant plant. Recommend **\$100,000**.

53-4990-998 Operating Contingency: This account provides a reserve for unanticipated operating expenses. Examples are vehicle deductibles, building deductibles, etc. Recommend **\$100,000**.

53-4990-999 Working Capital Reserve. This account is used to support the future needs of the Landfill Utility Fund that are of a capital nature. This amount includes the carry-over amount of

appropriated capital projects from the previous year, \$421,895 in operating revenue not expensed through operating expenses, and excess cash on hand. The following recommendation is to appropriate in FY 2018-2019 for capital expenditures only the cash on-hand figure of \$1,332,000 (\$1,753,895-\$421,895), leaving the \$421,895 available for FY 2019-2020. Recommend **\$1,753,895**.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Numbers	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
53-4990-995	SELF INSURNANCE RESERVE	0	100,000	0	100,000	100,000
53-4990-998	CONTINGENCY	8,317	100,000	0	100,000	100,000
53-4990-999	WORKING CAPITAL RESERVE	0	582,458	0	893,310	1,753,895
TOTAL OTHER FINANCING USES:		8,317	782,458	0	1,093,310	1,953,895

**CITY OF RAWLINS  
CAPITAL BUDGET FY 2018 - 2019**

Department/ Division	Description	FY 18-19 Carry-Over fr 17-18	FY 18-19 Dept. Request	FY 18-19 City Mgr. Recommend	FY 18-19 Council Approved
<b>Enterprise:</b>					
<b>Solid Waste-Landfill:</b>					
53-4311-705	Longer forks for the Loader		\$2,500	\$2,500	
			\$2,500	\$2,500	
			Available is	\$1,332,000	
			Remaining	\$1,329,500	

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Enterprise Revenues for the Solid Waste Recycling Fund for FY 2018-2019**

The process of review below is to estimate all revenues of the Solid Waste Recycling Utility Fund. The Recycling Monthly Fee was increased by \$1.00 (September 2015) to cover recurring expenses, debt service expenses, or capital expense requirements of this fund. What our statistical information provides us is a decrease in the number of active customers from December 2013 to December 2017 of two hundred plus customers. Our revenues reflect this loss in the number of customers being served.

**Revenues:**

- 800-Beginning Fund Balance: The actual monies available (in bank beginning fund balance) as of July 1, 2017 is \$144,746 according to our audit of FY 2016-2017. Our current balance within the cash account as estimated by the Caselle computer systems as of February 28, 2018 is \$133,247 approximately. Adding our revenue budget estimate covering March through June 2018 amount of \$49,566 to our cash on-hand figure above creates a year-end cash amount of \$182,813 approximately. Subtracting from this amount our budgeted expenses covering March through June 2018 creates a year-end cash amount of \$122,660 approximately. Recommend **\$122,000**.
- 841-Recycling Monthly Fee: As stated above the City increased the monthly fee by \$1.00 in September 2015 to expand services and hours the city was offering. The FY 2016-2017 will reflect a full year of the rate increase done in FY 2015-2015. Based upon our recurring monthly income for January 2018, the City should receive approximately \$150,265 at year-end. This \$150,265 is only a few dollars short of budget, but we do not know is the current population base will shrink some more. Recommend **149,000**.
- 842-Recycling: This account was removed from the Solid Waste Landfill fund and placed into this fund. This account has ten (10) years of history which indicate an average of \$22,889.10, but the previous four fiscal years indicate an average of only \$16,792 approximately, with the previous year providing zero (\$0.00). The current year YTD January FY 2017-2018 amount is \$8,952.86 is significantly above zero. Again I believe some of this decrease is the loss to our customer base we have incurred. We have also been informed that all recycling prices are falling. Recommend **\$8,000**.
- 871-Interest Income: Four years of history provide and average revenue amount of \$34.30, but with the increase rates created by the Federal Reserve we should squeeze out a few more dollars. Recommend **\$40**.

## YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2017-2018		Recommended FY 2018-2019	
<u>Job Title</u>	<u>Hours</u>	<u>Job Title</u>	<u>Hours</u>
Recycling Foreperson	40.0	Recycling Foreperson	40.0
Recycling Operator (1.5)	60.0	Recycling Operator (1.5)	60.0
No. of Authorized Positions	2.5	No. of Authorized Positions	2.5

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
54-3000-800	BEGINNING FUND BALANCE	0	135,000	0	116,500	122,000
	TOTAL BEGINNING BALANCE:	0	135,000	0	116,500	122,000
54-3700-841	RECYCLING MONTHLY FEE	151,110	152,000	113,024	150,000	149,000
54-3700-842	RECYCLING	9,682	14,000	12,098	10,000	8,000
54-3700-857	DONATIONS	1,522	0	-950	0	0
54-3700-871	INTEREST INCOME	41	30	30	40	40
54-3700-879	MISCELLANEOUS	8,312	0	0	0	0
	TOTAL OPERATING REVENUES:	170,667	166,030	124,202	160,040	157,040

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 54-4312

**Department:** Recycling Center

**Division:** Public Works

**Department Mission:** It is the mission of the City of Rawlins' Recycling Center to offer to the public the best service and information possible for the recycling of accepted items.

**Department Description:** It is the duty of the Recycling Center to recycle as much material possible from the public.

**2018-2019 Goals, Projects and Highlights:**

- Continue to follow schedule and be more efficient
- Work on 5<sup>th</sup> Annual Recycle day getting donations to have this fall since they are having 150 year anniversary in Rawlins this summer.
- Better education of the public and recycling on the Facebook Page.
- Increased pickups of new clients.
- Changing out of old bins and putting new ones in place for all the areas that we pick up cardboard.
- Helping the elderly with unloading of their recycling so they do not have to get out of their vehicles.
- Continue helping all customers when they come to facility.

**2017-2018 Accomplishments/Comments**

- Received award from Wyoming Solid Waste and Recycling Award for town of 5000 to 10,000 2<sup>nd</sup> year in a row.
- Switched Companies for Recycling Commodities to Interwest Paper.
- Received New Truck for Recycling.
- Have 4<sup>th</sup> Annual recycle day through donations we had Barbeque and gave out T-shirts and had promotions on recycling and games for kids and prizes for the public.
- In the last 4 years we have shipped 3,024,357 lbs. to Recycle Centers in

Utah and Colorado.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
54-4312-110	SALARIES	79,574	79,630	65,343	79,248	82,810
54-4312-130	EMPLOYEE BENEFITS	20,572	22,837	21,443	33,652	33,302
54-4312-180	OVERTIME PAY	1,644	2,705	1,144	2,702	1,889
54-4312-190	WORKERS COMPENSATION	4,164	4,183	3,301	4,851	3,388
54-4312-250	TRAVEL & TRAINING	0	750	594	750	250
54-4312-255	UTILITIES-ELECTRICAL	5,877	2,500	3,334	5,000	5,550
54-4312-257	UTILITIES-GAS	5,673	3,500	4,251	5,000	5,500
54-4312-260	UTILITIES-OTHER	2,268	4,000	1,969	3,500	3,500
54-4312-270	ADS,DUES,PUBLICATIONS	48	750	151	750	500
54-4312-280	BUILDING/GROUND MAINTENANCE	0	1,000	2,199	1,000	1,000
54-4312-322	SAFETY	14	500	342	500	500
54-4312-380	EQUIPMENT MAINTENANCE	0	2,000	133	1,500	1,500
54-4312-390	CUSTOMER PAYOUTS	7,581	7,300	3,540	7,300	7,300
54-4312-420	TOOLS	173	500	44	400	400
54-4312-422	MATERIALS	80	750	17	500	500
54-4312-430	SUPPLIES	411	2,000	15	1,950	1,500
54-4312-440	EQUIPMENT	0	4,000	90	2,000	1,500
54-4312-470	VEHICLE OPERATION	1,430	3,600	1,565	3,000	2,000
54-4312-480	UNIFORMS	531	500	0	500	500
54-4312-700	FA-VEHICLES	0	45,000	26,018	26,500	0
54-4312-705	FA-EQUIPMENT	20,902	27,000	0	0	0
54-4312-730	FA-FACILITIES	3,200	4,000	0	0	0
TOTAL RECYCLING CENTER:		154,142	219,005	135,491	180,603	153,389

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 54-4990

Department: Public Works

Division: Other Financing Uses

**Department Mission:** Within the cost center we identify all reserves as legally and financially required.

**Department Description:** Manage all reserves as required by law and fiduciary responsibility.

**2018-2018 Goals, Projects, and Highlights:**

- Maintain a vehicle/equipment insurance reserve as the City does not insure vehicles/equipment other than vehicles/equipment of the Fire Department, and use this appropriation as a rainy-day account for the failure of this fund.
- Maintain a minimum contingency (\$50,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, repairing broken vehicles, or just simply covering other operating expenses short of budget.
- Identify the estimated working capital reserve within the Solid Waste-Recycling Utility Fund.

**2017-2018 Accomplishments/Comments:**

- The City did spend any contingency or reserve funds during the fiscal year.
- Identify the self-insurance reserve to cover those items not insured fully.

**Other Financing Uses:**

54-4990-995 Insurance and Rainy-Day Reserve: The City self-insures all rolling stock equipment with the exception of Liability Insurance. Only the Fire Department rolling stock is fully insured. The dollar amount here also represents a permanent Rainy-Day reserve of the Recycling Utility Fund. This amount will be significantly less than the water and wastewater utility fund as there is no significant plant. Recommend **\$50,000**.

54-4990-998 Operating Contingency: This account provides a reserve for unanticipated operating expense. Examples are vehicle deductibles, building deductibles, etc. Recommend **\$25,000**.

54-4990-999 Working Capital Reserve: This account is used to support the future needs of the Recycling Utility Fund that are of a capital nature. This amount includes the carry-over amount of appropriated capital projects from the previous year, \$3,651 in operating revenue not expensed through operating expenses, and excess cash on hand. The following recommendation is to appropriate in FY 2018-2019 for capital expenditures only the cash on-hand figure of \$47,000 (\$50,651-\$3,651) leaving only the \$3,651 available for FY 2019-2020. Recommend **\$50,651**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
54-4990-995	SELF INSURANCE RESERVE	0	25,000	0	25,000	50,000
54-4990-998	CONTINGENCY	8,312	50,000	1,522	50,000	25,000
54-4990-999	WORKING CAPITAL RESERVE	0	7,025	0	20,937	50,651
TOTAL OTHER FINANCING USES:		8,312	82,025	1,522	95,937	125,651

**CITY OF RAWLINS  
CAPITAL BUDGET FY 2018 - 2019**

Department/ Division	Description	FY 18-19 Carry-Over fr FY 17-18	FY 18-19 Dept. Request	FY 18-19 City Mgr. Recommend	FY 18-19 Council Approved
-------------------------	-------------	---------------------------------------	------------------------------	------------------------------------	---------------------------------

**Enterprise:**

**Solid Waste-Recycling:**

Available is \$47,000

Remaining \$47,000



## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

**Fund:** 15 – Recreation Services

**Department:** Recreation Services

**Division:** Golf Course Management, Golf Program Management, Recreation Center, Shooting Range, Green Space & Parks Management

**Revenue Budget:**

The finance department is providing these estimates so we see how much our expense appropriation needs to be in the General Fund to support the operations of the Recreation Services Fund. The multi-year history and current year actual provide the basis to our estimates.

**GOLF COURSE Revenues FY 2018-2019 (15-3100):**

- 803 Memberships: The membership revenue history is complete for the previous eleven fiscal years with an average per year of \$68,728.66. The year-to-year decrease over this eleven year period is 3.4%. From FY 2007-2008 to FY 2008-2009 we experienced a drop of approximately \$10,000 and from FY 2008-2009 forward the line item has not reached the \$70,000 amount. The average from FY 2008-2009 forward to FY 2015-2016 is \$66,944.43. The membership revenue dropped 26.64% from the average above in FY 2016-2017 and through March FY 2017-2018 I see no positive trend making a change upward as the early sale of membership skews the monthly trend. The previous year amount earned was \$48,441.60 and with no change anticipated in the rates or members the recommendation is round downward as the local population contracts. Recommend **\$48,000**.
- 804 Pro Shop: The Pro Shop revenue line item has generated over the previous eight years an average of \$176,050.96. In FY 2016-2017 this now combined average dropped 26.92% or \$47,394.12. We have broken out this revenue stream into it three major components. The FY 2017-2018 budget set by the recreation department of \$155,000 in total does not look good based upon the figures in March 2018. Of the \$155,000, the recreation estimated \$40,000 for Pro Shop Retail Sales and through March 2018 we have received \$16,653.87. Adding what we earned April 2017 through June 2017 to this February 2018 figure creates a year-end figure of \$33,420.30 for FY 2017-2018. This year-end estimate is \$6,290.18 below the budget of \$40,000. Pro Shop Retail Sales revenue account hopefully with the Sinclair turnaround will not drop further and maybe a few extra dollars.

Recommend **\$33,930**.

- 805 Cart Rental: The Pro Shop revenue line item has generated over the previous eight years an average of \$176,050.96. In FY 2016-2017 this now combined average dropped 26.92% or \$47,394.12. We have broken out this revenue stream into it three major components. The Cart Rental revenue line item reached \$52,030.86 in FY 2016-2017. Through March FY 2017-2018 we have received \$24,841.09, and adding what we earned April 2017 through June 2017 to this figure creates a year-end figure of \$53,267.50 for FY 2017-2018, so no downward trend. The recommended budget from recreation for FY 2017-2018 is \$65,000 and comparing this figure to our estimated year-end creates a shortfall of \$11,732.59 for FY 2017-2018. Can only recommend what we earned in the previous year plus what was earned March 2017 through June 2017. Recommend **\$49,670**.
- 806 Green Fees: The Pro Shop revenue line item has generated over the previous eight years an average of \$176,050.96. This average was not being reached in FY 2016-2017 and we needed to understand why? We have broken out this revenue stream into it three major components. The budget estimates provided covering this item in total is for FY 2017-2018 and is not covering the average above. The green fees earned July 2017 through March 2018 is \$25,198.00 and adding what was earned April 2017 through June 2017 to this February 2018 figure creates a year-end amount of \$39,471.00 for FY 2017-2018. The recommended budget from recreation is \$50,000 for FY 2017-2018, and comparing this budget to our estimated year-end creates a shortfall of 10,529.00. I can only recommend what we are receiving with no indication of an upward or downward trend with no change in rates. Sinclair turnaround is coming so no downward trend. Recommend **\$39,360**.
- 811 Golf Concessionaire Fees: No concessionaire. Recommend **\$0**.
- 812 Food & Non-Alcoholic Beverages: New account with no concessionaire. This is a guess. Recommend **\$24,000**.
- 813 Alcoholic Beverages: New account with no concessionaire. This is a guess. Recommend **\$12,000**.
- 848 Miscellaneous: We have an inconsistent account here. Our current year YTD FY 2016-2017 amount is \$199.59. The previous year total was \$125.08. Inconsistent year to year. Recommend **\$0**.
- 871 Interest Income: There should be interest income as the General Fund is placing some \$500,000 plus dollars in the checking account at the beginning of the year. What history we have over the previous five years indicates an average of \$285.63. Our current year

February 2018 amount is \$127.40 and with no anticipation of receiving more revenues the recommended budget cannot increase. Recommend **\$150**.

- 891 Transfer from General Fund: This account identifies the shortfall in golf revenues to support the Golf program and Golf Course Maintenance expenses. The City Manager has directed the Golf Course Maintenance expenses be broken out from the Green Space Maintenance to better identify and manage the maintenance of the golf facility. We have an increase here from the FY 2017-2018 transfer from General Fund of \$53,355 with a majority of the increase being created by golf revenues falling and \$36,000 being added to run the City operation of the restaurant & bar. Recommend **\$409,000**.
- 999 Sales Tax: There should be a sales tax account as we collect these taxes from the sales of goods and services (rental of carts) at the Pro-Shop. We see a high of \$7,166.22 and a low of \$5,147.23 in FY 2013-2014. With the recommendation above from the employee in charge of the golf program drop the taxable revenues, we must have a drop in this account. We received \$4,977.27 in the previous year. Recommend **\$4,900**.

#### **RECREATION CENTER Revenues FY 2018-2019 (15-3400):**

- 850 Gun Range Membership: A new account in FY 2006-2007 with a total of \$25,243.55 which does not look true. The amount received over the previous five (5) years creates an average of \$20,359 approximately. There is a drop in revenues for this line item seen from FY 2015-2016 to present. From FY 2015-2016 to FY 2016-2017 the drop in revenue is \$4,384 or 18.0%. I do believe the drop in the local population is part of the reason for this drop. The City has split this account into four accounts, Membership, Activities/Programs, Facility Rental, and Retail Sales effective September 1, 2017 with a software revision. The YTD February FY 2017-2018 amount of \$7,732.84 as compared to the YTD February 2017 estimate of \$10,720.18 indicates a downward trend of \$2,987.34 or 27.9%. Adding the estimate of \$3,808.28 covering March 2017 through June 2017 to the \$7,732.84 figure creates a year-end estimate of \$11,541.12 for FY 2017-2018. Can recommend only what we see. Recommend **\$11,540**.
- 850 Gun Range Membership: The City has broken out the old 851 Shooting Range into three accounts. The 850 is one of three accounts as recreation & City better manage this revenue line item. . We have no history. Our recommendation is based upon the membership signup FY 2017-2018. Recommend **\$11,920**.
- 851 Gun Activities/Tournaments/Programs: The City has broken out the old 851 Shooting Range into three accounts. The 851 Gun Activities/Tournaments/Programs is one of the three accounts as recreation and City better manage this revenue line item. We have not

history. Our recommendation is based upon revenues earned and forecasted for FY 2017-2018. Recommend **\$1,000**.

- 852 Gun Range Facility Rental: A new account with no budget recommended.
- 853 Gun Retail Sales (taxable): A new account in FY 2018-2019 to capture one retail sales of any items sold at the gun range. No history available. Our recommendation is based upon revenues earned and forecasted for FY 2017-2018. Recommend **\$3,080**.
- 854 Recreation Center Membership: A new account in FY 2018-2019 to capture all recreation center membership. No history is available. This is one of four new accounts as recreation and the City better manage this revenue line item. Our recommendation is based upon revenues earned and forecasted for FY 2017-2018. Recommend **\$133,425**.
- 855 Recreation Center Activities/Tournaments/Programs: A new account in FY 2018-2019 to capture all recreation center Activities/Tournaments/Programs. No history available. This is one of four new accounts as recreation and the City better manage this revenue line item. Our recommendation is based upon revenues earned and forecasted for FY 2017-2018. Recommend **\$30,300**.
- 856 Rec Center Property Rental: A new account in FY 2018-2019 to capture all property rental within the recreation center facility. No history is available. This is one of four new accounts as recreation and the City better manage this new revenue line item. Our recommendation is based upon revenues earned and forecasted for FY 2017-2018. Recommend **\$6,100**.
- 857 Rec Center Retail Sales (taxable): A new account in FY 2018-2019 to capture all possible retail sale within the recreation center. No history is available. This is one of four new accounts as recreation and the City better manage this new revenue line item. Our recommendation is based upon revenues earned and forecasted for FY 2017-2018. Recommend **\$35**.
- 892 Transfer from General Fund: This will be the difference between the Expense Budget for Recreation Center and Shooting Range as compared to the recreation/gun range only revenues above covering these same cost centers. The overall decrease is created by elimination of one full-time employee and placing this appropriation into running the Golf restaurant & bar. The overall decrease in recreation center and gun range revenues over the current year and previous year does create an increase in this subsidy revenue account. Recommend **\$619,720**.

