

CITY OF RAWLINS
FY 2014-2015 BUDGET



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June 30, 2014

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CITY OF RAWLINS

Staff Agenda Report to City Council

For Regular Meeting of: May 20, 2014

Agenda Item No.

SUBMITTAL

Agenda Item: An ordinance providing for the 1st review of the FY 2014-2015 budget for the City of Rawlins.

Exhibits: Budget Ordinance FY 2014-2015

STAFF REVIEW

Department:	City Manager/City Clerk/Finance
Expenditure Required:	\$30,772,221
Amount Budgeted:	\$30,772,221
Balance In Line Item No.	\$30,772,221

SUMMARY STATEMENT

The budget consists of total appropriation amount of \$30,772,221 for revenues and \$30,772,221 for expenses and we are listing sixteen funds. We have not had our final budget workshop on the FY 2014-2015 at the time this staff report was written. This is the first reading three reading as required by the State of Wyoming. At least one week prior to the second reading the budget ordinance will be published. If the City Council desires a second publishing or the budget ordinance prior to the third and final reading it must be done at least one week prior to this third reading.

At the time of this reading the City Council can change any City Manager recommendation made.

RECOMMENDED ACTION

Approve Budget Ordinance at 1st reading for a total appropriation of expenses at \$30,772,221 for the fiscal year 2014-2015.

ORDINANCE NO. 09-

**AN ORDINANCE TO PROVIDE INCOME TO FINANCE THE 2014-2015
BUDGET OF THE CITY OF RAWLINS.**

WHEREAS, on June 17, 2014, the Mayor and City Council will Adopt a budget for the year ending June 30, 2015, calling for the following appropriations for expenditures:

	<u>REVENUES</u>	<u>EXPENSES</u>
General Fund	\$14,356,046	\$14,356,046
Dangerous Building's Fund	\$ 500,000	\$ 500,000
Housing Loan Fund	\$ 70,000	\$ 70,000
Recreation Services Fund	\$ 1,939,180	\$ 1,939,180
R.R. Restaurant & Bar Fund	\$ 5,510	\$ 5,510
Impact Assistance Fund	\$ 20,020	\$ 20,020
Capital Facility Tax Fund #1	\$ 40,550	\$ 40,550
Capital Facility Tax Fund #2	\$ 39,015	\$ 39,015
Specific Purpose Tax #1	\$ 691,847	\$ 691,847
Water Fund	\$ 4,411,286	\$ 4,411,286
Sewer Fund	\$ 1,765,118	\$ 1,765,118
Solid Waste-Landfill Fund	\$ 1,598,500	\$ 1,598,500
Solid Waste-Recycling Fund	\$ 201,325	\$ 201,325
Insurance Fund	\$ 3,089,600	\$ 3,089,600
Private Donation Fund	\$ 245,290	\$ 245,290
Grants Fund	\$ 1,798,934	\$ 1,798,934

WHEREAS, after deducting all cash and other estimated revenue, it is necessary that the following amount be raised by general taxation, and that in order to raise such, it is necessary that levies be made for the following respective funds:

General Fund	(8 mills)	\$410,000
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***NOW, THEREFORE BE IT ORDAINED, BY THE GOVERNING BODY OF
THE CITY OF RAWLINS, CARBON COUNTY, WYOMING*** as follows:

Section 1, That for the General Fund for the City there will be levied a tax of 8.0 mills on all real and personal property in the City of Rawlins subject to taxation for the purpose of raising the sum of \$410,000.

PASSED, APPROVED AND ADOPTED this 17th day of June, 2014

CITY OF RAWLINS, a Wyoming
municipal corporation

Kenneth C. Klouda, Mayor

Attest:

Marla K. Brown, City Clerk

1st Reading: May 201, 2014

2nd Reading: June 3, 2014

3rd Reading: June 17, 2014

Publication: May 24, 2014

CITY OF RAWLINS MISSION STATEMENT

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

GOALS & OBJECTIVES

Economically Viable Community

- Maintain what we have and seek to reduce operating costs.
- Achieve sustainability through prudent management and innovative use of resources.
- Strive to provide continuity in service to residents.

Appealing Community

- Create an environment where people want to be.
- Pursue Community Cleanup;
- Create Recreational opportunities;
- Pursue Proactive Planning; and
- Promote cooperation with residents, governmental agencies and other partners in Carbon County.

Safe Community - Healthy Community

- Provide Safety & Security.

Provide high quality municipal services in a safe, efficient and courteous manner in the following core areas:

- Prosecute the criminal code, and ordinance violations
- Protect lives, property, and environment
- Provide public services Solid Waste/Recycling, Streets, Treatment Plants (Water and Wastewater), and utilities Divisions;
- Create an atmosphere and emphasis on employee safety;
- Promote and accommodate growth while preserving unique natural resources and community values;
- Hear and respond to citizen issues and concerns.

CITY OF RAWLINS, WYOMING

FISCAL YEAR 2014-2015 BUDGET

Proposals to Council for FY 2014-2015 Budget

The following information identifies current items that are not easy to see within the budget document without a better explanation. The recommended budget for the City Council to consider that has city-wide applications is provided below.

ITEMS:

1. Pay for Employees.
2. Pay Plan.

PAY FOR EMPLOYEES:

Attachment #1: Wyoming Cost of Living Index from Department of Administration and Information Economic Analysis Division, State of Wyoming.

Page 1 of 7: Second paragraph, second sentence: The Southeast region (Albany, Carbon, Goshen, Laramie, Niobrara, and Platte Counties) recorded the highest annual increase (3.4%), followed by Northwest (3.0), Central (2.9%), Northeast (2.7%), and Southwest (1.9%).

Page 4 or 7: Table 3 – Annual Inflation Rates by Region: The fourth column from the left represents the inflation rate of Southeast Wyoming. As stated below this table the 4th Quarter represents the December to December and 2nd Quarter represents the June to June percentage change. Based upon this definition and table the Cost of Living increased in 2009 by 3.4%, in 2010 by 3.2%, in 2011 by 4.1%, in 2012 by 3.4%, and in 2013 by 3.4% in the Southeast Region for a total of 17.5%. The City of Rawlins provided a 2.0% COLA in 2009, 2012, and 2013 for a total of 6.0% over five years.

Within FY 2013-2014 the City has made changes in positions and personnel, organizational structure, and we have through March 2014 received a 2.5% increase in our largest revenue resource sales and use taxes. Based generally on these facts above the FY 2014-2015 budget has a 3.0% COLA recommended for all full-time regular and part-time regular employees.

PAY PLAN:

During the recession the City of Rawlins was not able to keep up our pay plan ranges to job descriptions due to the lack of recurring revenues. We did add 2.0% to the base wage of all job descriptions in FY 2013-2014 and we are recommending the same 2.0% increase in base wages of all job descriptions in FY 2014-2015. It is my understanding that with the WalMart and other projects being installed or under construction in FY 2015-2016 the city revenues from sales and use taxes will be substantially increased (better than 10%), thus we will have the revenues necessary to adjust the pay plan substantially at that time.

State of Wyoming
Department of Administration and Information
Economic Analysis Division
2800 Central Avenue
Cheyenne, WY 82002-0060
E-mail: ai-ead-info@wyo.gov
http://eadiv.state.wy.us
Ph. (307) 777-7504 Fax (307) 632-1819



FOR IMMEDIATE RELEASE
Tuesday, April 8, 2014
Contact: Amy Bittner, Senior Economist

Wyoming Cost of Living Index for the Fourth Quarter of 2013

Annual Statewide Inflation was 2.9%

CHEYENNE – The State of Wyoming, Economic Analysis Division reported that Wyoming experienced a 2.9% increase in annual (**All Items**) inflation from the fourth quarter of 2012 to the fourth quarter of 2013. Inflation is measured over six consumer categories. Annual inflation rates by consumer category for the fourth quarter 2013: Medical (4.9%), Housing (3.6%), Transportation (3.3%), Apparel (2.9%), Recreation & Personal Care (0.7%), and Food (0.4%).

All five regions in the State had increases in annual **All Items** inflation in the fourth quarter of 2013. The Southeast region recorded the highest annual increase (3.4%) followed by Northwest (3.0%), Central (2.9%), Northeast (2.7%), and Southwest (1.9%).

WCLI inflation is measured over the year (annual) and represents the percent change in the price level of a standard basket of selected consumer items priced in the fourth quarter of 2013, compared with the price level of the same goods recorded one year ago (fourth quarter of 2012).

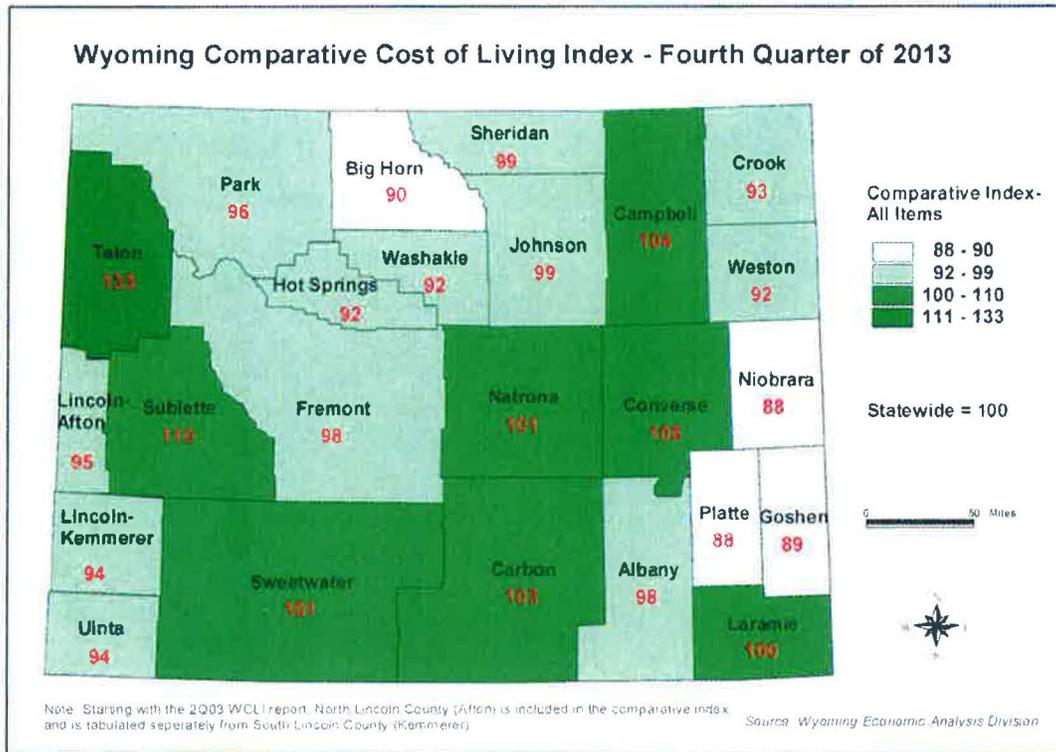
The Comparative Cost of Living Index compares each county's price level to the statewide average (100) during the one particular time period, the fourth quarter of 2013. The Comparative Cost of Living Index ranked Teton (133) as the county with the highest **All Items** value in the fourth quarter of 2013, which means that the cost of living in Teton County was estimated 33% higher than the statewide average in the fourth quarter of 2013. The **Housing** category carries the largest weight in a consumer's budget and typically drives the overall Comparative Cost of Living Index values.

Counties with lower **All Items** Comparative Cost of Living Index values in the fourth quarter of 2013 included Platte (88), Niobrara (88), and Goshen (89). These counties have small, rural populations and typically show lower **All Items** Comparative Cost of Living Index values.

Comparative Cost of Living Index values for all counties in Wyoming are listed in Table 1 on page 4. Movement in ranking from a previous survey does not indicate that the price level has increased or decreased in a particular county. Instead, these values reflect relative price levels in each county, *at the time of data collection*, compared with the statewide average of 100.

Comparative Cost of Living Index data were also produced by consumer category for every

county. Counties with **Housing** category index values above the statewide average in the fourth quarter of 2013 included Teton (158), Sublette (111), Converse (109), Campbell (107), Natrona (105), Laramie (104), Sweetwater (104), and Carbon (102).



Survey Methodology

The fourth quarter of 2013 Wyoming Cost of Living Index (WCLI) is a summarization of price data collected in twenty-eight cities and towns throughout Wyoming over the period of January 8-10, 2014. The price data collected are used to build a Comparative Cost of Living Index by county and to estimate overall inflation rates for Wyoming and the five designated regions of the State. The WCLI consists of two parts, the Comparative Cost of Living Index which compares each county's cost of living in one period, and inflation which measures year-over-year change (annual). A map of the 28 cities where price data were collected is on page 5.

Communities across the State are included in the WCLI based on the following criteria: First, the largest city or town in each county is priced; additionally, prices are collected in any city or town with populations greater than 5,000 or in cases of cities or towns having at least 80% of a county's largest community's population. In counties where only one community was priced, those prices were used to represent the entire county. In counties where two communities were priced, a population weighted average of the prices for the two communities was used for the entire county. Also, starting with the second quarter 2003 WCLI report, Afton, in Lincoln County, was added as a sampling point through legislative action in 2003. Kemmerer is still priced. Afton and Kemmerer report separate Comparative Cost of Living Index numbers.

Beginning with the second quarter of 2004, Afton, has been included in the inflation calculations.

The 140 items surveyed were aggregated into six categories, which were then weighted using item weights from the U.S. Bureau of Labor Statistics (BLS), Consumer Price Index (CPI-U), reflective of their overall importance in the average consumer's budget. These categories, and their respective weight components, include Housing (47.4%), Transportation (16.8%), Food (14.3%), Recreation & Personal Care (9.3%), Medical (7.5%), and Apparel (4.7%)¹.

The data were weighted by population to produce an overall, statewide inflation rate, 2.9% in the fourth quarter of 2013. Nationally, the inflation rate from December 2012 to December 2013 was 1.5% (CPI-U), as reported by the U.S. BLS in the Consumer Price Index.

The Division wishes to extend its sincere appreciation to all of the businesses and individuals whose cooperation and assistance made this survey possible.

The WCLI is available on the Division's homepage at <http://eadiv.state.wy.us>. For additional information about the survey, please contact the Division, phone: (307) 777-7504 or email: ai-ead-info@wyo.gov.

¹ Total may not add to 100.0 due to rounding.

Table 1 - Wyoming Comparative Cost of Living Index - 4Q13
Prices as of January 8-10, 2014 (Statewide Average = 100)

COUNTY	Index Number by Category:						
	All Items	Food	Housing	Apparel	Transportation	Medical	Recreation & Personal Care
Teton	133	112	158	128	106	106	109
Sublette	110	108	111	126	105	104	112
Converse	105	104	109	93	102	103	102
Campbell	104	106	107	94	99	103	97
Carbon	103	101	102	111	102	116	100
Sweetwater	101	98	104	99	100	103	96
Natrona	101	91	105	96	100	95	100
Laramie	100	100	104	81	99	93	95
Johnson	99	109	93	123	100	94	107
Sheridan	99	103	93	123	99	96	111
Albany	98	99	98	100	99	94	98
Fremont	98	96	94	101	100	113	103
Park	96	105	88	110	99	106	98
Lincoln-Afton	95	97	88	107	102	96	107
Lincoln-Kemmerer	94	92	92	102	101	81	104
Uinta	94	95	87	103	99	106	106
Crook	93	107	81	103	103	105	101
Washakie	92	102	80	113	99	107	106
Hot Springs	92	105	80	93	100	106	109
Weston	92	100	83	93	100	107	92
Big Horn	90	110	76	112	99	101	98
Goshen	89	99	78	102	99	102	98
Niobrara	88	98	80	86	100	97	90
Platte	88	99	75	100	103	95	97

Starting with the 2Q03 Comparative Index, Lincoln-Afton was included.

Table 2 - Annual Inflation Rates by Category

QUARTER:	Inflation Rate by Category (Statewide Average):						
	All Items	Food	Housing	Apparel	Transportation	Medical	Recreation & Personal Care
WEIGHTS:	100.0	14.3	47.4	4.7	16.8	7.5	9.3
4Q07	6.1	6.8	5.2	2.9	9.9	5.9	4.6
2Q08	7.9	7.4	7.2	2.3	15.0	5.5	3.4
4Q08	2.6	7.0	6.5	2.3	-15.1	5.6	7.5
2Q09	0.0	1.7	1.1	2.4	-11.2	5.3	5.2
4Q09	2.7	-0.8	-0.6	1.7	16.9	2.8	2.6
2Q10	1.9	1.5	0.8	0.1	5.4	4.0	1.5
4Q10	2.9	4.2	2.1	1.0	5.0	5.4	0.7
2Q11	4.5	6.9	2.2	5.4	11.5	5.4	-0.8
4Q11	3.9	7.0	3.1	5.4	5.1	5.8	-0.4
2Q12	2.4	2.6	3.4	2.3	0.3	3.1	0.7
4Q12	2.1	1.3	3.1	4.5	-1.0	3.9	0.6
2Q13	3.1	1.6	4.0	5.4	1.8	4.3	1.1
4Q13	2.9	0.4	3.6	2.9	3.3	4.9	0.7

Note: Item weights may not add to 100 due to rounding.

Note: The 2Q99 inflation calculations mark the first time the WCLI used all 23 counties to calculate the inflation rates.

Previously, only 15 counties were used. Starting with the 2Q04 report, the inflation numbers include Lincoln-Afton.

Table 3 - Annual Inflation Rates by Region

QUARTER:	U.S. CPI*	Statewide All Items	Inflation Rate By Region (All Items):				
			Southeast	Southwest	Central	Northeast	Northwest
4Q07	4.1	6.1	3.4	8.1	8.0	6.6	5.9
2Q08	5.0	7.9	6.9	8.1	9.1	8.4	7.4
4Q08	0.1	2.6	1.8	2.1	3.0	3.7	2.7
2Q09	-1.4	0.0	0.2	-0.2	0.1	0.1	-0.5
4Q09	2.7	2.7	3.4	1.5	2.7	3.0	2.1
2Q10	1.1	1.9	2.6	1.6	1.9	1.0	2.1
4Q10	1.5	2.9	3.2	2.1	3.4	1.7	3.8
2Q11	3.6	4.5	5.0	3.6	4.7	4.5	4.5
4Q11	3.0	3.9	4.1	3.3	4.8	2.7	4.2
2Q12	1.7	2.4	2.0	2.8	2.5	1.5	3.8
4Q12	1.7	2.1	3.4	1.6	1.8	0.3	2.1
2Q13	1.8	3.1	4.5	2.8	4.1	0.3	2.3
4Q13	1.5	2.9	3.4	1.9	2.9	2.7	3.0

Note: The 2Q99 inflation calculations mark the first time the WCLI used all 23 counties to calculate the inflation rates.

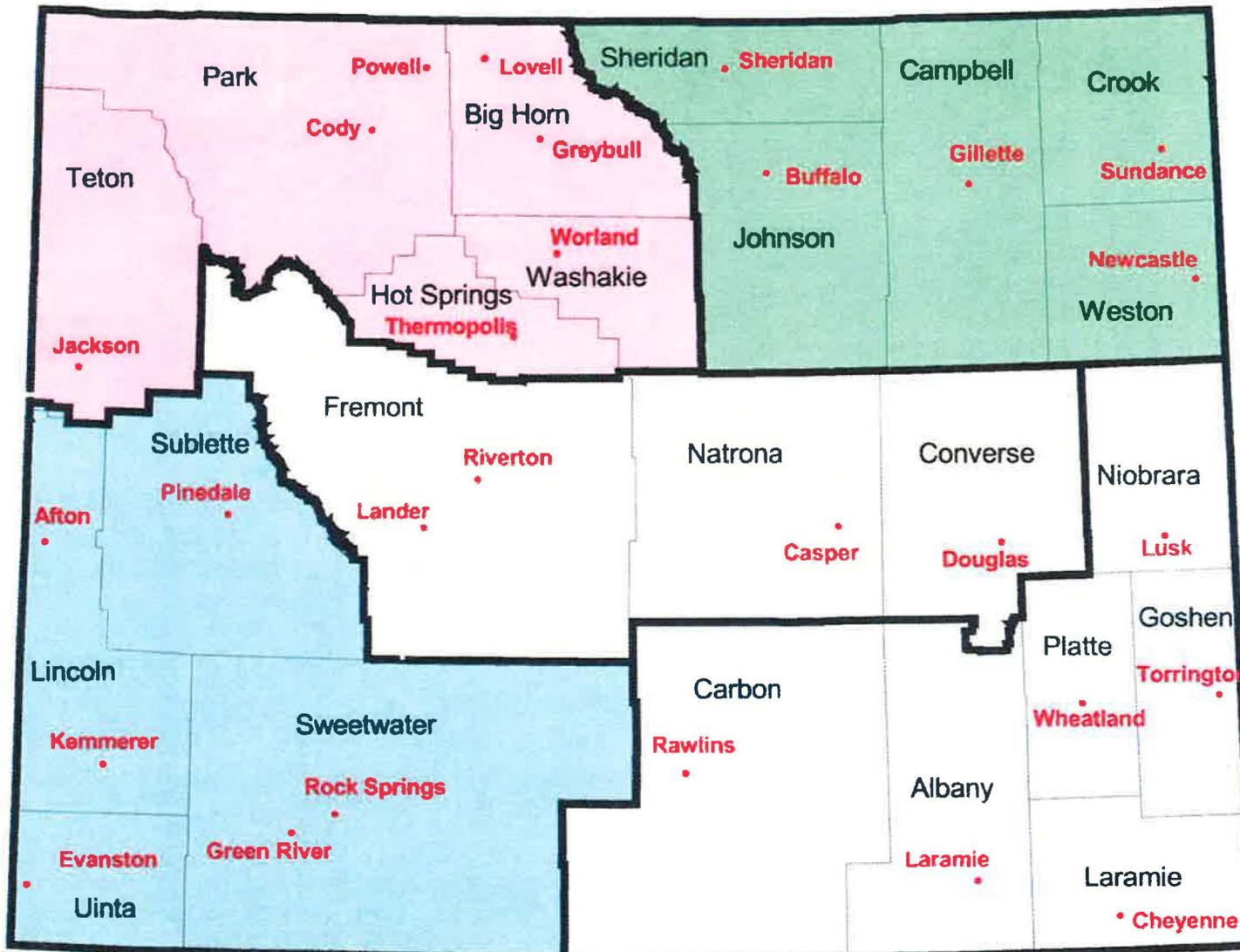
Previously, only 15 counties were used. Starting with the 2Q04 report, the inflation numbers include Lincoln-Afton.

* 4th Quarter represents the December to December and 2nd Quarter represents the June to June percent change in the US CPI-U.

Regional Composition for Inflation Estimate:

- Southeast:** Albany, Carbon, Goshen, Laramie, Niobrara, and Platte counties.
- Southwest:** Lincoln-Kemmerer, Lincoln-Afton, Sublette, Sweetwater, and Uinta counties.
- Central:** Converse, Fremont, and Natrona counties.
- Northeast:** Campbell, Crook, Johnson, Sheridan, and Weston counties.
- Northwest:** Big Horn, Hot Springs, Park, Teton, and Washakie counties.

Surveyed Communities and WCLI Regions



WCLI Regions

- Southeast: Albany, Carbon, Goshen, Laramie, Niobrara, and Platte
- Southwest: Lincoln (Kemmerer), Lincoln (Afton), Sublette, Sweetwater, and Uinta
- Central: Converse, Fremont, and Natrona
- Northeast: Campbell, Crook, Johnson, Sheridan, and Weston
- Northwest: Big Horn, Hot Springs, Park, Teton, and Washakie



Note: Starting with the 2Q03 WCLI report, North Lincoln County (Afton) is included in the comparative index, and is tabulated separately from South Lincoln County (Kemmerer).

Table 4
Wyoming Cost of Living Index - Annual Inflation Rates

Quarter	U.S. CPI	WCLI All Items	Inflation Rate by Category (All Items):						Rec & Pers Care	Inflation Rate by Region (All Items):			
			Food	Housing	Apparel	Trans	Medical	SE		SW	CEN	NE	NW
3Q79	12.1	13.2	10.2	11.7	19.2	26.8	8.5	6.3	13.4	13.0	11.8	14.1	16.3
4Q79	13.3	13.6	9.0	15.4	23.1	17.7	10.5	7.1	14.8	14.2	13.1	13.7	12.1
1Q80	14.7	15.5	8.3	20.4	8.6	19.1	12.6	7.2	14.1	16.5	18.6	13.5	13.7
2Q80	14.3	12.3	10.7	11.8	14.4	15.7	11.8	11.0	13.1	12.4	10.6	14.3	12.9
3Q80	12.7	12.5	13.4	12.2	11.3	12.7	16.3	10.7	12.9	15.3	12.2	12.5	10.3
4Q80	12.4	12.5	12.1	16.8	11.5	5.4	11.3	9.1	11.6	14.8	12.9	10.8	14.7
1Q81	10.6	9.9	9.8	11.7	10.0	6.8	8.2	8.6	10.7	16.2	7.7	9.8	8.7
2Q81	9.6	10.7	7.2	15.1	8.1	6.7	9.3	7.8	8.6	12.4	13.0	11.7	9.1
3Q81	11.0	11.8	5.6	18.5	5.2	7.1	7.1	8.0	11.1	11.1	13.3	13.1	11.3
4Q81	8.9	7.0	3.2	8.1	5.3	7.7	9.2	7.4	6.7	10.2	7.7	4.7	6.7
1Q82	6.8	7.4	5.2	10.8	4.8	2.0	9.2	7.1	5.6	6.6	8.9	8.9	8.8
2Q82	7.1	5.2	4.4	6.6	6.9	1.7	7.4	4.4	4.1	7.2	4.3	6.8	6.0
3Q82	5.0	1.5	1.9	-2.0	10.6	1.6	9.5	5.7	0.1	3.2	0.0	3.0	4.8
4Q82	3.9	1.6	1.8	-1.1	5.3	1.1	8.0	7.5	0.7	1.5	0.5	5.1	3.5
1Q83	3.6	0.0	0.2	-4.7	5.2	3.6	7.0	6.6	0.7	1.7	-2.3	0.6	1.3
2Q83	2.6	1.1	-1.4	-2.8	2.3	3.7	8.4	7.9	3.8	-0.9	-1.6	2.1	3.7
3Q83	2.9	1.2	0.4	-1.1	-0.8	2.8	6.5	5.1	4.5	-0.6	-0.7	2.2	2.6
4Q83	3.8	1.4	1.9	-1.5	5.6	2.7	7.4	2.4	4.4	-1.3	1.1	2.2	2.8
1Q84	4.7	3.1	3.1	1.9	2.7	5.0	5.2	2.7	3.9	1.0	1.3	6.5	4.6
2Q84	4.2	3.5	4.6	2.2	1.0	5.1	3.7	3.3	5.6	2.1	2.0	4.4	4.0
3Q84	4.2	3.2	3.4	3.1	2.9	4.7	3.1	0.5	4.8	4.7	2.2	2.6	4.3
4Q84	4.0	2.9	3.2	3.4	-1.8	3.0	3.9	2.6	3.4	2.9	1.4	4.0	4.3
1Q85	3.7	2.6	3.3	1.6	1.9	3.3	4.8	2.4	3.3	2.3	1.8	3.2	2.8
2Q85	3.8	0.8	-0.6	-0.7	0.9	3.1	5.0	1.3	1.9	2.7	0.4	-1.0	0.7
3Q85	3.2	1.7	-1.2	1.3	0.7	3.6	6.8	2.4	1.4	3.5	1.3	1.1	2.0
4Q85	3.8	1.8	0.4	0.7	3.9	3.3	5.4	2.0	2.7	3.6	1.0	1.0	1.3
1Q86	2.3	-0.9	-2.1	-0.4	0.5	-5.0	5.9	2.7	-0.5	0.1	-1.9	-2.0	0.6
2Q86	1.8	-0.4	2.0	-0.7	1.6	-6.1	6.4	2.9	0.9	0.7	-1.5	-2.2	0.4
3Q86	1.8	0.1	3.9	-0.2	3.6	-6.8	5.5	3.0	1.8	0.5	-1.0	-0.7	-0.5
4Q86	1.1	-1.5	1.5	-2.7	-0.6	-7.7	5.9	4.9	-0.2	-3.0	-1.9	-2.2	-1.4
1Q87	3.0	-0.2	2.5	-2.8	2.7	-2.1	5.6	3.2	1.3	-2.4	0.1	-0.7	0.1
2Q87	3.7	-0.3	1.8	-3.2	1.7	0.3	5.7	2.3	0.1	-2.0	0.2	0.2	-0.1
3Q87	4.3	-0.2	0.0	-2.7	-0.2	2.8	4.0	1.5	1.4	-2.9	0.3	-0.8	1.1
4Q87	4.4	0.4	0.3	-2.1	2.3	3.7	3.2	2.5	1.6	-0.9	-0.5	1.8	0.6
1Q88	3.9	0.3	-0.6	-2.4	1.2	3.7	4.1	2.9	1.6	0.0	-0.6	1.8	0.0
2Q88	4.0	1.8	-0.2	-1.3	3.3	8.1	5.0	3.4	4.3	0.1	0.4	3.1	2.5
4Q88	4.4	0.5	3.4	-3.0	2.8	2.5	4.9	2.1	1.0	-0.6	1.9	0.2	1.5
2Q89	5.2	3.7	6.0	2.0	2.3	6.3	4.2	3.3	3.7	4.4	3.4	3.8	4.6
4Q89	4.6	4.4	6.0	2.6	1.0	8.2	5.8	4.0	5.0	4.2	3.4	5.1	5.9
2Q90	4.7	3.7	5.5	3.3	4.5	1.2	6.0	4.6	3.5	3.8	3.3	3.0	6.7
4Q90	6.2	5.1	5.8	4.9	4.7	4.2	6.2	5.9	4.5	6.0	5.2	4.0	7.0
2Q91	4.7	4.1	3.8	4.0	1.8	3.6	6.3	5.5	3.5	5.4	4.1	4.2	4.3
4Q91	3.0	2.8	-0.7	5.1	1.9	-1.7	6.5	5.2	2.3	2.7	3.6	3.0	3.8
2Q92	3.1	3.2	-1.5	5.2	0.3	2.8	8.6	2.0	3.1	3.9	3.4	2.7	3.4
4Q92	3.0	3.7	1.9	3.2	-1.8	7.8	5.5	3.7	5.5	2.8	3.4	2.8	3.4
2Q93	3.0	3.3	2.7	3.5	-2.4	5.7	5.9	1.8	4.8	2.2	3.7	2.4	3.2
4Q93	2.7	4.0	3.8	6.7	-0.5	0.8	7.8	-0.1	4.2	2.7	4.4	5.0	4.6
2Q94	2.5	4.5	3.4	6.7	2.5	2.5	6.6	1.2	4.3	4.1	4.4	4.6	6.7
4Q94	2.7	4.6	4.1	5.6	-0.1	5.4	7.9	1.8	3.9	3.4	5.6	6.7	6.4
2Q95	3.0	4.7	3.1	5.4	4.7	5.2	4.4	3.8	1.1	3.6	5.7	5.0	4.4
4Q95	2.5	3.0	2.8	1.7	12.0	1.7	4.1	4.5	2.1	3.9	3.8	1.4	4.4
2Q96	2.8	4.7	7.2	3.4	9.1	4.3	3.1	3.5	5.1	5.3	3.8	5.7	4.2
4Q96	3.3	4.8	9.3	2.4	7.0	7.0	4.1	2.9	5.2	4.0	5.0	4.2	4.9
2Q97	2.3	2.8	4.9	2.1	2.8	2.4	3.3	2.8	3.6	2.8	3.1	1.0	2.6
4Q97	1.7	2.9	4.5	2.5	-0.6	0.9	4.7	5.0	3.3	4.0	1.9	3.0	2.2
2Q98	1.7	1.5	2.6	0.9	3.6	0.0	0.2	3.7	1.3	2.6	0.3	2.1	2.5
4Q98	1.6	2.2	2.8	2.6	4.0	-2.2	0.7	6.2	2.7	2.8	1.4	2.0	2.4
2Q99	2.0	2.6	3.7	3.2	1.1	0.7	3.0	2.3	3.8	3.4	1.5	2.6	0.9
4Q99	2.7	3.1	4.7	2.5	-0.2	4.5	3.4	3.1	3.6	2.6	2.8	3.4	3.0
2Q00	3.7	4.3	4.9	3.6	-1.2	7.9	5.2	3.3	3.9	2.3	4.4	7.4	4.0
4Q00	3.4	3.2	1.8	3.9	-0.4	2.9	4.0	3.9	2.8	2.6	3.4	6.9	3.8
2Q01	3.2	4.3	3.0	6.6	3.1	1.6	4.0	2.0	4.1	3.1	5.0	4.8	4.6
4Q01	1.6	3.5	5.0	4.5	1.8	-0.1	7.3	2.3	4.9	2.3	2.9	4.0	2.6
2Q02	1.1	2.5	1.9	3.1	0.5	-0.4	5.9	4.3	2.6	1.4	2.8	3.1	2.2
4Q02	2.4	3.7	3.3	3.1	4.5	4.7	6.0	3.9	3.0	2.5	5.1	5.1	2.7
2Q03	2.1	2.9	4.2	3.0	3.6	1.2	4.3	1.8	3.0	3.5	2.1	3.1	3.0
4Q03	1.9	3.6	5.1	5.7	2.2	-1.2	3.0	1.4	4.1	4.3	2.6	3.4	3.9
2Q04	3.3	4.9	5.2	6.3	1.8	4.8	5.0	-0.4	4.4	4.6	5.1	6.4	4.4
4Q04	3.3	4.3	4.2	4.8	0.4	5.9	5.5	0.4	4.0	4.8	4.8	4.3	3.3
2Q05	2.5	4.5	3.1	5.1	1.0	6.2	5.0	1.5	4.4	6.6	4.6	3.2	3.5
4Q05	3.4	5.0	5.3	5.3	4.4	6.6	5.8	0.4	3.8	8.3	5.1	5.5	3.4
2Q06	4.3	5.6	2.0	6.9	3.7	7.9	4.3	2.0	5.3	7.6	5.2	6.2	4.0
4Q06	2.5	4.4	0.4	7.2	3.6	1.2	3.8	2.3	3.5	4.8	4.7	5.6	3.8
2Q07	2.7	4.7	6.5	6.1	3.5	1.2	5.0	2.2	2.1	6.2	6.0	6.4	4.6
4Q07	4.1	6.1	6.8	5.2	2.9	9.9	5.9	4.6	3.4	8.1	8.0	6.6	5.9
2Q08	5.0	7.9	7.4	7.2	2.3	15.0	5.5	3.4	6.9	8.1	9.1	8.4	7.4
4Q08	0.1	2.6	7.0	6.5	2.3	-15.1	5.6	7.5	1.8	2.1	3.0	3.7	2.7
2Q09	-1.4	0.0	1.7	1.1	2.4	-11.2	5.3	5.2	0.2	-0.2	0.1	0.1	-0.5
4Q09	2.7	2.7	-0.8	-0.6	1.7	16.9	2.8	2.6	3.4	1.5	2.7	3.0	2.1
2Q10	1.1	1.9	1.5	0.8	0.1	5.4	4.0	1.5	2.6	1.6	1.9	1.0	2.1
4Q10	1.5	2.9	4.2	2.1	1.0	5.0	5.4	0.7	3.2	2.1	3.4	1.7	3.8
2Q11	3.6	4.5	6.9	2.2	5.4	11.5	5.4	-0.8	5.0	3.6	4.7	4.5	4.5
4Q11	3.0	3.9	7.0	3.1	5.4	5.1	5.8	-0.4	4.1	3.3	4.8	2.7	4.2
2Q12	1.7	2.4	2.6	3.4	2.3	0.3	3.1	0.7	2.0	2.8	2.5	1.5	3.8
4Q12	1.7	2.1	1.3	3.1	4.5	-1.0	3.9	0.6	3.4	1.6	1.8	0.3	2.1
2Q13	1.8	3.1	1.6	4.0	5.4	1.8	4.3	1.1	4.5	2.8	4.1	0.3	2.3
4Q13	1.5	2.9	0.4	3.6	2.9	3.3	4.9	0.7	3.4	1.9	2.9	2.7	3.0

**WYOMING COST OF LIVING INDEX - TABLE 5
AVERAGE RENTAL RATES - 4Q13 & 4Q12**

County	APARTMENT (1)			MOBILE HOME LOT (2)			HOUSE (3)			MOBILE HOME (4)		
	4Q13	4Q12	Percent Change	4Q13	4Q12	Percent Change	4Q13	4Q12	Percent Change	4Q13	4Q12	Percent Change
Albany	\$639	\$660	-3.2%	\$329	\$312	5.5%	\$986	\$970	1.7%	\$694	\$675	2.8%
Big Horn	\$409	\$425	-3.8%	\$170	\$172	-1.3%	\$579	\$486	19.2%	\$514	\$454	13.1%
Campbell	\$707	\$672	5.3%	\$430	\$414	3.7%	\$1,170	\$1,110	5.4%	\$899	\$834	7.9%
Carbon	\$750	\$711	5.6%	\$262	\$215	21.7%	\$943	\$865	9.0%	\$858	\$847	1.4%
Converse	\$802	\$656	22.3%	\$203	\$193	5.5%	\$1,142	\$1,192	-4.1%	\$833	\$733	13.8%
Crook	\$533	\$503	6.0%	NA	\$130	NA	\$596	\$593	0.4%	NA	NA	NA
Fremont	\$580	\$587	-1.2%	\$200	\$200	0.0%	\$912	\$875	4.2%	\$725	\$728	-0.5%
Goshen	\$578	\$551	4.9%	\$170	\$132	29.3%	\$614	\$608	0.9%	\$472	NA	NA
Hot Springs	\$482	\$543	-11.2%	\$183	\$183	0.0%	\$597	\$598	-0.1%	NA	NA	NA
Johnson	\$627	\$637	-1.6%	NA	\$300	NA	\$846	\$827	2.4%	\$709	\$634	11.8%
Laramie	\$708	\$673	5.2%	\$354	\$316	11.9%	\$1,085	\$1,072	1.2%	\$855	\$753	13.4%
Lincoln (Kemmerer)	\$582	\$638	-8.8%	\$425	\$425	0.0%	\$618	\$654	-5.5%	NA	NA	NA
Lincoln (Afton)	\$471	\$477	-1.2%	NA	NA	NA	\$669	\$646	3.6%	NA	NA	NA
Natrona	\$806	\$715	12.7%	\$305	\$301	1.1%	\$1,174	\$1,160	1.2%	\$606	\$596	1.7%
Niobrara	\$573	\$486	18.0%	NA	NA	NA	\$613	\$600	2.1%	NA	NA	NA
Park	\$550	\$529	3.9%	\$227	\$224	1.5%	\$838	\$799	4.9%	\$667	\$633	5.4%
Platte	\$550	\$523	5.3%	\$140	\$145	-3.4%	\$546	\$524	4.2%	\$457	\$379	20.5%
Sheridan	\$636	\$633	0.5%	\$354	\$347	2.0%	\$970	\$933	3.9%	\$495	\$507	-2.2%
Sublette	\$806	\$813	-0.9%	NA	NA	NA	\$1,168	\$1,146	1.9%	NA	NA	NA
Sweetwater	\$710	\$761	-6.7%	\$344	\$328	5.0%	\$1,023	\$1,040	-1.7%	\$848	\$803	5.6%
Teton	\$1,285	\$1,218	5.5%	\$374	\$344	8.7%	\$1,877	\$1,732	8.4%	\$823	\$824	-0.1%
Uinta	\$597	\$574	4.1%	\$268	\$263	1.9%	\$831	\$837	-0.7%	\$591	\$479	23.5%
Washakie	\$473	\$445	6.1%	NA	\$200	NA	\$604	\$599	0.9%	NA	NA	NA
Weston	\$579	\$578	0.0%	\$139	\$137	1.5%	\$739	\$645	14.6%	\$481	\$445	7.9%
Southeast	\$677	\$654	3.5%	\$315	\$283	11.3%	\$979	\$960	2.1%	\$764	\$700	9.1%
Southwest	\$663	\$689	-3.8%	\$324	\$318	2.1%	\$924	\$933	-1.0%	\$718	\$676	6.1%
Central	\$736	\$669	9.9%	\$262	\$259	1.2%	\$1,090	\$1,076	1.3%	\$666	\$651	2.3%
Northeast	\$658	\$639	3.0%	\$348	\$345	1.0%	\$1,012	\$964	5.0%	\$709	\$670	5.8%
Northwest	\$726	\$702	3.4%	\$254	\$245	3.9%	\$1,054	\$983	7.3%	\$660	\$643	2.7%
Statewide Average	\$691	\$667	3.7%	\$302	\$289	4.6%	\$1,011	\$986	2.6%	\$711	\$672	5.7%

Regions:

Southeast: Albany, Carbon, Goshen, Laramie, Niobrara, Platte
 Southwest: Lincoln (Afton), Lincoln (Kemmerer), Sublette, Sweetwater, Uinta
 Central: Converse, Fremont, Natrona
 Northeast: Campbell, Crook, Johnson, Sheridan, Weston
 Northwest: Big Horn, Hot Springs, Park, Teton, Washakie

(1) - Two-bedroom, unfurnished, excluding gas and electric.
 (2) - Single-wide, including water.
 (3) - Two or three-bedroom, single family, excluding gas and electric.
 (4) - This price reflects total monthly rental expense, including lot rent.
 Note: The regional averages are weighted by population within the region.
 (NA) - There were too few observations to report the data.

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2014 BUDGET**

General Fund Budget FY 2014-2015

ECONOMIC'S:

We have the "CREG" estimates (estimates provided to the State) and we have our FY 2013-2014 trends on sales and use taxes to judge our economic condition which determines how to budget our primary revenues (sales & use taxes) in FY 2014-2015.

- The "CREG" Estimates provided January 2014 for our primary revenues of sales and use taxes are not shrinking but they are also projected statewide to increase at approximately 2.0%. This estimate along with the current trend below does not provide any significant sign of economic growth but a slow growth in Carbon County as our recommend sales and use tax total of \$5,827,160 is \$82,167.75 less than what we earned in sales and use taxes in FY 2005-2006.
- Comparing our YTD March 2014 amount for sales and use taxes to our previous year YTD March 2013 sales and use taxes amount we have an increase in these revenues of 2.5% overall or a dollar amount of \$112,605.35 during the first nine (9) months of the current fiscal year as compared to the previous fiscal year. Our historical sales and use tax trends indicate an even smaller amount of sales and use taxes earned from April through June than that of March so we cannot project an increase in earnings above what we are stating above for these taxes. If our current year trend continues to follow the historical trend it is likely that our year-end actual sales and use tax could be above our current year budget for this revenue. Based upon the CREG estimates and our current year trend we are forecasting some growth in our primary revenues for FY 2014-2015 over that of what was actually received in FY 2012-2013 and what is anticipated to be received in FY 2013-2014.
- The FTE count for FY 2014-2015 is down three (3) positions from FY 2013-2014 as we using are using contractual services for the Engineering Services and Assistant City Attorney, and the Facilities Coordinator duties (GIS primarily) were absorbed by others.

RESPONSE to FY 2013-2014 Economics:

The City's response to the information above was to create a balanced budget using the increase in sales and use taxes primarily to enable some increases in expenses. We have covered all requested material and services requested by departments and have provided a 3.0% COLA for the current employees of the General and Enterprise Funds.

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2014 BUDGET**

FY 2014-2015 RECOMMENDED BUDGET:

FY 2014-2015 Budget Summary for the General and Recreation Funds:

Our operating budget for the General Fund (which includes the Recreation Fund) FY 2014-2015 is recommended at \$9,429,130 and there is no recommendation to use our rainy-day reserve to fund any operations. Our rainy-day reserve is recommended at \$4,000,000. The current year budgeted operating revenues/expenses are greater than the proposed FY 2014-2015 operating budget by \$60,933 as seen below.

The capital budget revenues for FY 2014-2015 continues to use 100% of the State Supplemental Fund revenues, 25% of the 1% County Option sales tax, and any excess cash above our rainy-day reserve amount of \$4,000,000 as our Capital Budget revenues..

FY 2013-2014 Revenue Budget Summary for the General and Recreation Funds:

Operating Revenues by Group comparison:

	<u>Budget FY 2012-2013</u>	<u>Proposed FY 2013-2014</u>
General Fund:		
Taxes:	\$ 6,238,125	\$ 6,381,660
Franchises:	\$ 560,000	\$ 592,200
Charges for Services:	\$ 906,240	\$ 915,030
Police & Court:	\$ 269,115	\$ 286,510
Other:	\$ 131,000	\$ 107,000
Transfers In:	<u>\$ 678,323</u>	<u>\$ 689,432</u>
	\$ 8,782,803	\$8,971,832
Recreation Fund:	<u>\$ 585,394</u>	<u>\$ 457,298</u>
TOTAL	\$ 9,368,197	\$9,429,130

The difference of \$60,933 created by the comparison of the two fiscal year operating revenue budgets above represents the increase of approximately 0.65%. The assumption above continues to follow the split of the County Option Sales Tax of 1.0% into 75/25 appropriation, leaving 75% for Operating Revenue and 25% for Capital Revenue, this assumption is identical to FY 2013-2014 budget.

Operating Expenses by Department Comparison:

	<u>FY 2013-2014 Adj. Budget</u>	<u>FY 2014-2015 Budget</u>
City Council	\$ 75,087	\$ 75,027
City Manager	\$ 289,393	\$ 280,024
City Attorney	\$ 163,997	\$ 196,116

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2014 BUDGET**

Municipal Court	\$ 244,367	\$ 243,709
Information Technology	\$ 151,900	\$ 156,300
Human Resources	\$ 91,650	\$ 113,450
CATS Bus	\$ 34,133	\$ 42,740
Finance	\$ 375,575	\$ 362,704
Non Departmental	\$ 445,689	\$ 456,954
Public Works	\$1,669,444	\$1,628,611
Community Development	\$ 369,315	\$ 299,907
Police:	\$2,553,321	\$2,517,034
Fire:	\$ 916,745	\$1,004,778
Non Profit/Ancillary Agencies	\$ 205,292	\$ 232,562
Downtown Development Authority	\$ 80,711	\$ 82,671
Recreation Services	<u>\$1,811,143</u>	<u>\$1,736,543</u>
 TOTAL	 \$9,477,762	 \$9,429,130

The difference of \$48,632 (\$9,477,762-\$9,429,130) created by the comparison of the adjusted FY 2013-2014 budget to the FY 2014-2015 proposed budget represents our changes in the budget to create room for a 3.0% COLA, changes in personnel during the FY 2013-2014 budget year in the General and Recreation Funds, changes in materials & service requests as requested, and adding make room for a 13.3% increase (\$27,270) in the non-profits/ancillary entities that made a request for an increase and new requests.

Capital Revenues by Group comparison:

	<u>Original FY 2013-2014</u>	<u>Recommended FY 2014-2015</u>
General Fund:		
County Optional Sales Tax	\$ 586,460	\$ 591,500
State Supplemental Funding	<u>\$ 779,285</u>	<u>\$ 671,662</u>
 TOTAL	 \$1,365,745	 \$1,263,462

The State of Wyoming sent as "direct distribution" for FY 2013-2014 the amount of \$777,628.50 and for FY 2014-2015 the direct distribution number as shown above is \$671,662, a decrease of \$105,966.50 over the current fiscal year, but also made available to the City of Rawlins approximately \$1,108,657 in county wide consensus monies.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS):

There are changes in the number of employees for FY 2014-2015 as compared to the original FY 2013-2014 budget for the General Fund to the Recreation Services Fund. The Assistant City Attorney position was eliminated and a contract attorney was added. The Code Enforcement Officer position was eliminated and duties assigned to the Fire Department. The City Engineer position was eliminated and a contract was created for engineering services.

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2014 BUDGET**

Actual FY 2013-2014		Recommended FY 2014-2015	
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
(City Attorney 10-4102)			
City Attorney	40.0	City Attorney	40.0
Assistant City Attorney	4.0		
Legal Secretary	40.0	Legal Secretary	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 I	40.0
Account Clerk I	40.0	Account Clerk I (2)	80.0
(Public Works-Admin 10-4301)			
P.W. Director	40.0	P.W. Director	40.0
Civil Engineer II	40.0		
Facilities Coordinator	40.0		
Admin Secretary III	40.0	Admin Secretary III	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
(Public Works-Street 10-4303)			
Street Superintendent	40.0	Street Superintendent	40.0
Street Foreperson	40.0	Street Foreperson	40.0
Municipal Worker III (2)	80.0	Municipal Worker III (2)	80.0
Municipal Worker II	40.0		
Municipal Worker I (2)	80.0	Municipal Worker I (3)	120.0
Actual FY 2013-2014		Recommended FY 2014-2015	

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Job Title	Hours	Job Title	Hours
(Public Works-Facilities 10-4307)			
Facilities Superintendent	40.0	Facilities Superintendent	40.0
Facilities Foreperson	40.0	Facilities Foreperson	40.0
Custodian/Alt Bus Driver	40.0	Custodian/Alt Bus Driver	40.0
Custodian (2)	80.0	Custodian (2)	80.0
(Community Development 10-4401)			
Community Dev. Director	40.0		
		Planner I/GIS	40.0
		Planning Technician	40.0
Admin Secretary II	40.0	Admin Secretary II	40.0
(Comm. Dev.-Nuisance & Code Enforcement 10-4410)			
Nuisance/Code Enforcement	40.0	Building Official	40.0
(Police-Admin 10-4601)			
Chief of Police	40.0	Chief of Police	40.0
Police Lieutenant (4)	160.0	Police Lieutenant (3)	120.0
Police Sergeant (4)	160.0	Police Sergeant (3)	120.0
Police Officer II (7)	280.0	Police Officer II (7)	280.0
Police Officer I (3)	120.0	Police Officer I (5)	200.0
Admin Secretary III	40.0	Admin Secretary III	40.0
Victim Coordinator	40.0	Victim Coordinator	40.0
(Police-Animal Control 10-4610)			
Animal Control Officer II	40.0	Animal Control Officer I	40.0
Animal Control Officer I	40.0	Animal Control Officer I	40.0
(Police-911 Center 10-4615)			
Communications Supervisor	40.0	Communications Supervisor	40.0
Senior Communications Opr.	40.0	Senior Communications Opr.	40.0
Comm. Operator II (2)	80.0		
Comm. Operator I (3)	120.0	Comm. Operator I (5)	120.0
(Fire 10-4701)			
Fire Chief	40.0	Fire Chief	40.0
		Fire Battalion Chief	40.0
Shift Captain (3)	120.0	Shift Captain (3)	120.0
Fire Appratus Opr. II	40.0	Fire Appratus Opr. II (1)	40.0
Fire Appratus Opr. I (5)	200.0	Fire Appratus Opr. I (5)	200.0

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Actual FY 2013-2014		Recommended FY 2014-2015	
Job Title	Hours	Job Title	Hours
 (DDA 10-4823)			
Main Street Executive	40.0	Main Street Executive	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 (3)	120.0	Recreation Assistant (2)	80.0
Recreation Rover	40.0	Recreation Rover	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)			
Golf & Green Space Supr.	40.0	Golf & Green Space Supr.	40.0
Golf Course Assistant Supr.	40.0		
Green Space Assistant Supr.	40.0	Green Space Assistant Supr.	40.0
Equipment Manager	40.0	Equipment Manager	40.0
Green Space Technician III	40.0	Green Space Technician III	40.0
Green Space Technician II (2)	80.0	Green Space Technician II (2)	80.0
 No. of Authorized Positions	 96.0	 No. of Authorized Positions	 93.0
(General & Recreation Fund)		(General & Recreation Fund)	

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GENERAL FUND BUDGET REVENUES ESTIMATES FOR FY 2014-2015:

TAXES:

- 801 Cigarette Tax: From FY 2003-2004 to FY 2012-2013 the history of this account indicates an annual decrease of some 1.3% 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 \$73,129.82 in FY 2012-2013. Our current January YTD 2014 amount of \$42,276.99 as compared to our January YTD 2013 amount of \$48,454.79 indicates a decrease of \$6,177.80 or 12.75%. Our year-end estimate based upon the current year trend would give us a year-end figure of \$66,380.76. Looking back just five years creates an average of \$70,648.39. Our current budget amount of \$77,000 does not look reachable at this time. With no figures above indicating the current budget is reachable, the recommendation is **\$70,000**.
- 802 Sales Tax (4.0%): From FY 2002-2003 to FY 2012-2013 (ten years) this account history indicates a year-to-year increase of 4.1%. If we go back just eight years we have a decline of \$211,398.44 or 8.0% over this time period. 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. 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. Then in FY 2012-2013 we fell to \$2,445,062.25, a drop of \$67,084.74 or 2.7%. So looking at just the previous four years, we have been going up and down year-to-year. Our current January YTD amount (7 out of 12 months) of \$1,603,603.00 points to a positive trend when we compare this amount to the January 2013 (7 out of 12 months) amount of \$1,570,443.29, an increase of 2.11%. Taking into account the CREG estimates of January 2013 the City of Rawlins did not budget an increase in sales taxes for FY 2013-2014 over what we anticipated as our year-end amount. Our FY 2013-2014 budget (\$2,462,460) for this account is approximately \$17,397.74 greater than what we actually received in FY 2012-2013. The current CREG estimate (January 2014) is for a 2.0% increase at least in sales and use taxes statewide for FY 2014-2015. As this CREG estimate is statewide we should look at what is being received locally within our own jurisdictions first before creating our estimate for FY 2014-2015. The current projects that have been talked about do look like they will start construction in FY 2014-2015 and possibly finish in FY 2014-2015. Walmart being the largest player and having the most probability of creating additional sale taxes. The current YTD figures show growth, the CREG estimate show growth, and our projects indicate growth. The recommendation even with a poor history over the last four years should indicate growth. A 2.0% increase following the CREG estimate over last year ending figure is a 1.28% increase over the current year budget. Recommend **\$2,493,960**.

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803 County Option Sales Tax (1.0%): From FY 2002-2003 to FY 2012-2013 (ten years) this account history indicates a year-to-year increase of 3.7%. If we go back just eight years we have a decline of \$162,763.92 or 6.6% over this time period. 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. Then in FY 2012-2013 we fell to \$2,319,654.02, a drop of \$66,030.40 or 2.7%. So looking at just the previous four years, we have been going up and down year-to-year. Our current January YTD amount (7 out of 12 months) of \$1,517,582.69 points to a positive trend when we compare this amount to the January 2013 (7 out of 12 months) amount of \$1,486,469.72, an increase of 2.09%. Taking into account the CREG estimates of January 2013 the City of Rawlins did not budget an increase in sales taxes for FY 2013-2014 over what we anticipated as our year-end amount. Our FY 2013-2014 budget (\$2,334,340) for this account is approximately \$14,685.98 greater than what we actually received in FY 2012-2013. The current CREG estimate (January 2014) is for a 2.0% increase at least in sales and use taxes statewide for FY 2014-2015. As this CREG estimate is statewide we should look at what is being received locally within our own jurisdictions first before creating our estimate for FY 2014-2015. The current projects that have been talked about do look like they will start construction in FY 2014-2015 and possibly finish in FY 2014-2015. Walmart being the largest player and having the most probability of creating additional sale taxes. The current YTD figures show growth, the CREG estimate show growth, and our projects indicate growth. The recommendation even with a poor history over the last four years should indicate growth. A 2.0% increase following the CREG estimate over last year ending figure is a 1.35% increase over the current budget. Recommend **\$2,366,000**.

805 State Use Tax: From FY 2003-2004 to FY 2012-2013 this account history indicates a year-to-year increase of 3.7%. 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 January YTD 2014 amount of \$108,667.94 as compared to the January YTD 2013 amount of \$99,736.91 indicates an increase of \$8,931.03 or 8.95%. Applying the YTD percentage increase to what we received in total in FY 2012-2013 (\$156,552.03) could create a year-end balance of \$170,563.00 which is 5.1% greater than our budget. We need take into consideration the CREG estimates indicating a state wide increase of at least 2.0%, our current trend, and the \$20,000,000 plus in projects that could be started in FY 2014-2015. With all this positive information we must recommend a significant dollar increase for FY 2014-2015. Recommend an increase over the FY 2012-2013 amount received of at least \$50,000.00. Recommend **\$207,000**.

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- 807 Gas Taxes: From FY 2003-2004 to FY 2012-2013 the history of this account indicates a year-to-year decrease of 1.3%. This account moves up and down year to year, so looking at the average of \$221,561.82 is not out of the question. But we also have a new appropriation amount enacted in 2013 by the State of Wyoming increasing the municipal allocation of gas taxes. The January YTD 2014 amount of \$224,978.67 represents an increase of \$64,220.69 or 40.0% over the January YTD 2013 amount of \$160,757.98. The WAM estimate for the City of Rawlins on what this new tax increase will provide was \$400,000. Recommend the WAM estimate of **\$400,000**.
- 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 state report on what the City of Rawlins is to receive in FY 2014-2015 for supplemental funding is \$671,662 which is a decrease of \$105,966.50 from FY 2013-2014 amount received. To add to the supplemental is a County Wide Consensus Allocation which provides an approximate \$1,108,657 to the City of Rawlins for additional capital expenditures. Recommend **\$671,662**.
- 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. Our current year trend based upon what we received YTD 2014 as compared to YTD 2013 is a decrease of \$2,220.03 or 2.31%. Over the past two years the account has averaged \$339,716.38. As shown above our current year trend is a little below what we have averaged over the past two years. Recommend a small drop to **\$338,000**.
- 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. Our current year trend based upon what we received YTD 2014 as compared to YTD 2013 is a decrease of \$3,768.71 or 4.37%. Over the past two years the account has averaged \$340,429.45. As shown above our current year trend is a little below what we have averaged over the past two years. Recommend a small drop to **\$338,000**.
- 815 County Option Use Tax I/O: From FY 2003-2004 to FY 2012-2013 this account history indicates a year-to-year increase of 7.2%. 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 January YTD 2014 amount of \$167,078.50 as compared to the January YTD 2013 amount of \$153,288.80 indicates an increase of \$13,789.70 or 9.0%. Applying the YTD percentage increase to what we received in total in FY 2012-2013 (\$240,894.19) could create a year-end balance of \$262,574.66 which is 5.2% greater than our budget. We

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need take into consideration the CREG estimates indicating a state wide increase of at least 2.0%, our current trend, and the \$20,000,000 plus in projects that could be started in FY 2014-2015. With all this positive information we must recommend a significant dollar increase for FY 2014-2015. Recommend an increase over the FY 2012-2013 amount received of at least \$50,000.00. Recommend **\$291,000**.

816 State Use Tax-Out of State: From FY 2003-2004 to FY 2012-2013 this account history indicates a year-to-year increase of 7.0%. 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 January YTD 2014 amount of \$88,016.11 as compared to the January YTD 2013 amount of \$80,782.41 indicates an increase of \$7,233.70 or 8.95%. Applying the YTD percentage increase to what we received in total in FY 2012-2013 (\$122,819.76) could create a year-end balance of \$133,812.13 which is 1.8% greater than our budget. We need take into consideration the CREG estimates indicating a state wide increase of at least 2.0%, our current trend, and the \$20,000,000 plus in projects that could be started in FY 2014-2015. With all this positive information we must recommend a significant dollar increase for FY 2014-2015. Recommend an increase over the FY 2012-2013 amount received of at least \$20,000.00. Recommend **\$142,000**.

819 Sales Tax-Out of State: From FY 2002-2003 to FY 2012-2013 (ten years) this account history indicates a year-to-year increase of 4.1%. If we go back just eight years we have a decline of \$8,286.21 or 2.5% over this time period. 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. Then in FY 2012-2013 we fell to \$320,845.24, a drop of \$8,802.97 or 2.7%. So looking at just the previous four years, we have been going up and down year-to-year. Our current January YTD amount (7 out of 12 months) of \$210,427.54 points to a positive trend when we compare this amount to the January 2013 (7 out of 12 months) amount of \$206,076.25, an increase of 2.11%. Taking into account the CREG estimates of January 2013 the City of Rawlins did not budget an increase in sales taxes for FY 2013-2014 over what we anticipated as our year-end amount. Our FY 2013-2014 budget (\$324,630) for this account is approximately \$3,784.76 greater than what we actually received in FY 2012-2013. The current CREG estimate (January 2014) is for a 2.0% increase at least in sales and use taxes statewide for FY 2014-2015. As this CREG estimate is statewide we should look at what is being received locally within our own jurisdictions first before creating our estimate for FY 2014-2015. The current projects that have been talked about do look like they will start construction in FY 2014-2015 and possibly finish in

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FY 2014-2015. Walmart being the largest player and having the most probability of creating additional sale taxes. The current YTD figures show growth, the CREG estimate show growth, and our projects indicate growth. The recommendation even with a poor history over the last four years should indicate growth. A 2.0% increase following the CREG estimate over last year ending figure is a 1.98% increase over the current budget. Recommend **\$327,200**.

FRANCHISE:

- 821 Kinder Morgan Gas: From FY 2003-2004 to FY 2011-2012 we have a decrease in the revenue year-to-year of 2.5%. Our problem here is we have a declining rate of 22.8% over the past four fiscal years. Basically Mother Nature determines the amount we earn year-to-year based upon the average winter temperatures. In FY 2013-2014 we received \$80,007 so you can see the wild fluctuations. Recommend we stay with the current year budget and hope for cold winters. Recommend **\$78,000**.
- 822 Pacific Power and Light: From FY 2003-2004 to FY 2012-2013 we have an increasing trend of 19.8% per year. It is my opinion as the franchise fee is based upon gross sales 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. Our January YTD 2014 amount of \$215,284.63 as compared to January YTD 2013 amount of \$198,389.30 indicates an increase of \$16,895.33 or 8.5%. The City in increasing the franchise fee to Pacific Power & Light is looking for this revenue stream to equal the amount the City pays for electricity. The current budget of \$358,000 is at least \$20,000 short of what we made in FY 2012-2013 and our current year trend indicates an increase. Recommend **\$390,000**.
- 823 Telephone Taxes: From FY 2003-2004 to FY 2012-2013 we have a declining revenues year-to-year of 3.3%. FY 2012-2013 amount received is \$30,951.71 and with our January YTD 2014 amount of \$14,314.27 as compared to our January YTD 2013 amount of \$16,471.91 indicating a decline of 13.10% we will have to recommend a budget closer to the FY 2010-2011 amount. Recommend **\$29,200**.
- 824 Charter Communications: From FY 2003-2004 to FY 2012-2013 we have an increasing trend of 4.1% per year. The January YTD 2014 amount of \$47,543.13 as compared to the January YTD 2013 amount of \$46,487.01 does indicate an increase of \$1,056.12 or 2.27%. As both our history and current trend are positive we must view a small increase over our budget. Recommend **\$95,000**.

CHARGES FOR SERVICES:

- 831 Liquor Licenses: From FY 2003-2004 through FY 2012-2013 we have an increasing revenue trend of 1.6% per year. Our average over this same time

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period is \$25,586.34 and last fiscal year the City received \$30,366.68. We cannot use our YTD information at the time this report is written because of a timing issue. I believe our year-to-year information is a good indicator of what we should continue to budget. Recommend **\$30,200**.

- 832 City Licenses & Permits: This account's definition has been changed so the historical performance is no longer of value. The best we can do at this time is look at the two year average of \$4,926 and our estimated year-end balance of \$4,643.50. Recommend **\$4,800**.
- 833 Engineering/Building Permits: From FY 2003-2004 through FY 2012-2013 we have an increasing of 13.9% year-to-year. The average over this same time period is \$87,923.80 and our historical information indicates valleys and peaks in this revenue account year-to-year in the amount of \$50,000 plus. Last fiscal year amount earned of \$97,642.09, and the year before was \$37,936.25. We also know for a fact that Sinclair Refinery in FY 2013-2014 has requested 15 permits to build new homes here in Rawlins for its senior employees thus we have a significant increase over the FY 2012-2013 year. Our January YTD 2014 amount of \$99,042.24 as compared to our January YTD 2013 amount of \$58,417.55 indicates a significant increase of \$40,624.69 or 69.54%. The projects mentioned over and over have not brought in any increase in sales taxes, thus an overall increase in housing starts cannot be anticipated at this time. This account should match an average. Recommend **\$88,000**.
- 834 Street Cuts: From FY 2003-2004 through FY 2012-2013 we have an increasing trend of 0.1% year-to-year. This increase is partly due to increasing rates for a street cut. Last year we received \$750.00 and our ten year average is \$1,680.50. With our January YTD 2014 figure being \$25.00 it would be hard to believe our budget of \$1,760 will be reached. A little less than our historical average seems to be the best bet. Recommend **\$1,000**.
- 835 Animal Licenses: From FY 2003-2004 through FY 2012-2013 we have a decreasing trend of 3.6% year-to-year. The average over this same time period is \$2,592.50, but as can be seen by reviewing the history this account varies wildly. The January YTD 2014 amount of \$618.00 as compared to the January YTD 2013 amount of \$1,573.50 indicates a decrease of \$955.50 or 60.72%. With the current year budget allocated at \$2,680.00 and compared to our current YTD figure above it does not look like we can make this budget. The historical ten-year average is probably where we will be at year-end based upon the current trend. Recommend **\$2,500**.
- 836 Contractor Licensing: This is the other part of the new definition for the City Licenses and permits account above. Last fiscal year total was \$23,423.00 and our two year average is \$23,371.75. Our January YTD 2014 amount of \$9,460.00 as compared to our January YTD 2013 amount of \$14,365.00 indicates a decrease of \$4,905.00 or 34.14%. The YTD current trend points to not making the current

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budget figure of \$23,000. As stated above, Sinclair has purchase approximately 15 new permits for building homes, but what is not stated is the fact Sinclair is using outside contractors. The recommendation has to be lower than the current budget. Recommend **\$20,000**.

- 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 received \$4,640.00 in this account in its first year of its existence. Our January YTD 2014 amount of \$1,630.00 does not compare well to our January YTD 2013 amount of \$3,000.00. Recommend a small cut from the current budget of \$3,000.00. Recommend **\$2,600**.
- 840 Land Leases/Sale & Rent: Our historical record is actually not of use in recommending a budget amount for this account. We have a number of active land leases at this time and a review of them follows. The current known contracts calls for \$3,000 a month from Kum & Go, \$20,400 from Union Telephone for two (2) antennas, \$5,250 from Lamar for billboards, our lease of a house varies year-to-year as personnel changes change occupancy of this home. The amount paid for cattle grazing (\$645) on City land also varies year-to-year. Last fiscal year we received \$70,020.80 in total. Recommend only what I know of, **\$70,000**.
- 841 Perpetual Care Fund: Over the last five previous fiscal years we have averaged \$3,032.40 and our current January YTD 2014 amount of \$300.00 does not compare well to our January YTD 2013 amount of \$2,950.00. Recommend a lower figure that what is budgeted due to the current year trend. Recommend **\$2,000**.
- 842 Cemetery Fees: From FY 2003-2004 through FY 2012-2013 we have a decrease of 5.2% per year and the history indicates a wild ride. We have low of \$5,525.00 in FY 2005-2006, and a high of \$13,301.00 in FY 2009-2010. The average over the previous ten-years gives us an amount of \$8,248.21 and last fiscal year we earned \$6,275.00. The January YTD 2014 amount of \$2,665.00 does not compare well to the January YTD 2013 figure of \$3,020.00. Our estimated year end figure based upon the current trend is only \$5,265.00. All information above indicates are budget of \$9,400 will not be reached. Recommend a reduction to **\$8,000**.
- 843 Special Uses Permits/Variiances: From FY 2003-2004 through FY 2012-2013 we have a decrease of 1.1% year-to-year. The history indicates a wild ride as we have a low of \$200.00 in FY 2008-2009 and a high of \$1,775.00 in FY 2010-2011. The average over the ten years of history is \$709.65. The January YTD 2104 amount of \$100.00 does not compare well to the January YTD 2013 amount of \$175.00. Recommend the ten-year average as the best estimate and with little or no change to the fees. Recommend **\$700**.