**Green Spaces Revenues (15-3600):**

880 Transfer from General Fund: This revenue account covers all expenses to be incurred by the Recreation Department in maintaining and managing all green space within the City not associated with the Golf Course. Recommend **\$373,930**.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
15-3100-803	MEMBERSHIPS	48,442	66,500	24,725	66,000	48,000
15-3100-804	PRO SHOP RETAIL SALES	35,520	167,100	17,103	40,000	33,930
15-3100-805	CART RENTAL	52,031	0	25,476	65,000	49,670
15-3100-806	GREEN FEES	41,106	0	25,198	50,000	39,360
15-3100-811	RESTAURANT CONCESSIONAIR FEES	10,800	8,000	4,800	9,000	0
15-3100-812	FOOD & NON-ALCOHOLIC BEVERAGES	0	0	0	0	24,000
15-3100-813	ALCOHOLIC BEVERAGES	0	0	0	0	12,000
15-3100-848	MISCELLANEOUS	215	50	0	50	0
15-3100-871	INTEREST INCOME	220	250	142	250	150
15-3100-872	DONATIONS	500	0	0	0	0
15-3100-873	SPONSORSHIPS	0	0	0	0	0
15-3100-891	TRANSFER FROM GENERAL FUND	297,419	332,258	354,807	355,645	409,000
15-3100-998	SALES TAX ON RESTAURANT ITEMS	0	0	0	0	0
15-3100-999	SALES TAX on RETAIL ITEMS	4,977	6,600	2,502	5,000	4,900
	TOTAL GOLF PROGAM REVENUES:	491,230	580,758	454,753	590,945	621,010
15-3400-848	MISC RECREATION CENTER	-353	0	-776	0	0
15-3400-850	GUN RANGE MEMBERSHIP	0	0	8,982	0	11,920
15-3400-851	GUN ACTIVITIES/TOUR/PROGRAMS	0	0	-46	0	1,000
15-3400-852	GUN FACILITY RENTAL	0	0	0	0	0
15-3400-853	GUN RETAIL SALES	19,994	20,000	3,061	20,000	3,080
15-3400-854	RECREATION CTR MEMBERSHIP	0	0	100,434	0	133,425
15-3400-855	REC ACTIVITIES/TOUR/PROGRAMS	0	0	27,087	0	30,300
15-3400-856	RECREATION CTR FACILITY RENTAL	0	0	3,709	0	6,100
15-3400-857	RECREATION CTR RETAIL SALES	186,929	216,000	3,080	157,120	35
15-3400-858	RECREATION CTR SPONSORSHIP	700	250	-100	250	0
15-3400-859	MUSIC IN THE PARK	636	0	0	0	0
15-3400-872	RECREATION CTR DONATIONS	8	0	2,238	0	0
15-3400-892	TRANSFER FROM GENERAL FUND	495,108	570,715	485,949	652,241	619,720
15-3400-987	REC ADMIN/OVR HEAD FEES	0	0	809	0	0
15-3400-999	REC SALES TAX COLLECTED	0	0	109	0	0
	TOTAL RECREATION CTR./GUN RANGE REV.:	703,022	806,965	634,537	829,611	805,580
15-3600-880	TRANSFER FROM GENERAL	381,294	484,671	359,244	363,230	373,930
	TOTAL GREEN SPACE REVENUES:	381,294	484,671	359,244	363,230	373,930
	TOTAL RECREATION FUND REVENUES:	1,575,546	1,872,394	1,448,535	1,783,786	1,800,520

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 15-4100

**Department:** Parks & Recreation

**Division:** Golf Course Maintenance

**Department Mission:** The Department of Parks & Recreation strives to offer safe, educational, and beneficial facilities and services to our community in a fair and economical manner.

**Division Description:** Maintains the golf course in the most efficient and economical manner while providing the highest level of service possible.

**2018-2019 Goals, Projects and Highlights:**

- Continue work on repairing equipment that has been abandoned around golf course maintenance shop.
- Work on hiring timely seasonal help to cover 8 months worth of work, March 15 – November 15, with 6 month employees.
- Continue improving the soils at the Rochelle Ranch Golf Course to promote the filling of turf into bare areas by flushing, aeration, adding soil amendments, proper fertilization and seeding.
- Continue work on restoring the Sand Bunkers at the Rochelle Ranch Golf Course to playable and maintainable status.
- Continue education of City Employees.
- Work with Carbon County Weed and Pest to control mosquito population at the golf course to prevent communicable disease outbreaks.
- Work on improving course aesthetics by seeding with native grasses maintenance paths, course entry and around the irrigation pump house.

**2017-2018 Accomplishments/ Comments**

- Flushed salts from #4, 6, 9, 10 and 18 fairways to promote growth of existing turf and seeded select bare areas.
- Replaced worn belts, seats, hoses, bearings and tires on equipment to extend useful life.
- Rebuilt fairway mower that was no longer usable.
- Inspected and repaired golf course maintenance shop equipment as necessary including reel grinder and equipment lift.
- Sprayed weeds and grass in sand bunkers and tilled bunker bottoms on #5, 6, 7 and 9 to remove grass and weed growth to start to restore abandoned bunkers.
- Worked with Carbon County Weed and Pest to control Thompson Ground Squirrels on the golf course including setting up and monitoring bait stations.

**Major Issues of Concern in the next five to ten years:**

- Continued reliance on Carbon County Recreation Board Funding for Capital Expenditures.
- Continued replacement of equipment especially bunker rakes, fairway mowers, greens aerators, and pickup trucks.
- Costs associated with the replacement of Rental Golf Cart Batteries and increased maintenance associated with carts as they get older:
- Reliance on rain and snow for ongoing flushing of lakes at golf course to remove salts, because course bad areas will not reach optimal condition until lakes are flushed below hazardous levels of salts to turf.
- Lack of adequate storm shelter protection, or storm warning system on Golf Course.
- Weed growth and sage brush death in native areas of golf course and community resistance to burning native areas to restore health.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
15-4100-110	SALARIES	104,123	100,864	77,587	100,864	104,899
15-4100-130	EMPLOYEE BENEFITS	52,386	46,657	42,561	58,842	62,581
15-4100-170	TEMPORARY PAY	28,521	49,000	13,217	49,000	54,000
15-4100-190	WORKERS COMPENSATION	6,196	7,613	4,245	8,872	6,356
15-4100-205	CONSULTANT CONTRACTS-ENGINEER	0	4,000	1,104	2,500	6,500
15-4100-207	CONSULTANT CONTR-INFO TECH	0	1,800	3,072	1,800	1,500
15-4100-210	CONSULTANT CONTRACT-OTHER	0	5,000	0	1,000	1,000
15-4100-212	SERVICE CONTRACT	1,302	2,400	222	2,800	4,200
15-4100-250	TRAVEL AND TRAINING	2,469	3,000	873	3,000	3,000
15-4100-255	UTILITIES-ELECTRICAL	24,233	18,000	16,915	26,000	26,500
15-4100-256	UTILITIES-PHONE/INTERNET	0	1,500	0	0	0
15-4100-257	UTILITIES-GAS	1,884	2,800	1,405	2,800	2,200
15-4100-260	UTILITIES-OTHER	2,621	1,500	2,297	2,900	2,800
15-4100-270	ADS/DUES/PUBLICATIONS	665	1,200	505	1,300	1,200
15-4100-278	GOLF CART MAINTENANCE	6,505	2,000	583	4,000	4,500
15-4100-280	BUILDING/GROUND MAINTENANCE	1,767	2,000	808	2,400	3,200
15-4100-310	VEHICLE/EQUIPMENT MAINTENANCE	25,525	20,000	15,388	24,200	24,000
15-4100-320	EQUIPMENT LEASE & RENTAL	2,157	4,250	2,400	3,700	3,500
15-4100-322	SAFETY	366	650	95	650	650
15-4100-380	EQUIPMENT MAINTENANCE	2,241	1,500	299	1,500	1,800
15-4100-420	TOOLS	1,764	2,400	373	2,000	1,200
15-4100-422	MATERIALS	3,304	4,200	1,868	4,200	4,800
15-4100-430	SUPPLIES	3,240	4,000	2,958	4,500	4,500
15-4100-431	SUPPLIES-FERTILIZER/CHEMICALS	17,066	18,000	6,066	18,500	16,000
15-4100-433	SUPPLIES-SAND	10,388	12,500	0	12,500	12,000
15-4100-434	INVENTORY-IRRIGATION MATERIAL	2,260	5,000	1,172	6,000	4,200
15-4100-440	EQUIPMENT	0	1,000	0	1,000	500
15-4100-470	VECHICLE OPERATION	7,950	14,000	3,596	11,500	11,000
15-4100-480	UNIFORMS	256	800	140	750	750
15-4100-705	FA-EQUIPMENT	0	0	21,844	24,000	0
15-4100-730	FA-FACILITIES	0	0	0	3,800	0
TOTAL REC. GOLF COURSE:		309,187	337,634	221,594	386,878	369,336

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 15-4101

**Department:** Parks & Recreation

**Division:** Pro Shop

**Department Mission:** The Department of Parks & Recreation strives to offer safe, educational, and beneficial facilities and services to our community in a fair and economical manner.

**Division Description:** Rochelle Ranch Golf Course is a municipal golf course open to the public offering daily fees and memberships. The Ken Kavanaugh design is a links style. The course was open in the fall of 2004. Rochelle Ranch Golf Course is acknowledged consistently ranking in the top 5 public courses in Wyoming and one of the best courses to play in America for under \$50.00. Rochelle Ranch Golf Course is a fully operational golf course with putting & chipping greens, practice range, pro shop, and a full service restaurant and bar. The staff includes a Superintendent, Golf Professional, and support staff.

**2018-2019 Goals, Projects and Highlights:**

- Increase Memberships, green fees, cart fees, and pro shop sales by 10%
- Finding ways to increase spring and fall usage of golf course.
- Promote the game of golf as a healthy alternative for physical exercise.
- Continue a friendly and professional facility and promote the game of golf for families.
- Secure funding for youth programming
- Host the men's senior state and the Wyoming amateur golf tournament in 2018 and 2019
- Promote community use of the golf course for fund raising opportunities.
- Concessionaire for restaurant.

**2017-2018 Accomplishments/Comments**

- Carbon County School District #1 Grant for Junior Golf equipment replacement
- Awarded the 2018 Wyoming Men's Senior Golf Tournament
- Facility multi use access to community events
- Expansion of out of county marketing through state tourism publications
- Secure Grant from Carbon County Tourism Board for billboard resurfacing

**Major issues of concern in the next 5 years**

- Continuing downturn in the economy. Losing population due to energy decline. People do not have as much money and they will not spend their disposable income if they think they are not getting a good value. If you pay your green/cart fees and your experience is not good, why come back?
- Mosquitos, poor green condition, bad weather.
- Cart replacement

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
15-4101-110	SALARIES	63,077	62,638	48,542	62,638	65,143
15-4101-130	EMPLOYEE BENEFITS	20,633	21,228	16,292	22,050	24,085
15-4101-170	TEMPORARY PAY	23,759	21,500	10,280	21,500	33,500
15-4101-190	WORKERS COMPENSATION	4,660	4,274	2,741	4,981	3,946
15-4101-210	CONSULTANT CONTRACTS-OTHER	2,683	2,500	1,622	3,000	3,000
15-4101-240	RECREATION PROGRAMS	650	1,500	240	1,500	1,500
15-4101-246	RECREATION TOURNAMENTS	222	3,000	0	3,000	2,000
15-4101-250	TRAVEL AND TRAINING	97	2,500	0	2,500	1,602
15-4101-255	UTILITIES-ELECTRICAL	12,487	12,000	8,396	13,000	13,000
15-4101-256	UTILITIES-PHONE/INTERNET	998	1,300	727	1,300	1,300
15-4101-257	UTILITIES-GAS	6,650	9,000	4,502	8,750	8,750
15-4101-260	UTILITIES-OTHER	0	5,000	0	0	0
15-4101-270	ADS/DUES/PUBLICATIONS	3,522	7,000	2,010	7,000	5,000
15-4101-280	BUILDING/GROUNDS MAINTENANCE	1,881	5,000	5,640	4,000	4,000
15-4101-281	BUILDING MAINT-ROCHELLE RESTR.	6,539	4,000	1,911	4,000	3,000
15-4101-282	FOOD & BEVERAGE FR RESALE	0	0	443	0	24,000
15-4101-283	ALCOHOLIC BEVERAGE FR RESALE	0	0	618	0	12,000
15-4101-284	MISC. RESTAURANT EXP	0	0	100	0	1,000
15-4101-322	SAFETY	0	100	0	100	100
15-4101-380	EQUIPMENT MAINTENANCE	0	500	14	250	250
15-4101-430	SUPPLIES	553	4,000	344	3,000	3,000
15-4101-440	EQUIPMENT	315	2,262	252	2,262	2,262
15-4101-480	UNIFORMS	0	500	0	500	500
15-4101-484	MERCHANDISE	23,435	32,736	7,700	32,736	32,736
15-4101-485	SALES TAX	1,356	6,000	3,321	6,000	6,000
15-4101-705	FA-EQUIPMENT	34,586	34,586	0	0	0
TOTAL REC GOLF PROGRAM:		208,102	243,124	115,694	204,067	251,674

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 15-4506

**Department:** Parks & Recreation

**Division:** Recreation

**Department Mission:** The Department of Parks & Recreation strives to offer safe, educational, and beneficial facilities and services to our community in a fair and economical manner.

**Division Description:** The Recreation Division acts as the hub of the community for seniors, families, young adults and youth. The focus of programming is to creatively meet the needs of the community in the areas of wellness, entertainment and education in a safe and active environment. The division is not limited to the local community events and facilities but actively seeks programming in arts, entertainment and events throughout the state. The Recreation Center facility is a great avenue for creating community partnerships for events while introducing residents to the activities and amenities offered by the department.

**2018-2019 Goals, Projects and Highlights:**

- Actively seek continuing education for new multigenerational marketing
- Produce an even better programming for the Music in the Park series through developing a network with open air concert series throughout the state and region
- Use facility to capacity with the continual updating and renewing programs/classes offered
- Continue to develop and maintain ball fields to meet playing standards
- Actively seek opportunities in the community to partner.
- Online Registration for programs
- Offer more diverse fitness classes
- Seek a more in-depth training program for volunteer coaches and referees.
- Build solid relationships within community by producing programs partnering with historical education, wellness education and outdoor focus groups.
- Provide a venue and atmosphere for the Great American Eclipse Event, August 21

**2017-2018 Accomplishments/Comments:**

- Replacement of sound equipment and treadmill through grant funding from the CCSD #1 Recreation Board.
- Successfully secure funding through the CC Tourism board for tournament bringing into visitors into the community
- Continuing the partnership with the CCSD #1 with facility use and field use.
- Expand the marketing/advertising for the Music in the Park Concert series
- Facility improvement through painting, repair and replacement and continued care.
- Partner to bring new events into the Rec Center introducing the community to the facility including the Eclipse on the Green event.
- Safe, warm environment for family Halloween celebration

- Successful Music in the Park Season
- Partner with Chamber of Commerce to bring the Kiddy Parade back to CC Fair Events week.
- Secure sponsorship relationships for youth and tournament events.
- Grow stronger relationships with senior community members through the expansion of the morning fitness programming.
- Ball field improvement with soil replacement and vegetation remediation
- Develop partnerships creating health awareness throughout the community
- Strengthen our presence within the tourism industry
- Take programming out to the community with other organizers. Examples include events such as the Jingle Dash at Winterfest and the Watermelon Eating Contest at Summerfest.
- Partner with nonprofits to aid in fund raising through the fun run promotions.
- Providing a family friendly active place for winter fun.

**Major issues of concern in the next five to ten years:**

- Field maintenance and enhancement on the sports fields.
- Partnership and availability of staff to local school district
- Marketing and advertising to diverse generations
- Facility updating to include carpet replacement, flooring, concrete wall cleaning, parking lot & outdoor building lighting and bathroom upgrades to the hand drying system.
- Building expansion to better fit community needs for fitness, cardio equipment, weights and additional conference rooms.
- Cardio equipment and weight room equipment replacement

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
15-4506-110	SALARIES	316,798	316,887	237,500	316,887	295,492
15-4506-130	EMPLOYEE BENEFITS	147,748	170,165	123,174	171,845	185,248
15-4506-170	TEMPORARY PAY	37,752	49,500	20,348	49,500	49,500
15-4506-180	OVERTIME PAY	0	0	882	0	0
15-4506-190	WORKERS COMPENSATION	18,613	18,612	11,961	21,690	13,800
15-4506-207	CONSULTANT CONTR-INFO TECH	2,750	0	0	0	4,000
15-4506-210	CONSULTANT CONTR-OTHER	3,822	6,500	1,687	6,500	6,500
15-4506-240	RECREATION PROGRAMS	9,854	14,500	7,089	14,000	14,500
15-4506-241	REC PROGRAM SUPPORT	13,297	10,000	4,026	9,000	9,000
15-4506-243	BASEBALL PROGRAM SUPPORT	12,470	15,000	1,353	14,000	14,000
15-4506-246	RECREATION TOURNAMENTS	1,875	5,500	2,645	5,500	5,500
15-4506-250	TRAVEL AND TRAINING	50	5,020	5,564	4,209	4,709
15-4506-255	UTILITIES-ELECTRICAL	26,963	25,000	18,876	28,000	28,000
15-4506-256	UTILITIES-PHONE/INTERNET	1,819	1,600	1,524	2,000	2,000
15-4506-257	UTILITIES-GAS	17,324	16,995	11,980	18,000	18,000
15-4506-260	UTILITIES-OTHER	2,996	2,575	2,625	3,500	3,500
15-4506-270	ADS/DUES/PUBLICATIONS	9,581	11,069	5,545	11,000	11,000
15-4506-280	BUILDING/GROUNDS MAINTENANCE	5,892	4,425	3,634	4,425	4,425
15-4506-320	EQUIPMENT LEASE & RENTAL	0	300	0	300	300
15-4506-322	SAFETY	313	250	161	300	300
15-4506-380	EQUIPMENT MAINTENANCE	1,390	3,100	518	3,600	3,600
15-4506-390	REIMBURSEMENT	174	4,000	98	3,000	2,666
15-4506-430	SUPPLIES	3,403	8,000	3,508	8,000	7,000
15-4506-440	EQUIPMENT	1,065	2,500	1,610	3,500	3,000
15-4506-470	VEHICLE OPERATION	2,205	3,500	761	3,500	3,500
15-4506-480	UNIFORMS	426	1,000	0	1,000	1,000
15-4506-590	MUSIC IN THE PARK	15,167	20,000	14,305	20,000	18,500
15-4506-705	FA-EQUIPMENT	0	0	0	12,500	0
TOTAL REC. RECREATIN CENTER:		653,747	715,998	481,373	735,756	709,040

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 15-4510

**Department:** Parks & Recreation

**Division:** Shooting Range

**Department Mission:** The Department of Parks & Recreation strives to offer safe, educational, and beneficial facilities and services to our community in a fair and economical manner.

**Division Description:** The Shooting Range includes the indoor and outdoor facilities. The indoor range, located in the Rawlins Family Recreation Center, consists of 9 fully automated lanes. This range is available for pistol, .22 rifle and archery. The outdoor shooting complex, located on East Gun Club road north of Rawlins, consists of a 1000 yard rifle range, 300 yard rifle range, pistol bays, trap and skeet, five stand and 100 yard archery area that also includes an elevated platform.

**2018-2019 Goals, Projects and Highlights:**

- Continue developing the 1000 yard long range working to improve the berms
- Develop archery programming utilizing the indoor range facility
- Replace indoor shooting range lane dividers and flooring
- Continue to actively seek marketing and advertising avenues throughout Wyoming
- Enhancing partnerships with tourism groups and committees to promote the range throughout the region
- Reassess and relocate berms between the 300 and 1000 yard rifle ranges at outdoor facility.
- Repair entry road and parking area.
- Improve 5-stand area with rearrangement & replacement of equipment working closely with the 3Shot Club.
- Outreach to temporary employees and community through education and exposure.

**2017-2018 Accomplishments/Comments:**

- Participating as an outdoor facility in the Wyoming 100 shoot sponsored by the Wyoming Game and Fish in coordination with the office of the Governor
- Hosting WSSA State and regional championship long range meets.
- Host the State 4-H training for shooting and archery instructors.
- Annual June 5-stand Tigner Memorial Shoot and the annual July Farver Trap shoot.
- Secure grants for advertising and tournaments
- Expand archery range outdoors to 100 yards with donation from Friends of the NRA
- Acknowledgement of sponsorships through on site signage
- Improve indoor tournament with installation of large viewing screen for scores.
- Donations secured for tournaments and outdoor target development
- Grant secured for expansion of archery range through NRA
- Partnerships with Wyoming Game and Fish enhancing the Hunters Safety testing day

- Assist the local 4-H shooters and archery clubs by providing scholarships for memberships and safe environment for practice.
- Promote the Outdoor Shooting Complex with active involvement in the Friends of the NRA fund raising banquet.
- Partner with the Great Divide Shooting Club and the American Trap Association Red Desert Club to bring tournaments to the ranges
- Partner with local law enforcement to make ranges available for training
- Successful replacement of lighting system at indoor range.