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- 844 Corral Permits: From FY 2003-2004 through FY 2012-2013 we have an increase of 10.1% year-to-year. A review of the past five years creates an average of \$532.00. A consistent account and I believe we have permits for 54 of the 56 accounts in the corral at this time. Recommend a small increase matching the average over five years. Recommend **\$530**.
- 845 Planning & Zoning: Not a consistent account as it varies wildly year-to-year. The average over the previous ten-year period with the one year skyrocketed is \$1,804.95. The January YTD 2014 amount is \$600.00 is above the January YTD 2013 amount of \$300.00 which indicates the wild ride. The current budget of \$500.00 has been reached. Recommend at little more at **\$600**.
- 847 Prints: A wildly varying account with little revenue over the past four years. Recommend **\$100**.
- 848 Miscellaneous: From FY 2003-2004 through FY 2012-2013 we have a decrease year-to-year of 26.4% year-to-year. A wildly varying account as we dump into this account what we do not have defined elsewhere. We easily exceeded the current budget with the monies received through January 2014. Using a ten-year average is just too high to bet upon, but with the current trend being up we can adjust the budget upward a bit. Recommend a budget of **\$25,000**.
- 849 County Ad Valorum Tax: From FY 2003-2004 through FY 2012-2013 we have an increase of 5.1% year-to-year. The history indicates what is expected in the property tax revenue account, a steady increase. Just looking at the previous four years we come up with an average of \$405,849.97. Our January YTD 2014 amount of \$274,755.36 as compared to the January YTD 2013 amount of \$261,735.60 provides an increase of \$13,019.76 or 4.97%. I believe our budget of \$403,000 is a safe bet at this time as we received \$407,872.39 last fiscal year. Recommend this next year budget be increased to **\$410,000**.
- 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. Our January YTD 2013 amount of \$163,701.12 as compared to the January YTD 2012 amount of \$159,537.18 indicates an increase of \$4,163.94 or 2.61%. Our year end estimate based upon current trend gives us a figure of \$208,434.66. Based upon the information above the current budget of \$203,000 will easily be made. Recommend an increase in the budget to **\$208,000**.
- 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: From FY 2003-2004 through FY 2012-2013 we have a decrease of 8.3% year-to-year. There was no revenues reported in FY 2010-2011. The average over the ten year period is 21,757.48, but the average over the last

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two years is only \$5,328.75. We have on hand through January 2014 an amount of \$7,788.19 which easily meets our budget of \$4,500. We just may have a change in the revenues of this account. Recommend a small increase over budget, recommend **\$5,000**.

- 856 Lodgers Tax: From FY 2003-2004 through FY 2012-2013 we have an increase of 14.3% year-to-year. The average over the same time period is \$24,267.49. The account seems to be growing year-to-year since the recession with last year's figure coming in at \$28,202.97. Our January YTD 2014 amount of \$19,440.92 as compared to our January YTD 2013 amount of \$20,368.86 indicates a decrease of \$927.94 or 4.5%. The future looks good but our current year trend seems to be lagging a bit. Recommend staying with the current budget amount of **\$28,000.00**.
- 859 Depot Receipts: From FY 2003-2004 through FY 2012-2013 we have an increase of 22.0% year-to-year. The average amount per year made over this time period is \$5,774.41. Our high was FY 2008-2009 at \$8,550.50 and we have moved down to \$4,425.50 in FY 2011-2012. Last year's figure was \$9,010.00 and our January YTD 2014 amount of \$2,950 probably represents our closure to fix up this facility. Recommend an increase as represented by the previous year figure. Recommend **\$8,000**.

POLICE & COURT:

- 860 911 Surcharge: We cannot use our ten year historical facts as the definition of this account was changed in FY 2009-2010. Our average over the previous four years for this account is \$75,721.72. Our January YTD 2014 amount of \$42,005.69 as compared to January YTD 2013 amount of \$42,426.77 indicates a decrease of \$431.08 or 1.0%. The budget of \$77,000 does not look good at this time so we should decrease this line item a bit too more closely match our four year average. Recommend **\$75,000**.
- 861 Animal Shelter Fines: From FY 2003-2004 through FY 2012-2013 we have an increase of 7.1% year-to-year. The average over the same period gives us an amount of \$8,882.93 and we have an account that varies year-to-year significantly. Our January YTD 2014 amount of \$6,882.00 as compared to the January YTD 2013 amount of \$6,522.00 indicates a small increase of \$360.00 or 5.5%. Based upon the current year trend our budget of 9,000 looks good and we will even beat our ten year average. Recommend **\$11,000**.
- 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 2014 we have \$6,644.96 and an estimate for year-end of \$17,298.53. Recommend a significant cut in the budget to **\$14,000**.

CITY OF RAWLINS, WYOMING
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- 863 Restitution: From FY 2003-2004 through FY 2012-2013 we have an increase of 62.4% year-to-year. The history shows us lows at \$891.43 and a high of \$6,072.85 over the previous ten-years and an average amount of \$3,638.66. The January YTD 2014 amount of \$6,259.48 as compared to the January YTD 2013 amount of \$5,171.91 indicates a significant increase. The wild up and down nature of this account is why we use the ten year average as our base budget. Recommend **\$4,000**.
- 864 Municipal Judge: From FY 2002-2003 through FY 2012-2013 we have a decrease of 2.6% year-to-year. Why, our transients were very active 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 59.7% or down to \$150,701.03 for FY 2012-2013. Our January YTD 2014 amount of \$109,228.18 as compared to January YTD 2013 amount of \$81,223.56 indicates an increase of \$28,004.62 or 34.47% as our transient workforce comes back. Our year-end estimate provides a figure of \$176,921.22 which easily beats our budget of \$147,000. We must respect the possibility of a transient workforce being present with the projects mentioned above as the projects seem to have made a difference, recommend **\$175,000**.
- 865 Record Checks: From FY 2003-2004 through FY 2012-2013 we have a decrease of 1.9% year-to-year. The average over the same time gives us an amount of \$309.50 and I would say the account is steady year-to-year. Our December YTD 2013 amount of \$119.00 as compared to our December YTD 2012 amount of \$102 matches what our history indicates. Recommend **\$310**.
- 866 Tow Fee Reimbursements: This account is used little. We have an average over the previous two years of only \$140.00 and only \$20.00 in our current year. Recommend **\$100**.
- 868 Police Compliance Grants: A new item in FY 2008-2009 with no revenue being received in FY 2011-2012. Our December YTD 2013 amount of \$0.00 is an indicator of the unreliability of this revenue resource. Inconsistency creates a low expectation. Recommend **\$500**.
- 869 DUI Grants/EUDL Grants: A new item in FY 2006-2007 and we have received monies year-to-year through FY 2011-2012. Our December YTD 2013 amount is zero which matches what we received in FY 2012-2013. The inconsistency of this account is why we have cut the budget. Recommend a holding amount of **\$500**.
- 870 Public Relations Program: This revenue account is on again and off again over the previous ten years. The average amount earned in the years we received revenue is \$1,020.00. No monies were received FY 2012-2013 and only a few dollars in FY 2013-2014, so it might be one of those dry years. Due to this inconsistency we must lower our expectations. Recommend **\$200**.

**CITY OF RAWLINS, WYOMING
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- 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 **\$4,000**.
- 873 Crime Victims: This is not our money, but the court monies. Recommend **\$400**.
- 874 CATS Bus: We have to use average over the years as this is the best estimate. The previous three fiscal years average is \$1,444.82 and our current January YTD 2013 amount is \$1,046.17 amount exceeds our January YTD 2013 amount of \$930.51 by \$115.66 or 12.4%. As our average and current YTD trend indicate a positive balance we will increase the budget item. Recommend **\$1,500**.

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 and at this time they have set it at the lowest rate in history and for an extended time. If we take our current January YTD 2014 of \$3,556.61 and extend it by dividing this number by 7 then multiplying it by 12 we have a year-end figure of \$6,097.04. With our current year budget as \$8,000 it looks like we will not make it. The Federal Reserve has not moved the interest rate upward to fight inflation in a number of years and there is no information that there will be a change in this rate. Recommend **\$6,000**.
- 872 Pet Partners: As we received no monies in FY 2009-2010 and we have NO revenue YTD January 2011 this account is closed.
- 873 Animal Shelter Build Project: Temporary account, no budget. Recommend **\$0**.
- 874 JTPA Reimbursements: No monies to be received. Recommend **\$0**.
- 875 COPS Grant: We have reached the end of the grant as of December 31, 2012. Recommend **\$0**
- 876 DDA Payroll Receipts: This account was budgeted in previous years to account for the reimbursement from DDA for their portion of the assistant position. For FY 2010-2011 this position no longer exists. Recommend **\$0**.
- 877 Safer Grant for Firemen: The City received a two year-grant for two full-time fireman. The current grant should end on September 2014 and we anticipate an extension. Recommend **\$101,000**.
- 878 Music in the Park: A relatively new account with five-years of history between FY 2002-2003 and FY 2006-2007. No monies have been received in FY 2007-

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2014 BUDGET**

2008 through FY 2008-2009 and only \$125.00 in FY 2009-2010. Through YTD January 2011 we have received no monies. Recommend **\$0**.

- 879 Wyoming At Work – We have only DDA requesting monies through the grant program offered by the State of Wyoming. Recommend **\$0**.

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 there will be an increase in the revenues paid by the Enterprise account but the percentage will stay the same. Recommend **\$117,541**
- 894 Solid Waste Landfill: Debt service for inter-fund loan for three years. Recommend **\$50,000**.
- 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 there will be an increase in the revenues paid by the Enterprise account but the percentage will stay the same. Recommend **\$169,602**.
- 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 there will be an increase in the revenues paid by the Enterprise account but the percentage will stay the same. Recommend **\$112,950**.
- 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 there will be an increase in the revenues paid by the Enterprise account but the percentage will stay the same. Recommend **\$158,460**.
- 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**.

Report Criteria:

Includes Report-Only Transactions
 Print Fund Titles
 Page and Total by Fund
 Print Source Titles
 Total by Source
 Print Department Titles
 Page and Total by Department
 Account Termination Date = {Is NULL}

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
GENERAL FUND					
BEGINNING FUND BALANCE					
10-3000-800	BEGINNING FUND BALANCE	4,862,828	5,418,192	4,111,052	
Total BEGINNING FUND BALANCE:		4,862,828	5,418,192	4,111,052	
TAXES					
10-3100-801	CIGARETTE TAX	66,200	77,000	70,000	
10-3100-802	SALES TAX	2,465,220	2,462,460	2,493,960	
10-3100-803	COUNTY OPTION SALES TAX I/O	2,348,530	2,334,340	2,366,000	
10-3100-805	STATE USE TAX	168,000	162,330	207,000	
10-3100-806	STATE SUPPLEMENTAL-FOOD	.00	.00	.00	
10-3100-807	GAS TAXES	205,000	400,000	400,000	
10-3100-808	STATE SUPPLEMENTAL FUNDING	525,700	779,285	671,662	
10-3100-809	FEDERAL MINERAL ROYALTY	343,400	340,000	338,000	
10-3100-810	SEVERENCE TAX	332,000	340,000	338,000	
10-3100-815	COUNTY OPTIONS USE TAX I/O	264,900	249,470	291,000	
10-3100-816	STATE USE TAX - OUT OF STATE	129,200	131,480	142,000	
10-3100-819	SALES TAX OUT OF STATE	323,000	324,630	327,200	
Total TAXES:		7,171,150	7,600,995	7,644,822	
FRANCHISES					
10-3200-821	KINDER MORGAN GAS	80,000	78,000	78,000	
10-3200-822	PACIFIC POWER AND LIGHT	358,000	358,000	390,000	
10-3200-823	TELEPHONE TAXES	30,000	30,000	29,200	
10-3200-824	CHARTER COMMUNICATIONS	86,800	94,000	95,000	
Total FRANCHISES:		554,800	560,000	592,200	
CHARGES FOR SERVICES					
10-3400-831	LIQUOR LICENSES	32,250	30,100	30,200	
10-3400-832	CITY LICENSES AND PERMITS	5,100	4,300	4,800	
10-3400-833	ENGINEERING/BUILDING PERMITS	55,000	88,000	78,000	
10-3400-834	STREET CUTS	2,500	1,760	1,000	
10-3400-835	ANIMAL LICENSES	3,250	2,680	2,500	
10-3400-836	CONTRACTOR LICENSES	23,000	23,000	20,000	
10-3400-837	PLAN REVIEWS	.00	.00	20,000	
10-3400-839	CEMETERY LOT SALES	3,000	3,000	2,600	
10-3400-840	LAND LEASES/SALE & RENT	73,650	73,650	70,000	
10-3400-841	PERPETUAL CARE FUND	2,400	3,000	2,000	
10-3400-842	CEMETERY FEES	10,250	9,400	8,000	
10-3400-843	SPECIAL USE PERMITS/VARIANCES	750	750	700	
10-3400-844	CORRAL PERMITS	500	500	530	
10-3400-845	PLANNING AND ZONING	500	500	600	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
10-3400-847	PRINTS AND INSPECTIONS	.00	100	100	
10-3400-848	MISCELLANEOUS	21,000	21,000	25,000	
10-3400-849	COUNTY AD VALORUM TAX	403,000	403,000	410,000	
10-3400-850	COUNTY MOTOR VEHICLE TAX	212,330	203,000	208,000	
10-3400-852	GOVERNMENT CHANNEL ADVERTISI	.00	.00	.00	
10-3400-855	ASPHALT MATERIALS	2,500	4,500	5,000	
10-3400-856	LODGERS TAX	23,500	28,000	28,000	
10-3400-859	DEPOT RECEIPTS	5,100	6,000	8,000	
Total CHARGES FOR SERVICES:		879,580	906,240	925,030	
POLICE AND COURT					
10-3500-860	911 SURCHARGE	77,000	76,000	75,000	
10-3500-861	ANIMAL SHELTER FINES	8,000	9,000	11,000	
10-3500-862	DIVISION OF VICTIMS SRV FUNDS	35,153	26,365	14,000	
10-3500-863	RESTITUTION	3,840	3,700	4,000	
10-3500-864	MUNICIPAL JUDGE	167,000	147,000	175,000	
10-3500-865	RECORD CHECKS	280	300	310	
10-3500-866	TOW FEE REIMBURSEMENTS	300	200	100	
10-3500-867	VICTIM WIT ADVOCATE GRANT	.00	.00	.00	
10-3500-868	POLICE COMPLIANCE GRANTS	750	1,000	500	
10-3500-869	DUI/EUDL GRANTS	7,000	1,000	500	
10-3500-870	PUBLIC RELATIONS PROGRAMS	500	250	200	
10-3500-872	COURT BONDS	1,000	2,500	4,000	
10-3500-873	CRIME VICTIMS	400	400	400	
10-3500-874	CATS BUS	1,000	1,400	1,500	
10-3500-877	LAW ENFORCE-SEIZURE MONEY	.00	.00	.00	
Total POLICE AND COURT:		302,223	269,115	286,510	
OTHER					
10-3600-870	IMPACT ASSISTANCE	.00	.00	.00	
10-3600-871	INTEREST INCOME	21,000	8,000	6,000	
10-3600-872	PET PARTNERS	.00	.00	.00	
10-3600-874	JTPA REIMBURSEMENTS	.00	.00	.00	
10-3600-875	COPS GRANT	30,000	.00	.00	
10-3600-876	DDA PAYROLL RECEIPTS	.00	.00	.00	
10-3600-877	FIRE SAFER GRANT	120,000	120,000	101,000	
10-3600-878	MUSIC IN THE PARK	.00	.00	.00	
10-3600-879	WYOMING AT WORK - GRANT	3,000	3,000	.00	
10-3600-883	RAWLINS-POLICE SEMINAR	.00	.00	.00	
10-3600-884	WYOMING COMMUNITY GAS	.00	.00	.00	
10-3600-888	SALE OF FIXED ASSETS	.00	.00	.00	
Total OTHER:		174,000	131,000	107,000	
TRANSFERS IN					
10-3900-890	IMPACT ASSISTANCE	.00	.00	.00	
10-3900-892	CENTRAL SHOP FUND	112,560	117,541	118,618	
10-3900-894	SOLID WASTE LANDFILL-DEBT SERV	.00	50,000	50,000	
10-3900-895	WATER FUND	171,210	169,602	173,981	
10-3900-896	SEWER FUND	114,137	112,950	122,565	
10-3900-897	LANDFILL FUND	160,050	158,460	154,498	
10-3900-898		.00	.00	.00	
10-3900-899	MURRAY STREET REIMBURSEMENT	69,770	69,770	69,770	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
Total TRANSFERS IN:		627,727	678,323	689,432	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 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.
- Goals of the City Council are identified in to beginning statements of the budget document.

2013-2014 Accomplishments/Comments:

- Selecting the City Manager.
- The implementation of a water rationing program for the City to be used if a shortage of drinking water happens again.
- See Accomplishments Summary.

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

- Goals of the City Council are identified in to beginning statements of the budget document.
- A 5 year capital Plan is also being developed during the budget process for FY 2014-2015.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
GENERAL GOVERNMENT DEPARTMENT					
10-4100-110	SALARIES	45,000	45,000	45,000	
10-4100-130	EMPLOYEE BENEFITS	3,443	3,443	3,443	
10-4100-190	WORKERS COMPENSATION	1,220	1,643	1,584	
10-4100-210	CONSULTANT CONTRACTS-OTHER	.00	.00	.00	
10-4100-250	TRAVEL AND TRAINING	9,000	8,000	8,000	
10-4100-270	DUES/PUBLICATIONS	15,000	16,000	16,000	
10-4100-499	MISCELLANEOUS	1,000	1,000	1,000	
GENERAL GOVERNMENT DEPARTMENT Revenue Total:		.00	.00	.00	
GENERAL GOVERNMENT DEPARTMENT Expenditure Total:		74,663	75,086	75,027	
Total GENERAL GOVERNMENT DEPARTMENT:		74,663	75,086	75,027	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015

Fund: 10-4101

Department: City Manager

Division: Administration

Department Mission: To support the City Council, connect citizens to their city government, and through professional management tools, help city departments provide responsive, cost effective, efficient local services.

Department Description: This department includes the City Manager, the City Clerk, Deputy City Clerk, the Cat's Bus and Safety Programs.

- The City Manager is the chief operating officer of the City. The Manager assists in the democratic processes of the representative local government. The City Code provides that this position is the administrative head of city government, specifically mentioning personnel administration and the control and management of public utilities and property. Guided by the vision and goals of the City Council, it is the City Manager's charge to accomplish the direction set out by the Council. This is often performed by facilitating public processes, hearing and responding to the issues concerning citizens, offering alternative solutions, representing the position of the governing body, and offering education regarding the provision of public services and infrastructure. Other duties include employee professionalism and productivity and safety.
- The City Clerk reviews and keeps the official actions of the City Council, manages documents, personnel records and liquor licenses. In addition to overseeing the safety and the citizens comment programs, the Clerk's office serves as liaison to the public and provides administrative support to the City Manager.
- The Deputy City Clerk assists the City Clerk and City Manager, serves as receptionist, manages the city's website, and issues licenses and permits.
- The flex employee assists in the preparation of the council packet as well as the daily functions in the City Clerk's office.

2014-2015 Goals, Projects and Highlights:

- The goals of the City Manager relate specifically to implementation of the goals set by the City Council. These goals reflect the evolution of the City of Rawlins in response to and in anticipation of changes in the community and the region. The current City Council goals are listed in section one of the budget document. Key themes from the community assessment updated in 2006 are also listed in the front sections of the budget book.
- Major Roles and Projects include:
 - Budget management and control.
 - Personnel including hiring and dismissal, recognition, safety, benefits and wellness.
 - Utilities including: Water, Wastewater, and Solid Waste issues.
 - Economic Development: Implement Rawlins 2012 Economic Development Plan.
 - Housing: Implement newly updated Housing Study and 2012 Aging in Place Feasibility Study.
 - Continue Coordination and communication with UPRR; Bureau of Land Management (Land and Protection of Water); Carbon County School District One new school development (Rawlins High School and Carbon County Higher Education Center Community College); WY DEQ Industrial Siting Council/Department Coordination (Large Industrial development).
 - City Land Management.
 - City Water development and protection.

2013-2014 Accomplishments/Comments:

- Completed Rawlins Comprehensive Master Plan Update 2013.
- Tourism: Completed Tourism Certified Community status.
 - Tier One – Aspiring Tourism Community received August 16, 2012
 - Tier Two – Affiliated Tourism Community received November 5, 2013.

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

- The issues identified in the City Council Goals and Budget.

- Planning for and responding to economic downturn and future anticipated growth pressures and impacts.
- Development and implementation of plans for community enhancement through downtown, economic development, public safety, transportation, infrastructure, land use, housing, parks and recreation.
- Increasing citizen trust and confidence in local government.
- Increase information flow to and communication with City Council.
- Funding strategies to maintain and replace the City's infrastructure and equipment and to provide sustainable operating services.

Responsibilities that need more attention.

A primary objective has been to get the City's house in order. Because of the immediate need to turn around employee attitude, safety, moral and professionalism some responsibilities have not been given the attention they deserve.

- Economic Development: Continue an active role in Carbon County Economic Development Corporation, lead Coordination of Rawlins Industry Round Table, and implement Rawlins 2012 Economic Development Plan.
- Tourism: Follow-up on Tourism Assessment and seek Tourism Certified Community status – Accomplish all Tiers of certification.
- Coordination and communications with: UPRR; Manager participate in leadership of state and national organizations and attend seminars.

Other Highlights:

Flex Program; 2014-2015 sewer project grant; all requisitions authorize by council before payment; cooperation with the development of the Perkins and Wing subdivision; cooperation with developers; cooperation with County cooperation with South Central on ball fields; greater accountability from Recreation; cooperation with power company of Wyoming; cooperation with County; and CCHE on Harshman; implementation of master plan; education of statutory boards, IT audit; DDA audit; new purchase policy; cooperation with OSHA and Workers Compensation; monitor and take action to insure fair dealings and accountability from School Faculties and DEQ on school demolition and land fill closure; professionalism at landfill and recycle; open communication with council

with more department letting council know when mistakes are made and taking responsibility for those mistakes; Shorter council meetings.

Department Highlights/Goals/Comments:

Building Official: We have made great strides in the increase of professionalism this year. There needs to be more attention to the legal issues and we need to start to work on dangerous buildings again.

DDA Main Street: This department is an example of what a department can be when you have someone who is willing to go the extra mile. We need to make sure that we get this department in order legally. In doing that we don't want to destroy the enthusiasm and effectiveness of the department.

Finance: We have made big changes and finance is adapting. We need to make sure we are going in the right direction with IT and the audit should help with that. Got through the budget audit last year with a perfect score. I have some concerns about monitoring of accounts receivable and getting notice when payments are late. Finance did a great job of leading the transition to council approval of accounts payable. We are working on a better inventory system, board docs and are in the middle of an audit to see if we can improve IT. Finance will be expected to take the lead on customer service and interacting with citizens.

Planning: is implementing the Master Plan, a newly updated Housing Study and 2012 Aging in Place Feasibility Study and reviewing the city ordinances for necessary changes and additions.

Public Works: Public works is a department that is willing to do more than just give lip service to making changes. They are proud of what they do but will make an honest effort to try something different. They will try a project to bid out overlay and participate in an analysis to determine if it increases production without a substantial increase in cost. They are developing five year maintenance plans for sewer and water. They are an example to other departments on cooperation not only between their divisions but with other departments. They have made major contributions to recreation through their work with the cemetery and

the golf course while at the same time getting their own work done. They were awarded a SLIB grant that has eluded the city for years. They are working on improving downtown snow removal.

Police: We have seen incredible growth in transparency, cooperation, human relations management and moral. Strong department.

Fire: Professionalism, pride in service, leader in human resource management, squeaking wheel on safety issues and willing to take on additional responsibilities with the development of the West entrance, Harshman Street and Nuisance Abatement.

Clerk: Continues to be the organizational memory that keeps things glued together in an organization that has extraordinary turnover. Cross training is a must and it has taken place this year.

Recreation: The moral and work environment for these employees needs to be improved. Employees have asked for help getting rid of the rumor mill; lack of cooperation; inability to accept change and lack of communication. They deserve much better and they can do much better. They need help and hopefully we can turn this around.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
MANAGERS OFFICE					
10-4101-110	SALARIES	195,737	181,311	188,316	
10-4101-115	MISCELLANOUS PAY	.00	.00	.00	
10-4101-130	EMPLOYEE BENEFITS	81,040	81,854	67,879	
10-4101-135	WELLNESS BENEFITS	.00	.00	.00	
10-4101-170	TEMPORARY PAY	.00	.00	.00	
10-4101-171	PART-TIME FLEX	.00	3,000	.00	
10-4101-180	OVERTIME PAY	.00	.00	.00	
10-4101-190	WORKERS COMPENSATION	4,817	6,728	6,629	
10-4101-207	CONSULTANT CONTR-INFO TECH	.00	.00	500	
10-4101-210	CONSULANT CONTR-OTHER	.00	.00	.00	
10-4101-250	TRAVEL AND TRAINING	11,000	9,000	9,000	
10-4101-256	UTILITIES-PHONE/INTERNET	3,200	3,200	3,200	
10-4101-260	UTILITIES-OTHER	.00	.00	.00	
10-4101-270	ADS/DUES/PUBLICATIONS	3,300	3,300	3,300	
10-4101-272	AGING IN PLACE EXPENSES	.00	.00	.00	
10-4101-430	SUPPLIES	1,000	1,000	1,000	
10-4101-440	EQUIPMENT	.00	.00	.00	
10-4101-470	VECHICLE OPERATION	.00	.00	.00	
10-4101-480	UNIFORMS	.00	.00	200	
10-4101-700	FA-VEHICLES	.00	.00	.00	
10-4101-705	FA-EQUIPMENT	3,000	.00	.00	
10-4101-715	FA-INFORMATION TECHNOLOGY	12,000	.00	.00	
10-4101-725	FA-MISCELLANOUS STUDIES	34,000	.00	.00	
MANAGERS OFFICE Revenue Total:		.00	.00	.00	
MANAGERS OFFICE Expenditure Total:		349,094	289,393	280,024	
Total MANAGERS OFFICE:		349,094	289,393	280,024	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

Fund: 10-4102

Department: Legal

Division: Office of City Attorney

Department Mission: It is the mission of the Office of City Attorney to provide effective, efficient, professional, informed, progressive and preventative legal advice and services to the City Council, City Manager, City staff and City Boards and Commissions; thereby protecting the rights and interests of the citizens of the City of Rawlins and the City as a Wyoming Municipal Corporation.

Department Description: In accordance with the City Charter, the Office of City Attorney is the chief legal adviser and corporate legal counsel for the municipal corporation, through a sustained commitment of honesty and integrity. The Office of City Attorney is currently comprised of one City Attorney, one Legal Assistant and one Special Counsel that represents the Board of Adjustments and the Rawlins Planning and Zoning Board. The City Attorney is appointed by the City Council and as a direct employee of the Council serves at their pleasure. The Office of City Attorney provides a range of dedicated legal services intended to ensure the lawfulness of legislation, agreements, bidding documents, and policies. The Office of City Attorney provides legal advice to the City Council, City Manager and Department Heads relating to Employment Law; Contract Law; Statutory and Constitutional Interpretations; Public Hearing and Public Records Regulations; Police Powers; Planning and Zoning Regulations and Procedural Rules for Governing Bodies. The Office of City Attorney prosecutes and provides appellate advocacy for all criminal misdemeanor offenses, city ordinance violations and represents the interests of the city in civil litigation matters. The City Attorney attends City Council Workshops, City Council Retreats at the discretion of the City Council and City Council Meetings held on the 1st and 3rd Tuesday of each Month. Additionally, the Office of City Attorney attends board meetings as necessary to ensure compliance with the Wyoming Administrative Procedures Act. The Office of City Attorney represents the city in contract negotiations and appears on behalf

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

of the city in appeals of administrative decisions of city staff. The Office also represents the city in Workers Compensation and Labor Board litigation. As such, the Office of City Attorney does not, and cannot, provide legal advice to citizens or residents within the City of Rawlins.

2013-2014 Goals, Projects and Highlights:

- With the promotion of the former City Attorney to the position of City Manager and the appointment of the Acting City Attorney to the position of City Attorney, the Office of City Attorney has been unable to retain the services of a Deputy City Attorney. Since August 30, 2013, the City Attorney has been providing all legal services to the City Council, City Manager and City staff. While we have experienced a marked increase in demand for legal services we have been unsuccessful in recruiting a Deputy Attorney for the amount allocated for a contract employee. Accordingly, the Office of City Attorney must adhere to strict time management and prioritize tasks to ensure all demands are being met. The Office of City Attorney experienced a budget reduction from \$195,558.93 in fiscal year 2012-2013 to \$164,372.00 in fiscal year 2013-2014.
- On a positive note the Office was fortunate to recapture 100% of the Legal Assistant duties to the Office during the 2013-2014 Fiscal Year. With the exception of Federal Section 8 Housing, the Legal Assistant is focused entirely on the Office of City Attorney.
- We are committed to providing the quality legal services that we have in the past despite the reductions in staff by working in a team environment, providing each other with a positive working environment that builds on teamwork. Our goal is to avoid duplication of services, share work responsibilities, increase communication to work smarter with less people and within a smaller budget. We may fall short of reaching our lofty goals but we will strive every day to work smart and celebrate our victories and achievements as a team.
- We will continue to be exemplary public servants and strive to create a

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

positive customer oriented environment for our customers, other city departments and the citizens of Rawlins.

- Our job is to help the City not violate the rules and to gain compliance in a timely manner if the rules are violated. If someone does not want to play by the rules we will insure that there are consequences.
- Every day presents a myriad of challenges but the Office of City Attorney is up to facing those challenges and working cooperatively to identifying and implementing workable solutions to those challenges.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CITY ATTORNEY					
10-4102-110	SALARIES	118,674	117,982	135,420	
10-4102-115	MISCELLANOUS PAY	.00	.00	.00	
10-4102-130	EMPLOYEE BENEFITS	27,052	28,836	29,059	
10-4102-135	WELLNESS BENEFITS	.00	.00	.00	
10-4102-170	TEMPORARY PAY	9,000	.00	.00	
10-4102-171	PART-TIME FLEX	.00	.00	.00	
10-4102-180	OVERTIME PAY	.00	.00	.00	
10-4102-190	WORKERS COMPENSATION	3,135	4,306	4,767	
10-4102-206	CONSULTANT CONTRACTS-LEGAL	.00	.00	13,500	
10-4102-210	CONSULTANT CONTRACTS-OTHER	.00	.00	.00	
10-4102-220	COURT AND LEGAL FEES	13,500	5,500	5,500	
10-4102-250	TRAVEL AND TRAINING	1,665	1,665	3,000	
10-4102-256	UTILITIES-PHONE/INTERNET	.00	.00	500	
10-4102-260	UTILITIES-OTHER	.00	.00	.00	
10-4102-270	DUES/PUBLICATIONS	5,088	5,088	3,000	
10-4102-430	SUPPLIES	620	620	1,370	
10-4102-440	EQUIPMENT	.00	.00	.00	
10-4102-725	FA-MISC. STUDIES	20,000	375	10,000	
CITY ATTORNEY Revenue Total:		.00	.00	.00	
CITY ATTORNEY Expenditure Total:		198,734	164,372	206,116	
Total CITY ATTORNEY:		198,734	164,372	206,116	

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

1. **Planning and Zoning Commission.** The Special Legal Counsel provides legal support to the Rawlins Planning and Zoning Commission deals primarily with Title 18 subdivisions and Title 19 Zoning of the City Code. The Rawlins Planning and Zoning Commission meets once a month and reviews subdivision plats, applications for special use permits and serves as an advisory board to the city council. It is the responsibility of the Office of City Attorney to approve the board's meeting packet which serves to assist the Planning and Zoning Commission understand what the petitioner is requesting, provide the necessary legal framework to ensure the board makes an informed and lawful decision as it relates to the request. The Special Legal Counsel will attend the Rawlins Planning and Zoning Commission's Meetings to ensure that the meeting is conducted in compliance with the Wyoming Administrative Procedures Act. Additionally, the Special Legal Counsel is the legal advisor to the Planning and Zoning Commission and answers procedural questions and completes any requested legal research by the commission.
2. **Board of Adjustments.** The Special Legal Counsel provides legal support to the Board of Adjustments. Any decision made by a city employee that affects the rights of a citizen may be appealed to this board. Additionally, any Title 19 Zoning Regulation may also be appealed and through a variance request to this board. When a citizen petitions for a variance, the Special Legal Counsel attends the board's meeting to ensure compliance with the Wyoming Administrative Procedures Act. The Special Legal Counsel does not advocate one way or the other, instead provides legal advice to City staff on procedural requirements to ensure the decision is upheld upon appeal to the District Court. If the Board of Adjustment is acting on a request of a citizen appealing a decision of a city employee or a board or division, the Special Legal Counsel's role is twofold. First, the Special Legal Counsel ensures compliance with the Wyoming Administrative Procedures Act and that all appropriate evidence is presented to the Board of Adjustment. Secondly, the Special Legal Counsel may serve as an advocate of the city employee, board or division whose decision is being appealed.
3. **Departments and Downtown Development Association/Main Street.** The Office of City Attorney drafts, reviews and prepares all contracts for execution between the department and any other entity. At the request of DDA/Main Street, the Office will review proposed ordinances for the department to present to the city council. If the ordinance is passed by the City Council the legal secretary changes each portion of the city ordinance book that has been affected by the addition of or change to an ordinance. After the changes are made to the master copy of the city ordinances changes are distributed to each department head and any other individual who has a copy of the city

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

ordinance code book thus ensuring that all ordinance books are appropriately updated. These changes are also provided to the Deputy City Clerk that is responsible for updating the city website to ensure the city's website is current and up to date.

4. City Department Heads. The Office of City Attorney provides legal advice to department heads regarding employment law and is involved in all disciplinary actions to ensure that the employee personnel policy of the city is complied with and any disciplinary action is appropriate and does not violate an employee's civil rights. In furtherance of this compliance and diligence to employment regulations, this Office has purchased a video training program that can be utilized through private study or group training to provide supervisors of each department with information relating to employment law. This is a proactive attempt on the part of the Office to avoid litigation in employment law and ensure the City is not engaged in employment practices that violate the law. Each department head receive training in hiring, firing, documentation, evaluations, discipline, harassment, discrimination, employee privacy and work place violence. Department heads are encouraged to then set up additional training sessions within their individual departments. The City of Rawlins has not retained a human resource officer and until the city can afford to hire one the City Attorney's Office anticipates continued involvement in this proactive attempt to avoid litigation. The City of Rawlins no longer has a safety officer and the Office of City Attorney is encouraging the expansion and distribution of a city wide safety manual and working cooperatively with Occupational Safety and Health Administration to identify safety control issues. Again, this is a proactive attempt to minimize litigation and promote safety city wide. Employees involved with injuries requiring medical treatment, loss of work, and/or accidents are required to submit to alcohol testing per the employee personnel policy. The Office of City Attorney periodically reviews the accident and/or injury reporting procedures to ensure proper regulatory compliance with OSHA and Department of Labor. The Office advises the department and the city manager on legal issues when an employee is hired and advises the department and the city manager on legal issues if an employee's employment with the city is terminated upon request. The Office of City Attorney advises department heads on legal issues related to the acquisition of equipment, supplies and vehicles with legal guidance relating to the surplus, sale or other disposition of city property. The acquisition of real property and personal property by a municipality and the disposition of real property and personal property by a municipality are strictly governed by Wyoming State Statutes. The Wyoming statutes also strictly govern a municipality's dealings with contractors, service providers and suppliers of equipment and other merchandise. The Office of City Attorney works closely with Department heads to insure that Wyoming State Statutes are complied with. Each department generally works under a specific portion of the Wyoming State Statutes or a specific title of the municipal code. Almost daily,

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

the Office of City Attorney works cwith a department head in the process of interpretation of those statutes and ordinances as well as interpretation of any provision of the personnel policy. Services provided to department heads and the City Manager by the Office is a continuous fluid process resulting in the legal assistant answering the phone, taking messages and coordinating meetings to facilitate this process. A representative from the Office attends all department head meetings which are held every Tuesday morning. At each department head meeting staff discusses current and future issues in their department that might impact the city or other departments. It is the responsibility of the city attorney to recognize any potential legal issues involved with the activities of each department.

5. The City Council. The Office of City Attorney is the chief legal advisor for the city council. The city council meets the 1st and 3rd Tuesday of each month and generally holds an identified city council workshop. An employee from the Office attends all city council meetings and a majority of the work sessions. If it appears a work session does not touch upon issues that may involve legalities the Office is available for clarification. One of the primary legal duties of representing the city council is ensuring diligence to the Wyoming Open Meetings Act, constitutional provisions that apply to municipalities and Wyoming State Statutes addressed to municipalities. The Office is often called upon by the council to research and explain constitutional issues, state statutes and case law relating to their duties as a council and governing body.
6. Municipal Court.
 - a. Criminal Prosecution. The Office of City Attorney represents the City of Rawlins at all criminal arraignments every Monday morning and on Tuesday morning's following a City Holiday. At arraignment, the defendant is advised of constitutional rights and given an opportunity to enter a plea. If the defendant enters a plea of guilty or no contest the city attorney has previously reviewed the defendant's criminal history and the police incident report with the City Attorney providing a sentencing recommendation to the municipal judge. If the defendant pleads not guilty the city attorney prepares the matter for prosecution by insuring notice and discovery is provided to the defendant and/or the defendant's attorney. The Office evaluates the allegations of the charges and interviews witnesses to formulate a determination on the case, specifically if it should be dismissed or recharged to a more appropriate charge. If the case cannot be settled by plea agreement the city attorney prosecutes the case at trial in municipal court before the municipal judge. In the event the defendant is convicted and appeals the decision of the court, the city attorney represents the city by providing appellate advocacy by briefing and arguing the case before the Second Judicial District Court and if necessary the Wyoming Supreme

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

Court. Rights of the citizen are protected by the Constitution of the United States and the Constitution of the State of Wyoming. There is an incredible amount of pleadings that must be filed to document that the defendant's rights have been complied with. There is an equal amount of paperwork that is required to ensure due process with notice of all hearings and prepare the motions, orders, briefs and other documents relative to the process. Most of this paperwork, notice and scheduling is performed by the legal assistant to the city attorney. The legal assistant also coordinates all discovery, requests certified driving records and tracks probation and warrants.

In the event that a defendant is convicted he is often placed on probation. The Office helps ensure the conditions of probation are complied with. In the event the defendant fails to pay a fine or otherwise violates a condition of probation the Office files a motion for an order to appear and show cause with the Office representing the city at all hearings. In the event a defendant does not appear on the order to appear and show cause, a warrant is issued for the defendant. The Office tracks the warrant and when the warrant is executed represents the city at the initial hearing on the warrant. In the event the defendant denies the allegations of a warrant or an order to appear and show cause the matter is set for hearing and the city attorney's office represents the City of Rawlins in that hearing.

The Office also issues criminal search warrants at the request of the police department. The Office interviews the police officer to determine whether or not a search warrant is appropriate. If it is determined a search warrant is appropriate the Office drafts an affidavit from the officer explaining why the court is being petitioned for a search warrant. All the necessary paperwork is processed and presented to the court for determination. Once the search warrant is complete an inventory is conducted and the appropriate paperwork is filed with the court.

7. Nuisance abatement. The Office may represent the interest of the city in a nuisance abatement case either civilly or criminally.
 - a. Criminal Nuisance. A nuisance abatement officer can write a citation for violation of nuisance ordinances. If a citation is written by the nuisance abatement officer the citation is treated the same as any other criminal citation and the matter proceeds through municipal court as described above.
 - b. Civil Nuisance. In the event that code enforcement or the Office makes the determination to proceed civilly against a citizen in violation of the nuisance ordinances the matter goes to an administrative hearing officer acting on behalf

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

of the Board. The municipal court judge has been selected by the Construction Board to act as the administrative hearing officer for the purpose of nuisance abatement. The violator is served with a notice by code enforcement that they are in violation of the code. If the violator has not remedied the violation within a specified time period the matter is turned over to the city attorney. The city attorney files a complaint before the administrative hearing officer and the notice is filed with the newspaper and notice is given to the violator. If the violator has not requested an appeal of the decision of the code enforcement officer within thirty (30) days the City Attorney's Office requests an abatement order from the administrative hearing officer. If the violator requests a hearing, the matter is presented to the administrative hearing officer and the City Attorney's Office represents the city and advocates on behalf of code enforcement at the hearing. In the event that an abatement order is issued and the violator appeals, the city attorney represents the interests of the city by briefing and arguing the case before the district court. If an abatement order is issued and the violator does not appeal, the city attorney monitors the abatement process to insure that rights of the citizen are not violated in the abatement process. Rights of the citizen are protected by the constitution of the United States and the constitution of the state of Wyoming. There is an incredible amount of paperwork that must be filed to document that the defendant's rights have been complied with. There is an equal amount of paperwork that is required to schedule the various hearings and prepare the motions, orders, briefs and other documents relative to the process. Most of this paperwork, notice and scheduling is taken care of by the secretary for the city attorney. Civil process often results in a negotiated settlement agreement. In an agreement, the party agrees to bring property into compliance based on a plan acceptable to the parties. The City Attorney's Office tracks the progress of the citizen bringing the property into compliance and dismisses the case when the property is in compliance or in the alternative files a motion for an abatement order in the event the property owner does not comply with the stipulations.

At the request of code enforcement officials the city drafts the necessary paperwork for a civil search warrant. An affidavit from the code enforcement officer is drafted and presented to the court along with all the necessary paperwork justifying the issuance of the civil warrant. Once the civil warrant is issued, code enforcement enters upon the premises to inspect for violation of city codes. In the event property is removed an inventory is completed as required by law.

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

8. Dangerous building abatement. The city attorney can represent the interest of the city in a dangerous building case either civilly or criminally.
 - a. Criminal Dangerous Building. A dangerous building abatement officer can write a citation for violation of dangerous building ordinances. If a citation is written by the dangerous building abatement officer the citation is treated the same as any other criminal citation and the matter proceeds through municipal court as described above.
 - b. Civil Dangerous Building. In the event that code enforcement or the City Attorney's Office makes the determination to proceed civilly against a citizen in violation of the dangerous building ordinances the matter goes to an administrative hearing officer acting on behalf of the Construction Board. The municipal court judge has been selected by the Construction Board to act as an administrative hearing officer for the purpose of dangerous building abatement. The violator is served with a notice by code enforcement that they are in violation of the code. If the violator has not remedied the violation within a specified time period the matter is turned over to the city attorney. The city attorney files a complaint before the administrative hearing officer and the notice is filed with the newspaper and notice is given to the violator. If the violator has not requested an appeal of the decision of the code enforcement officer within thirty (30) days the City Attorney's Office requests an abatement order from the administrative hearing officer. If the violator requests a hearing, the matter is presented to the administrative hearing officer and the City Attorney's Office represents the city and advocates on behalf of code enforcement at the hearing. In the event that an abatement order is issued and the violator appeals, the city attorney represents the interests of the city by briefing and arguing the case before the district court. If an abatement order is issued and the violator does not appeal, the city attorney monitors the abatement process to insure that rights of the citizen are not violated in the abatement process. Rights of the citizen are protected by the constitution of the United States and the constitution of the state of Wyoming. There is an incredible amount of paperwork that must be filed to document that the defendant's rights have been complied with. There is an equal amount of paperwork that is required to schedule the various hearings and prepare the motions, orders, briefs and other documents relative to the process. Most of this paperwork, notice and scheduling is taken care of by the secretary for the city attorney. Civil process often results in a negotiated settlement agreement. In an agreement, the party agrees to bring property into compliance based on a plan acceptable to the parties. The City Attorney's Office tracks the progress of the citizen bringing the property into compliance and dismisses the case when the property is in

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

compliance or in the alternative files a motion for an abatement order in the event the property owner does not comply with the stipulations.

At the request of code enforcement officials the city drafts the necessary paperwork for a civil search warrant. An affidavit from the code enforcement officer is drafted and presented to the court along with all the necessary paperwork justifying the issuance of the civil warrant. Once the civil warrant is issued, code enforcement enters upon the premises to inspect for violation of city codes. In the event property is removed an inventory is completed as required by law.

9. Employment Law. The Office advises the City Manager on employment law including the Family Medical Leave Act, Americans with Disabilities Act and Fair Labor Standards Act. The Office monitors job descriptions, status of employees as exempt or nonexempt and overtime laws. The Office also reviews all contracts that involve employment labor issues to insure that the contractor who is awarded the bid from the city is in compliance with wage and hourly requirements. The Americans with Disabilities Act requires the city to make reasonable accommodations for employees who have disabilities. The Office strives to keep informed upon what seems to be ever changing laws in this area and alerts department heads and the city manager to possible employment issues. The Office also monitors training for supervisors to ensure they are aware of the requirements of the ADA, FMLA and FLSA and are able to identify possible issues as they arise. The Family Medical Leave Act requires that the City of Rawlins provide twelve (12) weeks of unpaid leave for a qualifying event under the Family Medical Leave Act.

The personnel policy sets forth a hearing procedure for disciplinary acts and the Office monitors the process to insure that any disciplinary action is in compliance with the requirements of the personnel policy. The personnel policy was modified in 2008 and the Office keeps well-informed of issues relating to personnel policies to ensure that appropriate changes can be made to the personnel policy when necessary. The personnel policy lists protections for the employees and when an employee identifies they are the subject of discrimination, harassment, the employee may assert that the city may be in violation of the FLSA, ADA, and FMLA. If the Office determines there is no conflict, Office may investigate allegations of discrimination, harassment or violations of employee rights and advises the city manager as to legal issues. If the employee is not satisfied with the results of the internal investigation relating to their complaint they may file a complaint with the Equal Employment Opportunity Commission. In the State of Wyoming the Department of Labor has a work sharing agreement with Equal Employment Opportunity Commission and the Department of

OFFICE OF THE CITY ATTORNEY RESPONSIBILITIES

Labor reviews all allegations of violations. Once a complaint has been filed they are similar to lawsuits but are completed in compliance with the Wyoming Administrative Procedures Act. The City Attorney's Office represents the city on EEOC claims. Upon final determination from the Department of Labor an employee can file a civil rights action in Federal District Court. Prior to following the action in Federal District Court the city and the employee are both given an opportunity to settle the case in a manner acceptable to both the city and the employee. If the case cannot be settled and a federal claim is filed, the city is represented by the local government liability pool with an attorney paid for by the liability pool.

10. Contracts, Agreements and Tickler System. In the past there has been a tendency to sign the stock agreement of vendors with automatic renewals in place. These contracts have often been signed by lower level employees who are not authorized to represent the city. Thousands of dollars have been paid upfront for work when no written contract has been executed. Small jobs have not been bid out and have been performed without a written contract. When a problem arises the city is often left without recourse. Purchase of supplies without contracts has resulted in thousands of dollars of duplication that could have been avoided by contract review and an appropriate approval process. Lease payments owed to the city have gone for years without payment and contract deadlines have been missed by the city because tickler systems have not been established. We are now trying to ensure that all work is done only when a contract is in place that has been reviewed by the city manager and the city attorney. Tickler systems are being developed by each department to help share in the responsibilities of catching these deadlines before they lapse.

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 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, make sure all requirements are met for sentences ordered by Judge.

2014-2015 Goals, Projects and Highlights:

- Continue processing cases efficiently.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
MUNICIPAL JUDGE					
10-4103-110	SALARIES	102,517	103,929	108,084	
10-4103-115	MISCELLANOUS PAY	.00	.00	.00	
10-4103-130	EMPLOYEE BENEFITS	53,737	54,465	55,640	
10-4103-135	WELLNESS BENEFITS	.00	.00	.00	
10-4103-180	OVERTIME PAY	.00	.00	.00	
10-4103-190	WORKERS COMPENSATION	2,778	3,793	3,805	
10-4103-206	CONSULTANT CONTR-LEGAL	1,500	800	800	
10-4103-207	CONSULTANT CONTR-INFO TECH	15,000	15,000	9,000	
10-4103-210	CONSULTANT CONTR-OTHER	.00	.00	.00	
10-4103-215	JAILING EXPENSES	50,000	50,000	50,000	
10-4103-220	COURT AND LEGAL FEES	15,000	15,000	14,000	
10-4103-227	CC EXPENSE BOND ACCOUNT	.00	.00	1,000	
10-4103-250	TRAVEL AND TRAINING	30	30	30	
10-4103-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4103-260	UTILITIES-OTHER	.00	.00	.00	
10-4103-270	ADS/DUES/PUBLICATIONS	50	550	550	
10-4103-380	EQUIPMENT MAINTENANCE	.00	.00	.00	
10-4103-430	SUPPLIES	600	800	800	
MUNICIPAL JUDGE Revenue Total:		.00	.00	.00	
MUNICIPAL JUDGE Expenditure Total:		241,212	244,367	243,709	
Total MUNICIPAL JUDGE:		241,212	244,367	243,709	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Continuing replacement of older computers/servers until the 21st century level hardware/software is reached. This enables 21st century computer applications to be deployed.
- Maintain the “campus” network to all facilities for the data and phone communication connectivity through a professional contract.
- Meet the goals of the City Council and Staff on providing Video Surveillance on City Facilities and other areas of concern.

2013-2014 Accomplishments/Comments:

- We have replaced approximately 12 old PC's, repaired the City Hall video/voice recording system, and added a 24 port switch to City Hall to eliminate congestion.
- Meet the goals of the City Council and Staff on providing Video Surveillance on City Facilities.

- Maintained the “campus” network connecting fourteen (14) facilities together for both data and voice without failure.

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

- Continued development of technology to enhance the ability of City employees to provide services to the public at large.
- Use of technology to capture the water/wastewater meter readings in a timelier manner.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
INFORMATION TECHNOLOGIY					
10-4104-110	SALARIES	.00	.00	.00	
10-4104-115	MISCELLANOUS PAY	.00	.00	.00	
10-4104-130	EMPLOYEE BENEFITS	.00	.00	.00	
10-4104-135	WELLNESS BENEFITS	.00	.00	.00	
10-4104-180	OVERTIME PAY	.00	.00	.00	
10-4104-190	WORKERS COMPENSATION	.00	.00	.00	
10-4104-207	CONSULTANT CONTR-INFO TECH	108,000	110,000	120,000	
10-4104-210	CONSULTANT CONTR-OTHER	.00	.00	.00	
10-4104-250	TRAVEL AND TRAINING	1,000	1,000	500	
10-4104-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4104-260	UTILITIES-OTHER	.00	.00	.00	
10-4104-270	ADS/DUES/PUBLICATIONS	100	100	.00	
10-4104-430	SUPPLIES	800	800	800	
10-4104-440	EQUIPMENT	45,000	40,000	35,000	
10-4104-715	FA-INFORMATION TECHNOLOGY	79,617	89,840	26,000	
INFORMATION TECHNOLOGIY Revenue Total:		.00	.00	.00	
INFORMATION TECHNOLOGIY Expenditure Total:		234,517	241,740	182,300	
Total INFORMATION TECHNOLOGIY:		234,517	241,740	182,300	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 continuing education of all employees working for the City. The City of Rawlins is partnering with the WY Office of Tourism in a new Customer Service program created solely for municipalities to have every city employee trained in Customer Service to create a positive work environment and culture for the community.

2014-2015 Goals, Projects and Highlights:

- Continue providing support of the hiring process through pre-employment background investigations and drug screens.
- Continue exit interviews through third party contracting.
- Continue working with Wyoming OSHA for all city employees to promote a safe work environment.
- Establish eight-hour OSHA refresher course for employees who completed the OSHA 1910 training.
- With evolving changes in employees we continue to seek new ways to enhance the work environment by using exit interviews provided by a third party supplier.
- Continue to pursue educational opportunities for supervisory personnel as laws and practices change in Human Resources.

2013-2014 Accomplishments/Comments:

- The completion of continuing education for the senior department head employees is completed.
- Continued 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.
- Completed Wyoming OSHA Safety Compliance Consultation & Evaluation to reduce injuries and minimize financial costs and Workers' Compensation premiums.

Major issues of concern in the next five to ten year:

- Trying to understand why we have a high turnover ratio as compared to other cities and private enterprises.
- Follow up on Human Resources Audit issues.
- Continue evaluating the need for a Human Resource position.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
HUMAN RESOURCES					
10-4105-207	CONSULTANT CONTR-INFO TECH	.00	.00	7,800	
10-4105-210	CONSULTANT CONTR-OTHER	11,000	11,000	15,000	
10-4105-225	UNEMPLOYMENT INSURANCE	40,000	30,000	40,000	
10-4105-250	TRAVEL AND TRAINING	6,000	4,000	5,000	
10-4105-251	DRUG/ALCOHOL SCREENING	7,000	2,000	2,000	
10-4105-252	PERSONNEL TESTING	5,000	7,000	6,000	
10-4105-253	MEDICAL	8,500	15,000	15,000	
10-4105-254	EDUCATION REIMBURSEMENT	1,150	650	650	
10-4105-270	ADS, DUES, PUBLICATIONS	8,000	12,000	12,000	
10-4105-322	SAFETY	2,500	10,000	10,000	
10-4105-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
HUMAN RESOURCES Revenue Total:		.00	.00	.00	
HUMAN RESOURCES Expenditure Total:		89,150	91,650	113,450	
Total HUMAN RESOURCES:		89,150	91,650	113,450	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Continue to provide safe and dependable transportation to community members in need during limited daily hours Tuesday through Friday of each week.
- CATS Bus driver and substitute driver to attend the WYTRANS Annual Conference.
- Continue training of the current CATS Bus driver and backup drivers to ensure all driving safety regulations and passenger safety regulation are followed. More training due to newer bus.
- Have enough trained drivers to cover primary driver when absent.

2013-2014 Accomplishments/Comments:

- CPA's First Aid Certification Training 02/24/14
- WY Department of Transportation (DOT) training for regular and substitute Community Access Transit System (CATS) Bus drivers on March 17, 2012
 - Federal Transit Administration's Paratransit Operator Training:
Introduction to Paratransit

- Federal Transit Administration's Paratransit Operator Training:
Vehicle Operations
- Federal Transit Administration's Paratransit Operator Training:
Managing Emergencies
- Federal Transit Administration's Paratransit Operator Training:
Customer Relations

Major issues of concern in the next five to ten year:

- The City of Rawlins should look into the funding of this division through the federal grants program for public transportation as the City population and used of public transportation grows.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CATS BUS					
10-4106-110	SALARIES	22,115	22,564	23,251	
10-4106-115	MISCELLANOUS PAY	.00	.00	.00	
10-4106-130	EMPLOYEE BENEFITS	3,471	3,445	11,370	
10-4106-135	WELLNESS BENEFITS	.00	.00	.00	
10-4106-180	OVERTIME PAY	.00	.00	.00	
10-4106-190	WORKERS COMPENSATION	599	824	819	
10-4106-210	CONSULTANT CONTRACTS-OTHER	.00	.00	.00	
10-4106-250	TRAVEL AND TRAINING	500	500	500	
10-4106-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4106-260	UTILITIES-OTHER	.00	.00	.00	
10-4106-270	ADS/DUES/PUBLICATIONS	200	200	200	
10-4106-440	EQUIPMENT	100	200	200	
10-4106-470	VECHICLE OPERATION	6,500	6,400	6,400	
10-4106-700	FA-VEHICLES	.00	.00	.00	
CATS BUS Revenue Total:		.00	.00	.00	
CATS BUS Expenditure Total:		33,485	34,133	42,740	
Total CATS BUS:		33,485	34,133	42,740	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Re-train department personnel as we lost three (3) employees during FY 2013-2014.
- Define the goal for the 5th Penney on how much of this revenues resource is to be used for operating expenses versus capital expenses.
- 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.

2013-2014 Accomplishments/Comments:

- Create a balanced budget for FY 2013-2014 with financial resources not providing additional resources.
- We started the process of creating a multi-year capital plan within the enterprise funds for the future so the City Council can prioritize the capital

item based upon their adopted goals.

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

- With the creation of the “campus network” the finance department as the largest user of technology needs to find the time to educate City employees on the use of this information and where to find it.
- We also need to keep an open mind to new processes and procedures that would enhance our ability to provide valuable information to the persons in charge.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
FINANCE DEPARTMENT					
10-4202-110	SALARIES	230,763	233,591	233,496	
10-4202-115	MISCELLANOUS PAY	.00	.00	.00	
10-4202-130	EMPLOYEE BENEFITS	127,651	115,208	97,467	
10-4202-135	WELLNESS BENEFITS	.00	.00	.00	
10-4202-180	OVERTIME PAY	.00	.00	.00	
10-4202-190	WORKERS COMPENSATION	6,254	8,526	8,220	
10-4202-207	CONSULTANT CONTR-INFO TECH	13,000	15,000	15,500	
10-4202-210	CONSULTANT CONTR-OTHER	750	750	750	
10-4202-250	TRAVEL AND TRAINING	1,000	1,000	2,000	
10-4202-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4202-260	UTILITIES-OTHER	.00	.00	.00	
10-4202-270	ADS/DUES/PUBLICATIONS	250	250	200	
10-4202-430	SUPPLIES	500	500	500	
10-4202-440	EQUIPMENT	750	750	500	
10-4202-480	UNIFORMS	.00	.00	750	
10-4202-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
FINANCE DEPARTMENT Revenue Total:		.00	.00	.00	
FINANCE DEPARTMENT Expenditure Total:		380,918	375,575	359,383	
Total FINANCE DEPARTMENT:		380,918	375,575	359,383	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- The City continues to hold expenses to actual in the area of beautification and promotion as revenues have no growth. Some \$10,000 of the \$33,000 budget is used for Spring Cleanup.
- The City has now created a separate fund for all recreational activities and green space management (fund 15) and the transfer out of general fund revenues to the recreation fund identifies this subsidy at a glance and is located in this cost center.
- Acknowledging the increased expense in Utilities-Phone/Internet account as we consolidate all phone and Internet expense for the City into one account as we allowed the network to work efficiently between all sixteen facilities.

2013-2014 Accomplishments/Comments:

- The City continues to make every effort to clean up the community by using our “promotion” expense account to fund these efforts.

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

- Finding the revenue resources to enhance the quality of life for the residences of the City of Rawlins.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
NON DEPARTMENTAL					
10-4204-205	CONSULTANT CONTRACTS-ENGINEE	.00	.00	.00	
10-4204-208	CONSULTANT CONTR-GOVERN	1,000	1,000	1,000	
10-4204-210	CONSULTANT CONTR-OTHER	33,000	36,000	40,000	
10-4204-214	BEAUTIFICATION/PROMOTIONS	33,000	26,089	32,352	
10-4204-235	LANDFILL CREDIT	.00	.00	.00	
10-4204-255	UTILITIES-ELECTRICAL	15,000	15,000	15,000	
10-4204-256	UTILITIES-PHONE/INTERNET	61,000	63,000	64,000	
10-4204-257	UTILITIES-GAS	8,500	8,500	8,500	
10-4204-260	UTILITIES-OTHER	.00	.00	.00	
10-4204-270	ADS/DUES/PUBLICATIONS	25,500	27,500	30,000	
10-4204-290	POSTAGE	30,000	32,000	33,000	
10-4204-305	LAND	.00	.00	1,000	
10-4204-320	EQUIPMENT LEASE & RENTAL	36,000	36,000	36,000	
10-4204-350	INSURANCE	133,000	135,000	135,000	
10-4204-360	ELECTIONS	5,500	5,500	5,500	
10-4204-430	SUPPLIES	33,000	33,000	32,000	
10-4204-440	EQUIPMENT	100	100	100	
10-4204-515	RELAY FOR LIFE	.00	.00	.00	
10-4204-550	EVENTS COMMITTEE	9,000	9,000	9,000	
10-4204-552	CHRISTMAS LIGHTS AND MAINT.	500	500	200	
10-4204-580	FIREWORKS	11,500	11,500	12,500	
10-4204-587	PET PARTNERS	6,500	6,000	5,000	
10-4204-705	FA-EQUIPMENT	.00	.00	.00	
10-4204-960	TRANSFER- RECREATION SERVICES	855,591	1,656,198	1,481,882	
10-4204-972	TRANSFER TO SOLID WASTE-LAND	150,000	.00	.00	
10-4204-975	TRANSFER- WATER AND SEWER	.00	.00	.00	
NON DEPARTMENTAL Revenue Total:		.00	.00	.00	
NON DEPARTMENTAL Expenditure Total:		1,447,691	2,101,887	1,942,034	
Total NON DEPARTMENTAL:		1,447,691	2,101,887	1,942,034	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 and Warehouse, 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, City Engineer, the Facilities Coordinator and the Administrative Secretary. Duties include Department Administration / Senior Supervision Directions of all Divisions, City Engineering, Cemetery Administration, and GIS Mapping.

Division 2014-2015 Goals, Projects and Highlights:

- Complete a digital Cemetery Map in GIS
- Ensure utilities meets preventative maintenance goals.
- Complete 20% of system in valve exercising
- Increase recycling production

2013-2014 Accomplishments/Comments:

- Renew or Replace Recycling Vender and Contract
- City Wide Mapping Complete Aerial work with Water and Sewer Maps.
- Complete Transportation Element of City Plan.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
PUBLIC WORKS ADMINISTRATION					
10-4301-110	SALARIES	95,737	55,262	46,308	
10-4301-115	MISCELLANOUS PAY	.00	.00	.00	
10-4301-130	EMPLOYEE BENEFITS	30,883	17,721	16,587	
10-4301-135	WELLNESS BENEFITS	.00	.00	.00	
10-4301-171	PART-TIME FLEX	.00	.00	.00	
10-4301-180	OVERTIME PAY	.00	.00	.00	
10-4301-190	WORKERS COMPENSATION	2,594	2,017	1,631	
10-4301-205	CONSULTANT CONTR-ENGINEER	.00	.00	.00	
10-4301-210	CONSULTANT CONTR-OTHER	.00	.00	.00	
10-4301-250	TRAVEL AND TRAINING	4,000	4,000	4,000	
10-4301-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4301-260	UTILITIES-OTHER	3,100	3,100	3,800	
10-4301-270	ADS/DUES/PUBLICATIONS	1,100	400	750	
10-4301-320	EQUIPMENT LEASE & RENTAL	100	100	200	
10-4301-322	SAFETY	140	140	140	
10-4301-430	SUPPLIES	1,550	1,700	1,600	
10-4301-440	EQUIPMENT	300	800	300	
10-4301-470	VEHICLE OPERATION	2,000	2,300	1,500	
10-4301-480	UNIFORMS	500	250	500	
10-4301-700	FA-VEHICLES	.00	.00	.00	
10-4301-705	FA-EQUIPMENT	3,500	.00	.00	
10-4301-715	FA-INFORMATION TECHNOLOGY	66,500	3,400	.00	
PUBLIC WORKS ADMINISTRATION Revenue Total:		.00	.00	.00	
PUBLIC WORKS ADMINISTRATION Expenditure Total:		212,004	91,190	77,316	
Total PUBLIC WORKS ADMINISTRATION:		212,004	91,190	77,316	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

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

2013-2014-Accomplishments/ Comments:

- Completed the maintenance year in budget with no major repairs pending.
- Renew Contract for providing of Coveralls with Weekly Laundry.

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

- Shop roof is leaking causing a mess and leading to larger issues.
- Vehicle/equipment computer test equipment and technicians trained to use it.
- No designated equipment washing area. Need designated area/building in order to keep debris and dirt out of shop area. Not necessarily maintenance Shop responsibility but has a huge impact on the shop and equipment.
- Need a better method of scheduling routine service. (Equipment/vehicles are still being run several hours and miles overdue before work requests are turned into the shop).

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CENTRAL SHOPS & WAREHOUSE					
10-4302-110	SALARIES	139,573	137,605	141,756	
10-4302-115	MISCELLANEOUS PAY	.00	.00	.00	
10-4302-130	EMPLOYEE BENEFITS	62,046	76,472	77,815	
10-4302-135	WELLNESS BENEFITS	.00	.00	.00	
10-4302-180	OVERTIME PAY	.00	.00	.00	
10-4302-190	WORKERS COMPENSATION	3,782	5,023	4,990	
10-4302-208	CONSULTANT CONTR-GOVERN	.00	.00	.00	
10-4302-210	CONSULTANT CONTR-OTHER	25,000	22,500	22,500	
10-4302-250	TRAVEL AND TRAINING	500	500	500	
10-4302-256	UTILITIES-PHONE/INTERNET	100	100	100	
10-4302-260	UTILITIES-OTHER	.00	.00	.00	
10-4302-310	VEHICLE/EQUIPMENT MAINTENANCE	72,200	72,200	72,200	
10-4302-322	SAFETY	300	300	300	
10-4302-420	TOOLS	1,000	1,000	1,000	
10-4302-422	MATERIALS	500	300	300	
10-4302-430	SUPPLIES	200	400	400	
10-4302-440	EQUIPMENT	500	500	500	
10-4302-470	VEHICLE OPERATIONS	700	700	700	
10-4302-480	UNIFORMS	3,200	3,200	3,200	
10-4302-700	FA-VEHICLES	.00	33,000	.00	
10-4302-705	FA-EQUIPMENT	.00	.00	.00	
CENTRAL SHOPS & WAREHOUSE Revenue Total:		.00	.00	.00	
CENTRAL SHOPS & WAREHOUSE Expenditure Total:		309,601	353,800	326,261	
Total CENTRAL SHOPS & WAREHOUSE:		309,601	353,800	326,261	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects, and Highlights:

- \$400,000 Budgeted to develop and implement plan to Chip Seal or Overlay various streets.
- Continue Pothole patching throughout the City.
- Continue with City wide clean-up.
- Complete an Aerial Mapping of the Streets and set up a pavement management Program.
- Keep up with Pot Holes and street cut repairs
- Finish Downtown overlay project
- Keep signs updated
- Overlay streets on a most needed basis

2013-2014 Accomplishment/ Comments:

- Stripe more streets. We will amend our striping scheme for this next year to include all of the streets that need striping so that it is comprehensive. We will have to examine the budget for such however as we may be short in hiring out the striping for all that is needed. We have done some of this with in-house crews in the past.
- Laid Rota-mill at the golf Course Cart path
- Continue with City wide clean-up.