**Major issues of concern in the next five to ten years:**

- Settling of pistol bay filing at outdoor range
- Replacement of outdoor range transportation system
- Improvements to update the indoor facility entry/meeting area
- Continue working towards the Master plan at outdoor facility
- Parking area improvements and road repairs
- Berm improvement.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
15-4510-110	SALARIES	44,454	44,454	34,195	44,454	46,232
15-4510-130	EMPLOYEE BENEFITS	22,857	24,355	19,728	25,869	27,459
15-4510-180	OVERTIME PAY	0	0	228	0	0
15-4510-190	WORKERS COMPENSATION	1,913	2,258	1,639	2,632	1,849
15-4510-210	CONSULTANT CONTR-OTHER	5	0	0	0	0
15-4510-240	RECREATION PROGRAMS	895	1,300	1,052	2,000	2,000
15-4510-246	RECREATION TOURNAMENTS	1,601	800	2,450	1,450	1,450
15-4510-250	TRAVEL AND TRAINING	160	500	521	400	400
15-4510-255	UTILITIES-ELECTRICAL	1,009	2,000	889	1,750	1,750
15-4510-260	UTILITIES-OTHER	0	0	0	0	0
15-4510-270	ADS/DUES/PUBLICATIONS	5,355	3,000	2,377	3,200	3,200
15-4510-280	BUILDING/GROUND MAINTENANCE	160	500	985	500	500
15-4510-310	VEHICLE/EQUIPMENT MAINTENANCE	0	0	172	0	0
15-4510-320	EQUIPMENT LEASE & RENTAL	60	0	0	0	0
15-4510-322	SAFETY	439	500	48	300	300
15-4510-380	EQUIPMENT MAINTENANCE	737	2,500	882	2,000	2,000
15-4510-390	REIMBURSEMENT	70	0	80	0	0
15-4510-430	SUPPLIES	3,484	4,000	677	5,750	5,750
15-4510-440	EQUIPMENT	443	1,000	440	500	500
15-4510-470	VECHICLE OPERATION	57	300	0	300	400
15-4510-482	SHOOTING RANGE MAINTENANCE	3,347	3,500	770	2,750	2,750
15-4510-485	SALES TAX	0	0	312	0	0
TOTAL REC. GUN RANGE:		87,044	90,967	67,445	93,855	96,540

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 15-4515

**Department:** Parks & Recreation

**Division:** Parks

**Department Mission:** The Department of Parks & Recreation strives to offer safe, educational, and beneficial facilities and services to our community in a fair and economical manner.

**Division Description:** Maintain parks, sports fields, cemetery and green spaces in the most efficient and economical manner while providing the highest level of service possible.

**2018-2019 Goals, Projects and Highlights:**

- Continue equipment replacement through Recreation Board Grants and City Capital expenditure.
- Work on hiring timely seasonal help to cover 8 months worth of work, March 15 – November 15, with 6 month employees.
- Plan, develop and implement a strategy to provide consistent maintenance at all City Facilities so they are always in good condition and ready for use.
- Implement appropriate planting list for City trees, ornamentals and turf based on location, purpose, soil type, climatic conditions and maintenance requirements to match specific plants with specific needs.
- Plant as necessary, appropriate and within maintenance requirements additional City Trees and Ornamentals based on planting list.
- Remove dead, dying, diseased or miss-planted City Trees; and prune trees to promote the health of the tree and safety of citizens.
- Continue education of City Employees.
- Continue replacement of deteriorated wooden infrastructure at Washington Park.
- Plant landscape beds at the Police Department and Cemetery with low maintenance ornamentals.

**2017-2018 Accomplishments/ Comments**

- Updated and refined the Equipment Maintenance and Status Board at the Parks Shop to promote reporting of equipment issues and identifying equipment that has not been operated or needed.
- Identified and corrected irrigation deficiencies in Parks, Green Spaces, Ball Parks and Cemetery zones through nozzle replacement to provide adequate irrigation flow and pressure in the system across individual zones and sprinklers.
- Started replacement of deteriorated wood structures at Washington Park, steps, and retaining walls.

- Removed dead, dying and hazardous trees in the Cemetery, Parks and Right of Ways and pruned trees for safety and health of the tree.
- Replaced worn belts, seats, hoses, bearings and tires on equipment to extend useful life.
- Worked with Carbon County Weed and Pest for pest control

**Major Issues of Concern in the next five to ten years:**

- Continued reliance on Carbon County Recreation Board Funding for Capital Expenditures.
- Replacement of Tennis Court playing surface at Key Club and Washington Parks.
- Replacement of Sand under Playground equipment to safer materials such as manufactured wood chips or rubber to minimize fall injuries.
- City Trees reaching end of life span, especially Street Trees, and the hazards and expense associated.
- City Building condition, especially Parks Maintenance Shop and Parks Offices.
- Deteriorating wood in parks structures, bollards, steps, retaining walls and gazebos.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
15-4515-110	SALARIES	153,172	164,538	95,206	128,196	133,324
15-4515-130	EMPLOYEE BENEFITS	81,586	93,920	47,090	65,019	68,953
15-4515-170	TEMPORARY PAY	48,004	68,000	42,873	68,000	73,000
15-4515-190	WORKERS COMPENSATION	10,723	11,813	6,401	11,615	8,253
15-4515-210	CONSULTANT CONTR-OTHER	418	7,500	715	5,000	4,000
15-4515-212	SERVICE CONTRACTS	1,129	500	125	1,500	1,600
15-4515-250	TRAVEL & TRAINING	2,511	3,000	1,596	3,000	2,700
15-4515-255	UTILITIES-ELECTRICAL	14,516	22,000	16,878	15,000	18,000
15-4515-256	UTILITIES-PHONE/INTERNET	0	1,500	0	0	0
15-4515-257	UTILITIES-GAS	1,941	2,800	661	2,000	3,000
15-4515-260	UTILITIES-OTHER	0	1,500	0	1,200	500
15-4515-270	ADS/DUES/PUBLICATIONS	1,571	700	400	900	1,500
15-4515-280	BUILDING/GROUNDS MAINTENANCE	5,707	3,500	836	7,700	4,500
15-4515-310	VEHICLE/EQUIPMENT MAINTENANCE	9,482	13,000	7,985	13,000	11,000
15-4515-320	EQUIPMENT LEASE & RENTAL	0	500	0	500	800
15-4515-322	SAFETY	425	500	93	600	800
15-4515-380	EQUIPMENT MAINTENANCE	306	0	337	2,000	2,200
15-4515-420	TOOLS	1,173	1,000	421	1,100	1,100
15-4515-422	MATERIALS	9,655	13,300	7,315	4,000	4,000
15-4515-430	SUPPLIES	2,740	3,500	1,974	4,000	3,000
15-4515-431	SUPPLIES-FERTILIZER/CHEMICALS	3,672	3,200	0	3,700	4,000
15-4515-434	INVENTORY-IRRIGATION MATERIAL	2,468	0	57	2,800	3,000
15-4515-440	EQUIPMENT	0	1,000	0	1,000	500
15-4515-450	TREE MAINTENANCE	1,700	10,000	9,360	10,000	10,000
15-4515-470	VEHICLE OPERATION	5,855	16,000	7,153	10,000	13,000
15-4515-480	UNIFORMS	799	1,400	520	1,400	1,200
15-4515-730	FA-FACILITIES	40,000	40,000	0	0	0
TOTAL REC. PARKS:		399,554	484,671	247,993	363,230	373,930

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

FUND: 11 – Dangerous Buildings  
Department: Finance  
Division: Revenues

### Goals:

This fund purpose is to handle “all” expenses related to nuisance abatements and code enforcement issues on residential and commercial property. Code enforcement issues can be declared a “dangerous building” requiring the City to knock it down or just take it over. We had started with the houses on State Street (\$250,000) and when these properties sold the proceeds were to be placed here. The selling of both of these properties has been completed in FY 2015-2016. We closed out the remaining balance of the HUD/Stagecoach in FY 2010-2011 into this fund.

We are assuming that a majority of all expenses incurred within this fund are to be reimbursed at some point by the owners of the property or from the sale of the property to ensure this fund has monies to spend indefinitely so it can meet the goals of the City year to year.

### Revenues:

11-3000-800 Beginning Fund Balance: The beginning balance is made up of the cash on hand balance. As of July 1, 2017 the balance was approximately \$491,855.51. Through February 2018 the cash balance has changed to approximately \$489,948.. We do not know what will happen over the next four months as we continue to incur a small amount of revenue and even more expenses. Recommend **\$490,000**.

11-3600-890 Housing Revenues: The account is used as an all encompassing revenue account for receiving revenue for this fund during the fiscal year. We are assuming that as expenses are incurred we are either selling these properties, placing a lien against these properties, or billing the property owners for services rendered that mitigate the nuisance or dangerous condition. No monies can be anticipated for the FY 2018-2019 year with any certainty. Recommend **\$0**.

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

FUND: 11 – Dangerous Buildings  
Department: Finance  
Division: Expenses

**Goals:**

This fund purpose is to handle “**all**” expenses related to nuisance abatements and code enforcement issues on residential and commercial property. Code enforcement issues can be declared a “dangerous buildings” requiring the City to knock it down or just take it over. We had started with the houses on State Street (\$250,000) and when these properties sold the proceeds were to be placed here. The selling of one these properties has been completed as the second property was rented to the incoming Public Works Director. We closed out the remaining balance of the HUD/Stagecoach in FY 2010-2011 into this fund.

We are assuming that all expenses incurred within this fund are to be reimbursed at some point by the owners of the property or from the sale of the property to ensure this fund has monies to spend indefinitely so it can meet the goals of the City year to year. Expenses related to the account 11-4109-235 Landfill Credit are a payment made by the City to the Landfill fund to offset a cleanup of a property.

Expenses:

11-4109-205: This account is used to fund those expenses related to engineering, where the City is required because of the complexity of the dangerous building we need this expertise. Recommend **\$10,000**.

11-4109-217: This account is used to fund all housing expenses, whether it is to be torn down or rehabbed. Recommend **\$450,000**.

11-4109-235: This account is used to pay the Landfill its gate fee for those buildings that are torn down and the City provides a discount. Recommend **\$30,000**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
<b>REVENUES:</b>						
11-3000-800	BEGINNING FUND BALANCE	0	500,000	0	500,000	490,000
	TOTAL BEGINNING BALANCE:	0	500,000	0	500,000	490,000
11-3600-890	HOUSING REVENUES	687	0	0	0	0
	TOTAL OPERATING REVENUES:	687	0	0	0	0
<b>EXPENSES:</b>						
11-4109-205	CONSULTANT CONTRACTS-ENGINEER	0	10,000	0	10,000	10,000
11-4109-217	HOUSING EXPENSES	112,127	440,000	5,857	440,000	450,000
11-4109-235	LANDFILL CREDIT	8,465	50,000	0	50,000	30,000
	TOTAL OPERATING EXPENSES:	120,593	500,000	5,857	500,000	490,000



**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

Fund: 12 – Housing Loans  
Department: Finance  
Division: Revenues

**Goals:**

The original purpose of this fund was to handle “all” expenses related to loaning of funds to create energy efficient homes. This fund is the end product of a CDBG grant received years ago where a significant demand existed for low/median home owners needing financial assistance to energy efficient homes. The “Beginning Balance” is monies returned to the City as payoffs of the loan, there are no grant monies remaining.

The current goal of this fund is the provide housing to those who are removed from a dangerous building by the City.

**Revenues:**

12-3000-800 Beginning Fund Balance: The beginning balance as of July 1, 2016 was \$75,338 approximately. Through February 2018 no revenues or expense have been recorded leaving our balance at the \$75,338 amount. We have no anticipated revenues/expenses for the next six months of this fiscal year. Recommend **\$75,000**.

12-3600-877 Housing Revenues: The account is used as an all encompassing revenue account for receiving revenue for this fund during the fiscal year. No monies can be anticipated for the FY 2017-2018 year. Recommend **\$0**.

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

Fund: 12 – Housing Loans  
Department: Finance  
Division: Expenses

**Goals:**

The original purpose of this fund was to handle “all” expenses related to loaning of funds to create energy efficient homes. This fund is the end product of a CDBG grant received years ago where a significant demand existed for low/median home owners needing financial assistance to energy efficient homes. The “Beginning Balance” is monies returned to the City as payoffs of the loan, there are no grant monies remaining.

The current goal of this fund is the provide housing to those who are removed from a dangerous building by the City.

**Expenses:**

12-4108-213 Housing Loans: This account is primarily used for a reimbursement of temporary living expenses if the City of Rawlins must remove tenants from dangerous buildings. Recommendation is **\$75,000**.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
<b>REVENUES:</b>						
12-3000-800	BEGINNING FUND BALANCE	0	75,000	0	75,000	75,000
	TOTAL BEGINNING BALANCE:	0	75,000	0	75,000	75,000
12-3600-877	HOUSING REVENUES	0	0	0	0	0
	TOTAL OPERATING REVENUES:	0	0	0	0	0
<b>EXPENSES:</b>						
12-4108-213	HOUSING LOANS	144	75,000	0	75,000	75,000
	TOTAL OPERATING EXPENSES:	144	75,000	0	75,000	75,000



**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

Fund: 17 – Rochelle Ranch Fund  
Department: Finance  
Division: Revenues

**Goals:**

This fund purpose is to handle “all” revenues and expenses related to the sales tax on liquor sold by the concessionaire at the City owned Rochelle Ranch restaurant, the sales taxes collected by the concessionaire, and the City owned liquor license for this facility.

17-3000-800 Beginning Fund Balance: The beginning cash balance was \$4,091.06 approximately as of 07/01/2017. We have on hand as of 02/28/2018 approximately \$2,832.90. I do expect expenses to exceed revenues in the next four months of this fiscal year as that is what history has shown us. An issue of timing. Recommend **\$2,400**.

17-3100-801 Reimburse for Sales Tax: This account is used to tally the amount received as sales taxes for alcohol sales so we can then send this amount to the State of Wyoming. These monies come from the concessionaire operating the City golf club house restaurant. The anticipated year end amount is above \$2,250 somewhere. Recommend **\$2,700**.

17-3100-871 Interest Income: The fund has it own interest bearing checking account as no liquor monies are comingled with the other funds. The account is to receive the interest income from the checking account. Recommend **\$2**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
17-3000-800	BEGINNING FUND BALANCE	0	6,000	0	2,500	2,400
	TOTAL BEGINNING BALANACE:	0	6,000	0	2,500	2,400
17-3100-801	REIMBURSE FOR SALES TAX	2,699	2,250	1,465	2,700	2,700
17-3100-848	MISCELLANOUS	600	0	0	0	0
17-3100-871	INTEREST INCOME	3	5	4	2	2
	TOTAL OPERATING REVENUE:	3,302	2,255	1,468	2,702	2,702

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

Fund: 17 – Rochelle Ranch Fund  
Department: Finance  
Division: Expenses

**Goals:**

This cost center purpose is to handle “all” expenses related to the sales tax on liquor sold by the concessionaire at the City owned Rochelle Ranch restaurant, the sales taxes collected by the concessionaire, and the City owned liquor license for this facility.

17-4100-485 Sales Tax: This account is used tally the amount of sales taxes to be paid to the State of Wyoming after being collected by the City of Rawlins restaurant concessionaire. Recommend **\$2,900**.

17-4100-487 Liquor License: This account is to record the liquor license fee paid to the State of Wyoming by the City of Rawlins. Recommend **\$600**.

17-4990-998 Contingency: This account will hold the remaining balance of this fund for the purpose of funding the liquor license fee expense for future years. Recommend **\$1,602**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
17-4100-485	SALES TAX	2,674	3,000	1,640	2,900	2,900
17-4100-487	LIQUOR LICENSE	500	1,000	566	600	600
	TOTAL OPERATING EXPENSES:	3,174	4,000	2,206	3,500	3,500
17-4990-998	CONTINGENCY	0	4,255	0	1,702	1,602
	TOTAL OTHER FINANCING USES:	0	4,255	0	1,702	1,602

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

Fund: 40 – Economic Development  
 Department: Finance  
 Division: Revenues

### Goals (FY 2018-2019):

To collect and tract all revenues and expenses related to the Economic Development of the City of Rawlins. The impact assistance revenues collected from large construction projects within Carbon County that impact the City of Rawlins will be the revenue resource of choice. To startup this fund in FY 2016-2017 we are transferring from the Dangerous Building fund monies equal to the sale of property located on State Street and Lee Street. As the City collects Impact assistance the Council felt that that a complete recognition of revenues and expense was necessary with no comingling of these resources with other funds. The Comprehensive Plan and its other pieces were completed prior to July 1, 2015.

### Goals (FY 2018-2019):

The assumption at this time is the impact assistance monies from the installation of the wind turbine project will be deposited to this fund and all other projects designated to provide impact assistance for the City shall also be deposited here. This fund should have significant resources in the near future and have these resources appropriated by the City Council year-to-year.

### Revenues:

40-3000-800 Beginning Fund Balance: This cash balance was approximately \$218,626.76 as of 07/01/2017. There has been impact assistance monies from July 2017 through February 2018 and expenses have been incurred. The City has approximately \$271,651.29 in the bank as of 02/28/2018, but a \$50,000 expense being anticipated. **Recommend \$225,000.**

40-3600-870 Impact Assistance: This revenue item is for miscellaneous revenue items as all project specific impact assistance revenue will have their own account assigned. **Recommend \$0.**

40-3600-871 Interest Income: This revenue account will accumulate monies until the fund balance (the cash account) has no monies. **Recommend \$100.**

40-3600-880 Chokecherry: Impact assistance revenues from the wind farm project. This

account/project will likely be used until 2024. Recommend **\$75,000**

**Expenses:**

205 Consultant Contracts-Engineering: At this time the use of this fund has shifted to economic development. Usually, we start with engineering services to develop a plan. Recommend **\$25,000**.

210 Consultant Contracts-Other: At this time the use of this fund has shifted to economic development. After a plan of action is created, we will use these funds as an in-kind match or hire private sector companies to perform work for us. **Recommend \$275,100.**

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
40-3000-800	BEGINNING FUND BALANCE	0	183,000	0	171,000	225,000
	TOTAL BEGINNING BALANCE:	0	183,000	0	171,000	225,000
40-3600-870	IMPACT ASSISTANCE (MISC)	10,594	0	-10,587	0	0
40-3600-871	INTEREST INCOME	184	10	404	10	100
40-3600-880	CHOCKECHERRY	0	0	112,745	0	75,000
	TOTAL OPERATING REVENUE:	10,778	10	102,562	10	75,100

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
40-4100-205	CONSULTANT CONTR-ENGINEER	0	10,000	0	10,000	25,000
40-4100-210	CONSULTANT CONTRACTS-OTHER	25,725	173,010	27,264	161,010	275,100
	TOTAL OPERATING EXPENSES:	25,725	183,010	27,264	171,010	300,100

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

FUND 47 – Capital Facilities Tax #1  
Department: Finance  
Division: Revenue

**Goals:**

This fund purpose is to handle “all” revenue and expenses related to the capital facilities tax voted in by the voters of the City of Rawlins for the water projects listed (treatment plant and transmission lines). No additional tax revenues are anticipated as the capital facilities tax for this project has been collected completely. The remaining balance to be expensed must meet the criteria of the public vote.

**Revenues:**

47-3000-800 Beginning Fund Balance: The beginning balance as of 07/01/2017 is the cash balance of approximately \$40,811.60. Only interest income revenue is expected to be received during the fiscal year. Through 02/28/2017 our estimated balance is at \$40,870.90 and no expenses are anticipated through June 30, 2018. Recommend **\$40,880**.

47-3100-871 Interest Income: The fund has its own interest bearing checking account as no capital facilities tax monies are commingled with the other funds. The account is to receive the interest income from the checking account. Recommend **\$80**.

**Expenses:**

47-4100-210 Water Project Construction: The total revenue budget is appropriated in this expense account. Recommend **\$40,960**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
REVENUES:						
47-3000-800	BEGINNING FUND BALANCE	0	38,000	0	40,700	40,880
	TOTAL BEGINNING BALANCE:	0	38,000	0	40,700	40,880
47-3100-871	INTEREST INCOME	83	50	76	50	80
	TOTAL OPERATING REVENUES:	83	50	76	50	80
EXPENSES:						
47-4100-210	WATER PROJECT CONSTRUCTION	0	38,050	0	40,750	40,960
	TOTAL OPERATING EXPENSES:	0	38,050	0	40,750	40,960

**CITY OF RAWLINS, WYOMING**  
**FISCAL YEAR 2018-2019 BUDGET**

---

FUND: 48 – Capital Facilities Tax #2  
Department: Finance  
Division: Revenue

**Goals:**

This fund purpose is to handle “all” revenue and expenses related to the capital facilities tax #2 which is the construction of the 6<sup>th</sup> Street Bridge and other Street Work leading to the bridge. All capital facilities taxes have been received so what we have on hand are to total revenue resources of this fund.

**Revenues:**

48-3000-800 Beginning Fund Balance: The beginning cash balance as of 07/01/2017 was approximately \$31,955. Only a small amount of revenue from interest income has been incurred through 02/28/2018 creating a balance of approximately \$31,988.50. No expenses are anticipated through June 30, 2017 at this time. **Recommend \$32,000.**

48-3100-871 Interest Income: The fund has it own interest bearing checking account as no capital facilities tax monies are comingled with the other funds. The account is to receive the interest income from the checking account. **Recommend \$45.**

**Expenses:**

48-4100-609 Other Street Infrastructure: The total entire revenue budget is appropriated to this expense account to be used at the request of Public Works. **Recommend \$32,045.**

CITYOF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
REVENUES:						
48-3000-800	BEGINNING FUND BALANCE	0	31,000	0	31,950	32,000
	TOTAL BEGINNING FUND BALANCE:	0	31,000	0	31,950	32,000
REVENUES:						
48-3100-801	CAPITAL FACILITIES TAX	0	0	0	0	0
48-3100-871	INTEREST	23	15	38	15	45
	TOTAL OPERATING REVENUES:	23	15	38	15	45
EXPENSES:						
48-4100-809	OTHER STREET INFRASTRUCTURE	0	31,015	0	31,965	32,045
		0	31,015	0	31,965	32,045

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

FUND: 49 – Specific Purpose Tax  
Department: Finance  
Division: Revenues

**Goals:**

This fund purpose is to handle “all” revenue and expenses related to the Specific Purpose Tax Vote held November 2008. We have available to the City of Rawlins \$7,000,000 in bond proceeds to spend (streets, water lines, wastewater lines) and the remaining balance as of December 31, 2016 is approximately \$0.37. This fund is kept active as a large sum of dollars is anticipated when the City/Specific Tax Board payoff the bonds and the collection of revenue is terminated.

**Revenues:**

49-3000-800 Beginning Fund Balance: The beginning cash balance 07/01/2016 was approximately \$11,570. Through 12/31/2016 we have expense all \$11,570 leaving on \$0.37 remaining in this account. As a place holder I recommend **\$1**.

49-3100-801 Capital Facilities Tax: The vote created a \$7,000,000 income stream to pay for water, sewer, and street projects from 2009 to the end of 2014. When the payoff of the bonds has been completed the excess taxes collected will be deposited into this revenue line item. Recommend **\$0**.

49-3100-802 Specific Tax Bond Revenue: This account is closed based upon the payment on June 15, 2018 of the outstanding debt owed on the bonds.

49-3100-871 Interest Income: The fund has its own interest bearing checking account as no capital facilities tax monies are comingled with the other funds. The account is to receive the interest income from the checking account. Recommend **\$0**.

**Expenses:**

49-4100-609 Street Infrastructure: Expense account used to provide an accounting of incurred expenses for Street/Alley/Sidewalk work. Recommend **\$1**.

49-4100-610 Water Infrastructure: Expense account used to provide an accounting of incurred expenses for water line work. Recommend **\$0**.

49-4850-600 Bond Principle & Interest: This account is closed based upon the payment on June 15, 2018 of the outstanding debt owed on the bonds. Recommend \$0

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
<b>REVENUES:</b>						
49-3000-800	BEGINNING FUND BALANCE	0	12,600	0	1	1
	TOTAL BEGINNING BALANCE:	0	12,600	0	1	1
49-3100-801	SPECIFIC PURPOSE TAX	0	0	0	0	0
49-3100-802	SPECIFIC TAX BOND REVENUE	0	529,001	0	529,001	0
49-3100-871	INTEREST	0	1	0	0	0
	TOTAL OPERATING REVENUES:	0	529,002	0	529,001	0
<b>EXPENSES:</b>						
49-4100-609	STREET INFRASTRUCTURE	11,570	11,601	0	1	1
49-4100-610	WATER INFRASTRUCTURE	0	1,000	0	0	0
49-4850-600	BOND PRINCIPLE	0	529,001	0	529,001	0
	TOTAL OPERATING EXPENSES:	11,570	541,602	0	529,002	1



## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

FUND: 74 – Self Insurance Fund  
Department: Finance  
Division: Revenues

### Goals:

This fund purpose is to handle “all” revenues and expenses related to the City of Rawlins self-insurance fund as it supports the benefits of City personnel. We have good years and poor years financially as the claims fluctuated. We have on one occasion in the last ten years used the General Fund reserves to fund this self-insurance fund as the reserve was depleted. These extra funds were returned after the recovery.

### Revenues:

74-3000-800 Beginning Fund Balance: The beginning balance is the cash balance of \$639,162.18 as of 07/01/2016. The FY 2016-2017 flow of cash to this account was increased, but as of 01/31/2017 we have only \$425,931.34 in our cash account. The amount of claims has simply outpaced our increase provided. We have budgeted an increase of \$144,474.61 monthly in FY 2016-2017 and between February 2017 and June 30, 2017 we shall transfer an additional \$772,373.05 into this account. A review of the expenses incurred February 1, 2016 through June 30, 2016 indicates exceeding this additional transfer of \$772,373.05. Again it is all a function of claims. At present it does not look good, but we did set aside within the General Fund a reserve of \$500,000. We would like to recommend \$700,000 but it seems a bit unrealistic at present. Recommend **\$500,000**.

74-3400-871 Interest Income: The fund has two interest bearing checking accounts and through January 2018 we have an amount of \$233.46 received. Assuming we maintain our cash accounts throughout the year we should have received approximately \$400.00 at year end. Recommend a few dollars less for the budget. Recommend **\$375**.

74-3400-880 Flexible Spending: This account is used to collect monies from the employees for possible pre-paid medical expenses during the year on a tax deferred basis. We have averaged over the previous 4 fiscal years an amount of \$36,339.65. Our current YTD FY 2017-2018 January amount is \$20,557.27 and comparing this figure to our YTD FY 2016-2017 January amount of \$21,497.02 indicates a decrease of \$939.75 or 4.4%. Applying this 4.4% to our year-end amount of the previous year creates a year-end amount of \$33,876.52 for FY 2017-2018. We have a few less employees so a reduction is possible. Recommend **\$34,000**.

74-3400-881 Insurance Premiums: This account is an accumulation of City paid benefits for medical, dental, life, and vision for City employees. We did not increase the monthly fee the City

pays into our insurance fund for FY 2012-2013 through FY 2014-2015. We have increased the City paid premiums for the past two years to increase the amount in the reserve at year-end. We are recommending an increase to the monthly amount contributed to this account in FY 2018-2019 so we can maintain or increase our reserve. Recommend **\$1,966,938**.

74-3400-882 Reimbursements: This is account is used to record the reimbursement from the stop loss insurance carrier for claims we paid in advance. This wild claim history has subsided in FY 2016-2017 and through January FY 2017-2018 the same holds true. Excluding the FY 2015-2016 fiscal year the average is \$359,939.32 over the previous five years. Recommend **\$348,000**.

74-3400-883 Cobra: This account is used to record payments made by employees to our TPA who then reimburses the City. Recommend **\$500**.

## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

FUND: 74 – Self Insurance Fund  
Department: Finance  
Division: Expenses

### Goals:

This fund purpose is to handle “all” revenues and expenses related to the City of Rawlins self-insurance fund that support the benefits of City personnel. This fund experienced a very good years from FY 2011-2012 through December 2014 FY 2014-2015 as our expenses in total varied little. In FY 2014-2015 the claims expense account exceeded budget significantly (February 2015 through June 2015) forcing a significant drawdown of the reserve. During FY 2012-2013 the City was able to create a “wellness program” to enhance the health and wellbeing of our employees using City appropriations in this fund.

### Expenses:

74-4822-210 Contractual Services: Here the City is paying for contractual services to UMR, COBECON, Simply Well, Stop Loss Carrier, etc. and a few other expenses for year round services related to employee insurances. The average over the previous four years (FY 2013-2014 through FY 2016-2017) is \$395,195.89. We have made very small changes the Plan Document in FY 2015-2016 and FY 2016-2017 creating additional expenses. The change in FY 2017-2018 on the life insurance offered to the employees will not increase our contribution. Recommend **\$410,000**.

74-4822-351 Flexible Spending: This is the account that records expenditures made by employees through the City of Rawlins for those medical, dental, vision expense that are set aside by the employee through payroll deduction. The average over the previous three years is \$34,337.58. With fewer employees the average looks good and revenues received should match this account. Recommend **\$35,000**.

74-4822-352 Claims: This account is used to pay the City share of medical, dental, and vision insurance claims made on behalf of the City employee and dependents when incurred. This account has varied significantly over the years. I believe it has stabilized over the previous year and current year. Our current year January FY 2017-2018 amount of \$1,150,231.36 as compared to our January FY 2016-2017 amount of \$1,042,235.16 creates an increase of \$107,996.20 or 10.4%. Adding this 10.4% to our year-end amount earned in the previous year creates a year-end amount of \$1,744,988 for FY 2017-2018 which is less than our current year budget. We are recommending an increase in this account in FY 2018-2019 to cover anticipated expenses. Recommend **\$1,882,813**.

74-4822-354 Vision Care Premiums: The City contracts with the VSP insurance company separate from the premiums paid for medical/dental paid to UMR. The amount here is the annual premium for employees and dependents. The average over the previous five years is \$22,720.57. Recommend **\$23,000**.

74-4990-998 Contingency: This account is the reserve used to cover shortfalls in the revenues and expenses during the year. The City has not needed to use these funds until FY 2014-2015 as our revenues and expenses stayed within the budget. As the budget is created prior to the year-end we were hopeful that the reserve will increase to at least \$700,000 before the year end is reached for FY 2016-2017, but this is too hopeful. Recommend **\$500,000**.

CITYOF RAWLINS  
 FY 2018-2019 RECOMMENED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
<b>REVENUES:</b>						
74-3000-800	BEGINNING FUND BALANCE	0	700,000	0	500,000	500,000
	<b>TOTAL BEGINNING BALANCE:</b>	0	700,000	0	500,000	500,000
74-3400-871	INTEREST INCOME	359	600	306	375	375
74-3400-880	FLEXIBLE SPENDING	35,425	38,000	27,556	35,000	35,000
74-3400-881	INSURANCE PREMIUMS	1,581,150	1,921,363	1,324,898	1,835,039	1,966,938
74-3400-882	REIMBURSEMENTS	355,289	400,000	349,759	348,000	348,000
74-3400-883	COBRA	4,242	1,000	6,998	500	500
	<b>TOTAL OPERATING REVENUES:</b>	1,976,465	2,360,963	1,709,517	2,218,914	2,350,813
<b>EXPENSES:</b>						
74-4822-210	CONTRACTUAL SERVICES	392,811	425,000	307,244	415,000	410,000
74-4822-351	FLEXIBLE SPENDING	32,065	38,000	30,328	35,000	35,000
74-4822-352	CLAIMS	1,616,636	1,871,963	1,407,798	1,745,914	1,882,813
74-4822-354	VISION CARE PREMIUMS	24,936	26,000	18,353	23,000	23,000
	<b>TOTAL OPERATING EXPENSES:</b>	2,066,448	2,360,963	1,763,723	2,218,914	2,350,813
74-4990-998	CONTINGENCY	0	700,000	0	500,000	500,000
	<b>TOTAL OTHER FINANCING USES:</b>	0	700,000	0	500,000	500,000



## CITY OF RAWLINS, WYOMING FISCAL YEAR 2018-2019 BUDGET

---

FUND: 76 – Private Donation

Department: Finance

Division: Revenues

### Goals:

This fund purpose is to handle “all” revenue and expenses related to the donation of monies to the City of Rawlins for animal control, tree donations, lion park, police national night out, Rochelle Ranch Advisory Board, etc. These are programs funded by donations and special revenues

### Revenues:

This fund has a number of revenue and expense accounts. A reconciliation is completed at year-end to truly identify all revenues and expenses for each program/account. Listed below are revenue account in use FY 2017-2018.

76-3000-800 Beginning Fund Balance: The beginning balance is the cash balance of \$136,144.05 as of 07/01/2017 and with revenue/expense transactions through February 2018. The cash balance February 2018 is now \$226,122.09. The Bolton Park CD valued at \$100,000 is also part of the beginning fund balance. As additional revenue and expense transactions can take place in the in next four months of FY 2017-2018 our recommendation is **\$226,000**.

76-3400-845 Animal Control Donations: We have received revenue in this line item for a number of years. Our current year YTD FY 2017-2018 total is \$1,434.13 which is \$275.13 more than what we received through the same YTD FY 2016-2017 time period of the previous year. Last fiscal year total was only \$1,209.00. Recommend **\$1,500**.

76-3400-849 E-Citation-City of Rawlins: A new account that will be receiving monies annually for the foreseeable future. This is a State of Wyoming mandate regarding the ticketing of persons violating traffic laws. Recommend **\$8,000**.

76-3400-870 Carol McTee Interest: This account captures year-to-year the interest income from the \$100,000 certificate given to the City to fund “Bolton Park” infrastructure. The year-end amount received in the previous year was \$367.98. Through February 2018 we have received \$678.08 as the interest rate increased. Recommend **\$700**.

76-3400-871 Interest Income: This account accumulates the interest income earned from the interest bearing checking account for this fund. Recommend **\$30**.

76-3400-875 Wildland Firefighting: The City fire department has created revenue for their department by leasing their personnel and equipment out to fight wildland fires. The amount received last fiscal year was \$0.00 (zero). We have received through February FY 2017-2018 an amount of \$5,166.00. The process has changed significantly, the labor expense is billed to the General Fund and only equipment rental expense is billed to this account. Recommend **\$5,000**.

76-3400-876 Police National Night Out: This account accumulates donations to the police department to have a special event called National Night Out that is put annually. Recommend **\$1,000**.

76-3400-877 Lions Park Fees: This account accumulates the “fees” collected for the rental of facilities at Lions Park. Sometimes these fees are returned because of weather or other changes in schedules. Received through February 2018 FY 2017-2018 is \$511.03. Recommend **\$500**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
76-3000-800	BEGINNING FUND BALANCE	0	203,600	0	205,000	226,000
	TOTAL BEGINNING BALANACE:	0	203,600	0	205,000	226,000
76-3400-845	ANIMAL CONTROL DONATIONS	1,209	1,800	1,472	1,500	1,500
76-3400-847	POLICE SEIZURES	16,303	0	0	0	0
76-3400-848	RECYCLE DAYS REV	0	0	1,522	0	0
76-3400-849	E-CITATION-CITY OF RAWLINS	0	0	7,400	0	8,000
76-3400-869	RECREATION SERVICES DONATIONS	19,987	18,000	0	0	0
76-3400-870	CAROL MCTEE - INTEREST	368	300	824	350	700
76-3400-871	INTEREST INCOME	34	30	28	30	30
76-3400-875	WILDLAND FIREFIGHTING	0	10,000	5,166	5,000	5,000
76-3400-876	POLICE NATIONAL NIGHT OUT	3,437	2,000	857	3,000	1,000
76-3400-877	LIONS PARK FEES	809	0	541	0	500
	TOTAL OPERATING REVENUE:	42,148	32,130	17,810	9,880	16,730

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

FUND: 76 – Private Donation  
Department: Finance  
Division: Private Donation Expenses

**Department Mission:** To maintain expense records of all donations made year to year based upon the requirements of the donation revenue.

**Department Description:** The finance department provides all tracking of expenses incurred within the cost center.

**2018-2019 Goals, Projects, and Highlights:**

- Maintenance of all expense records regarding use of this cost center according to the demand and requirements of the donated revenue.

**2017-2018 Accomplishment/Comments:**

- Completion of audit of fund/cost center with no errors.

**Expenses:**

76-4510-210 Contractual Services: This account is a default account expensing the revenues earned from our interest income revenue account. Recommend **\$30**.

76-4510-242 Lions Pavilion: This account provides an accounting of all monies expensed for the pavilion as money is earned. Recommend **\$500**.

76-4510-243 Police E-Citation: This is a new account. It provides an accounting of all monies expensed for the police department as monies are collected through the Municipal Court for assessed tickets. Recommend **\$8,000**.

76-4510-244 Animal Control: This account expenses all items in relation to donation revenues received for the express purpose on animal control and the animal control facility. Recommend **\$1,500**.

76-4510-247 Wild land Firefighting: The Fire Department can expend in way desired the purchase of equipment for the purpose of firefighting from this account. Recommend **\$5,000**.

76-4510-248 National Night Out: The police department accumulates revenue to provide for a special public relations program called national night out. This expense account is provided to track those expenses. Recommend **\$1,000**.

Bolton Park Division:

76-4511-440 Equipment: Expenses related to the Bolton Park Facility only. Recommend **\$700**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
76-4510-210	CONTRACTUAL SERVICES	563	0	0	0	30
76-4510-241	RECREATION SERVICES DONATIONS	18,019	18,000	2,298	1,000	0
76-4510-242	LIONS PAVILION	0	0	0	0	500
76-4510-243	POLICE-E-CITATION	0	0	0	0	8,000
76-4510-244	ANIMAL CONTROL EXPENSES	1,523	1,800	5,000	10,000	1,500
76-4510-245	ROCHELLE RANCH ADV. BOARD	0	380	0	1,000	0
76-4510-247	WILDLAND FIREFIGHTING	212	10,000	197	5,000	5,000
76-4510-248	NATIONAL NIGHT OUT	4,050	2,000	3,265	5,000	1,000
76-4510-250	POLICE SEIZURES EXPENSE	8,152	5,554	0	5,000	0
76-4510-251	RECYCLE DAYS EXP	0	0	254	0	0
76-4511-440	EQUIPMENT	0	0	0	4,000	700
TOTAL OPERATING EXPENSES:		32,519	37,734	11,014	31,000	16,730

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**FUND:** 76-4990

**Department:** Finance

**Division:** Other Financing Uses

**Department Mission:** To maintain a contingency, Bolton Park Investment, and to track all revenues/expenses for each donation for current and future operating and capital expenses of this fund.

**Department Description:** The finance department provides all tracking of revenues and expenses incurred and paid out of this checking account from donation revenues. A year-end report identifies all revenues & expenses by donation over current and prior fiscal years.

**2018-2019 Goals, Project and Highlights:**

- Maintenance of all records regarding use of the contingency.
- Maintain the \$100,000 reserve for Bolton Park

**2017-2018 Accomplishment/Comments:**

- Completion of audit of fund/account with no errors.

**Expenses:**

76-4990-991 Bolton Park Investment: A donation made to the operating expenses and capital expenses of the Bolton Park Facility. Only interest income from this investment is used to support operating and capital expenses of this facility.  
Recommend **\$100,000**.

76-4990-998 Contingency: Excess monies on hand from donations not spent at 100%. Changes can be made in the budget during the fiscal year to bring the expense appropriations equal to the on hand revenues and new revenues received.  
Recommend **\$126,000**.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mrg. Budget
76-4990-991	BOLTEN PARK INVESTMENT	0	100,000	0	100,000	100,000
76-4990-998	CONTINGENCY	0	98,046	0	83,905	126,000
TOTAL OTHER FINANCING USES:		0	198,046	0	183,905	226,000

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 77-3300

**Department:** Finance

**Division:** Grants Administration

**Goals:** To provide the administration of the grants and loans being received creating an audit record of all revenues as required. Finance does not write grants, we administer them only.

**Revenues:**

We do not budget nor administrate grant revenues until they are actually approved by the granting agencies and revenues are being received. This fund is a subunit of the General Fund thus there is no cash on hand balance. If there were a balance it would be negative as all grants are of the reimbursable type. This means we have more expenses than revenues at all times.