Major Issues of Concern in the Next Five to Ten Years:

- 13th St. repave from Walnut to Birch
- Repave Court Place
- Walnut St. repave-3rd St. to 7th St.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
STREETS DIVISION					
10-4303-110	SALARIES	266,402	269,870	281,136	
10-4303-115	MISCELLANOUS PAY	.00	.00	.00	
10-4303-130	EMPLOYEE BENEFITS	132,380	140,542	152,714	
10-4303-135	WELLNESS BENEFITS	.00	.00	.00	
10-4303-140	FIREMANS PENSION CONTRIBUTION	.00	.00	.00	
10-4303-170	TEMPORARY PAY	10,000	10,000	7,500	
10-4303-180	OVERTIME PAY	7,670	6,205	6,843	
10-4303-190	WORKERS COMPENSATION	7,698	10,442	10,389	
10-4303-205	CONSULTANT CONTRACTS-ENGINEE	.00	23,253	25,000	
10-4303-207	CONSULTANT CONTR-INFO TECH	.00	3,500	3,500	
10-4303-208	CONSULTANT CONTR-GOVERN	300	100	100	
10-4303-210	CONSULTANT CONTR-OTHER	7,000	3,500	3,500	
10-4303-250	TRAVEL AND TRAINING	1,000	1,000	1,000	
10-4303-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4303-260	UTILITIES-OTHER	.00	.00	.00	
10-4303-270	ADS/DUES/PUBLICATIONS	369	300	300	
10-4303-320	EQUIPMENT LEASE & RENTAL	.00	500	500	
10-4303-322	SAFETY	190	200	200	
10-4303-400	TRAFFIC CONTROL MATERIAL	9,500	9,891	9,891	
10-4303-420	TOOLS	700	850	850	
10-4303-422	MATERIALS	25,016	25,000	25,000	
10-4303-425	HOT MIX PLANT	45,000	45,000	20,000	
10-4303-430	SUPPLIES	15,000	15,000	15,000	
10-4303-440	EQUIPMENT	3,300	3,300	3,300	
10-4303-470	VEHICLE OPERATION	46,066	46,000	46,000	
10-4303-480	UNIFORMS	2,500	2,000	2,000	
10-4303-485	Sales Tax	200	.00	.00	
10-4303-700	FA-VEHICLES	131,000	291,000	.00	
10-4303-705	FA-EQUIPMENT	150,000	.00	.00	
10-4303-710	PROJECTS	.00	.00	.00	
10-4303-715	FA-INFORMATION TECHNOLOGY	1,667	.00	.00	
10-4303-730	FA-FACILITIES	.00	.00	.00	
10-4303-740	FA-STREET INFRASTRUCTURE	591,500	878,566	110,000	
STREETS DIVISION Revenue Total:		.00	.00	.00	
STREETS DIVISION Expenditure Total:		1,454,458	1,786,019	724,723	
Total STREETS DIVISION:		1,454,458	1,786,019	724,723	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Work on capital projects that City Council approves
- Maintain city buildings to the best of our abilities
- Work with Johnson Controls to set up preventative maintenance.
- Re-Key all exterior doors on city buildings

2013-2014 Accomplishments/Comments:

- Painting, countertops and both floors at the Depot.
- Bathroom floors at the depot completed
- Replaced fence at grounds
- Replaced roof on central shop building
- Restriped parking lots
- Painted heat ducts and trusses at the Recreation Center
- Installed blinds at Golf Course

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

- Replace garage doors where needed.
- Energy efficiency projects.

- Replace carpets and paint as needed.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
BUILDING MAINTENANCE					
10-4307-110	SALARIES	174,361	177,421	182,796	
10-4307-115	MISCELLANOUS PAY	.00	.00	.00	
10-4307-130	EMPLOYEE BENEFITS	98,237	102,482	77,961	
10-4307-135	WELLNESS BENEFITS	.00	.00	.00	
10-4307-170	TEMPORARY PAY	.00	.00	.00	
10-4307-171	PART-TIME FLEX	.00	3,000	.00	
10-4307-180	OVERTIME PAY	.00	.00	.00	
10-4307-190	WORKERS COMPENSATION	4,725	6,586	6,435	
10-4307-205	CONSULTANT CONTRACTS-ENGINEE	.00	.00	.00	
10-4307-208	CONSULTANT CONTR-GOVERN	200	400	400	
10-4307-210	CONSULTANT CONTR-OTHER	40,000	35,500	40,500	
10-4307-212	SERVICE CONTRACTS	2,800	2,800	2,800	
10-4307-250	TRAVEL AND TRAINING	150	750	1,250	
10-4307-255	UTILITIES-ELECTRICAL	30,000	30,000	30,000	
10-4307-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4307-257	UTILITIES-GAS	25,000	25,000	25,000	
10-4307-260	UTILITIES-OTHER	2,000	2,000	2,000	
10-4307-270	ADS, DUES, PUBLICATIONS	1,100	1,100	1,100	
10-4307-280	BUILDING/GROUNDS MAINTENANCE	69,100	65,112	55,112	
10-4307-320	EQUIPMENT LEASE & RENTAL	120	120	120	
10-4307-322	SAFETY	4,000	4,000	4,000	
10-4307-340	STREET LIGHTS	126,000	130,000	135,000	
10-4307-380	EQUIPMENT MAINTENANCE	4,425	4,425	4,425	
10-4307-420	TOOLS	1,340	1,340	1,340	
10-4307-422	MATERIALS	1,765	1,000	1,000	
10-4307-430	SUPPLIES	38,000	33,000	32,500	
10-4307-440	EQUIPMENT	2,500	5,265	5,265	
10-4307-470	VEHICLE OPERATION	4,000	5,000	5,000	
10-4307-480	UNIFORMS	1,100	1,100	1,100	
10-4307-700	FA-VEHICLES	.00	.00	.00	
10-4307-705	FA-EQUIPMENT	10,000	7,000	.00	
10-4307-710	PROJECTS	.00	.00	.00	
10-4307-730	FA-FACILITIES	155,050	249,200	212,350	
BUILDING MAINTENANCE Revenue Total:		.00	.00	.00	
BUILDING MAINTENANCE Expenditure Total:		795,973	893,601	827,454	
Total BUILDING MAINTENANCE:		795,973	893,601	827,454	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
PARKS					
10-4308-110	SALARIES	158,572	.00	.00	
10-4308-115	MISCELLANOUS PAY	.00	.00	.00	
10-4308-130	EMPLOYEE BENEFITS	86,337	.00	.00	
10-4308-135	WELLNESS BENEFITS	.00	.00	.00	
10-4308-170	TEMPORARY PAY	65,000	.00	.00	
10-4308-180	OVERTIME PAY	.00	.00	.00	
10-4308-190	WORKERS COMPENSATION	6,059	.00	.00	
10-4308-210	CONSULTANT CONTR-OTHER	3,500	.00	.00	
10-4308-250	TRAVEL AND TRAINING	2,000	.00	.00	
10-4308-255	UTILITIES-ELECTRICAL	24,500	.00	.00	
10-4308-256	UTILITIES-PHONE/INTERNET	100	.00	.00	
10-4308-257	UTILITIES-GAS	7,000	.00	.00	
10-4308-260	UTILITIES-OTHER	.00	.00	.00	
10-4308-270	ADS, DUES, PUBLICATIONS	1,000	.00	.00	
10-4308-280	BUILDING/GROUND MAINTENANCE	2,000	.00	.00	
10-4308-310	VEHICLE/EQUIPMENT MAINTANENCE	8,000	.00	.00	
10-4308-320	EQUIPMENT LEASE & RENTAL	1,500	.00	.00	
10-4308-322	SAFETY	600	.00	.00	
10-4308-420	TOOLS	3,000	.00	.00	
10-4308-422	MATERIALS	17,000	.00	.00	
10-4308-430	SUPPLIES	4,500	.00	.00	
10-4308-440	EQUIPMENT	1,200	.00	.00	
10-4308-450	TREE MAINTENANCE	10,000	.00	.00	
10-4308-470	VEHICLE OPERATION	10,000	.00	.00	
J-4308-480	UNIFORMS	2,500	.00	.00	
10-4308-700	FA-VEHICLES	.00	.00	.00	
10-4308-705	FA-EQUIPMENT	4,700	.00	.00	
10-4308-710	PROJECTS	.00	.00	.00	
10-4308-730	FA-FACILITIES	21,000	.00	.00	
PARKS Revenue Total:		.00	.00	.00	
PARKS Expenditure Total:		440,068	.00	.00	
Total PARKS:		440,068	.00	.00	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CEMETERY					
10-4309-110	SALARIES	17,821	.00	.00	
10-4309-115	MISCELLANOUS PAY	.00	.00	.00	
10-4309-130	EMPLOYEE BENEFITS	5,322	.00	.00	
10-4309-135	WELLNESS BENEFITS	.00	.00	.00	
10-4309-170	TEMPORARY PAY	.00	.00	.00	
10-4309-180	OVERTIME PAY	1,000	.00	.00	
10-4309-190	WORKERS COMPENSATION	510	.00	.00	
10-4309-210	CONSULTANT CONTR-OTHER	.00	.00	.00	
10-4309-212	SERVICE CONTRACTS	1,000	.00	.00	
10-4309-250	TRAVEL AND TRAINING	.00	.00	.00	
10-4309-260	UTILITIES-OTHER	.00	.00	.00	
10-4309-270	ADS, DUES, PUBLICATIONS	100	.00	.00	
10-4309-320	EQUIPMENT LEASE & RENTAL	250	.00	.00	
10-4309-322	SAFETY	.00	.00	.00	
10-4309-380	EQUIPMENT MAINTENANCE	500	.00	.00	
10-4309-420	TOOLS	200	.00	.00	
10-4309-422	MATERIALS	750	.00	.00	
10-4309-430	SUPPLIES	600	.00	.00	
10-4309-440	EQUIPMENT	.00	.00	.00	
10-4309-450	TREE MAINTENANCE	.00	.00	.00	
10-4309-470	VEHICLE OPERATION	1,000	.00	.00	
10-4309-480	UNIFORMS	.00	.00	.00	
10-4309-705	FA-EQUIPMENT	.00	.00	.00	
10-4309-710	PROJECTS	.00	.00	.00	
10-4309-715	FA-INFORMATION TECHNOLOGY	14,000	.00	.00	
10-4309-730	FA-FACILITIES	160,000	.00	.00	
CEMETERY Revenue Total:		.00	.00	.00	
CEMETERY Expenditure Total:		203,053	.00	.00	
Total CEMETERY:		203,053	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 10-4401

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.

2014-2015 Goals, Projects and Highlights:

- Help promote a more diversified and stable economic base through the Rawlins Economic Restructuring Committee.
- Continue to explore opportunities for economic development by coordinating with the Federal, State and County agencies as well as private industries on current and changing technologies and needs.
- Continue to be an active participant in local economic development efforts such as the Economic Restructuring Committee, Rawlins Industrial Roundtable and Rawlins Tourism Committee.
- Develop an action plan and spearhead the implementation of the Rawlins Comprehensive Master Plan, which will provide the necessary framework

for planning and accommodating growth within the City in the upcoming years.

- Review and propose changes to the Rawlins Municipal Code which are in conformity with the newly updated Rawlins Comprehensive Master Plan.
- Begin the process to update the Rawlins Zoning Ordinances to ensure they are in conformity with the newly updated Rawlins Comprehensive Master Plan.
- Continue to work through the Industrial Siding Council process as a cooperative agency on the Choke Cherry/Sierra Madre Wind Farm Project.
- Continue efforts to act as a cooperative agency for the BLM Resource Management Plan for the City of Rawlins.
- Participate as a cooperative agency for upcoming projects which may have city impacts.
- Continue to identify areas of improvement to maintain a high level of service to our citizens while maintain costs.

2013-2014 Accomplishments/Comments:

- Assist in the development, creation and adoption of the Rawlins Comprehensive Master Plan.
- We have re-written City of Rawlins ordinances to comply with the Master Plan and the city goals.
- We have corroborated with other City Departments and outside agencies to assist the City in their efforts of becoming the first Wyoming Certified Tourism Community and successfully completed tier 1 of that certification last year.
- We have collaborated with the Rawlins Downtown Development in their efforts toward Economic Restructuring in Downtown.

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

- Implementation of the Comprehensive Master plan continues to be a priority.
- Working with economic development to promote Rawlins as a viable place to operate and expand businesses.
- Make Rawlins a more aesthetically pleasing place to live, work and play.

- Continue to provide high quality services to our citizens while maintaining the costs associated with those services.
- Review and recommend changes to City Zoning Ordinances to ensure conformity with the Rawlins Comprehensive Master Plan.
- Continue to monitor the educational plan development of the new High School and Higher Education Career and Technical Center.
- Seek opportunities to encourage private development of housing for all economic segments of the city.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
COMMUNITY DEVELOPMENT					
10-4401-110	SALARIES	118,855	154,542	116,680	
10-4401-115	MISCELLANOUS PAY	.00	.00	.00	
10-4401-130	EMPLOYEE BENEFITS	42,693	73,180	78,726	
10-4401-135	WELLNESS BENEFITS	.00	.00	.00	
10-4401-170	TEMPORARY PAY	.00	.00	.00	
10-4401-180	OVERTIME PAY	.00	.00	.00	
10-4401-190	WORKERS COMPENSATION	3,140	5,641	4,108	
10-4401-210	CONSULTANT CONTR-OTHER	2,400	2,400	11,500	
10-4401-230	CODE ENFORCEMENT (ABATEMENT)	.00	.00	.00	
10-4401-250	TRAVEL AND TRAINING	3,500	4,000	4,000	
10-4401-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4401-260	UTILITIES-OTHER	.00	.00	.00	
10-4401-270	ADS/DUES/PUBLICATIONS	3,000	2,500	1,200	
10-4401-430	SUPPLIES	1,000	1,500	2,000	
10-4401-440	EQUIPMENT	1,000	500	500	
10-4401-470	VEHICLE OPERATION	.00	.00	1,200	
10-4401-480	UNIFORMS	.00	.00	500	
10-4401-590	MUSIC IN THE PARK	.00	.00	.00	
10-4401-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
10-4401-725	FA-STUDIES & PLANNING	.00	.00	.00	
COMMUNITY DEVELOPMENT Revenue Total:		.00	.00	.00	
COMMUNITY DEVELOPMENT Expenditure Total:		175,588	244,263	220,414	
Total COMMUNITY DEVELOPMENT:		175,588	244,263	220,414	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 10-4410

Department: Community Development

Division: Building Code Enforcement

Department Mission: The Community Development Department Building Code Enforcement Division will strive to promote the permitting and construction of all residential and commercial buildings. We are committed to be the most professional and considerate public servants while ensuring buildings are built to code.

Department Description: The Building Official is assigned duties and tasks to ensure all buildings of all sizes meet the building codes as adopted by the Rawlins City Council. Our job is to work with you to ensure compliance.

2014-2015 Goals, Projects and Highlights:

- Continue to become more proactive in promotion, protecting, and improving the health, safety and welfare of the citizens of Rawlins through effective building code enforcement.
- Continue to work with the owners and builders of buildings in the most professional manner to meet their demands and building codes as adopted by the City of Rawlins.

2013-2014 Accomplishments/Comments:

- The City of Rawlins made the decision to hire a professional Building Official certified in the code enforcement of all levels of building inspections.
- The City transitioned from a professional contractor based building code enforcement system to one where a city employee performs this work assignment.

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

- We hope to be able to keep up with the development of the City residential and commercial buildings will striving to keep costs down.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
BUILDING CODE ENFORCEMENT					
10-4410-110	SALARIES	32,008	14,233	57,456	
10-4410-115	MISCELLANOUS PAY	.00	.00	.00	
10-4410-130	EMPLOYEE BENEFITS	26,458	2,131	16,764	
10-4410-135	WELLNESS BENEFITS	.00	.00	.00	
10-4410-180	OVERTIME SALARY	.00	.00	.00	
10-4410-190	WORKERS COMPENSATION	867	438	2,023	
10-4410-210	CONSULTANT CONTR-OTHER	78,000	88,000	.00	
10-4410-230	CODE ENFORCEMENT (ABATEMENT)	10,000	7,000	.00	
10-4410-250	TRAINING & TRAVEL	4,250	4,000	4,000	
10-4410-256	UTILITIES-PHONE/INTERNET	1,250	1,250	1,250	
10-4410-270	ADS/DUES/PUBLICATIONS	1,500	1,000	1,000	
10-4410-430	SUPPLIES	500	2,000	2,000	
10-4410-440	EQUIPMENT	4,500	2,000	2,000	
10-4410-470	VEHICLE OPERATION	2,500	2,500	2,500	
10-4410-480	UNIFORMS	500	500	500	
10-4410-700	FA-VEHICLES	.00	.00	.00	
10-4410-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
BUILDING CODE ENFORCEMENT Revenue Total:		.00	.00	.00	
BUILDING CODE ENFORCEMENT Expenditure Total:		162,333	125,052	89,493	
Total BUILDING CODE ENFORCEMENT:		162,333	125,052	89,493	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 10-4601

Department: Rawlins Police Department

Division: Administration

Department Mission: The Rawlins Police Department's mission is to maintain peace and order by providing high quality police services that are responsive to the needs of the community; to reduce the opportunity for the commission of crime by implementing effective crime prevention strategies; and to meet the present and future needs of the citizens of Rawlins through a continued partnership with our community.

Department Description: The Rawlins Police Department currently is staffed with 19 Sworn Officers, seven Dispatchers, including a Records Division, one full time Victim Advocate, 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.

2014-2015 Goals, Projects and Highlights:

- Develop a program for Special Response Team training and implementation.
- Develop a Social Media Page.
- School Resource Officer (grant driven)
- 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.

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

2013-2014 Goals Accomplished:

- Implement Emergency Vehicle Operations Program: Instructor School at WLEA.
- WyoLink expansion with Portable (radio) Enhancement tower-completed
- School Resource Officer Program (grant driven)
No Grants found at this time.
- Continue Tactical Training for School Response issues
- Continue records retention compliance with State statute process
Records retention process reviewed and in compliance with state statutes. This process will be ongoing.
- Installation of mobile data terminals in all patrol vehicles-completed
- Duty weapon - light and holster upgrade-completed
- Patrol Rifle Upgrades
Capital budget project to be completed by June 30, 2014.
- Taser and Holster Replacement-
Capital budget project to be completed by June 30, 2014.
- All sworn officers and dispatchers are compliant in training for National Incident Management Systems (NIMS) required by Homeland Security.
- Rawlins Officers completed over 4000 hours of training. (See attached

document detailing specific trainings.)

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

- Staff the existing School Resource Officer position, which is vital to the school district and community.
- 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.
- Appropriate signage for RPD.
- Development of a Special Response Team (SRT).
- Develop training incentive plan.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
POLICE ADMINISTRATION					
10-4601-110	SALARIES	1,017,705	1,019,153	1,025,478	
10-4601-115	MISCELLANOUS PAY	.00	.00	.00	
10-4601-130	EMPLOYEE BENEFITS	431,112	509,992	424,263	
10-4601-135	WELLNESS BENEFITS	.00	.00	.00	
10-4601-150	POLICE PENSION CONTRIBUTION	78,814	86,273	78,027	
10-4601-160	EXTRA LIFE-POLICE	5,000	5,000	6,000	
10-4601-170	TEMPORARY PAY	20,000	20,000	.00	
10-4601-180	OVERTIME PAY	56,578	56,694	63,058	
10-4601-190	WORKERS COMPENSATION	29,655	39,998	83,839	
10-4601-207	CONSULTANT CONTR-INFO TECH	25,700	26,000	35,000	
10-4601-210	CONSULTANT CONTR-OTHER	4,300	4,300	4,300	
10-4601-230	CODE ENFORCEMENT (ABATEMENT)	.00	.00	.00	
10-4601-250	TRAVEL AND TRAINING	16,000	16,000	16,000	
10-4601-255	UTILITIES-ELECTRICAL	10,000	10,000	10,000	
10-4601-256	UTILITIES-PHONE/INTERNET	1,200	1,200	10,500	
10-4601-257	UTILITIES-GAS	5,010	5,010	5,010	
10-4601-260	UTILITIES-OTHER	1,200	1,200	1,200	
10-4601-270	ADS/DUES/PUBLICATIONS	4,000	4,000	4,000	
10-4601-276	CANINE UNIT	2,500	2,500	2,500	
10-4601-320	EQUIPMENT LEASE & RENTAL	300	300	300	
10-4601-330	PUBLIC ASSISTANCE PROGRAM	6,158	6,158	6,158	
10-4601-370	911 SYSTEM	.00	.00	.00	
10-4601-382	RADIO MAINTENANCE	1,280	1,280	1,280	
10-4601-385	METH AWARENESS PROGRAM	2,500	.00	.00	
10-4601-430	SUPPLIES	13,049	17,868	17,868	
10-4601-440	EQUIPMENT	11,000	10,000	10,000	
10-4601-455	SEIZURES EXPENDITURES	.00	12,460	.00	
10-4601-470	VEHICLE OPERATION	45,812	42,500	42,500	
10-4601-480	UNIFORMS	5,000	6,000	6,000	
10-4601-483	VICTIM WITNESS SURCHARGE	3,296	3,296	3,296	
10-4601-490	PUBLIC RELATIONS PROGRAM	8,000	9,000	9,000	
10-4601-491	TRANSIENT EXPENSE	.00	.00	.00	
10-4601-700	FA-VEHICLES	91,000	157,000	75,000	
10-4601-705	FA-EQUIPMENT	22,000	84,125	201,000	
10-4601-710	PROJECTS	.00	.00	.00	
10-4601-715	FA-INFORMATION TECHNOLOGY	89,000	.00	27,500	
10-4601-730	FA-FACILITIES	8,000	.00	40,000	
POLICE ADMINISTRATION Revenue Total:		.00	.00	.00	
POLICE ADMINISTRATION Expenditure Total:		2,015,169	2,157,307	2,209,077	
Total POLICE ADMINISTRATION:		2,015,169	2,157,307	2,209,077	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Develop awards and/or recognition for volunteers.
- Update Policy and Procedure Manual.
- New flooring in the entryway and office area
- Finish the FTO program for new animal control officers

CONTINUING PROGRAMS:

- Build upon expanded volunteer program
- Maintain networks with dog and cat rescue organizations throughout the country
- Annual City tag and rabies vaccination clinic

- National Animal Shelter Week open house at the Rochelle Animal Shelter
- Maintain web-based adoptable animal listing sites

2013-2014 Goals, Projects and Highlights:

- Formalize a FTO program
 - FTO Program is under development.
- Add eight additional outside kennels –completed
- Purchased new catch poles, skunk traps, snake bit gear, and other equipment.
- Building Maintenance: Paint Office and Lobby Area. - Completed
- Maintain several web-based adoptable animal listing sites.
- Maintain membership on Rochelle Animal Shelter Advisory Board
- The Rochelle Animal Shelter held an Open House in November. 4 dogs and 2 cats were adopted during the open house. Pet Partners assisted with the Open House. Dean and Jeri also assisted with the Open House as volunteers for the shelter. We have completed two adopt-a-thons at Tractor Supply.
- Working with other shelters and rescue for placing animals.

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.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
ANIMAL CONTROL					
10-4610-110	SALARIES	60,355	60,368	61,224	
10-4610-115	MISCELLANOUS PAY	.00	.00	.00	
10-4610-130	EMPLOYEE BENEFITS	44,897	23,539	39,227	
10-4610-135	WELLNESS BENEFITS	.00	.00	.00	
10-4610-170	TEMPORARY PAY	.00	.00	.00	
10-4610-171	PART-TIME FLEX	.00	.00	.00	
10-4610-180	OVERTIME PAY	435	871	883	
10-4610-190	WORKERS COMPENSATION	1,647	2,235	2,186	
10-4610-205	CONSULTANT CONTRACTS-ENGINEE	.00	.00	.00	
10-4610-207	CONSULTANT CONTR-INFO TECH	.00	.00	.00	
10-4610-210	CONSULTANT CONTR-OTHER	2,500	2,500	5,000	
10-4610-250	TRAVEL AND TRAINING	1,500	1,500	1,500	
10-4610-255	UTILITIES-ELECTRICAL	2,000	2,000	2,000	
10-4610-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
10-4610-257	UTILITIES-GAS	5,000	5,000	5,000	
10-4610-260	UTILITIES-OTHER	1,000	1,000	1,000	
10-4610-270	DUES/PUBLICATIONS	122	122	122	
10-4610-280	BUILDING/GROUNDS MAINTENANCE	1,000	1,000	1,000	
10-4610-380	EQUIPMENT MAINTENANCE	530	530	530	
10-4610-430	SUPPLIES	7,400	6,200	6,200	
10-4610-440	EQUIPMENT	.00	.00	.00	
10-4610-470	VEHICLE OPERATION	3,300	4,500	4,500	
10-4610-480	UNIFORMS	500	500	500	
10-4610-700	FA-VEHICLES	36,000	.00	.00	
10-4610-705	FA-EQUIPMENT	.00	.00	.00	
10-4610-710	PROJECTS	.00	.00	.00	
10-4610-730	FA-FACILITIES	.00	.00	.00	
ANIMAL CONTROL Revenue Total:		.00	.00	.00	
ANIMAL CONTROL Expenditure Total:		168,186	111,865	130,872	
Total ANIMAL CONTROL:		168,186	111,865	130,872	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Begin using and become proficient in EMD (Emergency Medical Dispatch).
- Implement a current and updated Fire Dispatch Protocol
- Complete training of new hires in dispatch who will attend WLEA in November and April.

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 2013-2014

- Began paging service for Ambulance
- Emergency Medical Dispatch training for dispatchers
- Wyolink: Conduct training exercise for departmental and other agencies to test operability of Wyolink
- Installation and use of the NICE Inform recording system for radios and phones funded by the Homeland Security Grant
- Installation of Touch Screen monitors for the Viper 911 system scheduled for April 2013. (Funded through Homeland Security Grant).
- DCI Audit was completed and standards were met.
- Mapping software for E 911/PSAP.
 - PSAP is complete. General mapping capabilities are available through Spillman Software. Carbon County SO along with Carbon County Planner-GIS Specialist are working on advanced solutions to the mapping.
- Retention of Dispatch and Records personnel.
 - Completed Training one new hire and in the process of hiring for one vacant position
- Records Management System implementation and proficiency in use.
 - Continued training and use of Spillman and gaining proficiency
- Transfer of records from old management system into new system.
 - Continuing process of transferring data on major crimes, business information, and other data.
- Files in records digitized and hard copies stored.
 - Continuing process, currently about half of the records are complete. Continuing with this process.
- Complete NCIC policy manual prior to 2013 Audit and update dissemination cards.
 - Currently in progress and will continue until Audit date.
- Complete a SOP manual for dispatch and records.
 - Information is being gathered for SOP's. Department wide SOP's and Policies being evaluated. Continuing with this project at this time, to be completed by spring of 2015.

- Update dispatch training program.
 - Training program content is becoming standardized with the Field Training and Evaluation Program currently in place for Police Officers.
- Development of a Career Day Program.
 - Dispatch personnel are scheduled to participate in “I’m a winner day” in May 2013.
 - Program was developed and will be continued bi annually

TRAINING COMPLETED 2013-2014

- NIMS Homeland Security Training was completed by all communications personnel.
- NIMS Homeland Security Training 300 and 400 completed by Supervisor.
- Continued training on Spanish on Patrol
- Continued training Police Legal Sciences
- QPR and suicide prevention training
- Supervisor attended the Spillman training conference and completed certification in Records Management
- Supervisor attended the annual APCO (Association of Public Safety Officials) conference.
- Pipeline Safety exercise attended by 2 communications officers
- WYOLINK Training was attended by all personnel.
- Supervisor attended training regarding managing a multigenerational workforce.
- Carbon County Coroner’s Conference
- D3 completed FTO Instructor Training

- **Major issues of concern in the next five to ten years:**
 - Update dispatch consoles.
 - Completion of a study on Dispatch Staffing and Coverage
 - Purchase of current and up to date training software and equipment.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
911 CENTER					
10-4615-110	SALARIES	264,555	269,182	274,812	
10-4615-115	MISCELLANOUS PAY	.00	.00	.00	
10-4615-130	EMPLOYEE BENEFITS	95,982	108,214	96,818	
10-4615-135	WELLNESS BENEFITS	.00	.00	.00	
10-4615-150	POLICE PENSION #1 PAYMENT	23,974	24,652	24,999	
10-4615-180	OVERTIME PAY	17,171	17,471	17,836	
10-4615-190	WORKERS COMPENSATION	7,635	10,463	11,038	
10-4615-207	CONSULTANT CONTR-INFO TECH	25,000	40,000	40,000	
10-4615-210	CONSULTANT CONTR-OTHER	.00	.00	.00	
10-4615-250	TRAVEL AND TRAINING	5,207	5,200	5,200	
10-4615-255	UTILITIES-ELECTRICAL	.00	900	.00	
10-4615-270	DUES/PUBLICATIONS	192	192	192	
10-4615-322	SAFETY	.00	.00	.00	
10-4615-370	911 SYSTEM	29,400	42,000	42,000	
10-4615-430	SUPPLIES	5,500	5,500	5,500	
10-4615-440	EQUIPMENT	1,500	1,500	1,500	
10-4615-499	MISCELLANEOUS	.00	.00	.00	
10-4615-705	FA-EQUIPMENT	.00	.00	.00	
10-4615-715	FA-INFORMATION TECHNOLOGY	154,979	.00	.00	
10-4615-730	FA-FACILITIES	.00	.00	.00	
911 CENTER Revenue Total:		.00	.00	.00	
911 CENTER Expenditure Total:		631,095	525,274	519,895	
Total 911 CENTER:		631,095	525,274	519,895	

Training Event	Location	Instructor	Hours	# Days	Dates	
					Start	End
Peace Officer Department Certification Training						
In-House Training Department Basic	Rawlins, WY	Rawlins PD Staff	200	25	3/18/13	4/11/13
Peace Officer Basic	Douglas, WY	WLEA	541	65	4/15/13	7/12/13
Field Training & Evaluation Program	Rawlins, WY	Rawlins PD Staff	820	82	7/24/13	12/16/13
Field Training & Evaluation Program	Rawlins, WY	Rawlins PD Staff	810	81	7/21/13	12/16/13
In-House Training Department Basic	Rawlins, WY	Rawlins PD Staff	200	25	7/8/13	8/2/13
Peace Officer Basic	Douglas, WY	WLEA	541	65	8/19/13	11/16/13
Field Training & Evaluation Program	Rawlins, WY	Rawlins PD Staff	600	60	8/5/13	2/27/14
In-House Training - Department Trainings & Recertifications						
Safariland Holster and Weapon Light Familiarization	Rawlins, WY	Rawlins PD Staff	4	19	9/23/13	9/23/13
Taser X26 Recertification	Rawlins, WY	Rawlins PD Staff	4	17	11/25/13	11/25/13
Taser X26 User's Course	Rawlins, WY	Rawlins PD Staff	6	1	12/12/13	12/12/13
Active Shooter	Rawlins, WY	Rawlins PD Staff	16	2	4/25/14	4/26/14
Active Shooter	Rawlins, WY	Rawlins PD Staff	16	2	6/6/14	6/7/14
Outside Training Events						
Pipeline Safety Program	Rawlins, WY	WY Pipeline Safety Association		1	8/8/13	8/8/13
ICS/Emergency Op Center Interface	Rawlins, WY	Homeland Security - Teton County EOC		1	8/12/13	8/12/13
EVO Instructor & Recertification	Douglas, WY	WLEA		5	8/12/13	8/16/13
Emergency Operations Center Management & Ops	Rawlins, WY	Homeland Security - Teton County EOC		2	8/13/13	8/14/13
DCI Basic Drug Investigations Course	Riverton, WY	Wyoming Division of Criminal Investigation	45	5	8/26/13	8/30/13
Advanced Roadside Impaired Driving Enforcement	Rawlins, WY	James Prachel - Laramie PD	16	2	9/9/13	9/10/13
Advanced Roadside Impaired Driving Enforcement	Rawlins, WY	James Prachel - Laramie PD	16	2	9/11/13	9/11/13
Custody & Control Certification	Douglas, WY	WLEA		10	9/15/13	9/26/13
WPOA Conference	Casper, WY	WPOA	10	4	9/16/13	9/19/13
Senior Operator Course for Intoximeter ECIR & Alco Sensor	Cheyenne, WY	Wyoming Chemical Testing	19	2	9/26/13	9/27/13
Basic Public Information Officer	Rawlins, WY	Homeland Security	16	2	10/2/13	10/3/13
WyoLink Train the Trainer Course	Laramie, WY	WyoLink - Bob Symons	4	1	11/4/13	11/4/13

**Rawlins Fire Department
Strategic Goals and Objectives 2014 / 2015**

STRATEGIC GOALS	STRATEGIC OBJECTIVES
<p>I. Replacement of Fire Department Vehicles</p> <ul style="list-style-type: none"> a. Purchase Smoke training trailer b. Purchase HazMat / command Trailer c. Purchase Pumper d. Type 3 Urban Interface unit. e. Type 5 Wildland truck 	<p>A. Develop a replacement schedule to upgrade aging equipment.</p> <ul style="list-style-type: none"> 1. Apply for AFG FP&S Grant Training trailer. 2. Purchase New Pumper to Replace Engine Two. 3. Downgrade 1989 Pierce Engine 2 to reserve Status. 4. Convert Unit 9 to service truck for work and snow removal 5. Sell old Command Trailer or trade in on Haz Mat / command Trailer 6. License Ambulance with State of Wyoming for Wildland Fires, and community backup ambulance. 7. Surplus Smoke house.
<p>II. Equipment Assessment (firefighter safety)</p> <ul style="list-style-type: none"> a. PPE Bunker gear for firefighters. b. Emergency response equipment. c. Hose inventory d. Haz-mat e. 5 gas monitor 	<p>A. Continue to purchase and budget for essential equipment for firefighter safety and survival.</p> <ul style="list-style-type: none"> 1. Continue to expand our training library. 2. Update Technical Rescue equipment 3. Implement HIP Link paging for incidents. 4. Firefighter Response System to enhance Firefighter Accountability. <p>B. Continue to purchase essential equipment necessary to provide service to the citizens we protect and serve.</p> <ul style="list-style-type: none"> 1. Medical Evaluation Equipment 2. Portable Radios and Pagers. 3. Hazardous Materials equipment. 4. Spillman live Fire, and utilize for code enforcement
<p>III. Code Enforcement</p>	<p>A. Expand current services and move toward home rule for fire code.</p> <ul style="list-style-type: none"> 1. Training for Fire Plan Examiner 2. Adopt fine schedule for citations. 3. Training for Fire Inspectors. 4. Training and education for Nuisance Abatement 5. Hire Full time Code enforcement officer

STRATEGIC GOALS	STRATEGIC OBJECTIVES
<p>IV. Maintenance and construction of facilities</p> <ul style="list-style-type: none"> A. Initiate process to construct a new Main Fire Station. B. Evaluate Station 1 & 2 Locations. C. Search for new locations. 	<p>A. Training Facility</p> <ul style="list-style-type: none"> 1. Continue to develop Training facility to comply with the State of Wyoming level III criteria established in training study. 2. Standpipe prop for tower for training purpose. 3. Culvert to eliminate drainage ditch running through property. 4. Acquisition of training props through local and regional industries. 5. Incorporation of Henry Larsen memorial stone into training facility. 6. Sidewalks around facility (Monroe / State streets). <p>D. Fire Station</p> <ul style="list-style-type: none"> 1. Conduct study to determine ideal location for new station. 2. Evaluate the relocation of Main Station vs. an additional one. 3. Work to secure land for project. 4. Start seed money for engineering and development of project.
<p>V. Personnel Development</p> <ul style="list-style-type: none"> A. Obtain permanent funding for SAFER positions. Eliminate reliance of this grant to maintain current level of service. B. Continue to train on EMS deliver 	<p>A. Paid Staff Development</p> <ul style="list-style-type: none"> 1. Continue to allow personnel to take advantage of training opportunities. 2. Continue to improve Basic Emergency Services program for the Fire Department, 3. Establish a Fire Inspector position and adopt home rule for the International fire code. 4. Establish Physical Fitness program in accordance to NFPA 1500. <p>B. Volunteer Staff Development</p> <ul style="list-style-type: none"> 1. Recruitment and Retention program. 2. Improve benefit package for firefighters. 3. Provide opportunities for volunteer firefighters to interface in programs such as Basic Life Support and Public education. 4. Explore different levels of department volunteer requirements. 5. Provide and encourage self-study training program support to all members. 6. Continue with Academy training. 7. Establish physical fitness program and incentives.