CITY OF RAWLINS  
 FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
77-3000-800	BEGINNING FUND BALANCE	0	0	0	181,241	0
	TOTAL BEGINNING FUND BALANCE:	0	0	0	181,241	0
77-3300-509	WY COMMUNITY GAS	0	3,000	8,202	3,000	0
77-3300-519	HOMELAND SECURITY	45,389	0	4,967	10,000	0
77-3300-727	CCVC-RACKETBALL GRANT	0	0	852	0	0
77-3300-729	CCVC-SHOOTING RANGE GRANT	0	0	1,280	0	0
77-3300-734	FRONTAGE ROAD EXTENSION PROJ	6,847	0	28,751	0	0
77-3300-736	FY 14-15 WA/SWR CWSRF 145	33,211	0	0	0	0
77-3300-738	FY 14-15 WA/SWR DWSRF 147	90,056	0	0	0	0
77-3300-739	FY 14-15 WA/SWR MRG 13348	142,781	0	0	0	0
77-3300-740	REC BOARD-POWER TOOLS 2015.16	5,454	0	0	0	0
77-3300-780	REC BOARD-SPORTS EQUIPMENT	4,887	0	0	0	0
77-3300-784	REC BOARD-MOWER	49,319	0	0	0	0
77-3300-786	REC BOARD - NAT'L NIGHT OUT	0	0	1,500	0	0
77-3300-787	REC BOARD - ELLIPTICAL EXERCIS	0	0	0	0	0
77-3300-788	LANDFILL MSW CLOSURE	2,781,923	6,000,000	2,860,935	1,000,000	0
77-3300-789	WBC-FACADE EASEMENT FEDERAL	0	0	674,831	0	0
77-3300-790	WBC-FACADE EASEMENT PRIVATE	181,241	0	57,694	0	0
77-3300-791	WAYFINDING SYSTEM	292,431	0	30,044	0	0
77-3300-792	OUTDOOR RANGE DEVELOPMENT	20,000	0	0	0	0
77-3300-793	HIGLEY BLVD STUDY	64,500	0	0	0	0
77-3300-794	NRA FY 2016-2017	39,050	0	0	0	0
77-3300-797	CCVC GRANT ECLIPSE PARTY	0	0	2,000	0	0
77-3300-798	CCVC GRANT WY RANGE SHOOT	0	0	500	0	0
77-3300-799	WALKING PATH RESURFACE	0	0	17,240	0	0
77-3300-800	2018 STATE WATER LINE GRANT	0	0	0	0	500,000
77-3300-801	2018 STATE SEWER LINE GRANTS	0	0	0	0	100,000
77-3300-802	CCVC-GOLF COURSE BILLBOARD	0	0	2,000	0	0
77-3300-803	CCVC-SILVER BULLET TOURNAMENT	0	0	0	0	0
77-3300-804	CCVC-PEPSI RACQUETBALL TOUR	0	0	0	0	0
77-3300-805	CCSD GRANT - SOUND SYSTEM	0	0	0	0	0
77-3300-806	CCSD GRANT - TREADMILL	0	0	0	0	0
77-3300-807	CCSD GRANT - JR. GOLF EQUIP.	0	0	0	0	0
77-3300-904	REC BOARD-RANGE MATS & DISPENS	6,340	0	0	0	0
	TOTAL GRANT REVENUE:	3,763,430	6,003,000	3,690,796	1,013,000	600,000

**CITY OF RAWLINS, WYOMING  
FISCAL YEAR 2018-2019 BUDGET**

---

**Fund:** 77-4830

**Department:** Finance

**Division:** Grants Administration

**Goals:** To provide the administration of the expenses that are to be reimbursed by grants and loans creating an audit record of all expenses as required. Finance does not write grants, we administer the expense and revenues only.

**Expenses:**

We do not budget nor administrate grant expenses until they are actually approved by the granting agencies and expenses are being incurred.

CITY OF RAWLINS  
FY 2018-2019 RECOMMENDED BUDGET

Account Number	Account Title	2016-17 Prior year Actual	2016-17 Pri Year Budget	2017-18 Current year Mar Actual	2017-18 Cur Year Budget	2018-19 City Mgr. Budget
77-4830-509	WYOMING COMMUNITY GAS	6,345	3,000	0	3,000	0
77-4830-519	HOMELAND SECURITY	20,868	0	0	10,000	0
77-4830-727	CCVC-RACQUETBALL	1,075	0	0	0	0
77-4830-728	CCVC-BASKETBALL	0	0	0	0	0
77-4830-729	CCVC-SHOOTING	880	0	0	0	0
77-4830-732	DOWNTOWN MULTIMODAL PLAN	22,456	0	0	0	0
77-4830-734	FRONTAGE ROAD EXTENSION PROJ.	71,929	0	21,896	0	0
77-4830-736	FY 14-15 WA/SWR CWSRF 145	1,343	0	0	0	0
77-4830-738	FY 14-15 WA/SWR DWSRF 147	47,805	0	0	0	0
77-4830-739	FY 14-15 WA/SWR MRG 13348	73,859	0	0	0	0
77-4830-788	LANDFILL MSW CLOSURE	3,847,229	6,000,000	1,724,209	1,000,000	0
77-4830-789	WBC-FACADE EASEMENT PROJ	69,031	0	906,106	181,241	0
77-4830-791	WAYFINDING SYSTEM	474,291	0	242	0	0
77-4830-792	OUTDOOR RANGE DEVELOPMENT	20,000	0	0	0	0
77-4830-793	HIGLEY BLVD. STUDY	64,500	0	0	0	0
77-4830-794	NRA FY 2016-2017	35,885	0	2,000	0	0
77-4830-796	Not to be used	9,789	0	0	0	0
77-4830-797	CVCC GRANT ECLIPSE PARTY	1,584	0	700	0	0
77-4830-798	CCVC GRANT WY RANGE SHOOT	0	0	270	0	0
77-4830-799	WALKING PATH RESURFACE	0	0	0	0	0
77-4830-800	2018 WATER GRANT PROJECTS	0	0	53,551	0	500,000
77-4830-801	2018 SEWER GRANT PROJECTS	0	0	102,100	0	100,000
77-4830-802	CCVC-GOLF COURSE BILLBOARD	0	0	2,000	0	0
77-4830-803	CCVC-SILVER SHOOTING TOURNAMEN	0	0	315	0	0
77-4830-804	CCVC-PEPSI RACQUETBALL TOURNAM	0	0	771	0	0
77-4830-805	CCSD GRANT - SOUND SYSTEM	0	0	864	0	0
77-4830-806	CCSD GRANT - TREADMILL	0	0	4,550	0	0
77-4830-807	CCSD GRANT - JR. GOLF EQUIP.	0	0	0	0	0
77-4830-904	REC BOARD-RANGE MATS & DISPENS	6,350	0	0	0	0
TOTAL GRANT PROJECT EXPENSES:		4,775,219	6,003,000	2,819,573	1,194,241	600,000

## **Non –Profit & Ancillary Agencies – Request for Funds, FY 2018-2019**

Date: March 13, 2018

Name: Boys & Girls Club of Carbon County  
Address: PO Box 2063, Rawlins, WY. 82301

### **Community Services Provided:**

The Boys & Girls Club of Carbon County's mission is to enable all young people, especially those who need us the most, to reach their full potential as productive, caring, responsible citizens. The club provides children a safe place to learn and grow; ongoing relationships with caring adult professionals and mentors; life-enhancing programs and character development experiences; opportunities to dream big and learn how to make their dreams become realities. We serve youth from first grade thru age 18. We have several teen staff members from which they were former club members, as well as volunteers from the high school. We have a collaboration with the Best Buddies program from RHS who will periodically come to the club to assist with activities. The Boys & Girls Club also gives back to the community. This year we were able to give to Hones Veterinary clinic with a donation from our Pine Cone Feeders.

In 2017 the Boys & Girls Club had 214 registered with an average daily attendance 78 during the school year and 144 during the summer. 61 of the registered members are from single parent homes, while another 71 registered members qualify for free/reduced lunches at school. We currently charge \$400.00 for the school year first child and \$370 for the second child. Our summer charges are the same.

Boys & Girls programs are targeted in the following areas; Education and Career, Character & Leadership, Health and Life Skills, The Arts Program, Sports, Fitness and Recreation, as well as specialized programs, Club Service and Torch Club.

Our youth and staff have participated for the past 5 years in the City of Rawlins Clean-up day, (adopt a street program). We would be happy to have the City of Rawlins logo placed at our club facility.

<b>City Appropriated Amount -</b>	<b>FY 2016 -2017</b>	<b>\$10,000.00</b>
<b>City Current Year Appropriated Amount</b>	<b>FY 2017-2018</b>	<b>\$ 8,484.00</b>
<b>Requested Budget</b>	<b>FY 2018- 2019</b>	<b>\$ 7,635.60</b>

**Justification for Request Budget:**

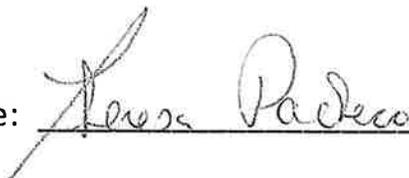
Today we are facing many challenges, including limited funding. The Boys & Girls Club would like to continue to provide services to the community as we invest in the future of our youth. As part of this plan, we are looking at different ways to increase our funding to include additional fundraising activities and to increase the club experience by providing fun, educational programs that foster academic success and opportunities for their future.

The funding received assists with staffing wages and professional development training for our staff.

**Additional Information:**

1. How are you going to be part of the City of Rawlins annual Cleanup?  
**The Boys & Girls Clubs will continue to clean our designated area for the City of Rawlins Cleanup Day. As well as assist in other areas if needed.**
2. Can you meet all of the contract requirements?  
**We can meet all of the contract requirements**
3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?  
**On any advertising we do we are required to list those entities that provide funds to the Boys & Girls Clubs, the City logo will be placed on our building and on any advertising with a tag line funds provided by... We also recognize our funders on our new donor wall being implemented.**
4. How many people does your agency serve?  
**As of March 13, 2018, we served 116 members, 25% come from single Parent households, with another 25 families on scholarships.**

Signature: \_\_\_\_\_

Handwritten signature of Kevin Padeco in cursive script, written over a horizontal line.

**CITY OF RAWLINS**  
**FINANCIAL INFORMATON**  
**For FY 2018 – 2019 Funding**

	<b>FY 2017-2018 ACTUAL</b>	<b>FY 2018 –2019 BUDGET</b>
TOTAL REVENUES	<b>\$377,640.89</b>	<b>\$368,814.65</b>
TOTAL OPERATING EXPENSES	<b>\$289,332.35</b>	<b>\$358,950.00</b>
SURPLUS (DEFICT)	<b>\$88,308.54</b>	<b>\$ 9,864.64</b>
TOTAL FUNDS FROM CITY	<b>\$ 8,484.00</b>	<b>\$7,635.60</b>
TOTAL FUNDS FROM COUNTY	<b>0</b>	<b>0</b>
TOTAL FUNDS FROM OTHER AGENCIES	<b>\$282,275.81</b>	<b>\$290,179.00</b>
TOTAL FUNDS IN RESERVE	<b>\$102,479.15</b>	<b>\$120,425.22</b>

Are board meeting held by your agency open to the public?

Yes  
 No

Can your agency provide progress reports to the City Council upon request?

Yes  
 No



**City of Rawlins request for funds:****3/23/2018****Program Name:** Carbon County Child Development Programs**Address:** 1801 Edinburgh

Rawlins, Wyoming 82301

**Community Services Provided:**

Carbon County Child Development Programs (CCCDP) provides comprehensive services to children three to five years old. The program comprehensive services are as follows: overall health including nutrition and mental health, vision, hearing, dental, education services including special education and school readiness, family services including community resources, parent trainings, and safety. Of the children we serve, 90% are low-income according to the Department of Health and Human Services, Head Start guidelines. Along with helping families continue higher education, the children in the classrooms at CCCDP use Creative Curriculum Continuum to guide learning and make sure these children are ready for Kindergarten.

Carbon County Child Development Programs (CCCDP) is proud to announce that we have four full-day classrooms that start school at 8 a.m. and end at 4 p.m. The transition to full-day classrooms was a strong effort to help fulfill community needs by offering full-day preschool services for 80 community children. Childcare in Rawlins is extremely expensive and families are unable to pay for the high cost of childcare and work a job that pays minimum wage. If parents work, a large portion of their paychecks will go to childcare making it unbeneficial for some families to work. Our program can offer 80 child slots so parents and caregivers are able to work and/or attend higher education without the high cost of childcare. Families are more able to become self-sufficient. Head Start is a free program!

CCCDP has many community partners such as CCSD #1, Public Health, Workforce Services, CCHEC, and Saint Vincent DePaul.

CCCDP leads and hosts a Health Advisory Committee that meets quarterly to discuss health concerns and trends of the community. Head Start children receive or have access to medical, dental and mental health services. We collaborate with health professionals who provide, when available, physicals and dental checks. Our program Health Specialist and staff provide basic health checks such as vision, hearing, height, weight, nutrition, blood pressure, lead/anemia checks and social emotional screenings. CCCDP provides throughout the year, several parent trainings provided by an in-house instructor or through a community professional. CCCDP currently provides CPR and First Aid courses to interested Head Start families. This helps families be prepared for emergencies. We also provide Love and Logic parenting classes through in-house trained instructors.

**City Appropriated Amount - FY 2016-2017: \$10,000.00**

**City Current Year Appropriated Amount - FY 2017 - 2018: \$7,000.00**

**Requested Budget - FY 2018 – 2019: 7,000.00**

### **Justification for Requested Budget:**

Carbon County Child Development Programs now has four full-day classrooms in Rawlins that serve 80 low-income children and their families. These children are gaining school readiness skills while their parents are able to become or remain employed or attend higher education programs. Head Start parents begin to gain confidence in goal setting and becoming comfortable in an education rich environment. Our federal grant pays for 80% of the annual costs to provide Head Start services, while 20% of funding must come from other sources. We also utilize Child and Adult Care Food Program (CACFP) that reimburses the program \$1.75 for breakfast, \$3.23 for lunch, and \$.88 for snack for each child in the program. While CACFP is a fantastic program that helps provide healthy meals to our program's children, it is not near enough to cover the annual cost of food. We are short on average \$1,000.00 per month or \$9,000.00 per year on food costs.

The latest data collected shows that the investment you make now in preschool aged children and their families will save the average taxpayer later. Statistics show that expanding early learning, including high-quality preschool, provides society with a return on investment of \$8.60 for every \$1 spent. About half of the return on investment originates from increased earnings for children when they grow up.

(Source: White House Council of Economic Advisors. *The Economics of Early Childhood Investments*, [https://www.whitehouse.gov/sites/default/files/docs/early\\_childhood\\_report1.pdf](https://www.whitehouse.gov/sites/default/files/docs/early_childhood_report1.pdf) 7 National)

### **Additional Information:**

**1. How are you going to be part of the City of Rawlins annual cleanup?**

CCCDP has adopted the green space lot from Murray north along 287 Bypass adjacent to the Green Acres Trailer Park. We have cleaned this area for several years and are very proud to do so. CCCDP also participates in an annual earth day. The program staff, children, and families help with a cleanup of the Ben Nevis area where the program is located. CCCDP provides a monthly cleanup and safety check of the Ben Nevis area.

**2. Can you meet all of the contract requirements?**

Yes, CCCDP is able to meet the contract requirements.

**3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?**

The City of Rawlins will be recognized by CCCDP in many different ways throughout the school year, including noting the City of Rawlins in our annual report as well as in our annual grant to the Department of Health and Human Services.

**4. How many people does your agency serve?**

80 children and their families.

Thank you for your continued support to the Carbon County Child Development Programs and for your support to the community from this great town of Rawlins!

Signature: Mindy Monson Date: 3-23-18

**Carbon County Child Development Programs**

**Executive Director: Mindy Monson**

**1801 Edinburgh**

**Rawlins, Wyoming 82301**

**307-324-4951**

**Email: [mmonson@cccdp.net](mailto:mmonson@cccdp.net)**

CITY OF RAWLINS  
 FINANCIAL INFORMATION  
 For FY 2018-2019 Funding

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	1080615	1064789
TOTAL OPERATING EXPENSES	1080615	1064789
SURPLUS / (DEFICIT)	0	0
TOTAL FUNDS FROM THE CITY	7000	7000
TOTAL FUNDS FROM THE COUNTY	0	0
TOTAL FUNDS FROM OTHER AGENCIES	1073615	1057789
TOTAL FUNDS IN RESERVE	0	0

Are board meetings held by your agency open to the public?

- Yes
- No

Can your agency provide progress reports to the City Council upon request?

- Yes
- No

## Carbon County COVE

Ending Violence in Carbon County One Family at a Time!

PO Box 713  
415 West Buffalo Street  
Rawlins, WY 82301



Telephone: (307) 324-7071  
Facsimile: (307) 324-7075  
[www.CarbonCountyCOVE.com](http://www.CarbonCountyCOVE.com)

Email: [cove711@yahoo.com](mailto:cove711@yahoo.com)

### CITY OF RAWLINS FINANCIAL INFORMATION FOR FISCAL YEAR 2018-2019 FUNDING

#### Community Services Provided:

Carbon County COVE provides free and confidential services to victims of domestic violence, sexual assault, and stalking throughout all of Carbon County. We assist all non-offending individuals, regardless of race, color, religion, national origin, sex, age, disability, or sexual orientation. We provide the following services: 24-hour crisis hotline, crisis intervention (including response to Rawlins Police Department calls regarding these crimes), criminal justice support/advocacy, legal advocacy (such as assistance with protection orders, referrals, applications to programs that provide legal services at reduced or no cost, and accompaniment to legal appointments), assistance with Crime Victims' Compensation, emergency financial assistance (such as rent, utilities, or child care), shelter/safehouse services, safety planning (including changing household locks and providing "911 cell phones"), transportation, information, and follow-up services. Additionally, we provide referrals for a multitude of various other services and resources, such as counseling and community support groups. We also house a bank of donated clothing, furniture, and other household items, which is available to victims and other individuals in need. Furthermore, we are committed to ending relationship violence in Carbon County and we take preventative measures by educating the community about domestic violence, sexual assault, and stalking.

#### Justification for Requested Budget:

Carbon County COVE is requesting \$10,000.00 from the City of Rawlins for Fiscal Year 2018-2019. This is a slight increase from the amount that we were generously awarded during Fiscal Year 2017-2018. During previous fiscal years, we have successfully reduced and/or eliminated many expenses, including not filling a staff position that was vacated. However, in order to maintain our Federal grants, we must have a match for our largest grant. The requirement of the match is to show that Communities have a vested interest in our program and services. In order to maintain a functional program capable of providing quality services to victims, we need assistance from the Community and Governing entities. We continue to see decreases every year in our federal funding. We had to work around cuts to our budget in the current fiscal year. We were however able to maintain all three staff members. This funding that we ask for will effectively secure a match to make it possible to retain all three employees as well as help with operating expenses and client assistance. I ask you to please consider the importance of our program and the services that COVE provides. Thank you for taking the time to consider our request.

Respect \* Dignity \* Integrity \* Compassion \* Acceptance \* Professionalism

Additional Information:

1. How are you going to be part of the City of Rawlins annual cleanup?

Entire staff will report for  
clean-up day.

2. Can you meet all of the contract requirements?

Yes

3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

All newspaper ads, brochures etc.  
will contain a disclaimer  
stating funding is provided in part  
by City of Rawlins.

4. How many people does your agency serve?

COVE served 142 victims in  
FY 2016-2017

Signature: \_\_\_\_\_

Phoebe Jacobs

Date: 3-30-2018

Name: Carbon County COVE

Address: 415 W. Buffalo St. Pauline, WY 82301

Community Services Provided:

Please see attached

City Appropriated Amount -	FY 2016-2017: \$	10,000.00
City Current Year Appropriated Amount -	FY 2017-2018: \$	8,800.00
Requested Budget -	FY 2018-2019: \$	10,000.00

Justification for Requested Budget:

Please see attached

CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	1,969,980.00	\$ 2,106,111.00
TOTAL OPERATING EXPENSES	1,969,980.00	
SURPLUS / (DEFICIT)		
TOTAL FUNDS FROM THE CITY	8,800.00	\$ 10,000.00
TOTAL FUNDS FROM THE COUNTY	0	
TOTAL FUNDS FROM OTHER AGENCIES	0	\$ 194,011.00
TOTAL FUNDS IN RESERVE	6 MO. CD	2 YR CD
	\$ 12,132.63	\$ 29,204.62

*Feed grants*

Are board meetings held by your agency open to the public?

Yes  
 No

Can your agency provide progress reports to the City Council upon request?

Yes  
 No

Date: 3/28/18

Name: Carbon County Economic Development Cooperation (CCEDC)

Address: 215 W. Buffalo, Rm 304  
Rawlens, WY 82301

Community Services Provided:

See Attachment 1.

City Appropriated Amount -

FY 2016-2017: \$ 15,000.<sup>00</sup>

City Current Year Appropriated Amount -

FY 2017-2018: \$ 10,000.<sup>00</sup>

Requested Budget -

FY 2018-2019: \$ 12,000.<sup>00</sup>

Justification for Requested Budget:

See Attachment 2

## Non-Profit & Ancillary Agencies- Request for Funds, FY 2018-2019

### Additional Information

1. How are you going to be part of the City of Rawlins annual cleanup?

CCEDC has participated in the City-wide clean-up for seven years. We have adopted West Spruce Street between 18<sup>th</sup> & Spruce west to the I-80 turn-off. We have a spring cleanup and a fall cleanup. We did a fall clean-up at this location the end of October and plan to do a spring clean-up this May or early June.

2. Can you meet all of the contract requirements?

Yes, and we are available at any time to report to the council about our activities. We are also available to write grants for the City. CCEDC has also participated and had past representation on the Rawlins Tourism Assessment, the Master Plan dealing with Economic Development, and the Aging in Place committee which CCEDC has now taken over. We currently participate in the Rawlins Tourism Committee. Cindy is on the Economic Vitality Committee of Rawlins DDA Main Street as well. CCEDC would like to be more involved with the City on committees dealing with Economic Development.

City Manager Scott Hannum is your City Representative on our board who reports to the council on our activities.

3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

CCEDC sends out a quarterly newsletter during the year and we always list our "Honor Roll of Investors" which the City of Rawlins is listed under our Diamond level. We also have signage of all of our investors at various events such as the Annual meeting and our Carbon County Eggs and Issues.

All of our Honor Roll of Investors are also listed in our Moving Forward Together packet and handed out to potential investors. On our website, the City of Rawlins is listed on the home page under our Honor Roll of Investors several times and on the homepage the City logo is hyperlinked to the City's website.

4. How many people does your agency serve?

CCEDC serves all of Carbon County, close to 16,000 people! Not only do we serve the county, but we represent the state by serving on several statewide committees and organizations. The Executive Director is past board President and current member of the Wyoming Housing Network and appointed by the Governor to serve on the Correctional Industries Advisory Board (current President). She is also a past board member and current member of the Wyoming Economic Development Alliance (WEDA) and serves on the education and legislative committees. CCEDC also belongs to the Wyoming Wind Coalition group to further promote wind development and projects to Carbon County and the state. CCEDC also serves any business who wishes to expand or relocate to our county and City of Rawlins. We work closely with all the wind developers who are currently working or planning their wind projects.

Signature:

*Cynthia Wallace, Executive Director*

CITY OF RAWLINS  
 FINANCIAL INFORMATION  
 For FY 2018-2019 Funding

	As of March 27, 2018 →	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES		43,816.41	97,365.00
TOTAL OPERATING EXPENSES		42,055.40	97,365.00
SURPLUS / (DEFICIT)	As of March 28, 2018	\$ 1,811.01	- 0 -
TOTAL FUNDS FROM THE CITY		\$ 10,000.00	12,000.00
TOTAL FUNDS FROM THE COUNTY		\$ 5,000.00	12,000.00
TOTAL FUNDS FROM OTHER AGENCIES		7,200 other towns 42,800 private	7,200 - other towns 42,800 - private (MFT)
TOTAL FUNDS IN RESERVE - From Sale of Carbon Mine & Rent from CDBG.		\$ 179,517.54	\$ 175,000.00

as of March 2018 →  
 The reserve funds do not go into operating budget. They are used for exhibiting at trade shows, education, or in reserve if we need to buy land or help with a grant match.

Are board meetings held by your agency open to the public?

- Yes
- No

Can your agency provide progress reports to the City Council upon request?

- Yes
- No

**Attachment 1:****COMMUNITY SERVICES PROVIDED BY CARBON COUNTY ECONOMIC DEVELOPMENT CORPORATION**

- CCEDC supports existing businesses and works with their retention and expansion plans if any. We are the liaison between local, state and federal programs and agencies.
- CCEDC encourages new business recruitment and development. We have hosted 3 site Selector's in the past, to look at sites in and around Rawlins. Only agency in Rawlins/Carbon County to receive and submit Wyoming Business Council leads.
- CCEDC wrote the CDBG grant for the Union Wireless building and remodeled it. We are still working to recruit a coffee/bagel shop to that location with two new business prospects looking.
- We continue to work on recruiting retail, hospitality or service businesses to Rawlins. We have the Rawlins Plaza site listed on our website and added the Shopko building.
- CCEDC formed the first Leadership Carbon County program last year and currently in our second year with a class of 13 members. The aim is to provide future leaders for the City and county. We added to our committee the Rawlins Chamber of Commerce, Saratoga/Platte Valley Chamber of Commerce, Rawlins DDA Main Street and Carbon Co. Higher Education Center to help with the classes.
- Testified a year ago in person to the Revenue Committee in Cheyenne to oppose the increase in the wind tax again as well as monitored this year's bills that tried to increase the wind tax. CCEDC sent letters to the Interim Revenue Committee this last fall also to oppose any increase in tax. We sponsored two Wind Studies done by the University of Wyoming with one of them in cooperation with the Wyoming Business Council. Also worked with WEDA, CCCOG, Chambers and other associations to oppose this session's wind tax proposed bills. We joined the Wyoming Wind Coalition group and attended and spoke during a legislative reception at Little America to educate the legislator's about the benefit of wind development to the state this last February.
- We will write grants for the city as needed. The last grant our office wrote for the City was the WBC grant application for the Fairfield Inn & Suites roadway in the amount of \$468,000. We also assisted the Old Pen with writing their two grants and helped with the Environmental Assessment to make the Old Guard's Quarters into the Visitor Council office and entrepreneurial space like an ice cream shop. Office has met with the Carbon County Museum staff and Memorial Hospital of Carbon County offering assistance on finding funding options for their projects.
- CCEDC has a newer website and it provides information about the whole county including data and statistics, available buildings and sites, links to all the towns websites, community information, GIS mapping, labor statistics, employer information and much more.
- Will began updating the Great Divide CEDS plan for Carbon and Sweetwater Counties and our office is the administrative office for that organization. Organizes and sets up all the meetings for the organization board as needed.
- The CCEDC office continues to update our database of all existing buildings and sites in the county and for the City of Rawlins. These are available on the Wyoming Business Council database as well as the CCEDC website.
- Assisted 2 new business prospects with finding a building or lot in Rawlins for their business. Currently working with one to expand their business. We also help counsel new business start-ups and assist in writing business plans.
- We continue to work with the Power Company of Wyoming, Trans West Express, Gateway South and West transmission line projects, Viridis Eolia Wind Project, Invenergy, and attend public hearings and meetings and prepare letters of support as needed. We are currently working with

the Wyoming Business Council in developing their new wind development webpage matching suppliers to developers needs.

- Attended the Canadian Wind Energy Expo in October and worked in the Wyoming Business Council booth, meeting with 7 business leads, and distributed information on our wind projects
- We continue to host the Carbon County Eggs and Issues which replaced our Industry Roundtable. We recently held a Workforce topic session on March 13<sup>th</sup>.
- Executive Director served on the committee for the City on the Economic Development component of the City of Rawlins Master plan committee and assisted with the Comprehensive Master Plan in the past.
- Many times CCEDC is the first stop for companies looking to relocate to Carbon County and provide the necessary information or show the company around and set up meetings with local officials and businesses as needed.
- We work with the local workforce center on job training and re-training grants and will write them for any business. CCEDC is now in charge of the Workforce Advisory Group (WAG) for Carbon County and we are represented on the Regional WAG group. This is an initiative that was part of the ENDOW initiative.
- Continues with communication of a county-wide economic development message through community outreach that promotes the county's needs to support Economic Development via talking to City and Town Councils, the Commissioners, radio programs, newspaper articles, a quarterly newsletter and local service clubs.
- Executive Director serves on the Wyoming Housing Network Board of Directors, serves on the Correctional Industries Advisory Board appointed by the Governor and is the 2018 President, board member and secretary for CCVC, and current member of WEDA, serving on the legislative and education committees.
- Has representation on our CCEDC Board by the City of Rawlins with Scott Hannum as a board member.
- CCEDC works cooperatively with the Wyoming Business Council, the Small Business Development Center, Rawlins and Platte Valley/Saratoga Chamber of Commerce, Rawlins DDA Main Street, Carbon County Visitors Council, Carbon County Higher Education Center, Rural Development and other state and local agencies.
- Assists and encourage local developers and governmental agencies in development of additional needed commercial and residential infrastructure, building sites and construction.
- We are conducting business visitations and filling out surveys in our business retention and expansion programs.
- Paid the 10% match for the façade improvement grant for the Carbon Mercantile building, which we sold to a private individual last spring.
- Members of the CCEDC board have participated in the City-wide cleanup each year.
- Will continue to assist Sinclair Refining Company on finding housing for their turn-around.
- Answer hundreds of questions via phone, email and in person concerning business opportunities in Rawlins and Carbon County.
- Filled out application recently on getting Opportunity Zone status to the City of Rawlins and the northeast half of the county. We also filled out information concerning Rawlins and the county requested by the Wyoming Business Council concerning information needed for an ENDOW initiative.

**ATTACHMENT 2 –City of Rawlins budget request 2018/19  
JUSTIFICATION FOR REQUESTED BUDGET**

Every county in Wyoming has an Economic Development program to cooperatively work with local governments to help maintain or expand job opportunities and increase the local tax base. In times of economic downturns, and/or impending projects; this service is even more vital. **CCEDC contracts our services to the City of Rawlins, Carbon County, and other towns in the county and provide a return on your investment by creating or keeping jobs in the area.** Your past investment in CCEDC returned \$73 to every dollar you invested. **We truly appreciate the funding that the City of Rawlins has provided CCEDC!**

While the region has a number of assets and strengths; it also has many challenges and weaknesses to address. The regional economy is too subject to the cyclical market swings of our energy rich assets. High profile projects such as Sinclair Wyoming Refining Co turn-around, Power Company of Wyoming, Viridis Eolia Wind Project and transmission line projects which the CCEDC is providing assistance to, will place additional pressure on available, affordable workforce housing. **Carbon County needs a coordinated, effective Economic Development program that will move us and our economy forward, but we need the resources to do so.**

Economic Development has become a high stakes competition among communities across the region and across the country. **Communities with active well-funded programs grow at three times the national average.** We currently receive \$22,050 in public funds, down by \$10,500 from a year ago and down \$20,350 from two years ago. We have collected to date about half of the \$42,000 private funds needed. We still have funds pledged for April to June that needs to come in which if all is collected, will be close to that final number. CCEDC is also working to get more private investors throughout the year to make our budget and also hold fundraisers. We operate on approximately a **\$97,000 budget** which just covers the basics to operate our office.

**Funding is still needed for the following:**

1. Funds are needed to pay for day to day operating expense of the office such as general office expenses, salary, phone, copier lease, supplies, postage, accounting fees, insurance, website, marketing, mileage for director to travel throughout the county and to attend meetings and conferences in and out of state representing Rawlins and Carbon County. A new laptop or tablet is needed so it can be used outside of the office at meetings.
2. CCEDC has a goal to attend 1-2 recruiting missions or trade-shows with the Wyoming Business Council. We are attending the 2018 Wind Power Show this year.
3. Create and update comprehensive marketing pieces for the towns and county to take to shows as well as a tool to hand out at other events and place on our website. We currently have a logistics marketing piece and a wind marketing piece.
4. Hire a part-time office assistant (15-20 hours). This will allow the Executive Director to be able to get out more in the county and work with companies. This person will also file and assist Executive Director with keeping demographic data and the website up to date. This is subject to funding levels.

**CCEDC's budget was originally set up with the county and cities agreeing to fund economic development at \$3 per person, based on population.** We use to receive \$30,000 from the City of Rawlins and then it was cut to \$21,240 for two years and then for two years we were cut to \$15,000.

Last year we were cut to \$10,000. We are requesting \$12,000 for the 2018/19 budget from the City of Rawlins. Rawlins is the largest populated town in the county and much of our marketing and work revolves around Rawlins. The City of Rawlins is receiving a great return on your investment by partnering with CCEDC for your economic development work.

Board members are represented by not only the communities, but by more private business representatives. Scott Hannum is currently the City of Rawlins representative on our board. The board has become more actively involved on task force committees and reporting back their progress to the board. Without adequate funding and resources we cannot continue to operate an effective economic development program.

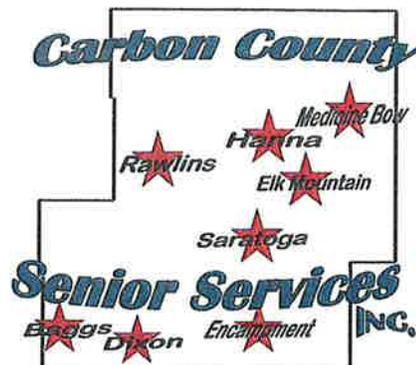
The over-arching purpose of the Moving Forward Together campaign initiative is to improve the economic performance and vitality of the County. This requires significant resources- human and financial- and a long term commitment by the private and public sectors. The main thrust of the "Moving Forward Together" initiative is to:

- Assist in the creation of 200 new jobs to the County's economy through the retention and growth of existing businesses, the start-up of new businesses, and the recruitment of targeted businesses. Since 2012 we reached that goal in 4 years and in 2017 we added this goal again to achieve in five years.
- Design and implement an ongoing existing industry Retention and Expansion program.
- Generate a comprehensive inventory and market all industrial and commercial sites and buildings
- Determine the current housing inventory and additional housing needs
- Monitor and be active in NEPA hearings and permitting processes that affect Carbon County.

CCEDC is not a charity. We are a private- non-profit 501 c (6) that **CONTRACTS our professional service** to your City. We work to retain or create jobs for the county and City and to help expand the sales tax base. Any new or expanding business in the county helps everyone, but especially the City of Rawlins being the county seat.



Carbon County Senior Services  
P.O. Box 111  
545 15<sup>th</sup> St.  
Rawlins, WY 82301  
Phone: (307) 328-2863  
Fax: (307) 328-2864  
E-Mail: [ccssi@bresnan.net](mailto:ccssi@bresnan.net)



March 26, 2018

Dan Izzo  
Finance Director  
City of Rawlins  
P. O. Box 953  
Rawlins, WY 82301

Dear Mr. Izzo,

Enclosed you will find our request for funds from your budget allocation for the upcoming fiscal year. We provide both congregate and home delivered meals to our senior citizens. For many, we provide the only hot meal they have all day. Last year we served 62,619 meals in Carbon County. Of those meals, 25,947 were served in Rawlins alone. Many of our seniors cannot afford to pay the "suggested donation" of \$4.00 per meal. Our actual cost per meal ranges from \$11.00-\$12.50 per meal. Therefore, we rely totally on state grants, local match funding and private donations. Any and all contributions are needed and always appreciated.

We are very grateful for the funds we receive from the City of Rawlins. We thank you for your favorable consideration of our request. We look forward to meeting with you, and presenting this request to our City Council members on May 1st.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Engstrom", is written over a horizontal line.

Lisa Engstrom  
Executive Director

Additional Information:

1. How are you going to be part of the City of Rawlins annual cleanup?

Carbon County Senior Services, Inc. will have senior volunteers from the Rawlins Center and staff that will volunteer to work the City cleanup. We typically have 5-10 individuals that help with this event. We have also signed a contract to participate in the Adopt a Street Program.

2. Can you meet all of the contract requirements?

At this time, I believe we are meeting all the contract requirements and I don't foresee that to be an issue in the future either.

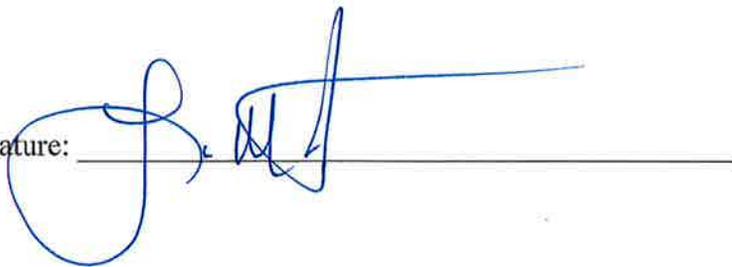
3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

All of our participating agencies are listed in our brochures. We also announce regularly at all 8 centers the agencies that help fund our programs.

4. How many people does your agency serve?

Our agency served 998 seniors in Carbon County during FY 2016-2017. We are on track to have that number be over 1000 this FY.

Signature: \_\_\_\_\_



Date: March 26, 2018

Name: Carbon County Senior Services, Inc.  
Address: PO Box 111  
Rawlins, WY 82301

**Community Services Provided:**

The largest service that we provide is serving hot meals to our senior citizens. These meals have been approved by a registered dietician and meet the state guidelines for nutritionally balanced meals intended for seniors sixty years of age and older. For many of our seniors this is the only hot meal they have all day.

We have eight senior centers in Carbon County. They are located in the towns of Baggs, Dixon, Elk Mountain, Encampment, Hanna, Medicine Bow, Rawlins, and Saratoga. We have home delivered meals (also known as Meals on Wheels) at each of our centers. This way, we can reach out to our frail and homebound seniors as well.

We also provide transportation in Rawlins/Sinclair and Saratoga. We provide socialization, exercise, nutritional information and other information and services appropriate for our senior population. Rawlins is our largest senior center. We served a total of 62,619 meals last year of which **25,947 meals were served in Rawlins alone.**

City Appropriated Amount -	FY 2016-2017: \$10,000
City Current Year Appropriated Amount -	FY 2017-2018: \$8,800

Requested Budget -	FY 2018-2019: \$10,000
--------------------	------------------------

**Justification for Requested Budget:**

We request funds from all the towns and cities within Carbon County. We need "Local Match" funds from different municipalities in order to receive State and Federal funds. These contributions indicate the local support of our programs and shows that we have community participation. These funds are used to help offset the rising costs of raw food, kitchen supplies, equipment, and payroll, etc. Without our grants and local contributions we would not be able to serve our seniors and many would be malnourished. Our services help keep our seniors independent and living in their own homes and avoid institutionalization.

CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2016-2017 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	1,007,357.51	974,663.00
TOTAL OPERATING EXPENSES	993,470.44	974,750.00
SURPLUS / (DEFICIT)	28,967.43	87.00
TOTAL FUNDS FROM THE CITY	10,000.00	10,000.00
TOTAL FUNDS FROM THE COUNTY	200,000.00	190,000.00
TOTAL FUNDS FROM OTHER AGENCIES	679,204.37	574,663.00
TOTAL FUNDS IN RESERVE	28,967.43	28,967.43

Are board meetings held by your agency open to the public?

Yes

No

Can your agency provide progress reports to the City Council upon request?

Yes

No



March 27th, 2018

☎ 307.745.8997

1.800.676.1909

Fax 307.742.6146

[www.cathedralhome.org](http://www.cathedralhome.org)

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

4989 North 3rd Street

Laramie, Wyoming 82072

#### BOARD OF DIRECTORS

**BISHOP JOHN S. SMYLIE** ■  
HONORARY CHAIRMAN

**KERRY GREASER** ■  
PRESIDENT

**RAY McELWEE** ■  
VICE-PRESIDENT

**LINDA NYDAHL** ■  
TREASURER

**PAULA DODDS** ■  
SECRETARY

**MARGE BEDESSEM** ■

**JEFF BIEGERT** ■

**VERY REV. MARILYN ENGSTROM** ■

**MARY GARLAND** ■

**URSULA HARRISON** ■

**PEGGY PALM** ■

**TERRY ROARK** ■

**EMMAJO SPIEGELBERG** ■

**DICK VAN PELT** ■

**M. GREGORY WEISZ** ■

**NICOLE HAUSER** ■  
EXECUTIVE DIRECTOR

City of Rawlins  
Attn: Dan Izzo  
PO Box 953  
Rawlins, WY 82301

Dear Mr. Izzo and City Council members,

We would like to respectfully request \$3,000.00 in funding to be put towards operations of the Carbon County Youth Crisis Center.

With your support and with the support of the community we can continue to provide resources and 24 hour emergency care to youth and families in need. With the necessary funds, families have a place to go when times are hard and when they just need someone to listen. Raising a child can be difficult and by giving to our program, you are lending a helpful hand. No one should have to go it alone and with your support, they won't have to.