STRATEGIC GOALS	STRATEGIC OBJECTIVES
<p>VI. Ensure the health and safety of all members.</p>	<p>A. Establish a NFPA 1500 compliant Physical fitness program for all members of the fire department.</p> <ol style="list-style-type: none"> 1. Support the goal of a Physical fitness initiative through: <ol style="list-style-type: none"> a. Medical examinations. b. Physical fitness on duty. c. Rehabilitation. d. Behavior health. e. Data management. f. Contract for a New Department Physician <p>B. Emphasize safety for all department activities.</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Training and education. b. Behavior. c. Enforcement. <p>C. Maximize safety for emergency responders.</p> <ol style="list-style-type: none"> 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.
<p>VII. Reduce the number and severity of emergency incidents.</p>	<p>A. Emergency Response.</p> <ol style="list-style-type: none"> 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. <p>B. Prevention</p> <ol style="list-style-type: none"> 1. Continue to develop, employ and evaluate current core prevention programs. <ol style="list-style-type: none"> a. Code enforcement. b. New construction. c. Fire Investigation/public education. d. Enhancement of the Arson Canine program.

STRATEGIC GOALS	STRATEGIC OBJECTIVES
<p>VIII. Promote craftsmanship throughout the organization.</p>	<p>A. Encourage craftsmanship and pride in workmanship.</p> <ol style="list-style-type: none"> 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. 2. Support change for improvement – educate employees on personal and professional impacts of change and transition. 3. Promote employee team-based learning, in critical skill areas and continue to refine process to incorporate lessons learned into guidelines and procedures. 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. <p>B. Promote a positive work environment.</p> <ol style="list-style-type: none"> 1. Adopt a formal code of ethics as an organizational philosophy. 2. Promote core values at all levels when developed. <p>C. Monitor Performance.</p> <ol style="list-style-type: none"> 1. Develop a non-punitive quality review program that measures performance using objective criteria and subjective peer review. 2. Complete review of departmental standard operating procedures and guidelines.
<p>IX. Partnership Development</p> <ol style="list-style-type: none"> A. Expansion of Child car seat program, continue to grow relationship with project prevention. B. Prepare contingency for the closing of MHCC for an EMS delivery system within our community. C. Expand MOU of auto aid with CCFD, work on expanding our extrication agreement. 	<p>A. Police Department</p> <ol style="list-style-type: none"> 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. <p>B. Memorial Hospital / Carbon County Fire Department</p> <ol style="list-style-type: none"> 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. <p>C. Youth Firesetters program</p> <ol style="list-style-type: none"> 1. Establish and maintain relationship with school district. 2. Continue effort with County and City Law enforcement officers.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
FIRE DEPARTMENT					
10-4701-110	SALARIES	486,787	524,548	568,704	
10-4701-115	MISCELLANOUS PAY	.00	.00	.00	
10-4701-130	EMPLOYEE BENEFITS	204,746	170,872	179,710	
10-4701-135	WELLNESS BENEFITS	.00	.00	.00	
10-4701-140	FIREMANS PENSION CONTRIBUTION	60,293	64,406	73,368	
10-4701-165	EXTRA LIFE-FIREMAN	5,000	5,000	5,000	
10-4701-170	TEMPORARY PAY	.00	.00	.00	
10-4701-180	OVERTIME PAY	26,385	26,540	31,439	
10-4701-190	WORKERS COMPENSATION	13,907	20,197	21,125	
10-4701-207	CONSULTANT CONTR-INFO TECH	.00	.00	.00	
10-4701-210	CONSULTANT CONTR-OTHER	2,000	2,000	2,000	
10-4701-250	TRAVEL AND TRAINING	8,732	8,732	8,732	
10-4701-255	UTILITIES-ELECTRICAL	8,000	8,000	8,000	
10-4701-256	UTILITIES-PHONE/INTERNET	1,800	1,800	1,800	
10-4701-257	UTILITIES-GAS	10,000	10,000	10,000	
10-4701-260	UTILITIES-OTHER	2,400	2,400	2,400	
10-4701-270	ADS/DUES/PUBLICATIONS	4,750	4,750	4,750	
10-4701-276	ARSON CANINE	500	500	500	
10-4701-310	VEHICLE/EQUIPMENT MAINTENANCE	21,000	21,000	21,000	
10-4701-320	EQUIPMENT LEASE & RENTAL	.00	.00	.00	
10-4701-382	RADIO MAINTENANCE	.00	.00	.00	
10-4701-420	TOOLS	750	750	750	
10-4701-430	SUPPLIES	4,750	4,750	4,000	
10-4701-435	HAZMAT	4,000	4,000	4,750	
10-4701-440	EQUIPMENT	18,000	18,000	18,000	
10-4701-470	VEHICLE OPERATION	12,000	12,000	12,000	
10-4701-480	UNIFORMS	6,500	6,500	6,500	
10-4701-481	FIRE TRAINING GROUNDS MAINT	.00	.00	.00	
10-4701-700	FA-VEHICLES	85,000	101,500	.00	
10-4701-705	FA-EQUIPMENT	65,750	126,212	82,000	
10-4701-710	PROJECTS	.00	.00	.00	
10-4701-715	FA-INFORMATION TECHNOLOGY	17,500	1,800	5,000	
10-4701-730	FA-FACILITIES	3,200	.00	89,000	
10-4701-735	FA-GRANT MATCH	15,000	15,000	15,000	
10-4701-750	FA-WATER INFRASTRUCTURE	.00	.00	.00	
FIRE DEPARTMENT Revenue Total:		.00	.00	.00	
FIRE DEPARTMENT Expenditure Total:		1,088,750	1,161,257	1,175,528	
Total FIRE DEPARTMENT:		1,088,750	1,161,257	1,175,528	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
NUISANCE ABATEMENT					
10-4710-230	CODE ENFORCEMENT (ABATEMENT)	.00	.00	7,000	
10-4710-250	TRAVEL AND TRAINING	.00	.00	4,000	
10-4710-256	UTILIITES-PHONE/INTERNET	.00	.00	1,500	
10-4710-270	DUES/PUBLICATIONS	.00	.00	750	
10-4710-430	SUPLIES	.00	.00	2,000	
10-4710-440	EQUIPMENT	.00	.00	2,000	
10-4710-470	VECHICLE OPERATION	.00	.00	2,500	
10-4710-480	UNIFORMS	.00	.00	500	
NUISANCE ABATEMENT Revenue Total:		.00	.00	.00	
NUISANCE ABATEMENT Expenditure Total:		.00	.00	20,250	
Total NUISANCE ABATEMENT:		.00	.00	20,250	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

Fund: 10-4815 & 10-4821
Department: General Government
Division: Non Profit Agencies

Department Mission: This section identifies the City of Rawlins agencies that provide services to the public. 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 2014-2015, city staff has made available an increase in that amount here at City Council discretion.

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

2014-2015 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.

2013-2014 Accomplishments/Comments:

- We maintained the funding levels to these agencies in FY 2013-14 as compared to FY 2012-2013, no cuts in appropriations.

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

- Finding additional revenue resources and partnerships to enhance what is provide by the Non-Profit agencies.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
ANCILLARY INFRASTRUCTURE AGENCY					
10-4815-520	CHAMBER ALLOCATION	11,135	11,135	15,000	
10-4815-560	CCEDC ALLOCATION	21,210	21,210	21,210	
10-4815-565	JPB - OLD PENITENTIARY	21,210	21,210	24,000	
10-4815-570	DOWNTOWN DEVELOPMENT AUTHO	70,000	70,000	70,000	
10-4815-585	AIRPORT	15,800	34,113	32,105	
ANCILLARY INFRASTRUCTURE AGENCY Revenue Total:		<u>.00</u>	<u>.00</u>	<u>.00</u>	
ANCILLARY INFRASTRUCTURE AGENCY Expenditure Total:		<u>139,355</u>	<u>157,668</u>	<u>162,315</u>	
Total ANCILLARY INFRASTRUCTURE AGENCY:		<u>139,355</u>	<u>157,668</u>	<u>162,315</u>	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
NONPROFIT AGENCIES					
10-4821-510	SENIOR CITIZENS	10,000	10,000	10,000	
10-4821-530	CHILD DEVELOPMENT	7,070	7,070	10,000	
10-4821-535	PROJECT REACH	7,070	7,070	7,000	
10-4821-540	C.O.V.E.	15,000	15,000	17,000	
10-4821-542	BOYS & GIRLS CLUB OF CARBON CO	8,484	8,484	8,484	
10-4821-543	GIRL SCOUT TROOP #1825	.00	.00	1,000	
10-4821-544	CHILDREN'S ADOVACY PROJECT	.00	.00	1,000	
10-4821-545	CATHEDRAL HOME FOR CHILDREN	.00	.00	763	
10-4821-546	C.C. COUNSELING CENTER	.00	.00	15,000	
NONPROFIT AGENCIES Revenue Total:		.00	.00	.00	
NONPROFIT AGENCIES Expenditure Total:		47,624	47,624	70,247	
Total NONPROFIT AGENCIES:		47,624	47,624	70,247	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 10-4823

Department: City Manager

Division: Rawlins DDA/Main Street

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

Department Description: Rawlins DDA/Main Street's focuses are the economic development and promoting of our historic downtown. In addition, we work with businesses and building owners on multiply issues such as restoration, loans, beautifications etc... Also, Rawlins DDA/Main Street with the assistance of other city departments and county agencies work to improve the quality of life in Rawlins and Carbon County.

2014-2015 Goals, Projects and Highlights:

Please see work plans attached

2013-2014 Accomplishments/Comments:

- Continue to market the downtown, the program and the downtown businesses.
- Facilitate the Wayfinding Systems Grant.
- Passion & Pride Ball 2013 – Raised \$31,000 to finish the Solar Light Project in downtown.
- Completed the Downtown Multimodal/ Streetscaping Project.
- Continued Beautification – Flowers, plants, trees, flags, benches etc...
- Phase II of the Rainbow Te-ton Entrepreneur Center Completed.
- Expand Building Better Business Program & the G.R.E.A.T.
- Expanded “Where’s Rawley” merchant program for spring.
- Submitted and received 2 grants for the Façade Easement Program.
- Partnered with other city agencies on events.

Fund 10-4823 (cont.)

- Chair the Tourism Committee for the City of Rawlins.
- Member of the marketing team for the city.
- Semi-Finalist for the Top 10 Main Street Communities in the Nation.

April 17, 2014



Long-Term Planning Worksheet

2014 Design Committee

Get downtown into top physical shape while preserving its historic integrity

Initiative #1: Improve and maintain public spaces.		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Hold Volunteer Days to clean and decorate 	June, November	Designated funds
<ul style="list-style-type: none"> Partner with City to add wayfinding signage 	June, Nov	Designated Funds
<ul style="list-style-type: none"> Preserve existing murals 	Feb, July-Nov	WMS Tech Funds, WBC Grant
<ul style="list-style-type: none"> Create way to maintain list of all owned assets (trashcans, benches, flags, etc.) 	Ongoing	WAC
<ul style="list-style-type: none"> Complete Solar Light Project- possibly in phases due to construction 	Ongoing	Designated Funds
<ul style="list-style-type: none"> Plan how to get flowers into flowerpots 	Ongoing	Passion & Pride Funds
<ul style="list-style-type: none"> Move Elks parking lot mural 	Fall	Designated Funds
<ul style="list-style-type: none"> Work with the new city planner to create streetscaping guidelines 	Summer	Designated Funds
<ul style="list-style-type: none"> Use Technical Funds for bollard replacements and or trash cans 	May	Technical Funds

Initiative #2: Educate on and improve historic buildings.		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Begin Façade Easement Grant Program 	Jan, Jun-Ag, to '16	WBC Grants
<ul style="list-style-type: none"> Review façade changes through Design Guidelines 	Ongoing	Façade Renderings WMS Tech Funds
<ul style="list-style-type: none"> Administer the Paint Program 	Ongoing	Designated Funds
<ul style="list-style-type: none"> Assisting downtown property owners with design and historic preservation 	Ongoing	Designated funds

In three to five years our committee will be:

* Historical Information Accessible from Street



Long-Term Planning Worksheet

---- Stories of building rehab and general history in windows (in window with frame, integrate technology) _____

* Partner with City Council on Christmas Decorations Significant Overhaul _____

*Designate Downtown at entryways _____

---- can be on bumpouts or archway _____

*Parking Lot Improvements: _____

---- could be paved for RVs _____

---- designated for employees _____

---- parking garage _____

---- More Complete Downtown Speaker System _____

---- Splash Park _____

*Displays in Empty building windows- possibility of using window clings. _____



Long-Term Planning Worksheet

2014 Organization Committee

Gather the resources, both of finances and volunteers, to make us effective, while promoting our organization

Initiative #1: Raise funds to sustain the organization and it's projects		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Oversee the Passion & Pride Ball 	Jan-Oct	Designated Funds
<ul style="list-style-type: none"> Look into alternate methods of funding for operating needs (business or general public) 	June-Aug	WMS Tech Funds

Initiative #2: Develop and strengthen our volunteers and perception in the community		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Appreciate volunteers 3x/year 	Jan, April, July	Designated Funds
<ul style="list-style-type: none"> Train volunteers through local, state and national training 	Ongoing	Designated Funds, WMS Tech Funds
<ul style="list-style-type: none"> Main Street Minute- video newsletter 	Weekly	Designated Funds
<ul style="list-style-type: none"> Act as an umbrella organization to Main Street Young Professionals- Approach YP members to join org. committee 	Ongoing	Self-sufficient
<ul style="list-style-type: none"> Have a publicity campaign, focusing on recognition of long-term volunteers, Passion & Pride, and program in general <ol style="list-style-type: none"> Redo website to match rebranding, incorporate through interaction a list of businesses and their sales, coupons, menu's etc. More Educational opportunities – Rubber Chicken circuit Main Street Minute 	Ongoing	Designated Funds, WMS Tech Funds, CCVC Grant
<ul style="list-style-type: none"> Advertise volunteer appreciation while using statistics 	Jan, July	Designated Funds
<ul style="list-style-type: none"> Create Annual Report 	February	Designated Funds

In three to five years our committee will be:

*Begin implementing alternate methods funding

- For Business Sponsorship, make sure lots of recognition given to businesses and quarterly billing options
- For sales to random public (preferred over event), Make sure ties in with history/our mission statement, perhaps Rawlins Red T-shirt, history or recipe book
- Long term: have funds for third full person in the office



Long-Term Planning Worksheet

2014 MARS (Marketing and Retails Strategies) Committee

Market downtown through advertising, retail promotions, special events, and marketing campaigns

Initiative #1: Develop and implement a marketing plan to reach targeted audiences		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Implement Downtown Image Campaign 	May- June	Designated funds
<ul style="list-style-type: none"> Redo website to match rebranding, incorporate way to electronically list businesses through interaction 	July	CCVC, Tech funds
<ul style="list-style-type: none"> Encourage businesses to have a web presence 	ongoing	Designated funds, Volunteer hours
<ul style="list-style-type: none"> Change Shop Saturday program- to incorporate window clings instead of the traditional advertising. 	February-?	Designated Funds, Merchant pay in
<ul style="list-style-type: none"> Continue partnering on Rawlins Tourism projects 	ongoing	varies
<ul style="list-style-type: none"> Maintain informational kiosks in hotels and tourism spots 	ongoing	CCVC

Initiative #2: Host events, giveaways, campaigns and promotions to draw people into downtown and businesses		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Year overview for businesses to reference 	February	Designated funds
<ul style="list-style-type: none"> Continue to grow SummerFest through vendors and participation. Expanding the event to include Friday night. 	Ongoing	Designated funds, CCVC
<ul style="list-style-type: none"> Host Holiday Events (3), including extended hours, an event and a giveaway 	Aug, Oct-Dec	Designated funds, CCVC, RCA
<ul style="list-style-type: none"> Host Where's Rawley 	Feb- March	Designated funds

In three to five years our committee will be:

*Have consistent events that improve every year, but stay recognizable

*Train public more about downtown, including:

-Parking -Stores Downtown - Hours -Hotels know activities

*Wait to start any new projects until Streetscaping is over and façade construction begins or is finished



Long-Term Planning Worksheet

2014 Economic Restructuring Committee

Strengthen the downtown's existing economic assets while diversifying its economic base

Initiative #1: Retain and strengthen existing businesses		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Expand the Building Better Businesses Classes- Host classes aimed both at new and existing businesses thru Webinars too. 	Monthly	Technical funds & In-kind
<ul style="list-style-type: none"> The "GREAT" program – Grow Rawlins' Entrepreneurial Attitude & Talent..... Using BBB as a tool. Three phases. 	Ongoing	Budget, WMS Tech Funds, Private Donations In-kind and USDA
<ul style="list-style-type: none"> RTEC Open House – in conjunction with the sculpture unveiling 	July	In-kind/Budget
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		

Initiative #2: Recruit new businesses and improve the mix of businesses		
Projects and Actions:	Timeline	Funding Source
<ul style="list-style-type: none"> Recruit new businesses to RTEC both retail, office and virtual – Market the building and services it has to offer 	Ongoing	Building Revenue
<ul style="list-style-type: none"> Actively recruit a new tenants for downtown-jewelry store, arts & crafts store, fabric & quilting store, Bookstore, Bike store 	Ongoing	Partner with other organizations/stores
<ul style="list-style-type: none"> Initiate changes to downtown zoning and DDA/MS District 	2014-2015	No funds needed
<ul style="list-style-type: none"> GREAT Program 	Ongoing	See above
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		

In three to five years our committee will be:

* Recruitment Package for downtown

* Pop-Up Businesses - Specific Vendors not in the downtown – create sales tax

* Recruit a new franchise by attending a franchise fair

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
DOWNTOWN DEVELOPMENT AUTHORITY					
10-4823-110	SALARIES	48,617	49,596	51,085	
10-4823-115	MISCELLANOUS PAY	.00	.00	.00	
10-4823-130	EMPLOYEE BENEFITS	28,911	29,304	29,787	
10-4823-135	WELLNESS BENEFITS	.00	.00	.00	
10-4823-170	TEMPORARY PAY	3,000	.00	.00	
10-4823-171	PART-TIME FLEX	.00	.00	.00	
10-4823-180	OVERTIME PAY	.00	.00	.00	
10-4823-190	WORKERS COMPENSATION	1,318	1,811	1,799	
10-4823-250	TRAVEL AND TRAINING	500	.00	.00	
DOWNTOWN DEVELOPMENT AUTHORITY Revenue Total:		<u>.00</u>	<u>.00</u>	<u>.00</u>	
DOWNTOWN DEVELOPMENT AUTHORITY Expenditure Total:		<u>82,346</u>	<u>80,711</u>	<u>82,671</u>	
Total DOWNTOWN DEVELOPMENT AUTHORITY:		<u>82,346</u>	<u>80,711</u>	<u>82,671</u>	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 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 such as the Wayfinding Sign project.

2013-2014 Accomplishments/Comments:

- One debt service of \$36,524.00 for golf course road was paid completely.

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

- Providing for recurring revenues to support a capital plan for all funds and for all departments.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CAPITAL IMPROVEMENTS					
10-4850-689	GOLF COURSE ROAD/SHELTER PMT	36,524	36,524	.00	
10-4850-695	PARK PLAYGROUND EQUIPMENT	.00	.00	.00	
10-4850-699	AIRPORT BOARD CAPITAL CONSTR	14,880	34,767	26,016	
10-4850-700	WAYFINDING SIGN-MATCHING FNDS	40,000	22,279	132,525	
10-4850-702	GATEWAY IMPROVEMENT 50/50	.00	.00	.00	
10-4850-703	TRAFFIC LIGHT 287 BYPASS	.00	.00	.00	
10-4850-704	OLD PEN BOARD-CAPITAL	11,000	11,124	10,869	
10-4850-705	ROADWAY/PATHWAY MATERIAL	70,000	.00	.00	
10-4850-891	WAM ENERGY LEASE PROGRAM #1	6,500	.00	.00	
10-4850-892	WAM ENERGY LEASE PROGRAM #2	3,936	3,936	3,936	
10-4850-893	RECORDING/TELEVISION EQUIP	.00	.00	.00	
10-4850-894	WAM ENERGY LEASE PROGRM #3	1,401	1,401	1,401	
CAPITAL IMPROVEMENTS Revenue Total:		.00	.00	.00	
CAPITAL IMPROVEMENTS Expenditure Total:		184,241	110,031	174,747	
Total CAPITAL IMPROVEMENTS:		184,241	110,031	174,747	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- The economic uncertainties are continuing in FY 2013-2014 and are leading us into FY 2014-2015.
- The State is forecasting a small increase statewide (2.0%) in sales and use taxes for FY 2014-2015. The City is going to budget the increase of 2.0% at least above what was received in FY 2012-2013 in sales and use taxes as we are 1.59% above the prior year actual amount received at the time of this budget process.
- We continue to anticipate what can go wrong will go wrong by maintaining a contingency (1.0% of total operating expenses) that can handle items such as insurance deductibles, large snow storms, etc.
- The “Working Capital Reserve” will remain at \$4,000,000.

2013-2014 Accomplishments/Comments:

- The City budgeted in FY 2013-2014 no use of its rainy-day-reserve as our recurring revenues (primarily sales and use taxes) were budgeted at no increase from what was received in FY 2012-2013.

- The 1.0% contingency easily covered those unanticipated operating expenses that we know happen year-to-year.

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

- Consistent revenues from the State and no additional cuts like the food tax reduction without any replacement compensation.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
10-4990-998	CONTINGENCY	100,000	100,000	100,000	
10-4990-999	WORKING CAPITAL RESERVE	3,313,000	4,000,000	4,000,000	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		3,413,000	4,100,000	4,100,000	
Total OTHER FINANCING USES:		3,413,000	4,100,000	4,100,000	
GENERAL FUND Revenue Total:		14,572,308	15,563,865	14,356,046	
GENERAL FUND Expenditure Total:		14,572,308	15,563,865	14,356,046	
Net Total GENERAL FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

FUND: 11 – Dangerous Buildings

Department: Finance

Division: Revenues

Goals:

This fund purpose is to handle “**all**” expenses related to nuisance abatements on housing/commercial property that is declared “**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.

Revenues:

11-3000-800 Beginning Fund Balance: The beginning balance is made up of the cash on hand balance. As of July 1, 2013 the balance was \$568,104.92. Through January 2014 the cash balance is approximately \$567,345.10. We do not know what will happen over the next 150 days of this fiscal year. Recommend **\$500,000**.

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 2014-2015 year with a certainty. Recommend **\$0**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
DANGEROUS BUILDING'S FUND					
BEGINNING FUND BALANCE					
11-3000-800	BEGINNING FUND BALANCE	480,000	500,000	500,000	
Total BEGINNING FUND BALANCE:		480,000	500,000	500,000	
DANGEROUS BUILDING REVENUES					
11-3600-890	HOUSING REVENUES	.00	.00	.00	
Total DANGEROUS BUILDING REVENUES:		.00	.00	.00	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
HOUSING EXPENSES					
11-4109-205	CONSULTANT CONTRACTS-ENGINEE	25,000	10,000	10,000	
11-4109-217	HOUSING EXPENSES	430,000	440,000	440,000	
11-4109-235	LANDFILL CREDIT	25,000	50,000	50,000	
HOUSING EXPENSES Revenue Total:		.00	.00	.00	
HOUSING EXPENSES Expenditure Total:		480,000	500,000	500,000	
Total HOUSING EXPENSES:		480,000	500,000	500,000	
DANGEROUS BUILDING'S FUND Revenue Total:		480,000	500,000	500,000	
DANGEROUS BUILDING'S FUND Expenditure Total:		480,000	500,000	500,000	
Net Total DANGEROUS BUILDING'S FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 to 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, 2013 was \$75,922.32. Through January 2014 our ending balance of cash is \$75,922.32. We have no planned expenses for the next 150 days of this fiscal year. Recommend **\$70,000**.

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 2014-2015 year. Recommend **\$0**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
HOUSING LOAN FUND					
BEGINNING FUND BALANCE					
12-3000-800	BEGINNING FUND BALANCE	70,000	70,000	70,000	
Total BEGINNING FUND BALANCE:		70,000	70,000	70,000	
HOUSING LOAN REVENUES					
12-3600-877	HOUSING REVENUES	.00	.00	.00	
Total HOUSING LOAN REVENUES:		.00	.00	.00	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
BUILDING EXPENSES					
12-4108-213	HOUSING LOANS	70,000	70,000	70,000	
BUILDING EXPENSES Revenue Total:		.00	.00	.00	
BUILDING EXPENSES Expenditure Total:		70,000	70,000	70,000	
Total BUILDING EXPENSES:		70,000	70,000	70,000	
HOUSING LOAN FUND Revenue Total:		70,000	70,000	70,000	
HOUSING LOAN FUND Expenditure Total:		70,000	70,000	70,000	
Net Total HOUSING LOAN FUND:		.00	.00	.00	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

Fund: 15 – Recreation Services

Department: Recreation Services

Division: Golf Shop, Recreation Center, Shooting Range, Green Space 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 2014-2015

803 Memberships: The membership revenue history is complete for the (dropping the first year of operation) previous eight fiscal years with an average per year of \$69,492.17 approximately or a year-to-year decrease of 1.2%. From FY 2011-2012 to FY 2012-2013 we experienced a 5.65% drop in membership revenues. Our January YTD 2014 amount as compared to the January YTD 2013 amount indicates a drop of 4.02%. All the above point to a negative historical and current trend. With no change anticipated in the rates going with an estimate of 4.02% less that last fiscal year's amount of \$65,482.47 seems to be a good estimate. Recommend **\$62,850**.

804 Pro Shop: The Pro Shop revenue history is complete for the (dropping the first year of operation) previous eight fiscal years with an average per year of \$190,598.28 approximately or a year-to-year decrease of 0.7%. From FY 2011-2012 to FY 2012-2013 we experienced a 9.35% drop in Pro Shop revenues. Our January YTD 2014 amount as compared to the January YTD 2013 amount indicates a drop of 39.08%. We also created a calendar based report and comparing calendar 2013 to the previous five calendar

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

years provides the City with a loss of 29.22% or \$55,495.37 when compared to the five year average. All the above point to a negative historical and current trend. With no change anticipated in the rates we are looking at three estimates based upon the trends above. One a 9.35% drop from last fiscal year figure for a year-end amount of \$160,402 or two applying the 29.22% drop from last fiscal year figure for a year-end amount of \$125,242 or three applying the 39.08% drop from last fiscal year figure for a year-end amount of \$107,795. Recommending a budget halfway between the high and low estimates for a budget of **\$134,098**.

- 811 Golf Concessionaire Fees: We have a new account for FY 2007-2008, which will receive our fees from the concessionaire of the "ranch" restaurant at the golf facility. As we have no year-round concessionaire agree we will base the budget of a six month term only. The last concessionaire was paying \$2,000 a month so we recommend **\$12,000**.
- 848 Miscellaneous: We have an inconsistent account here. Our current year January YTD 2014 amount is \$30.02 and last year we earned \$0.00. With this account being inconsistent year to year we recommend **\$100**
- 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 indicates an average of \$449.77 but our FED friends have driven the interest downward in order to spur economic growth in the U.S. economy. Just looking at the last three fiscal years we have an average of \$251.17. Recommend a budget of **\$300**.
- 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 just started this account in FY 2006-2007 so we have little history. The previous

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

eight years of history indicates an average of \$6,035.24 and assuming next summer not being better than the previous year recommend **\$6,000**.

RECREATION CENTER Revenues FY 2014-2015:

835 Shooting Range: A new account in FY 2006-2007 with a total of \$25,243.55 which does not look true. The amount received from FY 2007-2008 through FY 2012-2013 creates an average of \$17,530.97. Our current year January YTD 2014 amount as compared to the YTD January 2013 amount creates a decline of 13.47%. Applying the 13.47% decline to the last fiscal year amount earned creates a year-end amount of \$17,672.88 for the current year. As the average and our year-end estimate are just about the same recommend a budget of **\$17,700**.

857 Recreation Center Receipts: Some variance year-to-year reviewing the previous ten years of history. The average annual increase over the previous ten years is 4.3%. Our current year January YTD March 2014 amount as compared to the January YTD 2013 amount indicates continued growth at an increase of 10.9%. With no history or current estimate showing a decline this budget of \$206,000 must indicate an increase. Recommend a 5.0% increase over last year amount received, **\$224,000**.

858 Recreation Center Sponsorship: This new account is kept low as the donations are very inconsistent. Recommend **\$250**.

892 Transfer from General Fund: This will be the difference between the Expense Budget for Golf Pro Shop, Recreation Center and Shooting Range and the total Revenues for Golf and Recreation Center budgeted above. Based upon the recommended budget from the City Manager this amount is \$.

MISCELLANEOUS Revenues FY 2014-2015:

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

- 877 Recreation Operating Grant: This account was created to monitor the amount the City receives from the recreation board. We have been told by the Carbon County Recreation Board that there will be no funding of operating expenses. Recommend **\$0**.
- 880 Transfer from General Fund: This account was created for FY 2013-2014 as the green space maintenance of the City has been moved to the Recreation Director from the Public Works Director. The amount here covers all expenses of green space maintenance. Recommend **\$**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
RECREATION SERVICES FUND					
GOLF COURSE REVENUE					
15-3100-803	MEMBERSHIPS	60,000	69,000	62,850	
15-3100-804	PRO SHOP	204,000	189,900	134,098	
15-3100-805	CLUB HOUSE	.00	.00	.00	
15-3100-811	RESTAURANT CONCESSIONARE FEE	17,400	24,000	12,000	
15-3100-848	MISCELLANEOUS	1,300	200	100	
15-3100-871	INTEREST INCOME	250	240	300	
15-3100-872	DONATIONS	.00	.00	.00	
15-3100-873	SPONSORSHIPS	2,000	.00	.00	
15-3100-891	TRANSFER FROM GENERAL FUND	396,335	.00	.00	
15-3100-999	SALES TAX	7,000	7,000	6,000	
Total GOLF COURSE REVENUE:		688,285	290,340	215,348	
RECREATION CTR REVENUE					
15-3400-848	MISC RECREATION CENTER	.00	.00	.00	
15-3400-853	SHOOTING RANGE	15,500	24,000	17,700	
15-3400-857	RECREATION CENTER RECEIPTS	219,000	206,000	224,000	
15-3400-858	RECREATION CTR SPONSORSHIP	7,000	2,500	250	
15-3400-859	MUSIC IN THE PARK	.00	.00	.00	
15-3400-872	RECREATION CTR DONTATIONS	.00	.00	.00	
15-3400-892	TRANSFER FROM GENERAL FUND	459,256	695,394	473,111	
Total RECREATION CTR REVENUE:		700,756	927,894	715,061	
MISC REVENUES					
15-3600-848	MISC RECREATION SERVICES	.00	.00	.00	
15-3600-877	RECREATION OPERATING GRANT	100,000	110,000	.00	
15-3600-880	TRANSFER FROM GENERAL	.00	960,804	1,008,771	
Total MISC REVENUES:		100,000	1,070,804	1,008,771	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014- 2015 BUDGET**

Fund: 15-4101

Department: Recreation Services

Division: Golf Club House

Department Mission: The Department of Recreation Services strives to offer safe, educational, and beneficial recreational programs and services to our customers in a fair and economical manner.

Department Description: Rochelle Ranch Golf Course is an open to the public daily fee municipal golf course. The Ken Kavanaugh design is a links style course that measures 7925 yards from the tips and 5706 yards from the front tees. Opened in the fall of 2004, Rochelle Ranch is consistently ranked as one of the top courses in the State of Wyoming. Golf Digest has also ranked Rochelle Ranch as the 29th toughest golf course in America while Golfweek Magazine included Rochelle Ranch as one of the best courses to play in America for under \$50.00 in its Thrifty Fifty. Golf .com named Rochelle Ranch as the 5th best public course in Wyoming in 2010. Rochelle Ranch is a fully operational golf course with putting and practices ranges and a full service restaurant and bar. Rochelle ranch has a Superintendent of Golf and Head Golf Professional on staff.

2014- 2015 Goals, Projects and Highlights:

- Apply and Secure Men's Senior 2015 Golf Tournament.
- Increase E-Mail Database.
- Increase in county marketing and advertising for the upcoming season stressing memberships and tournaments.
- Increasing profit margin and efficiency for tournament play, clinics and golf programs.
- Increase revenue from memberships, green fees, cart fees, pro shop and tournament play.

- Continue to pursue Subsidy Reduction Plan.
- Continue to develop course trends website.
- Take Junior Golf participants to the Solheim Cup.
- Pursue sponsorship and donations for youth programs and tournaments

2013 - 2014 Accomplishments/Comments:

- Newer Golf Cart Fleet.
- Increased Men's and Ladies Club Membership.
- Increased Rochelle Ranch Website.
- Increased revenue and reduced subsidy.
- Advertising in several magazines and hotels including Wyoming Travel & Recreation, 8 Hotels, Explore Magazine, Wyoming Travel & Tourism, Western Hills Campground, Dailey Times & Chamber Map.

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

- Decrease in revenue from green fees, memberships and overall golf due to the economy in the Rawlins area.
- Getting late starts in the spring golf season due to weather.
- Finding ways to increase usage in the fall.
- To be able to provide quality service that the community needs.
- Marketing: expand past local advertising, bringing in tourists.
- Employee's continuing education.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CLUB HOUSE					
15-4101-110	SALARIES	57,308	58,458	60,228	
15-4101-115	MISCELLANOUS PAY	.00	.00	.00	
15-4101-130	EMPLOYEE BENEFITS	17,429	17,891	18,463	
15-4101-170	TEMPORARY PAY	16,500	16,500	16,500	
15-4101-190	WORKERS COMPENSATION	2,000	2,736	2,701	
15-4101-207	CONSULTANT CONTR-INFO TECH	.00	.00	.00	
15-4101-210	CONSULTANT CONTRACTS-OTHER	4,000	4,000	2,500	
15-4101-240	RECREATION PROGRAMS	2,500	1,500	1,500	
15-4101-246	RECREATION TOURNAMENTS	4,000	3,000	3,000	
15-4101-250	TRAVEL AND TRAINING	3,301	3,301	2,500	
15-4101-255	UTILITIES-ELECTRICAL	13,000	13,000	13,000	
15-4101-256	UTILITIES-PHONE/INTERNET	1,300	1,300	1,300	
15-4101-257	UTILITIES-GAS	9,000	9,000	9,000	
15-4101-260	UTILITIES-OTHER	2,500	2,500	5,500	
15-4101-270	ADS/DUES/PUBLICATIONS	5,000	7,000	6,000	
15-4101-280	BUILDING/GROUNDS MAINTENANCE	5,000	5,000	5,000	
15-4101-281	BUILDING MAINT-ROCHELLE RESTR.	5,000	5,000	4,000	
15-4101-322	SAFETY	100	100	100	
15-4101-380	EQUIPMENT MAINTENANCE	500	500	500	
15-4101-390	REIMBURSEMENT	500	500	500	
15-4101-430	SUPPLIES	5,000	5,000	5,000	
15-4101-440	EQUIPMENT	5,000	5,000	2,000	
15-4101-484	MERCHANDISE	38,700	38,700	32,000	
15-4101-485	SALES TAX	7,500	7,500	6,000	
15-4101-700	FA-VEHICLES	.00	.00	.00	
15-4101-705	FA-EQUIPMENT	.00	.00	.00	
15-4101-710	PROJECTS	.00	.00	.00	
15-4101-715	FA-INFORMAITON TECHNOLOGY	.00	.00	.00	
15-4101-730	FA-FACILITIES	8,000	.00	.00	
CLUB HOUSE Revenue Total:		.00	.00	.00	
CLUB HOUSE Expenditure Total:		213,138	207,486	197,292	
Total CLUB HOUSE:		213,138	207,486	197,292	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014 - 2015 BUDGET

Fund: 15-4506

Department: Recreation Services

Division: Recreation Center

Department Mission: The Department of Recreation Services strives to offer safe, educational, and beneficial recreational programs and services to our customers in a fair and economical manner.

Department Description: To provide programs for wellness, entertainment, and education in a safe, hands on creative environment for youth, adult and seniors.

2014 - 2015 Goals, Projects and Highlights:

- Increased signage for facilities. Working with Main Street/DDA for all recreation way finding facility signage for the City. Ongoing.
- Continuing to use the new logo and branding for the departments within the Recreation Services Department to develop marketing bringing new residents and tourists into the facility. Ongoing.
- Offer quality for all programs. Ongoing.
- Continue to update equipment. Working to increase availability of general equipment within the Recreation Center in an economic manner. Ongoing.
- Continue to explore new and creative trends in marketing, customer service, programming, fitness and equipment. Ongoing.
- Expand sponsorships for programs and events. Working with various entities for multiple sponsorships opportunities, obtained exclusive vending contract for sponsorship. Ongoing.
- Continue to pursue Subsidy Reduction Plan. Ongoing.
- Web site and online registration, inquiries and links need to be constructed and used productively. E-mail addresses for current client base need to be gathered and used to increase awareness of programs and opportunities.
- Add Membership Drive.
- Training increase for supervisors and customer service. Training in

programs. Cross training within the employees. Regular group staff interactive communication assemblies. Ongoing.

- Certification continuing through the Destination Marketing Specialist Program, Wyoming Travel & Tourism as a Trail Boss Business.
- Continue upgrading facility along with developing Red Desert Theme.

2013 - 2014 Accomplishments/Comments:

- Continued using the new logo and branding for the departments within the Recreation Services Department to develop marketing bringing new residents and tourists into the facility.
- Offered affordable memberships at varies levels to accommodate patrons.
- Expanded programs and equipment.
- State Tourism Certification obtained by 25% of staff as Wranglers, second step of three available.
- Made changes based on customer input.
- Partnered with community to provide larger/new programs.
- Hosted Public Works Day.
- Painted doors and doorways in Recreation Center.
- Enhanced social networking by the use of Facebook to our marketing program.
- Used City web site to enhance facility through calendar and special events.
- Continued to establish partnerships with over 15 organizations for programs.
- Continue to explore new and creative trends in fitness and programming.
- Added Yoga and Saturday classes in spinning and Zumba. Added spin classes, karate classes, quick-start tennis and start smart basketball programs.
- Fitness class increased to include Zumba, kickboxing and Pilates.
- Continue to update equipment. Added stair stepper and recumbent bike.
- Continue to replace racquets, basketballs, volleyballs, and walleyballs to accommodate clients. Mats and Zumba sticks with a variety of music supported the fitness programs. Added mats, basketballs, racquetballs, boxing gloves, core stability balls and volleyballs to replace worn materials.

Fund 15-4506 (cont.)

- Recovered weight room floor.
- Attended various trainings to improve marketing.
- Added 3 on 3 youth and adult basketball tournament.
- Added cordless phone capability throughout Recreation Center.
- Continued with Subsidy Reduction Plan.

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

- Building Expansion.
- Cardio equipment replacement and expansion.
- Weight room equipment and bench replacement.
- Continue to develop NW soccer field with scoreboard, bleachers, scorer's hut, etc.
- Indoor scoreboard replacement and management.
- Revenues. To be able to provide quality service that the community needs within affordable pricing.
- Marketing: expand past local advertising, bringing in tourists & new residents.
- Employee communication and continuing education specific to customer service & programming.

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Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
RECREATION CENTER					
15-4506-110	SALARIES	282,589	318,646	298,883	
15-4506-115	MISCELLANOUS PAY	.00	.00	.00	
15-4506-130	EMPLOYEE BENEFITS	102,313	161,262	140,150	
15-4506-135	WELLNESS BENEFITS	.00	.00	.00	
15-4506-170	TEMPORARY PAY	40,500	40,500	40,500	
15-4506-171	PART-TIME FLEX	.00	7,000	.00	
15-4506-180	OVERTIME PAY	.00	.00	.00	
15-4506-190	WORKERS COMPENSATION	8,756	13,364	11,947	
15-4506-210	CONSULTANT CONTR-OTHER	4,000	4,000	4,000	
15-4506-240	RECREATION PROGRAMS	19,500	19,500	14,500	
15-4506-241	REC PROGRAM MATERIALS	5,000	5,000	9,000	
15-4506-243	BASEBALL PROGRAM SUPPORT	15,000	15,000	15,000	
15-4506-246	RECREATION TOURNAMENTS	5,000	5,000	5,000	
15-4506-250	TRAVEL AND TRAINING	5,000	5,000	3,000	
15-4506-255	UTILITIES-ELECTRICAL	29,000	29,000	25,000	
15-4506-256	UTILITIES-PHONE/INTERNET	1,300	1,300	1,600	
15-4506-257	UTILITIES-GAS	17,800	17,800	16,500	
15-4506-260	UTILITIES-OTHER	2,500	2,500	2,500	
15-4506-270	ADS/DUES/PUBLICATIONS	10,700	11,700	12,000	
15-4506-280	BUILDING/GROUNDS MAINTENANCE	6,000	6,000	4,000	
15-4506-320	EQUIPMENT LEASE & RENTAL	1,087	1,087	1,300	
15-4506-322	SAFETY	250	250	250	
15-4506-380	EQUIPMENT MAINTENANCE	3,000	3,000	3,100	
15-4506-390	REIMBURSEMENT	2,500	2,500	3,000	
15-4506-430	SUPPLIES	6,300	5,300	8,000	
15-4506-440	EQUIPMENT	1,500	1,500	1,500	
15-4506-470	VEHICLE OPERATION	3,000	3,000	3,500	
15-4506-590	MUSIC IN THE PARK	20,000	20,000	22,000	
15-4506-700	FA-VEHICLES	38,000	67,000	.00	
15-4506-705	FA-EQUIPMENT	12,000	12,000	.00	
15-4506-710	PROJECTS	.00	.00	.00	
15-4506-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
15-4506-725	FA-STUDIES	.00	20,000	.00	
15-4506-730	FA-FACILITIES	8,000	8,000	.00	
RECREATION CENTER Revenue Total:		.00	.00	.00	
RECREATION CENTER Expenditure Total:		650,595	806,209	646,230	
Total RECREATION CENTER:		650,595	806,209	646,230	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014 - 2015 BUDGET**

Fund: 15-4510

Department: Recreation Services

Division: Shooting Range

Department Mission: The Department of Recreation Services strives to offer safe, educational, and beneficial recreational programs and services to our customers in a fair and economical manner.

Department Description: The shooting range division provides access to shooting sports of all types as well as education for our youth, adult and senior patrons in a safe, controlled environment.

2014- 2015 Goals, Projects and Highlights:

- Signage. Working with Main Street/DDA for all recreation street facility signage. Working with the Wyoming Department of Transportation on highway way finding for outdoor range. Developing the new branding into on site signage for both indoor and outdoor ranges.
- Recover indoor range cabinet tops.
- Economically enhance programs with availability of equipment. Ongoing.
- Increased participation in programs. Continuing to increase program participation through marketing. Develop and institute a membership drive.
- Tournament funding from outside sources. Grant application and business donations to fund prizes. Ongoing.
- Market/advertize increase. Work with other tourism and advertizing entities to better market the ranges, including tournaments, state wide and nationwide. Ongoing.
- Continue training staff.
- Finish indoor range lanes upgrade.
- Enhance the use of the indoor facility by partnering with local archery group. Ongoing.
- Increase number of rest room facilities. Seek funding for permanent facility

at west end closer to 1000 yard range. Ongoing.

- Expanding programs to include a Women's Handgun course through the NRA and offering programs for women to compete and practice. Ongoing.
- Expanding programs to include a Range Safety Officer course, General Handgun Safety Program and other NRA educational and certification programs for the community. Ongoing.
- Youth competition development. Partner with the 4-H group on a yearly basis to enhance their program with the use of the indoor and outdoor facility. Programming continued in the Jr. League developing skills in safety, control and competition. Ongoing.
- Increase sponsorship and corporate partnerships to provide bigger and/or new programs. Working with various entities for multiple sponsorships opportunities. Ongoing.
- Finish parking lot and road with roto mill.
- Develop Phase II of archery range and finish 5 stand.
- Continue to pursue Subsidy Reduction Plan. Ongoing.

2013- 2014 Accomplishments/Comments:

- Received grant for partial funding for final 4 indoor range lanes.
- Upgrade indoor facility to include a full archery program for club use.
- Maintained the weeds and roads at the outdoor range.
- Partnered with local club for ATA shoots.
- Acquired grant funding for tournaments.
- Saw an increase in outdoor range use and indoor archery use.
- Range Programmer completed range safety officer certification.
- Increased marketing for tournament and programs.
- Partnered with 4H with their archery and shooting programs.

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

- Continue to develop archery range & programming using partnerships with local and state groups.
- Continue to replace indoor lanes with a face lift to the office area including counter tops and cabinets.

Fund 15-4510 (cont.)

- Revenues. To be able to provide quality service that the community needs.
- Marketing: develop marketing to include state wide plan developing a partnership with the hunting and tourism units as well as hunting guides throughout the county.
- Employee continuing education with certification & customer service. Participation in Destination Marketing.
- Expansion of outdoor range continuing with the Master Plan.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SHOOTING RANGE					
15-4510-110	SALARIES	40,490	42,962	43,632	
15-4510-115	MISCELLANOUS PAY	.00	.00	.00	
15-4510-130	EMPLOYEE BENEFITS	20,168	20,748	21,069	
15-4510-135	WELLNESS BENEFITS	.00	.00	.00	
15-4510-170	TEMPORARY PAY	.00	.00	.00	
15-4510-171	PART-TIME FLEX	.00	.00	.00	
15-4510-180	OVERTIME PAY	.00	.00	.00	
15-4510-190	WORKERS COMPENSATION	1,097	1,569	1,536	
15-4510-210	CONSULTANT CONTR-OTHER	100	100	.00	
15-4510-240	RECREATION PROGRAMS	1,300	1,300	1,300	
15-4510-246	RECREATION TOURNAMENTS	500	500	800	
15-4510-250	TRAVEL AND TRAINING	300	300	300	
15-4510-255	UTILITIES-ELECTRICAL	2,000	2,000	2,000	
15-4510-260	UTILITIES-OTHER	250	250	250	
15-4510-270	ADS/DUES/PUBLICATIONS	1,500	1,500	3,000	
15-4510-280	BUILDING/GROUND MAINTENANCE	1,406	1,406	500	
15-4510-320	EQUIPMENT LEASE & RENTAL	250	250	.00	
15-4510-322	SAFETY	600	600	500	
15-4510-380	EQUIPMENT MAINTENANCE	500	500	500	
15-4510-390	REIMBURSEMENT	100	100	.00	
15-4510-430	SUPPLIES	17,550	17,550	7,000	
15-4510-440	EQUIPMENT	1,000	1,000	700	
15-4510-470	VECHICLE OPERATION	1,050	1,050	300	
15-4510-482	SHOOTING RANGE MAINTENANCE	3,000	3,000	3,500	
15-4510-499	MISCELLANEOUS	.00	.00	.00	
15-4510-705	FA-EQUIPMENT	.00	.00	.00	
15-4510-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
15-4510-730	FA-FACILITIES	.00	25,000	.00	
SHOOTING RANGE Revenue Total:		.00	.00	.00	
SHOOTING RANGE Expenditure Total:		93,161	121,685	86,887	
Total SHOOTING RANGE:		93,161	121,685	86,887	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 15-4515

Department: Recreational Services

Division: Golf and Green Spaces

Department Mission: The Department of Recreation Services strives to offer safe, educational, and beneficial recreational programs and services to our customers in a fair and economical manner.

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

2014-2015 Goals, Projects and Highlights:

- Finish irrigation pond: seeding the berm, and drainage around the pond. Ongoing, finishing drainage. Pond finished. Berm still needs seeding. Some drainage around pond still needs to be done. Work with PMPC and public works to re grade the drainage and install the drain pipe and grade to finish the drainage. Solve liner issues.
- Continue reseeding thin areas to get them thicker.
- Continue the overall maintenance and health of the rest of golf course and green areas.
- Roofs on the shelters at the golf course. Safety Issue.
- Keep rotating equipment. Falling behind on this due to financial issues.
- Build sand bins to protect and keep sand that is used to top-dress greens during the season and aerification. Looking to acquire railroad ties to build bin.
- Work on getting alternative solutions on fixing cart paths.
- Develop Master Plan for all green spaces
- Continue to pursue Subsidy Reduction Plan.

2013 - 2014 Accomplishments/Comments:

- Continued grow in for 4 renovated fairways.

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- Prepare for high level of quality while under water restrictions.
- Rebuilt barbeque pit at Lion's Pavilion at Washington Park.
- Rebuilt retaining wall at Rob Roy Park.
- Rebuilt Pump #1 at golf course.
- Installed heaters and hot water heaters at fairway bathrooms on golf course.
- Installed new fence in cart staging area donated by Women's Seniors.
- Continued equipment replacement.

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

- Continue to work on the master plan and the health of turf and soil at the golf course including the remaining bad areas.
- Storage building for implements and storage of fertilizers and chemicals used on the golf course as well as other recreation equipment such as music in the park trailer and canoe trailer.
- Rotate maintenance equipment fleet.
- There are three pumps in the pump station: create and implement rotation on repair and maintenance to get full life out of the pumps.
- Storage bins for sand.
- Nursery green for repairs to course greens.
- Employee continuing education.
- Bunker Renovation.
- Begin preparing for irrigation replacement for all green spaces; most are over 30 years old.
- Redesign and implement xeriscaping existing green spaces.
- Develop master plan for all green spaces.
- Modernize facilities for customer convenience and safety and reduction of maintenance.
- Provide security for outdoor facilities to reduce/eliminate vandalism and unauthorized use of property.
- Field improvements for athletic fields.
- Continue to develop soccer fields at the Memorial Sports Complex.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
GREEN SPACES					
15-4515-110	SALARIES	.00	280,373	281,256	
15-4515-130	EMPLOYEE BENEFITS	.00	134,094	135,336	
15-4515-170	TEMPORARY PAY	.00	112,500	112,500	
15-4515-171	PART-TIME FLEX	.00	7,000	.00	
15-4515-180	OVERTIME PAY	.00	.00	.00	
15-4515-190	WORKERS COMPENSATION	.00	14,595	13,861	
15-4515-205	CONSULT CONTR-ENGINEER	.00	.00	.00	
15-4515-207	CONSULTANT CONTR-INFO TECH	.00	.00	.00	
15-4515-210	CONSULTANT CONTR-OTHER	.00	12,500	12,500	
15-4515-212	SERVICE CONTRACTS	.00	1,000	1,000	
15-4515-250	TRAVEL & TRAINING	.00	4,500	4,500	
15-4515-255	UTILITIES-ELECTRICAL	.00	53,500	53,500	
15-4515-256	UTILITIES-PHONE/INTERNET	.00	100	.00	
15-4515-257	UTILITIES-GAS	.00	7,300	7,000	
15-4515-260	UTILITIES-OTHER	.00	1,650	1,650	
15-4515-270	ADS/DUES/PUBLICATIONS	.00	2,100	2,500	
15-4515-278	GOLF CART MAINTENANCE	.00	3,000	3,000	
15-4515-280	BUILDING/GROUNDS MAINTENANCE	.00	6,000	6,000	
15-4515-310	VEHICLE/EQUIPMENT MAINTENANCE	.00	8,000	2,000	
15-4515-320	EQUIPMENT LEASE & RENTAL	.00	5,250	5,250	
15-4515-322	SAFETY	.00	1,350	1,350	
15-4515-380	EQUIPMENT MAINTENANCE	.00	23,701	29,701	
15-4515-420	TOOLS	.00	6,200	6,000	
15-4515-422	MATERIALS	.00	20,250	2,500	
15-4515-430	SUPPLIES	.00	7,600	9,000	
15-4515-431	SUPPLIES-FERTILIZER/CHEMICALS	.00	30,000	40,000	
15-4515-433	SUPPLIES-SAND	.00	10,500	10,000	
15-4515-434	INVENTORY-IRRIGATION MATERIAL	.00	12,000	12,000	
15-4515-440	EQUIPMENT	.00	3,200	3,000	
15-4515-450	TREE MAINTENANCE	.00	10,000	10,000	
15-4515-470	VEHICLE OPERATION	.00	27,000	34,250	
15-4515-480	UNIFORMS	.00	2,500	2,500	
15-4515-700	FA-VEHICLES	.00	.00	.00	
15-4515-705	FA-EQUIPMENT	.00	144,595	36,617	
15-4515-715	FA-INFORMATION TECHNOLOGY	.00	.00	15,000	
15-4515-725	FA-STUDIES	.00	20,000	.00	
15-4515-730	FA-FACILITIES	.00	181,300	155,000	
GREEN SPACES Revenue Total:		.00	.00	.00	
GREEN SPACES Expenditure Total:		.00	1,153,658	1,008,771	
Total GREEN SPACES:		.00	1,153,658	1,008,771	
RECREATION SERVICES FUND Revenue Total:		1,489,041	2,289,038	1,939,180	
RECREATION SERVICES FUND Expenditure Total:		956,894	2,289,038	1,939,180	
Net Total RECREATION SERVICES FUND:		532,147	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 balance is the cash balance of \$5,242.68 on hand as of 07/01/2013. We have on hand as of 01/31/2014 \$4,342.33 and with no new concessionaire/contract in place at the time of this report it is difficult to predict the liquor sales tax revenues and expenses. Recommend **\$4,000**.

17-3100-801 Reimburse for Sales Tax: This account is used tally the amount received as sales taxes for alcohol sales so we can then send this amount to the State of Wyoming. At the time of this budget preparation a new concessionaire is being advertised for, thus the possible revenue from this account is based upon the previous history. Recommend **\$1,500**.

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 **\$10**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CITY OF RAWLINS RESTAURANT					
BEGINNING FUND BALANCE					
17-3000-800	BEGINNING FUND BALANCE	7,000	5,000	4,000	
Total BEGINNING FUND BALANCE:		7,000	5,000	4,000	
RESTAURANT REVENUE					
17-3100-801	REIMBURSE FOR SALES TAX	2,500	1,300	1,500	
17-3100-802	REIMBURSE FOR LIQUOR ORDERS	.00	.00	.00	
17-3100-848	MISCELLANOUS	.00	.00	.00	
17-3100-871	INTEREST INCOME	10	10	10	
Total RESTAURANT REVENUE:		2,510	1,310	1,510	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
RESTAURANT EXPENSES					
17-4100-275	MISCELLANEOUS	.00	.00	.00	
17-4100-485	SALES TAX	2,500	2,500	1,500	
17-4100-486	LIQUOR ORDER	.00	.00	.00	
17-4100-487	LIQUOR LICENSE	1,100	1,000	1,000	
17-4100-499	MISCELLENOUS	.00	.00	.00	
RESTAURANT EXPENSES Revenue Total:		.00	.00	.00	
RESTAURANT EXPENSES Expenditure Total:		3,600	3,500	2,500	
Total RESTAURANT EXPENSES:		3,600	3,500	2,500	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
17-4990-998	CONTINGENCY	5,910	2,810	3,010	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		5,910	2,810	3,010	
Total OTHER FINANCING USES:		5,910	2,810	3,010	
CITY OF RAWLINS RESTAURANT Revenue Total:		9,510	6,310	5,510	
CITY OF RAWLINS RESTAURANT Expenditure Total:		9,510	6,310	5,510	
Net Total CITY OF RAWLINS RESTAURANT:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 40 – Impact Assistance

Department: Finance

Division: Revenues

Goals:

To collect and tract all revenues and expenses of Impact Assistance. These are monies collected from large construction projects within Carbon County that impact the City of Rawlins. As the City collects Impact assistance it was felt that a complete recognition of revenues and expense was necessary with no comingling of these resources with other funds. Through FY 2013-2014 all revenues and expenses have been used for the City Comprehensive plan.

Revenues:

300 Beginning Fund Balance: This balance was \$50,316.83 as of 07/01/2013 and there have been revenue and expense transactions during the year as the City created its comprehensive plan. As of 01/31/2014 the balance was \$40,698.01 with a chance that some of this balance being spent before the end of the fiscal year as the consultant finishes the document. Recommend **\$20,000**.

870 Impact Assistance: With no knowledge that another project will bring in additional impact assistance in FY 2014-2015 this account is recommended at **\$0**.

871 Interest Income: This revenue account will accumulate monies until the fund balance (the cash account) has no monies. Recommend **\$20**.

2014-2015 Goals, Projects and Highlights:

- As the economic uncertainties continue to grow we are placing these one-time revenues in a location where we can find them readily.
- We believe these monies should be used to handle future needs of the City as anticipated through the economic and City planning process, thus being ready for the future changes as they happen.

2013-2014 Accomplishments/Comments:

- The expense incurred through FY 2013-2014 was for completing the City Comprehensive plan and other associated plan. As of the end of FY 2013-2014 we are 99% complete.

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

- As the anticipated economic expansion happens created by the energy needs of the nation, we need to capture as much diversity in our economic makeup as possible to ensure continued expansion for future generations.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
IMPACT ASSISTANCE FUND					
BEGINNING FUND BALANCE					
40-3000-800	BEGINNING FUND BALANCE	132,000	10,000	20,000	
Total BEGINNING FUND BALANCE:		132,000	10,000	20,000	
OTHER					
40-3600-870	IMPACT ASSISTANCE	80,000	.00	.00	
40-3600-871	INTEREST INCOME	200	50	20	
Total OTHER:		80,200	50	20	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
IMPACT ASSISTANCE EXPENSES					
40-4100-210	CONSULTANT CONTRACTS-OTHER	212,200	10,050	20,020	
40-4100-940	TRANSFER TO GENERAL FUND	.00	.00	.00	
IMPACT ASSISTANCE EXPENSES Revenue Total:		.00	.00	.00	
IMPACT ASSISTANCE EXPENSES Expenditure Total:		212,200	10,050	20,020	
Total IMPACT ASSISTANCE EXPENSES:		212,200	10,050	20,020	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
40-4990-999	WORKING CAPITAL RESERVE	.00	.00	.00	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		.00	.00	.00	
Total OTHER FINANCING USES:		.00	.00	.00	
IMPACT ASSISTANCE FUND Revenue Total:		212,200	10,050	20,020	
IMPACT ASSISTANCE FUND Expenditure Total:		212,200	10,050	20,020	
Net Total IMPACT ASSISTANCE FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 water project (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 07/01/2013 is the cash balance of \$40,536.53 with only interest income as revenue and no expenses to date our balance is \$40,572.70 as of 01/31/2014. Recommend **\$40,500.**

47-3100-871 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 **\$50.**

Expenses:

47-4100-210 Water Project Construction: The total revenue budget is appropriated in this expense account. Recommend **\$40,550.**

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CAPITAL FACILITIES TAX FUND					
BEGINNING FUND BALANCE					
47-3000-800	BEGINNING FUND BALANCE	40,000	40,500	40,500	
Total BEGINNING FUND BALANCE:		40,000	40,500	40,500	
TAXES					
47-3100-871	INTEREST INCOME	100	50	50	
Total TAXES:		100	50	50	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CAPITAL FACILITIES TAX FUND					
47-4100-210	WATER PROJECT CONSTRUCTION	40,100	40,550	40,550	
CAPITAL FACILITIES TAX FUND Revenue Total:		.00	.00	.00	
CAPITAL FACILITIES TAX FUND Expenditure Total:		40,100	40,550	40,550	
Total CAPITAL FACILITIES TAX FUND:		40,100	40,550	40,550	
CAPITAL FACILITIES TAX FUND Revenue Total:		40,100	40,550	40,550	
CAPITAL FACILITIES TAX FUND Expenditure Total:		40,100	40,550	40,550	
Net Total CAPITAL FACILITIES TAX FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 6th 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 balance is the cash balance of \$39,053.26 as of 07/01/2013 and with only a small amount of revenue from interest income and no expenses we have a balance of \$39,064.76 as of 01/31/2014. Recommend **\$39,000**.

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 **\$15**.

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 **\$39,015**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CAPITAL FACILITIES TAX #2					
BEGINNING FUND BALANCE					
48-3000-800	BEGINNING FUND BALANCE	38,900	39,000	39,000	
Total BEGINNING FUND BALANCE:		38,900	39,000	39,000	
TAXES					
48-3100-801	CAPITAL FACILITIES TAX	.00	.00	.00	
48-3100-871	INTEREST	50	20	15	
48-3100-897	TRANSFER FROM GENERAL	.00	.00	.00	
Total TAXES:		50	20	15	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
CAPITAL FACILITIES TAX #2					
48-4100-210	CONSULTANT CONTRACTS	.00	.00	.00	
48-4100-608	OVERPASS CONSTRUCTION	.00	.00	.00	
48-4100-609	OTHER STREET INFRASTRUCTURE	38,950	39,020	39,015	
CAPITAL FACILITIES TAX #2 Revenue Total:		.00	.00	.00	
CAPITAL FACILITIES TAX #2 Expenditure Total:		38,950	39,020	39,015	
Total CAPITAL FACILITIES TAX #2:		38,950	39,020	39,015	
CAPITAL FACILITIES TAX #2 Revenue Total:		38,950	39,020	39,015	
CAPITAL FACILITIES TAX #2 Expenditure Total:		38,950	39,020	39,015	
Net Total CAPITAL FACILITIES TAX #2:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 January 31, 2014 is approximately \$6,800.

Revenues:

49-3000-800 Beginning Fund Balance: The beginning balance started with a cash balance of \$11,566.33 as of 7/01/2013. We have processed more than \$380,000 during FY 2013-2014 and have an ending balance as of 01/31/2014 of \$11,567.24. This cash balance could be expensed entirely by the end of the current fiscal year FY 2013-2014. A place holder recommend is **\$1,000**.

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. We have received approximately \$6,993,164.96 of the total \$7,000,000 through 01/31/2014. I believe we will reach the total \$7,000,000 by June 30, 2014 thus no additional revenue will be anticipated. Recommend **\$0**.

49-3100-802 Specific Tax Bond Revenue: This account is required by the bond holder to show monies being collected by Carbon County for the express purpose of paying of the bond of \$7,000,000. Recommend **\$690,846**.

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 **\$1**.

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 **\$1,000**.

49-4850-600 Bond Principle & Interest: This account is required by the bond holder to show monies be paid to the bond holder when required. It is of equal dollar amount to the amount collected. Recommend **\$690,846**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SPECIFIC PURPOSE TAX #1					
BEGINNING FUND BALANCE					
49-3000-800	BEGINNING FUND BALANCE	100	100	1,000	
Total BEGINNING FUND BALANCE:		100	100	1,000	
TAXES					
49-3100-801	SPECIFIC PURPOSE TAX	1,200,000	200,000	.00	
49-3100-802	SPECIFIC TAX BOND REVENUE	692,940	690,846	690,846	
49-3100-871	INTEREST	.00	10	1	
Total TAXES:		1,892,940	890,856	690,847	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
INFRASTRUCTURE EXPENSES					
49-4100-609	STREET INFRASTRUCTURE	400,000	10,000	1	
49-4100-610	WATER INFRASTRUCTURE	800,100	190,110	1,000	
49-4100-611	SEWER INFRASTRUCTURE	.00	.00	.00	
49-4100-940	TRANSFER TO GENERAL FUND	.00	.00	.00	
INFRASTRUCTURE EXPENSES Revenue Total:		.00	.00	.00	
INFRASTRUCTURE EXPENSES Expenditure Total:		1,200,100	200,110	1,001	
Total INFRASTRUCTURE EXPENSES:		1,200,100	200,110	1,001	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
DEBT SERVICE					
49-4850-600	BOND PRINCIPLE	692,940	690,846	690,846	
DEBT SERVICE Revenue Total:		.00	.00	.00	
DEBT SERVICE Expenditure Total:		692,940	690,846	690,846	
Total DEBT SERVICE:		692,940	690,846	690,846	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
49-4990-998	CONTINGENCY	.00	.00	.00	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		.00	.00	.00	
Total OTHER FINANCING USES:		.00	.00	.00	
SPECIFIC PURPOSE TAX #1 Revenue Total:		1,893,040	890,956	691,847	
SPECIFIC PURPOSE TAX #1 Expenditure Total:		1,893,040	890,956	691,847	
Net Total SPECIFIC PURPOSE TAX #1:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

**Enterprise Revenues for the Water
Utility Fund for FY 2014-2015**

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.

Water Revenues:

800 Beginning Fund Balance: The actual monies (in bank-beginning fund balance) July 1, 2013 are \$2,279,120 according to our audit. This figure is broken down into a cash balance of \$1,348,234, a balance of \$261,442 in Wyostar, and a cash balance of \$669,444 in the WWDC Certificate. The WWDC Certificate is a restricted account and cannot be spent by the Public Works Water Utility Division without permission of a higher authority. The balance in this account as of 1/31/2014 is \$720,784.40. The cash balance and the monies in the Wyostar investment account are available to the Public Works Water Utility Division. The balance of funds in the Wyostar account on 1/31/2014 is \$261,721.72 and the cash account is estimated at \$1,514,287.62 on 1/31/2014. How much of the cash account will be spent or added to by July 1, 2014 is the only estimate. The remaining budgeted revenues covering February through June are \$1,052,012 and the remaining budgeted expenses are \$1,581,241 covering February through June. Adding the \$1,052,012 to our estimated \$1,776,009.34 (Wyostar + Cash) and then subtracting the \$1,581,241 creates a year-end balance of approximately \$1,246,780.34 for the total cash available. Combining our estimated cash to the WWDC balance of \$720,784.40 creates a beginning balance of approximately \$1,967,564.74. Recommend **\$2,000,000.**

871 Interest Income: We have ten years of history to review but interest income 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 is holding the interest rates down to spur the national economy so we are not making much interest income revenue. Based upon our January YTD 2014 amount and expanding

this amount over twelve month we have a year-end figure of approximately \$3,784.68. Recommend **\$3,600**.