From the Carbon County Youth Crisis Center and Cathedral Home for Children, we thank you for any support that you are able to provide to our program. If you have any questions regarding our request, please don't hesitate to contact Holly Law, Carbon County Youth Crisis Center Coordinator at (307)328-5641 or [hlaw@cathedralhome.org](mailto:hlaw@cathedralhome.org).

Sincerely,

Cassidy Biggs, MBA  
Marketing and Development Director  
Cathedral Home for Children



\*\*\* Cathedral Home for Children is a non-profit, tax exempt organization according to section 501c (3) of the Internal Revenue Service tax code. Your contribution is deductible as allowed by current law. We certify that no goods or services of value were exchanged for this contribution.

Accredited by the Joint  
Commission



Cathedral Home for Children is an  
Equal Opportunity Employer

## Non-Profit & Ancillary Agencies- Request for Funds, FY 2018-2019

**Date:** March 26th, 2018

**Name:** Cathedral Home for Children's Carbon County Youth Crisis Center

**Address:** 1130 E. Daley, Rawlins, WY 82301 (Physical)  
(Mailing Address- 4989 North 3<sup>rd</sup> Street, Laramie, WY 82072)

**Community Service Provided:** The Carbon County Youth Crisis Center (CCYCC) provides emergency shelter care, family support, and a 24-hour hotline to youth and families of the community and surrounding areas. Shelter care is available 24 hours a day, 365 days a year for youth between the ages of 0 and 17. Youth are admitted into our program for a variety of reasons; time outs, alternative to jail, awaiting placement, etc. CCYCC follows its mission; to restore hope, strengthen relationships and build futures by working to help them gain the knowledge and skills they need to be successful. CCYCC provides a licensed clinical social worker who offers individual and family counseling during the crisis and highly trained staff members who provide around-the-clock care and supervision for youth residing at the center. Extended Families and Diversion are also offered through CCYCC. In 2018, with secured funding through grants, CCYCC will undergo a building expansion to enrich services provided to youth and families of the community.

**City Appropriated Amount:** FY 2016-2017: \$0.00

**City Current Year Appropriated Amount:** FY 2017-2018: \$2,640.00

**Requested Budget:** FY 2018-2019: \$3,000.00

**Justification for requested budget:** Funding from the City of Rawlins will be put towards operations of the Carbon County Youth Crisis Center.

**Additional Information:**

1. **How are you going to be part of the City of Rawlins annual cleanup?** Currently, the youth of our program take part in the City of Rawlins' annual community clean-up day and we will continue to participate.
2. **Can you meet all of the contract requirements?** Yes.
3. **The City of Rawlins requires that you advertise the fact that you received city funds. How will this be accomplished?** Funding from the City of Rawlins will be mentioned in our Annual Newsletter, the Open Door (circulation of 3,000 plus) and will receive acknowledgement via our social media sites, Facebook, Instagram and Twitter.
4. **How many people does your agency serve?** In 2017, CCYCC had a total of 113 intakes (95% from Carbon County, 4% from Counties within Wyoming and 1% from communities outside of Wyoming). 99 of those placements were crisis placements with 14 being paid Group Home Bed placements.

Signature: \_\_\_\_\_



**CITY OF RAWLINS**  
**FINANCIAL INFORMATION**  
 For FY 2018-2019 Funding

	FY 2017-2018 Actual	FY 2018-2019 Budget
<b>TOTAL REVENUE</b>	\$394,414.05	\$356,210.00
<b>TOTAL OPERATING EXPENSES</b>	\$323,171.08	\$321,700.00
<b>SURPLUS/ (DEFICIT)</b>	\$71,242.97	\$34,510.00
<b>TOTAL FUNDS FROM THE CITY</b>	\$2,640.00	\$3,000.00
<b>TOTAL FUNDS FROM THE COUNTY</b>	\$50,000.00	\$50,000.00
<b>TOTAL FUNDS FROM OTHER AGENCIES</b>	\$391,774.05	\$353,210.00
<b>TOTAL FUNDS IN RESERVE</b>	\$204,041.11	\$238,551.11

Are board meetings held by your agency open to the public? No

Can your agency provide progress reports to the City Council upon request? Yes





## DEVELOPMENTAL PRESCHOOL & DAY CARE CENTER

1771 Centennial Drive • Laramie, WY 82070

Phone: (307) 742-6374 Fax: (307) 721-5982

Early Intervention Office: (307) 742-3571 Fax: (307) 742-6397

---

3/22/2018

City of Rawlins  
c/o Daniel W. Izzo  
Finance Director  
521 West Cedar  
Rawlins, WY 82301

Dear Mr. Izzo:

Please find our application for City of Rawlins allocations for non-profit entities. We appreciate the City's continued support of our program. Funding from local sources is essential to Project Reach's ability to continue to serve the children of our community.

We noticed that the mailing address you have for us is an old address. Could you please update the records to show our current address of 1771 Centennial Drive, Suite 220, Laramie, WY 82070?

Please let me know if you have any other questions or concerns prior to the City Council meeting in May.

Sincerely,

Nicole Maravilla  
Program Director-Project Reach

## Non-Profit & Ancillary Agencies - Request for Funds, FY 2018-2019

Date: 3/21/2017

Name: Developmental Preschool & Day Care Center, DBA Project Reach

Address:

1801 Edinburgh, Rawlins, WY 82301

### Community Services Provided:

Project Reach serves children in Carbon County age birth through 5 with developmental services and preschool. Developmental services include developmental screenings, in-depth evaluations and early intervention services such as special education, speech pathology, and occupational therapy to name a few. All developmental services provided to children with disabilities are at no cost to the families. Preschool is also provided for all children age 3-5, regardless of developmental needs. In the 2017-2018 school year, Project Reach is serving about 87 preschool-age children and an additional children receive early intervention services at another preschool and about 18 infants with developmental/congenital concerns plus ten who attend toddler play group. In addition approximately 105 children were screened, and 87 evaluations were conducted. At least 50% of the families being served at Project Reach are low- to moderate-income.

City Appropriated Amount - FY 2015-2016: \$ 7000.00

City Current Year Appropriated Amount – FY 2016-2017: \$ 7000.00

Requested Budget - FY 2017-2018: \$ 7000.00

### Justification for Requested Budget:

We have kept our request at \$7,000 for FY 2017-2018. The funds we receive from local sources are used to leverage funding from the state and federal levels. Our contract with the state requires us to acquire 3% of local matching funds to continue to receive the funds to provide these much needed services to children of our community. We expect to receive approximately \$1,089,351 in federal and state funding, requiring us to raise \$32,680 from local sources. With added uncertainty of the level of funding we will continue to receive from the state level (statewide budget cuts are an annual concern), we become more and more reliant on local funding to help maintain the quality staff to provide top-quality services for the children. Our biggest concern is an ongoing loss of staff to the local school districts because salaries and benefits are more appealing. It is often difficult to recruit new staff to the area to fill these very specialized positions, so it is important that we work to retain staff in the coming years.

## Non-Profit & Ancillary Agencies - Request for Funds, FY 2018-2019

### Additional Information:

1. How are you going to be part of the City of Rawlins annual cleanup?

We plan to clean up at Rob Roy Park on Friday May 25th from 10:30 to 12:30. On Tuesday May 29st we will pick up any additional litter at the park after we have used it for our Field Day. We pick up litter at the facility at 1801 Edinburgh. Our facility is just west of the by pass and we often get litter and trash that is blown from the 287 By Pass. In addition we participate in the Adopt-a-Street program and have started recycling paper and card board at our center.

2. Can you meet all of the contract requirements?

Yes. We believe that we are good stewards of monies that we receive from City of Rawlins. We support local community businesses when purchasing services and supplies for our vehicles. We buy locally whenever possible, snack foods the children eat at Project Reach are purchased in Rawlins.

We are part of the Ben Nevis Association to ensure the property is mowed in the summer and plowed in the winter, abiding by the city ordinances.

3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

We recognize the City of Rawlins on our website, include information within the facility and in information to families that we serve. For example we include the City of Rawlins funding support in our Parent Handbook.

4. How many people does your agency serve?

During the 2017-2018 school year, Project Reach is serving about 55 preschool-age children and an additional 22 children receive early intervention services at another preschool. About 18 infants with developmental/congenital concerns are served in their homes or day cares plus ten who attend toddler play group. In addition 105 children were screened, and 87 evaluations conducted. We are in the process to transition to kindergarten for children who are or will be five soon.

Signature



CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	1,178,887	1,170,544
TOTAL OPERATING EXPENSES	1,178,887	1,170,544
SURPLUS / (DEFICIT)	0	0
TOTAL FUNDS FROM THE CITY	7000	7000
TOTAL FUNDS FROM THE COUNTY	0	0
TOTAL FUNDS FROM OTHER AGENCIES	1,171,887	1,163,544
TOTAL FUNDS IN RESERVE	399,206	400,891

Are board meetings held by your agency open to the public?

- Yes  
 No

Can your agency provide progress reports to the City Council upon request?

- Yes  
 No



March 26, 2018

Dan Izzo  
Finance Director  
PO Box 953  
Rawlins WY 82301

RE: FY 2018-2019 Funding Request

Dear Mr. Izzo,

Please find the enclosed funding request for the Children's Advocacy Project for FY19. I have also enclosed our 2017 Annual Report.

Thank you very much for giving us the opportunity to provide services to your community and for the opportunity to request funds. Please contact me if you need any additional information. I can be reached at 307-232-0159 or [stacy@childrensadvocacyproject.org](mailto:stacy@childrensadvocacyproject.org).

Sincerely,

A handwritten signature in black ink that reads "Stacy M. Nelson". The signature is written in a cursive, flowing style.

Stacy M. Nelson, Executive Director  
Children's Advocacy Project

## Non-Profit & Ancillary Agencies—Request for Funds, FY 2018-2019

Date: March 23, 2018

Name: Children's Advocacy Project

Address: 350 North Ash  
Casper WY 82601

### **Community Services Provided:**

**Forensic Interviewing:** CAP conducts forensic interviews for child victims of abuse and severe maltreatment, as well as for adults with disabilities.

**Victim Advocacy:** CAP provides victim advocacy services for children and non-offending family members. This includes explaining the process of the CAP interview, what to expect following the forensic interview, assisting them with obtaining counseling services, referring them to community agencies for needed services, and assisting families with victim's compensation forms.

**Therapeutic Services:** CAP provides individual and family therapy for children and their non-offending families. For youth living outside of Natrona County, CAP provides referral information to appropriate services in the family's home community.

**Community Education/Training:** CAP conducts community trainings on issues related to child sexual abuse such as recognizing signs of abuse, how to report, ways to protect children, body safety, as well as services provided at CAP. CAP presented to the Carbon County Alliance for Drug Endangered Children on March 6, 2018. Information provided included the ways in which CAP has addressed cases related to drug endangered children through forensic interviewing, and situations in which the primary issue was domestic violence but resulted in drug endangerment concerns. CAP also discussed generally the types of cases CAP typically encounters, with the most common being sexual abuse cases

CAP holds an annual "CAP Symposium", which is a two-day training offered to investigative team members from across the state (investigators, victim service workers, DFS workers, prosecutors and advocacy center staff). CAP brings in national speakers and trainers from the National Criminal Justice Training to provide trainings specifically related to the investigation of child abuse. The most recent training was held February 7-8, 2018.

City Appropriated Amount--	FY 2016-2017	\$0.00
City Current Year Appropriated Amount –	FY 2017-2018	\$2,640.00
Requested Budget-	FY 2018-2019	\$3,000.00

### **Justification for Requested Budget:**

Maintaining a braided funding system is integral for the Children's Advocacy Project. Not only does this funding contribute to maintaining sustainability, support from the City of Rawlins and various cities and county agencies who use our services, lends credibility when requesting support from other funding sources, some of which require a cash match. Projected funding streams for FY19 indicate support from seventeen (17) Wyoming towns, cities, and counties account for approximately 20% of CAP's total support.

## Non-Profit & Ancillary Agencies—Request for Funds, FY 2018-2019

### Additional Information:

1. How are you going to be part of the City of Rawlins annual cleanup?

CAP staff is willing to travel to the City of Rawlins to assist with an annual clean-up day if the schedule and weather permits. CAP is an organization comprised of only five staff, four of whom work directly with child victims and non-offending families. Therefore, CAP must ensure the services to the children are not negatively impacted. Coordinating a training event with a clean-up day would be ideal.

2. Can you meet all of the contract requirements?

CAP can meet all contract requirements, excluding the adopt-a-street program, due to CAP being located in Casper, WY. All other requirements have been, and will continue to be met as required per contract. CAP is also in the process of training additional staff to conduct community education trainings. This will better allow CAP staff the opportunity to train Rawlins community agencies on issues related to child abuse reporting, recognition, and prevention.

3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

CAP is able to include specific funders on their website and social media account "Facebook". CAP also includes a specific budget with most grant applications as well, which provides line item income amounts and the specific agency providing funds.

4. How many people does your agency serve?

In 2017, CAP conducted 20 forensic interviews of children from Carbon County, for a total of 147 since CAP began providing this service for Carbon County. Overall, in 2017, CAP conducted 303 forensic interviews of children from across the State of Wyoming. Since operations began in 2002, CAP has provided services to 3,342 children. Nearly 90% of CAP cases consist of children who have been sexually abused. The other 10% of CAP cases include child victims of severe physical abuse (burns, broken bones, etc.), severe long-term neglect (children locked in enclosures, long term malnutrition, long term medical neglect), children who have witnessed a violent crime (domestic violence, homicide), or drug endangered children. CAP also provided 442 individual therapy sessions for children at no cost to the family.

Signature: Stacy M. Nelson, Executive Director

03-26-18

**CITY OF RAWLINS**  
**FINANCIAL INFORMATION**  
**For FY 2018-2019 Funding**

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	\$ 572,951.00	\$ 557,550.00
TOTAL OPERATING EXPENSES	\$ 540,033.55	\$ 525,523.94
SURPLUS / (DEFICIT)	\$ 32,917.45	\$ 32,026.06
TOTAL FUNDS FROM THE CITY	\$ 2,640.00	\$ 3,000.00
TOTAL FUNDS FROM THE COUNTY	\$ 3,000.00	\$ 3,000.00
TOTAL FUNDS FROM OTHER AGENCIES (Wyoming Towns, Cities and Counties)	\$ 116,140.00	\$ 116,500.00
TOTAL FUNDS IN RESERVE **	\$ 409,333.00	\$ 409,333.00

\*\* CAP believes it is critical to build reserve funding to ensure services to child abuse victims continue without interruption when there is a loss of funding. In the event of a loss of funding, invested funds would be accessed to pay operational expenses, such as salaries, building insurance costs, utilities etc. CAP's operating reserves in the amount of \$409,333.00 are funds which have been invested over the last several years and are specifically intended for future use to ensure sustainability should funding be frozen or eliminated. This amount reflects the FY17 year end investment balance.

Are board meetings held by your agency open to the public?

YES  
 No

Can your agency provide progress reports to the City Council upon request?

YES  
 No

Date: 3-30-18

Name: Pet Partners of Carbon  
Address: PO Box 4000  
Rawlins, WY 82301

Community Services Provided:

Spay/Neuter Coupons  
TNR "trap Neuter & Release" program  
Adopt-A-Thons at Tractor Supply  
Spay/Neuter Shelter animals along with vaccination  
Fostering  
Public education  
Transport animals to Rescues  
Advertise Shelter animals

City Appropriated Amount -	FY 2016-2017: \$ 0.00
City Current Year Appropriated Amount -	FY 2017-2018: \$ 5,000.00
Requested Budget -	FY 2018-2019: \$ 15,200

Justification for Requested Budget:

This grant money will continue to allow Pet Partners funding for the TNR program and assisting in Spay, Neuter and shots for adoptable animals through Rochelle Animal Shelter and any rescues Pet Partners conducts. This money will also provide financial services to any person with animals in need of assistance in Spay, Neuter and shots in the community of Carbon County. These funds will also provide Pet Partners funding for a new cat shed for the TNR program with additional help of fundraisers that will be held throughout the year.

Additional Information:

1. How are you going to be part of the City of Rawlins annual cleanup?

Pet Partners has adopted a designated area in the City of Rawlins per the Pet Partners contract for the 2017-2018 year. Pet Partners will abide by the terms and conditions of the clean up.

2. Can you meet all of the contract requirements?

Pet Partners can meet all of the contract requirements by: participating in the City of Rawlins clean up, will continue to provide financial services such as spay and neuter coupons to the community, conduct Adopt-A-Thons throughout the year and lastly continue to work with the Rochelle Animal Shelter with adoption of animals.

3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

Pet Partners will advertise receiving city funds by posting on our website, Facebook page and put it on our flyers that are distributed at local businesses along with being posted in the newspaper.

4. How many people does your agency serve?

Pet Partners services of all Carbon County and works with different rescues in and out of state.

Signature: \_\_\_\_\_

*Charli Anderson*

CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	\$25,608.98	+/- \$25,000
TOTAL OPERATING EXPENSES	\$30,458.04	+/- \$30,000
SURPLUS / (DEFICIT)	-\$4,849.06	\$5,000
TOTAL FUNDS FROM THE CITY	\$500 (not yet received)	
TOTAL FUNDS FROM THE COUNTY	\$0	\$0
TOTAL FUNDS FROM OTHER AGENCIES	\$0	\$0
TOTAL FUNDS IN RESERVE	\$13,000	\$9,000

Are board meetings held by your agency open to the public?

- Yes
- No

Can your agency provide progress reports to the City Council upon request?

- Yes
- No





---

Patrick Gonzales, MBA

Executive Director

March 20, 2019

Dan Izzo  
Finance Manager  
City of Rawlins  
PO Box 953  
Rawlins, WY

Re: Request for Funds, FY2018-2019

Mr. Izzo;

Please accept our application for funding. We appreciate the opportunity and look forward to continuing our relationship with the City of Rawlins.

If you require additional information or have questions concerning the application, please feel free to contact me directly.

Thank you for consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "PG", is written over a large, light-colored scribble. To the right of the signature, the initials "MBA" are written in a smaller, cursive hand.

Patrick Gonzales, MBA

Executive Director, Carbon County Counseling Center

Date: March 20, 2018

Name: Carbon County Counseling Center  
Address: 721 W. Maple Street  
Rawlins, WY. 82301

**Community Services Provided:**

Carbon County Counseling has provided a variety of Mental Health and Substance Abuse Services since 1969, and continues to work with several agencies to ensure the mental health and well-being of the community is a high priority.

We serve children, youth, adolescents, adults, and seniors. Our goal is to assist all people in Rawlins and Carbon County affected by behavioral, emotional, psychiatric, and emotional difficulties.

Carbon County Counseling is nationally accredited by, the Commission on Accreditation of Rehabilitation Facilities (CARF), for Mental Health and Substance Abuse Services.

We are regular participants in the Annual Health Fair and support many community sponsored events and activities. We are an active member of the Rawlins Chamber of Commerce and are a Partner Affiliate with United Way of Carbon County. We have multiple working agreements with several local and county entities in order to provide and link clients with the best possible care.

City Appropriated Amount - FY 2016-2017: \$2,250.00  
City Current Year Appropriated Amount – FY 2017-2017: \$5,840.00

Requested Budget - FY 2017-2018: \$30,000.00

**Justification for Requested Budget:**

Many research studies have shown that when people receive appropriate mental health care, their use of medical services declines. Businesses benefit when employees have good mental health.

Mental health is associated with higher productivity, better performance, more consistent work attendance, and fewer workplace accidents. Employers can strengthen and safeguard their businesses by choosing employee health plans with strong mental health benefits.

By eliminating the causes of productivity loss, absenteeism, and worker accidents, mental health services increase a company's efficiency, productive capacity, and quality of goods and services.

Wyoming is a national leader in suicide among teens and adults. If we are more focused on treating those with mental health issues, perhaps we can begin to see these rates decrease over time. Mental Health and Substance Abuse is a nationwide concern and without funding many programs could be reduced which is a detriment to those seeking services.

Operating costs continue to increase, funding resources and sources become scarcer and lack of funding has seen much needed mental health and substance abuse services reduced or discontinued in many areas across the country, leaving a huge void for those who need those services, which then becomes an added burden to communities, counties, law enforcement, and hospitals.

**Additional Information:**

1. **How are you going to be part of the City of Rawlins annual cleanup?** Each year we encourage staff to participate in the city's annual cleanup, and we encourage support of all community events. As an agency we spend a great deal of time and energy to clean up around both facilities and at some point would like to adopt a street. We are currently assigned a street to maintain and keep clean per our funding award of the last fiscal year.
2. **Can you meet all of the contract requirements?** Yes
3. **The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?**

This information would be advertised on the agencies website and Facebook Page, as well as our agency newsletter and annual report which are distributed to all its stakeholders and other mental health and Substance Abuse facilities across Wyoming.

4. **How many people does your agency serve?** Carbon County Counseling served approximately 400 mental health and substance abuse clients last year and provided over 12,000 hours of billable services up from 349 clients and 8,971 hours the previous year. We have seen these numbers increase each year over the last five years and project these numbers will continue to rise.

Signature: Patrick Genigles, MBA by MBless

CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	\$965,401.88	\$635,813.93
TOTAL OPERATING EXPENSES	940,915.02	589,840.93
SURPLUS / (DEFICIT)	24,486.86	45,973.00
TOTAL FUNDS FROM THE CITY	3,000.00	2,920.00
TOTAL FUNDS FROM THE COUNTY	0.00	0.00
TOTAL FUNDS FROM OTHER AGENCIES	1,929.65	307.21
TOTAL FUNDS IN RESERVE	\$644,780.28	\$1,045,436.11

Are board meetings held by your agency open to the public?

Yes

No

Can your agency provide progress reports to the City Council upon request?

Yes

No



**Date:** March 29, 2018

**Name:** Wyoming Frontier Prison

*(Old Pen Joint Powers Board)*

**Address:** 500 West Walnut Street  
Rawlins, WY 82301

**Community Services Provided:** The Wyoming Frontier Prison, formerly the Wyoming State Penitentiary, is listed on the National Register of Historic Places and operates as a tourism destination in Rawlins, Wyoming.

Since 1991, the Old Pen, as we are affectionately called, has been operated by the Old Pen Joint Powers Board. The Mission of the Old Pen Joint Powers Board is to preserve and operate the Wyoming Frontier Prison Historic Site for the community through its historic significance, tourism, education, and recreational opportunities for the visitors and residents of Rawlins and Carbon County.

The historic structures and contents of the museum collection support the mission of the Wyoming Frontier Prison. The facility includes 13 historic structures. In conjunction with the structures, we house a collection of Objects that help complete the story we have to tell. The Collection dates are 1888 to 1981 and consist of approximately 2,888 items –500 archival, 200 photographic, 200 material culture collections, 91 prisoner art objects, and 43 murals. The archive contents include the original architectural drawings for several of the 13 historic structures dated from 1888 to 1981. Written first-person stories of the prisoners, employees, and Warden's experiences are documented in diaries and letters to and from families of the famous and not so famous inmates. For example the diary of Warden Felix Alston, 1906 – 1916 show hand written notes about prisoners' personalities, escape attempts and those that were pardoned. He typed out a list of everyone who was incarcerated between 1906 –1916. When the prison was closed in 1981 approximately 4,000 archival and photographic items were transferred to climate controlled storage at the Wyoming State Archives in Cheyenne. We have used the archives to research inmate records, admitting and discharge records, and the original mug shots for many inmates. We have copies of several of the Charity and Reform reports that detail some of the history of the prison.

The artifact collection contains textiles, paintings and mixed media collections such as prisoner uniforms, wool blankets and ties from the Woolen Mill, prisoner art collection, prisoner made furniture and leather work, horsehair items, shanks and shivs, metal handcuffs, the gas chamber, along with metal bunks, bars, and the accoutrements of prison cells.

The Wyoming Frontier Prison provides an hour-long tour by trained Tour Guides through the Administrative building where the Museum exhibits are housed, Cell Block A (the original cell block), Cell Block B, library, cafeteria, the Death House, Cell Block C, and other historic structures that support the functions of a prison housing over 13,500 inmates over its 80 year history. The tours teach through the sights, sounds and smells of the prison. The Tour Guide provides narrative stories about the history of the Wyoming Frontier Prison, architectural as well as the human experiences of the inmates behind bars in isolation or at work behind the prison

walls, and Wardens' and Guards' stories. We use the experience of walking through the prison rooms, artifact, archival and photographic collections to illustrate life inside the former Wyoming State Penitentiary. Tour Guides discuss themes such as the development of the penal codes, lawlessness of western frontier town, lawmen, prison workers, and the development of the railroads, churches, educational institutions and other services that made the town of Rawlins into a stable community. Once inside Cell Block A, when the gates clank and the doors are closed, it settles on the visitor that this is not the pretty story of the western settlement period. While there are many unpleasant themes and stories about hard times and frontier justice, there are also stories of the human capacity to forgive, do their time behind bars and experience a "second chance" on the outside.

Besides giving tours to over 14,000 visitors, we held our 6<sup>th</sup> Annual Pen to Pen Fun Run, we hosted our 4<sup>th</sup> Annual Halloween Masquerade, we had great Halloween Tours, and we held our 26<sup>th</sup> Annual Christmas *out of* the Big House bazaar.

The Old Pen participates in community events such as the City walking path that winds up to the prison cemetery, the Rawlins Community Garden, which is located on the prison grounds, Summer Fest, and the City of Rawlins Clean-Up Day. This is a super special year for our community as we celebrate 150 years of Rawlins and the Union Pacific Rail Road. We sit on the 150<sup>th</sup> celebration committee and we hope to partner with the Wyoming State Penitentiary to celebrate Prison Day on August 7, 2018.

Old Pen staff members serve with State and local organizations such as Colorado Wyoming Association of Museums (CWAM), Carbon County/Wyoming State Historical Society, Rawlins Tourism Committee, Rawlins-Carbon County Chamber of Commerce, and the Friends of the Old Pen.

2018 will be just as busy and just as successful: The two day PrisonFest 2018 will be held on June 1<sup>st</sup> and 2<sup>nd</sup>, so get your running shoes ready! We have decided that if we do not get at least 100 registered runners this year, we will no longer hold this event. So, if you have been putting off participating in PrisonFest, this may be your last chance! The fifth Annual Halloween Masquerade will be held on October 25, 2018. This is an exclusive, annual masked gathering featuring hors-d'oeuvres, adult beverages, dancing, and a spooky-fabulous atmosphere on the eve of Halloween. And then, of course, it will be time for our Haunted Halloween Night Tours on October 26<sup>th</sup>, 27<sup>th</sup>, & 31<sup>st</sup>. We give 33 tours over the course of these three nights for a frighteningly good time. Our Halloween tours are one of the largest Halloween attractions in Wyoming.

And, of course, we will continue working on our huge Guards' Quarters project throughout the year. I took a break from writing our Request for Qualifications to put together this report. 😊

<b>City Appropriated Amount -</b>	FY 2016-2017: \$15,000.00
<b>City Current Year Appropriated Amount -</b>	FY 2017-2018: \$15,000.00
<b>Requested Budget -</b>	FY 2018-2019: \$15,000.00

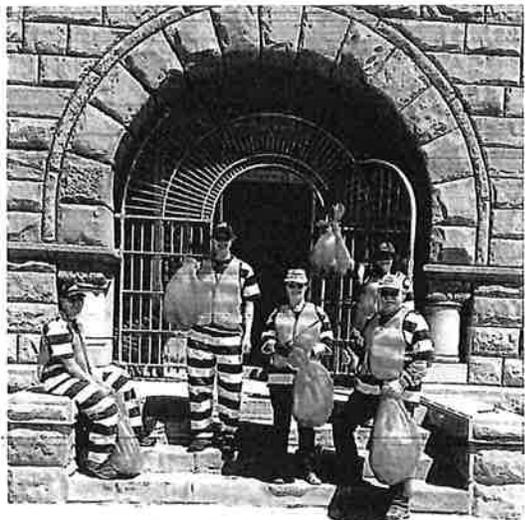
**Justification for Requested Budget:** The Old Pen Joint Powers Board is requesting \$15,000.00 from the City of Rawlins, the same amount we were awarded from the City last year. Operational Funds include marketing, wage costs for Tour Guides, office supplies, insurance, utilities, lawn care, and on-going repairs. While none of these needs are exciting or glamorous, they are necessary to allow the Wyoming Frontier Prison to function as the important community and visitor resource that we are.

Each year we try to expand the services we provide for our community, but it is getting more difficult to do so with our reduced budget. The Wyoming Frontier Prison Staff spends a lot of time writing grants for projects/programs and we are awarded the majority of grants that we apply for, but finding Operational Funds is nearly impossible. We really do need your help.

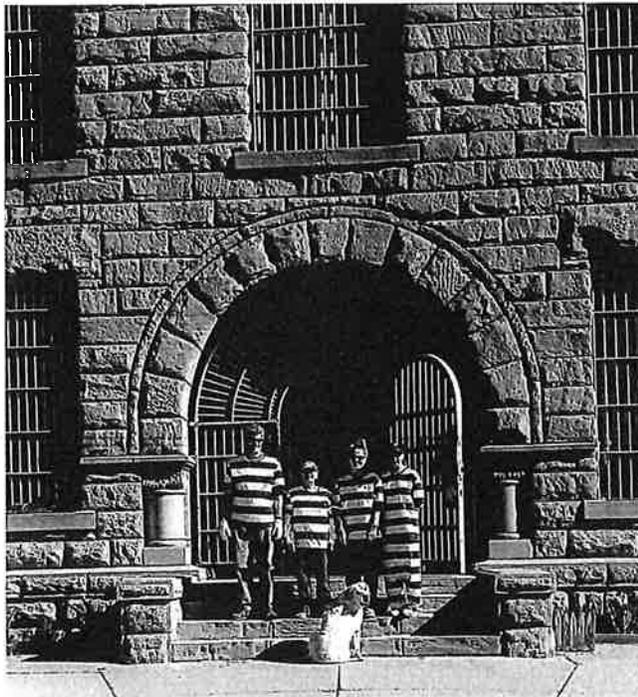
The Old Pen Joint Powers Board and the Wyoming Frontier Prison Staff greatly appreciates all of the support we have received from the City of Rawlins. As always, we look forward to working with you.

#### **Additional Information:**

1. **How are you going to be part of the City of Rawlins annual cleanup?** We will be part of the City of Rawlins annual cleanup the same way we always are: with style and hard work! We have already had Seventh Street cleaned up thanks to the new Rawlins Futbol Club!



Staff and Friends of the Old Pen



OPJPB Members and Blazer



Rawlins Futbol Club

2. **Can you meet all of the contract requirements?** Yes.
3. **The City of Rawlins requires that you advertise the fact that you received city funds; how will this be accomplished?** We post signs in the Prison and our offices in the Orville Ventling Visitors' Center. Additionally, the funding chart will be included in the Friends of the Old Pen Membership mailing which consisted of over 600 copies in multiple distributions. We will continue to use these advertisement methods in 2018-2019.
4. **How many people does your agency serve?** Over 14,621 people did time at the Wyoming Frontier Prison in 2017. With your help these numbers will continue to increase.

Signature: \_\_\_\_\_

*Jina Hill*

CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2016-2017 ACTUAL	FY 2017-2018 BUDGET
TOTAL REVENUES	\$114,168.43	\$115,026.00
TOTAL OPERATING EXPENSES	\$116,032.16	\$115,026.00
SURPLUS / (DEFICIT)	(\$1,863.73)	
TOTAL FUNDS FROM THE CITY	\$15,000.00	\$15,000.00
TOTAL FUNDS FROM THE COUNTY	\$5,000.00	\$5,000.00
TOTAL FUNDS FROM OTHER AGENCIES		
TOTAL FUNDS IN RESERVE	\$99,032.33*	

\*\$38,210.43 of reserve is restricted for roof repair only.

Are board meetings held by your agency open to the public?

Yes  
 No

Can your agency provide progress reports to the City Council upon request?

Yes  
 No



# RAWLINS CARBON COUNTY AIRPORT BOARD

Mail to: PO Box 1363, Physical: 1300 Airport Rd. Rawlins, WY 82301

P: 307-324-2361 F: 307-324-2726

To whom it may concern:

We are requesting the allocation of the same funding for FY 2018-2019 as the previous year for \$21,250. As you are aware, there have been many changes at the airport in the last year and we're trying to separate out all of the financial data to get an accurate picture. The main impact is the purchase of the F.B.O. by Classic Air Medical which now gives them 100% control of fuel sales. In 2016, the airport board received just over \$381,000 in fuel sales, and believed it would be financially independent moving forward.

I have been working with the accountants to sift through the financials so we can get an accurate assessment of the airport operations. Between us missing the deadline and the middle of tax season, I'm having a hard time getting the information to you timely. We will continue to work with the accountants to get clarity. Our hope is that you can allocate the funds for now, and we will get a clearer picture to present to you in the coming months.

Based on the data I have at this moment, here is a snapshot of where we are today based on 2016-current:

Reserve funding	\$150,000
Checking	\$124,318
Average annual operational expenses	\$71,000/yr
Average annual income (hangar rental / no gov't \$)	\$12,300
Master plan board contribution (summer 2018)	\$45,000

As a reminder, these are only for operational expenses. Runway lights, maintenance, snow plowing, etc. The airport board no longer has an employee. Any and all employees at the airport are employed only by Classic Air Medical. These funds are for the sole purpose of keeping the airport functional only.

Small side note: We just received the qualification statements for the Master Plan to be completed this summer. Our plan is to pick the contractor in the beginning of May. I only mention this because Scott had mentioned earlier this year we should all sit down and make sure we're all moving and planning together. It appears little has been done since 1977 for bylaws, etc. We want to get all these things updated and back together on 1 page again, so to speak.

Thank you very much. I sincerely apologize for the delay in getting this to you.

Aaron Durst

Treasurer, Rawlins Carbon County Airport Board

## Non-Profit & Ancillary Agencies - Request for Funds, FY 2018-2019

---

Date:

Name: Rawlins Carbon County Airport

Address: 1300 Airport rd  
Rawlins, WY 82301

Community Services Provided:

Public airport operations such as take-off  
& landings of general & corporate aviation, hangar  
rentals, & tie downs,  
local flying club.

ability to provide Air Ambulance located  
in town or @ the hospital. We are also working  
with classic air medical on more community events  
(i.e. air show, car show, etc.)

City Appropriated Amount - FY 2016-2017: \$ 32,105

City Current Year Appropriated Amount - FY 2017-2018: \$ 21,250

Requested Budget -

FY 2018-2019: \$ 21,250

Justification for Requested Budget:

Funds will be used for airport operations  
& maintenance only.

## Non-Profit & Ancillary Agencies - Request for Funds, FY 2018-2019

---

### Additional Information:

1. How are you going to be part of the City of Rawlins annual cleanup?

we will focus on cleaning airport property along with the surrounding area. we are planning to help around town also for the ISO clean-up.

2. Can you meet all of the contract requirements?

yes

3. The City of Rawlins requires that you advertise the fact that you received city funds, how will this be accomplished?

Whenever we hold a function or event, we have radio & newspaper advertising said event & include advertising funding received from City and/or county funds.

4. How many people does your agency serve?

The entire Carbon County population.

There is overnight ups service along with many corporate entities such as Sinclair oil, BP, Union Pacific & many others. It's now the base for Classic Air Medical.

# Non-Profit & Ancillary Agencies - Request for Funds, FY 2018-2019

---

Signature: 

CITY OF RAWLINS  
FINANCIAL INFORMATION  
For FY 2018-2019 Funding

	FY 2017-2018 ACTUAL	FY 2018-2019 BUDGET
TOTAL REVENUES	72,956.75	
TOTAL OPERATING EXPENSES	120,555.31	
SURPLUS / (DEFICIT)	(47,558.56)	
TOTAL FUNDS FROM THE CITY	21,250	21,250
TOTAL FUNDS FROM THE COUNTY	<del>7500</del>	
TOTAL FUNDS FROM OTHER AGENCIES		
TOTAL FUNDS IN RESERVE	150,000	

Are board meetings held by your agency open to the public?

Yes  
 No

Can your agency provide progress reports to the City Council upon request?

Yes  
 No



April 9, 2018

RECEIVED

Dan Izzo  
Finance Director  
PO Box 953  
Rawlins, WY 82301

APR 30 2018

FINANCE DEPT

RE: FY 2018-2019 Funding Request for Rawlins Chamber of Commerce

Dear Mr. Izzo:

Enclosed please find the request for allocation of funds for the fiscal year of 2018/2019 for the Rawlins Chamber of Commerce. Our funding request is the same as last year.

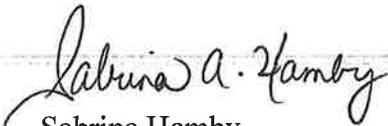
The Chamber appreciates the support that the City of Rawlins has shown over the years.

With funding support from the City of Rawlins, the Chamber is able to offer the benefits of Chamber membership to all of the businesses and citizens of Rawlins. (Membership has grown by 10 new businesses in the past year.) The Chamber will continue to assist the City with marketing and promotion of City events and services. Funding from the City also helps the Chamber provide Chamber-sponsored activities and services to the community. The Chamber's storefront serves as an easily located information center for the city.

The Chamber will continue to be an active participant in the Rawlins and Carbon County community and serve as a trusted source of information for visitors and new members of the Rawlins area. Our message is "Rawlins is a great place to live, work, and play."

We hope that you will accept our request for funding which is crucial to our success. WE look forward to visiting with you and the council.

Sincerely,



Sabrina Hamby  
Treasurer of the Board of Directors  
Rawlins Chamber of Commerce  
307-324-4111

Enclosure: Request for Funds Form and Financial Information

Non-Profit & Ancillary Agencies – Request for Funds, FY 2018-2019

Date: April 9, 2018

Name: Rawlins Chamber of Commerce

Address: 519 W. Cedar/P.O. Box 1331, Rawlins, WY 82301

Community Services Provided:

The Rawlins Chamber of Commerce Mission Statement is “To strengthen, enhance, and support the Carbon County businesses and communities through promotion, networking, and events.” The Chamber pursues that goal through the following programs and events: Business After Hours, Cow Plop, Summerfest, Small Business Saturday, Christmas Parade, Annual Awards Banquet, Postage Grant, Rawlins Map and also by providing visitor and relocation packets to give to those who are interested in visiting or relocating to our county.

Our Annual Awards Banquet celebrates the successes of our membership by honoring Business of the Year, New Business of the Year, Most Improved Business of the Year, Volunteer of the Year, and Peoples’ Choice. The Chamber works with other community agencies, such as Downtown District Authority, Carbon County Visitors’ Council, Rawlins Family Recreation Center, Wyoming Frontier Prion, Carbon County Economic Development, and others, to install a sense of pride in living, working, and volunteering in our community.

City Approved Amount-	FY 2016-2017:	\$5,000.00
City Current Year Appropriated Amount-	FY 2017-2018:	\$10,000.00
Requested Budget-	FY 2018-2019:	\$10,000.00

Justification for Requested Budget:

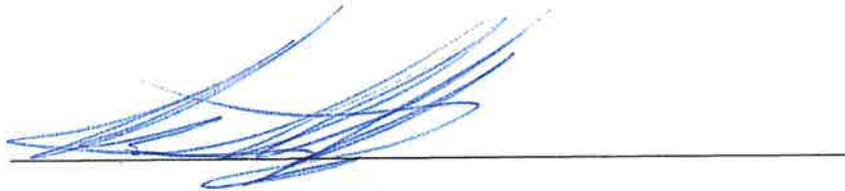
The Rawlins Chamber of Commerce has been able to increase membership and play an active role with community involvement by sponsoring Business After Hours, Cow Plop, Summerfest, Small Business Saturday, Christmas Parade, Annual Awards Banquet, Postage grant, Rawlins Map and Visitor Information Packets. In order to sustain growth, the Chamber relies heavily on funding from the City of Rawlins. While many of our activities are partially funded by participants, we need the base funding to allow us to focus on our membership and business. This commitment of funding from the City of Rawlins is very important to our mission.

Non-Profit & Ancillary Agencies – Request for Funds, FY 2018-2019

4. How many people does your agency serve?

- a. Membership is 135 businesses
- b. Website traffic is 3,600 per year
- c. Facebook traffic is 27,000 hits
- d. Newsletter is distributed to 21,800 emails per year
- e. Email Blasts are sent to 436,000 per year advertising Chamber events
- f. Non-member ribbon cuttings are 10 per year
- g. Member Business After Hours events are 12 per year

Signature: \_\_\_\_\_

A handwritten signature in blue ink, consisting of several overlapping, sweeping strokes, is written over a horizontal line.