- 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 23.9% over the previous ten years. Our average over these same ten years is \$123,457.55 approximately. Our current year January YTD 2014 amount of \$93,369.81 as compared to the January YTD 2013 amount of \$65,710.01 indicates an increase of \$27,659.80 or 42.1%. As this account varies based upon the permits being issued year-to-year this revenue resources is not reliable. We need to focus on the average as the best estimate. Recommend **\$123,000**.
- 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. Our year-to-year increase even with the number of users changing and our rates changing is 5.7%. Our current year January YTD 2014 amount of \$1,466,636.39 as compared to our January YTD 2013 amount of \$1,172,633.03 indicates an increase of \$294,003.36 or 25.07%. The City has increased the rate per thousand gallons in 2013 to cover the additional \$400,000 in estimated recurring expenses. Adding the approximate \$450,000 in new revenues to the previous year amount of \$1,797,000 creates a new year-end figure of \$2,247,000. The current budget amount of \$2,247,000 looks like a good estimate with no anticipated changes in the rates. Recommend **\$2,247,000**.
- 882 Water Meter Tap Fees: This revenue line item has fluctuated over the previous ten years from a high of \$69,150.00 in FY 2006-2007 to a low of \$1,750 in FY 2002-2003. 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. The permits being issued in FY 2011-2012 (a no growth period) earned this account only \$5,600.00. Through January 2014 the City has earned \$47,800 in tap fees primarily due to Sinclair refinery building fifteen homes for the executives of this facility and new school facilities. Recommend the average be used due to the fluctuations in this revenue account. Recommend **\$10,000**.
- 885 L.E.A.P: A small account with ten years of history indicating an average of \$298.00 and YTD January 2014 has only \$174.30. Recommend a budget of **\$200**.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2013-2014

Recommended FY 2014-2015

Job Title	Hours	Job Title	Hours
Water Utility-Distribution (51-5304)			
Utility Foreperson	40.0		
Municipal Service Wrk. III (2)	80.0	Municipal Service Wrk. III (2)	80.0
Municipal Service Wrk. I (2)	80.0	Municipal Service Wrk. I (2)	80.0
Utility Service Wrk.	40.0	Utility Service Wrk. I (2)	80.0
Water Utility-Water Treatment Plant (51-4305)			
WA/WW Superintendent	40.0	WA/WW Superintendent	40.0
Water Treat. Chief Operator	40.0	Water Treat. Chief Operator	40.0
Water Plant Operator II	40.0	Water Plant Operator II	40.0
Water Plant Operator I (2)	80.0	Water Plant Operator I (2)	80.0
No. of Authorized Positions	11.0	No. of Authorized Positions	11.0

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
WATER FUND					
BEGINNING FUND BALANCE					
51-3000-800	BEGINNING FUND BALANCE	2,240,481	2,011,630	2,027,486	
Total BEGINNING FUND BALANCE:		2,240,481	2,011,630	2,027,486	
UTILITY ENTERPRISE REVENUE					
51-3700-871	INTEREST INCOME	3,000	4,000	3,600	
51-3700-879	MISCELLANEOUS	130,000	108,000	123,000	
51-3700-880	WATER PUCHASE AGREEMENT	.00	.00	.00	
51-3700-881	WATER USAGE FEES	1,739,000	2,247,000	2,247,000	
51-3700-882	WATER METER TAP FEES	5,000	6,000	10,000	
51-3700-885	L.E.A.P.	100	125	200	
51-3700-889	SAGE CREEK WATER SALES	.00	.00	.00	
51-3700-896	TRANSFER FROM SEWER FUND	.00	.00	.00	
Total UTILITY ENTERPRISE REVENUE:		1,877,100	2,365,125	2,383,800	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Ongoing implementation of our valve exercising program.
- Ongoing continuation of all documentation and record keeping.
- Continue upgrading our needs assessment program.
- 6" waterline replacement in the alley between Heath and Kendrick.
- 8" waterline replacement on Seiloff St between Murray and Daley.
- 6" waterline replacement on Murray St from Stanford to Kootnz include ½ block of Stanford.
- 6"waterline replacement between Mahoney and Daley from Colorado to Rodeo St.
- Leak detection and repair study for distribution system.
- Meter replacement project; replace 20% of meters each year for the next five years.
- Ongoing hydrant upgrade program
- Waterline replacement on Southside of W. Spruce St from 16th to West of 23rd St.
- Purchase small track hoe/ replace IT 18 Front End loader
- Nieman Street water line replacement between High St and Mt view Blvd.
- 6" waterline replacement and upsize to 8" between Heath and Kendrick on

Arizona

- Install backflow protection at the Glenn Addition
- Install water line on Harshman Street extension project
- Purchase valve exercising equipment to assist with the valve exercise program

2013-2014 Accomplishments/Comments:

- 6" and 12" water line installation on Park Drive.
- Water line replacement and upgrade to 8" on Alton Lane
- 6" water line replacement on Sage Hills Ally from E. State St to between Hugus and Davis
- 12" water line replacement from Southside of underpass to north side of underpass on Colorado
- 8" water line replacement in alley between State St and Hugus St. from Monroe St to Jefferson St.
- Alley between Spruce St and Rodeo Ct. from Utah to existing 6" waterline replacement and upgrade
- 6" water line replacement from alley between Ryan and Murray North to Murray St and east to Fire Hydrant
- Accomplished all issues addressed by the EPA sanitary survey except the backflow prevention at the Glenn Addition

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

- Condition of the water lines not replaced in the Highland Hills Subdivision this year.
- 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 35 years old.
- Loop the water system from 23rd St. and Elm to La Paloma in order to have circulation.
- Identify all 4" water mains and look into upsizing them in order to have adequate fire protection and volume for customer services.
- Install water dispensing unit for construction and RV use.
- Identify and reduce un-accounted for monthly water loss per leak detection study

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
UTILITIES-WATER					
51-4304-110	SALARIES	279,621	273,328	288,532	
51-4304-115	MISCELLANOUS PAY	.00	.00	.00	
51-4304-130	EMPLOYEE BENEFITS	149,134	152,167	135,595	
51-4304-135	WELLNESS BENEFITS	.00	.00	.00	
51-4304-170	TEMPORARY PAY	8,000	8,000	8,000	
51-4304-171	PART-TIME FLEX	.00	.00	.00	
51-4304-180	OVERTIME PAY	8,790	8,643	6,934	
51-4304-190	WORKERS COMPENSATION	7,144	10,584	11,077	
51-4304-205	CONSULTANT CONTR-ENGINEER	8,000	31,253	25,000	
51-4304-207	CONSULTANT CONTR-INFO TECH	2,940	3,500	3,500	
51-4304-208	CONSULTANT CONTR-GOVERN	.00	1,000	1,000	
51-4304-210	CONSULTANT CONTR-OTHER	20,000	20,000	20,000	
51-4304-250	TRAVEL AND TRAINING	5,000	4,000	6,000	
51-4304-255	UTILITIES-ELECTRICAL	500	1,000	1,000	
51-4304-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
51-4304-257	UTILITIES-GAS	2,500	2,000	1,000	
51-4304-260	UTILITIES-OTHER	.00	.00	.00	
51-4304-270	ADS, DUES, PUBLICATIONS	1,500	1,500	1,000	
51-4304-280	BUILDING/GROUND MAINTENANCE	1,000	1,000	1,000	
51-4304-310	VEHICLE/EQUIPMENT MAINTENANCE	.00	2,000	2,000	
51-4304-320	EQUIPMENT RENTAL	500	500	500	
51-4304-322	SAFETY	750	1,000	1,000	
51-4304-381	VEHICLE ACCESSORIES	2,000	1,500	1,000	
51-4304-420	TOOLS	5,000	5,000	5,000	
51-4304-422	MATERIALS	52,000	50,000	50,000	
51-4304-430	SUPPLIES	21,000	18,000	15,000	
51-4304-440	EQUIPMENT	4,500	4,000	4,000	
51-4304-470	VEHICLE OPERATION	16,000	16,000	16,000	
51-4304-480	UNIFORMS	3,000	3,000	3,000	
51-4304-492	WATER METER SERVICE	30,000	32,000	35,000	
51-4304-495	BACKFLOW PREVENTION	1,000	1,000	1,000	
51-4304-700	FA-VEHICLES	90,000	90,000	.00	
51-4304-705	FA-EQUIPMENT	65,000	61,500	175,000	
51-4304-710	PROJECTS	.00	.00	.00	
51-4304-715	FA-INFORMATION TECHNOLOGY	47,417	9,675	.00	
51-4304-720	FA-LAND	.00	.00	.00	
51-4304-725	FA-MISCELLLIANCE STUDIES	50,000	.00	5,000	
51-4304-730	FA-FACILITIES	.00	.00	.00	
51-4304-735	FA-GRANT MATCH	403,000	.00	.00	
51-4304-750	FA-WATER INFRASTRUCTURE	100,000	268,630	288,500	
51-4304-900	DEBT SERVICE-WATER TANKS	25,077	25,077	25,077	
51-4304-901	DEBT SERVICE-SPRUCE STREET	25,329	25,260	25,260	
51-4304-950	TRANSFER TO CENTRAL SHOP	22,937	23,952	24,171	
UTILITIES-WATER Revenue Total:		.00	.00	.00	
UTILITIES-WATER Expenditure Total:		1,458,639	1,156,069	1,186,146	
Total UTILITIES-WATER:		1,458,639	1,156,069	1,186,146	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2011-2012 BUDGET
2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Continue with energy efficiency project.
- Repair hospital water tank.
- Paint the exterior of the water treatment plant
- Install heaters at the water treatment plant

2013-2014 Accomplishments/Comments:

- Replaced several valves.
- Install liner at Atlantic Rim Reservoir.
- Complete the new waterline from the treatment plant to Atlantic Rim Reservoir.
- Upgrade Thayer Booster (energy efficiency).

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

- Rehab tank farm tanks.
- Develop a way to keep shrimp out of filters.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
WATER TREATMENT PLANT					
51-4305-110	SALARIES	160,876	164,120	170,127	
51-4305-115	MISCELLANOUS PAY	.00	.00	.00	
51-4305-130	EMPLOYEE BENEFITS	94,636	83,510	97,858	
51-4305-135	WELLNESS BENEFITS	.00	.00	.00	
51-4305-170	TEMPORARY PAY	.00	.00	.00	
51-4305-180	OVERTIME PAY	2,263	2,984	3,093	
51-4305-190	WORKERS COMPENSATION	3,932	6,099	6,323	
51-4305-205	CONSULTANT CONTR-ENGINEER	10,000	10,000	10,000	
51-4305-207	CONSULTANT CONTR-INFO TECH	.00	.00	1,000	
51-4305-208	CONSULTANT CONTRACTS-GOVERN	.00	.00	.00	
51-4305-210	CONSULTANT CONTR-OTHER	5,000	5,000	5,000	
51-4305-211	ENGINEERING	.00	.00	.00	
51-4305-223	RIGHT OF WAY - PUBLIC INFRA	2,500	2,500	2,500	
51-4305-226	WATER RIGHTS	.00	.00	.00	
51-4305-250	TRAVEL AND TRAINING	2,000	2,000	2,000	
51-4305-255	UTILITIES-ELECTRICAL	112,000	154,644	154,644	
51-4305-256	UTILITIES-PHONE/INTERNET	3,000	3,000	3,000	
51-4305-260	UTILITIES-OTHER	300	300	300	
51-4305-270	ADS/DUES/PUBLICATIONS	1,000	1,000	1,000	
51-4305-280	BUILDING/GROUNDS MAINTENANCE	3,000	3,000	3,000	
51-4305-322	SAFETY	1,000	1,000	1,000	
51-4305-380	MAINTENANCE - EQUIPMENT	25,000	24,500	24,500	
51-4305-397	L.E.A.P. PAYMENT	500	500	500	
51-4305-420	TOOLS	400	400	400	
51-4305-422	MATERIALS	14,500	10,000	10,000	
51-4305-423	CHEMICALS	32,000	225,700	225,700	
51-4305-430	SUPPLIES	5,000	5,000	5,000	
51-4305-440	EQUIPMENT	3,000	3,000	3,000	
51-4305-470	VEHICLE OPERATION	8,000	8,000	8,000	
51-4305-480	UNIFORMS	900	900	900	
51-4305-700	FA-VEHICLES	25,000	.00	.00	
51-4305-705	FA-EQUIPMENT	311,000	235,065	.00	
51-4305-710	PROJECTS	.00	.00	.00	
51-4305-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
51-4305-725	FA-MISCELLIANCE STUDIES	25,000	.00	20,000	
51-4305-730	FA-FACILITIES	90,730	104,000	100,000	
51-4305-750	FA-WATER INFRASTRUCTURE	.00	140,000	.00	
51-4305-910	DEBT SERVICE-SAGE CREEK	150,279	150,279	150,279	
51-4305-911	DEBT SERVICE-RAWLINS PIPELINE	.00	54,763	50,023	
51-4305-912	DEBT SERVICE-ATLANTIC RIM RES	.00	131,835	131,835	
51-4305-940	TRANSFER TO GENERAL FUND	171,210	169,602	173,981	
51-4305-945	TRANSFER TO WWDC RESERVE	50,000	50,000	50,000	
51-4305-950	TRANSFER TO CENTRAL SHOP	28,084	29,327	29,596	
WATER TREATMENT PLANT Revenue Total:		.00	.00	.00	
WATER TREATMENT PLANT Expenditure Total:		1,342,110	1,782,028	1,444,559	
Total WATER TREATMENT PLANT:		1,342,110	1,782,028	1,444,559	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects, and Highlights:

- Maintain WWDC reserve as required by the Water Development Commission. We are to add \$50,000 a fiscal year until we reach the required amount of \$1,250,000.
- Maintain a minimum contingency (\$100,000) to handle unforeseen expenses.
- Identify the estimated working capital reserve within the Water Utility Fund (\$250,000).

2013-2014 Accomplishments/Comments:

- The City did spend a small amount (\$1,149.40) of the contingency do to any unforeseen events.
- The City will be hiring a special attorney specializing in water right that will be carrying forward to FY 2014-2015.

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

- How to find sufficient funds within the working capital reserve to fund all remaining priority water projects.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
51-4990-990	WWDC RESERVE	616,900	669,440	719,440	
51-4990-998	CONTINGENCY	100,000	100,000	100,000	
51-4990-999	WORKING CAPITAL RESERVE	599,932	669,218	961,141	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		1,316,832	1,438,658	1,780,581	
Total OTHER FINANCING USES:		1,316,832	1,438,658	1,780,581	
WATER FUND Revenue Total:		4,117,581	4,376,755	4,411,286	
WATER FUND Expenditure Total:		4,117,581	4,376,755	4,411,286	
Net Total WATER FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

**Enterprise Revenues for the Wastewater
Utility Fund for FY 2014-2015**

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.

Revenues:

- 800 Beginning Fund Balance: The actual monies in bank beginning fund balance as of July 1, 2013 are \$1,026,824 according to our audit. Our current balance within the cash account as estimated by the Caselle computer systems is \$1,180,727 for January 2014. We have the remaining budgeted revenues at \$402,452 approximately and adding this total to the \$1,180,727 cash figure above then subtracting the remaining budgeted expenses from this total gives us an estimated cash balance of \$568,433 approximately. We know that all budgeted expenses will not be spent so we can push this beginning year figure up a bit. Recommend **\$600,000**.
- 871 Interest Income: The average for the last ten years is approximately \$347 per year. The growth rate 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. Our current year YTD January 2014 amount is \$292.00, so the probability of making our current year budget of \$300 is likely. The FED's are forcing the interest rates downward to enhance the economic recovery of the U.S. thus little money is being made through interest income. Recommend **\$300**.
- 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 \$28.114 approximately. The current year YTD January 2014 figure is \$44,060.10 which easily break's our average above and is significantly higher than our January YTD 2013 figure of \$31,261.50. Some of this increase of 41.0% was created by the one-time fees for the fifteen Sinclair refinery homes this company built for its executives in Rawlins. I believe we can take some of the above revenue increase as recurring, but not all.

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Recommend this account be increased to closer resemble the average.
Recommend **\$28,000**.

882 Sewer Tap Fees: Like water fund tap fees, this account moves with the economic expansion on the City. But there is little history as all tap fees in the previous years went to water. The previous year total was \$18,200 and the year previous to this figure was \$10,000. The current year YTD January 2014 total is only \$1,000. The average over the previous five years is \$8,719, so again this point to the economic factors as the controlling this revenue account. We do have some large projects coming to the City either before or after July 1. 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. The ten years of history indicates a growth rate year-to-year of 11.8%. The city received approximately \$1,061,835 in the previous year, but in mid-year created an increase in revenues. Looking at our January YTD 2014 amount of \$676,486.28 and expanding it over twelve months creates a year-end figure of \$1,159,690.76 approximately. With no anticipated increases in our rates for FY 2014-2015 I would have to believe our current estimate is close. Recommend **\$1,068,000**.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2013-2014		Recommended FY 2014-2015	
Job Title	Hours	Job Title	Hours
Wastewater Utility-Collection (52-4303)			
Utilities Sys. Superintendent	40.0	Utilities Sys. Superintendent	40.0
		Utility Foreperson	40.0
Municipal Service Wrk. III (2)	80.0	Municipal Service Wrk. III	40.0
Utility Sys. Worker I	40.0	Utility Sys. Worker I	40.0

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Wastewater Utility-Plant (52-4310)

WA/WW Superintendent	40.0	WA/WW Superintendent	40.0
Chief Water Plant Operator	40.0	Chief Water Plant Operator	40.0
Wastewater Treatment Operator	40.0	Wastewater Treatment Operator	40.0
Water Treatment Operator I (2)	80.0	Water Treatment Operator I (2)	80.0

No. of Authorized Positions	9.0	No. of Authorized Positions	9.0
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Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SEWER FUND					
BEGINNING FUND BALANCE					
52-3000-800	BEGINNING FUND BALANCE	615,222	675,674	660,818	
Total BEGINNING FUND BALANCE:		615,222	675,674	660,818	
UTILITY ENTERPRISE REVENUE					
52-3700-871	INTEREST INCOME	300	300	300	
52-3700-879	MISCELLANEOUS	20,000	25,000	28,000	
52-3700-882	SEWER TAP FEES	14,000	9,000	8,000	
52-3700-883	SEWER USAGE FEES	1,020,000	1,068,000	1,068,000	
Total UTILITY ENTERPRISE REVENUE:		1,054,300	1,102,300	1,104,300	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 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.
- Sewer replacement on Airport Rd. from Murray St. to Cloverleaf St.
- Sewer replacement on 10th St. from Pine to Buffalo then East to 9th St.
- Manhole Infrastructure Replacement Project- Various Locations
- Continue upgrading our needs assessment program.
- Sanitary Sewer replacement on Nieman Street from High Street to 11th St.
- Sanitary storm sewer improvements at Colorado and Walnut Streets
- Purchase Small Track hoe, replace IT18 Front End Loader
- Sanitary sewer installation on Harshman St extension

2013-2014 Accomplishments/Comments:

- Equipment procurement/ replacement such as 6 yard dump truck, skid steer loader, and root cutter with accessories
- Storm sewer improvements on Davis St. Completed
- Completed Sewer line replacement on Birch St. from 7th St. to 9th St.
- Completed storm sewer improvements/replacements on Birch St from 7th to 9th St. including catch basins and manholes
- Replace sewer line & upgrade to 8" from Monroe to Jefferson

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 Utah St. to Airport Road. This section of sewer line and manholes are under the railroad tracks and is not accessible for cleaning or repairs.
- Upsize storm sewer on 8th St. from Spruce St. to UPRR.
- Identify sewer line projects from needs assessment for replacement.
- Master Plan for sewer system as a whole.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
UTILITIES-SEWER					
52-4303-110	SALARIES	205,216	204,858	176,760	
52-4303-115	MISCELLANOUS PAY	.00	.00	.00	
52-4303-130	EMPLOYEE BENEFITS	103,747	107,027	102,258	
52-4303-135	WELLNESS BENEFITS	.00	.00	.00	
52-4303-180	OVERTIME PAY	4,243	4,357	5,848	
52-4303-190	WORKERS COMPENSATION	5,048	7,636	6,666	
52-4303-205	CONSULTANT CONTRACTS-ENGINEE	.00	26,253	3,000	
52-4303-207	CONSULTANT CONTR-INFO TECH	2,940	3,500	3,500	
52-4303-208	CONSULTANT CONTRACTS-GOVERN	1,000	1,000	1,000	
52-4303-210	CONSULTANT CONTR-OTHER	1,750	1,500	1,500	
52-4303-250	TRAVEL AND TRAINING	2,000	3,000	5,000	
52-4303-255	UTILITIES-ELECTRICAL	2,500	2,500	1,500	
52-4303-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
52-4303-257	UTILITIES-GAS	.00	.00	.00	
52-4303-260	UTILITIES-OTHER	.00	.00	.00	
52-4303-270	DUES/PUBLICATIONS	250	300	300	
52-4303-280	BUILDING/GROUND MAINTENANCE	1,000	1,000	1,000	
52-4303-310	VEHICLE/EQUIPMENT MAINTENANCE	1,000	1,000	1,000	
52-4303-320	EQUIPMENT LEASE & RENTAL	.00	.00	.00	
52-4303-322	SAFETY	200	300	500	
52-4303-381	VEHICLE ACCESSORIES	500	500	500	
52-4303-420	TOOLS	1,000	1,500	1,500	
52-4303-422	MATERIALS	5,000	6,000	6,000	
52-4303-430	SUPPLIES	3,000	3,000	2,000	
52-4303-440	EQUIPMENT	2,500	2,500	2,000	
52-4303-470	VECHICLE OPERATION	10,540	10,540	10,540	
52-4303-480	UNIFORMS	1,600	1,600	1,900	
52-4303-700	FA-VEHICLES	90,000	90,000	.00	
52-4303-705	FA-EQUIPMENT	87,000	.00	80,300	
52-4303-715	FA-INFORMATION TECHNOLOGY	47,457	9,320	.00	
52-4303-720	FA-LAND	.00	.00	.00	
52-4303-725	FA-STUDIES	.00	50,000	.00	
52-4303-730	FA-FACILITIES	.00	.00	.00	
52-4303-735	FA-GRANT MATCH	202,500	.00	.00	
52-4303-760	FA-SEWER INFRASTRUCTURE	10,000	150,000	200,000	
52-4303-902	DEBT SERVICE-STATE STREET	73,531	73,531	73,531	
52-4303-903	DEBT SERVICE-SPRUCE STREET	53,291	52,268	52,268	
52-4303-904	DEBT SERVICE-MURRAY & SWR TRC	69,770	69,770	69,770	
52-4303-950	TRANSFER TO CENTRAL SHOP	12,347	12,894	13,012	
UTILITIES-SEWER Revenue Total:		.00	.00	.00	
UTILITIES-SEWER Expenditure Total:		1,000,930	897,654	823,153	
Total UTILITIES-SEWER:		1,000,930	897,654	823,153	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- Complete energy the efficiency project for the Pond aerators for the Sewer lagoons.
- Prepare specifications for a drain down and possible relining of Pond # One at the treatment Plant.
- We also need some work done on some of the dikes and liners in some of our ponds. Some of the liners have torn and need to be mended or replaced.

2013-2014 Accomplishments/Comments:

- Complete Scada control installation and linkage with the water plant controls to the Public Works Facility.

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

- We also need some work done on some of the dikes and liners in some of our ponds. Some of the liners have torn and need to be mended or replaced.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
WASTEWATER TREATMENT					
52-4310-110	SALARIES	65,825	67,150	68,430	
52-4310-115	MISCELLANOUS PAY	.00	.00	.00	
52-4310-130	EMPLOYEE BENEFITS	37,047	31,273	36,025	
52-4310-135	WELLNESS BENEFITS	.00	.00	.00	
52-4310-180	OVERTIME PAY	2,263	2,984	3,093	
52-4310-190	WORKERS COMPENSATION	1,415	2,560	2,611	
52-4310-205	CONSULTANT CONTRACTS-ENGINEE	.00	.00	.00	
52-4310-207	CONSULTANT CONTR-INFO TECH	.00	.00	2,000	
52-4310-208	CONSULTANT CONTRACTS-GOVERN	250	250	250	
52-4310-210	CONSULTANT CONTR-OTHER	5,000	5,000	5,000	
52-4310-250	TRAVEL AND TRAINING	1,000	1,000	1,000	
52-4310-255	UTILITIES-ELECTRICAL	85,000	85,000	85,000	
52-4310-256	UTILITIES-PHONE/INTERNET	1,300	2,050	3,600	
52-4310-260	UTILITIES-OTHER	.00	.00	.00	
52-4310-270	ADS/DUES/PUBLICATIONS	200	200	200	
52-4310-280	BUILDING/GROUNDS MAINTENANCE	2,000	1,500	1,500	
52-4310-322	SAFETY	500	250	250	
52-4310-380	EQUIPMENT MAINTENANCE	10,000	10,000	10,000	
52-4310-420	TOOLS	500	500	500	
52-4310-430	SUPPLIES	1,500	1,500	1,500	
52-4310-440	EQUIPMENT	1,000	1,000	1,000	
52-4310-470	VEHICLE OPERATION	4,000	4,000	4,000	
52-4310-480	UNIFORMS	800	800	800	
52-4310-700	FA-VEHICLES	.00	.00	.00	
52-4310-705	FA-EQUIPMENT	.00	75,000	.00	
52-4310-710	PROJECTS	.00	.00	.00	
52-4310-715	FA-INFORMATION TECHNOLOGY	15,000	.00	.00	
52-4310-730	FA-FACILITIES	159,100	275,754	200,000	
52-4310-940	TRANSFER TO GENERAL FUND	114,137	112,950	122,565	
52-4310-950	TRANSFER TO CENTRAL SHOP	15,299	15,976	16,122	
52-4310-970	TRANSFER TO WATER FUND	.00	.00	.00	
WASTEWATER TREATMENT Revenue Total:		.00	.00	.00	
WASTEWATER TREATMENT Expenditure Total:		523,136	696,697	565,446	
Total WASTEWATER TREATMENT:		523,136	696,697	565,446	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

Enterprise Revenues for the
Solid Waste Landfill Utility Fund for FY 2014-2015

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, debt service expenses, or capital expense requirements.

Revenues:

- **800-Beginning Fund Balance:** The actual monies in bank beginning fund balance as of July 1, 2013 are \$216,337 according to our audit. There were a number of uncertainties within the Solid Waste Landfill budget when created for FY 2013-2014, thus we held onto our cash. A final decision on rate were established by City Council August 20, 2013 so our current budget does not reflect our current rates. If we take our January 2014 month end cash balance of \$370,240 and add our estimated revenues to be earned February 2014 through June 2014 to this figure and subtract of estimated expenses for the same period of time we have a year-end estimate of approximately what we have as of January 2014, \$370,240. Recommend **\$370,000**.
- **839-Salvage:** This account has jumped from zero (FY 2002-2003) to a high of \$33,047.90 in FY 2008-2009 over the past ten (10) years. The average over the previous nine year period is \$16,912 approximately. Our current year January YTD 2014 amount of \$12,287.55 is not likely to reach the current year budget of \$20,000. As this account varies wildly it is difficult to gage the year-end balance or budget. Recommend staying close to the average. Recommend **\$17,000**.
- **841-Solid Waste Fees:** This is the fixed rate portion of the utility bill for this fund. It will only go up if the number of users goes up or the rate goes up. The growth we see in our history is a reflection of the rate being changed as our population growth is minimal. Our current year January YTD 2014 amount of \$377,082.31 is where it should be based upon a \$12.00 monthly availability rate. As the City is not anticipating changing the rate in FY 2014-2015 basing the budget on a \$53,000 monthly revenue amount is a good budget. Recommend **\$636,000**.

- 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 \$917.25 and our current January YTD 2014 amount of \$115.20 indicates either a market slowdown or our ability to find buyers is not good. Based upon the current figures we will not make our budget of \$1,000. Recommend **\$250**.
- 871-Interest Income: This account is new in FY 2006-2007 so there is less history to review. Based upon the last five years of history we do have the average is \$499 approximately. Our current year budget of \$200 will be met as our January YTD 2014 amount is \$219.10. Recommend **\$250**.
- 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. Taking the current fiscal year current amount of revenue earned through March 2014 we have an average of \$67,000 approximately over the first nine months of FY 2013-2014, if you just look at our winter revenues only our average is approximately \$63,000 per month. Using the conservative estimate of \$65,000 times twelve months creates a year-end figure of \$780,000. Based upon no additional variances the recommendation is **\$780,000**.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2013-2014		Recommended FY 2014-2015	
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 Wrk. I (2)	80.0	Municipal Service Wrk. II	40.0
Landfill Clerk	40.0	Municipal Service Wrk. I	40.0
		Landfill Clerk	40.0
No. of Authorized Positions	5.0	No. of Authorized Positions	5.0

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SOLID WASTE-LANDFILL FUND					
BEGINNING FUND BALANCE					
53-3000-800	BEGINNING FUND BALANCE	160,917	762,995	165,000	
Total BEGINNING FUND BALANCE:		160,917	762,995	165,000	
UTILITY ENTERPRISE REVENUE					
53-3700-839	SALVAGE	20,000	20,000	17,000	
53-3700-841	SOLID WASTE FEES	468,000	624,000	636,000	
53-3700-842	RECYCLING TIRES	6,000	1,000	250	
53-3700-848	MISCELLANEOUS	.00	.00	.00	
53-3700-871	INTEREST INCOME	200	200	250	
53-3700-879	GATE FEES	302,616	333,000	780,000	
53-3700-892	TRANSFER FROM GENERAL FUND	150,000	.00	.00	
Total UTILITY ENTERPRISE REVENUE:		946,816	978,200	1,433,500	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects and Highlights:

- The recurring rates charged at the landfill gate will be unchanged during FY 2013-2014 so we can measure all changes in flow over a year's time.
- Safety of employees and equipment will be more closely watched.
- Replace all the 55 gallon drums with cones to make landfill more professional looking work area.
- Move all Paints, Batteries, Waste oil and Electronics into covered area in MSW Building.
- Hazardous Waste Training for all employee's
- Cross Training at Landfill and Recycling.
- Replacing fencing and fencing of new C&D area.
- New Signage at the landfill to inform public of where to go.
- Remove \$10,000 dollars worth of tires.
- Replacement of Dozer and Scraper

2013-2014 Accomplishments/Comments:

- A decision was made on how MSW is to be processed at the City landfill.
- The City was awarded a grant to rehabilitate the MSW building to enhance our ability to transfer MSW. It is likely that this project will be completed in

FY 2013-2014. The City Council decided on how MSW (Municipal Solid Waste) is to be processed in April of 2012. The City landfill budget is now geared to have 1,500 tons of MSW transferred by a private contractor to the City of Casper.

- With all MSW being processed by a private contractor the remaining duties assigned to the landfill will have more employees assigned to those tasks

Major issues of concern in the next five to ten year:

- How is the City going to dispose of all trash generated by its Citizens over the next five to ten years?
- Is there going to be a regional solution to the disposition of all trash generated in Carbon County and how is the City of Rawlins to be part of this solution.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SOLID WASTE-LANDFILL EXPENSE					
53-4311-110	SALARIES	201,558	201,697	212,412	
53-4311-115	MISCELLANOUS PAY	.00	.00	.00	
53-4311-130	EMPLOYEE BENEFITS	94,009	96,681	98,336	
53-4311-135	WELLNESS BENEFITS	.00	.00	.00	
53-4311-140	FIREMANS PENSION CONTRIBUTION	.00	.00	.00	
53-4311-170	TEMPORARY PAY	.00	.00	.00	
53-4311-171	PART-TIME FLEX	.00	.00	.00	
53-4311-180	OVERTIME PAY	1,823	1,801	1,915	
53-4311-190	WORKERS COMPENSATION	4,902	7,428	7,823	
53-4311-204	CONSULTANT CONTR.-TRANSPORT.	108,264	78,000	346,000	
53-4311-205	CONSULTANT CONTR-ENGINEER	10,000	33,253	10,000	
53-4311-207	CONSULTANT CONTR-INFO TECH	2,700	2,700	700	
53-4311-208	CONSULTANT CONTRACTS-GOVERN	250	250	1,250	
53-4311-210	CONSULTANT CONTR-OTHER	600	600	600	
53-4311-216	CASPER DUMP FEES	120,646	67,500	263,000	
53-4311-219	LANDFILL CLOSURE OF CELLS	40,000	30,000	30,000	
53-4311-236	RECYCLING-TIRES	20,000	10,000	10,000	
53-4311-237	USED OIL	.00	.00	.00	
53-4311-250	TRAVEL AND TRAINING	3,500	3,500	2,500	
53-4311-255	UTILITIES-ELECTRICAL	8,000	8,000	6,000	
53-4311-256	UTILITIES-PHONE/INTERNET	4,000	4,000	4,000	
53-4311-257	UTILITIES-GAS	9,000	9,000	6,000	
53-4311-260	UTILITIES-OTHER	.00	3,000	1,500	
53-4311-270	ADS/DUES/PUBLICATIONS	3,000	3,000	1,500	
53-4311-271	CASPER BUY-IN FEE	.00	96,025	96,025	
53-4311-280	BUILDING/GROUNDS MAINTENANCE	12,000	12,000	9,000	
53-4311-310	VEHICLE/EQUIPMENT MAINTENANCE	10,000	5,000	3,000	
53-4311-322	SAFETY	1,500	1,500	1,000	
53-4311-380	EQUIPMENT MAINTENANCE	10,000	500	500	
53-4311-420	TOOLS	3,500	1,000	500	
53-4311-422	MATERIALS	22,000	500	500	
53-4311-430	SUPPLIES	3,500	3,500	3,500	
53-4311-440	EQUIPMENT	7,500	7,500	5,000	
53-4311-470	VEHICLE OPERATION	35,000	35,000	15,000	
53-4311-480	UNIFORMS	3,000	3,000	1,000	
53-4311-495	DEBT PAYMENT	.00	.00	.00	
53-4311-700	FA-VEHICLES	.00	150,000	.00	
53-4311-705	FA-EQUIPMENT	35,800	17,000	.00	
53-4311-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
53-4311-720	FA-LAND	.00	.00	.00	
53-4311-725	MISCELLANOUS STUDIES	134,117	62,995	.00	
53-4311-730	FA-FACILITIES	.00	30,000	65,000	
53-4311-765	FA-INTERFUND LOAD DEBT SERVICE	.00	50,000	50,000	
53-4311-770	FA-LANDFILL INFRASTRUCTURE	.00	.00	.00	
53-4311-940	TRANSFERS - GENERAL FUND	160,050	158,460	154,493	
53-4311-950	TRANSFER TO CENTRAL SHOP	33,893	35,353	35,717	
SOLID WASTE-LANDFILL EXPENSE Revenue Total:		.00	.00	.00	
SOLID WASTE-LANDFILL EXPENSE Expenditure Total:		1,104,112	1,229,743	1,443,771	
Total SOLID WASTE-LANDFILL EXPENSE:		1,104,112	1,229,743	1,443,771	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
RECYCLING CENTER					
53-4312-110	SALARIES	.00	.00	.00	
53-4312-115	MISCELLANOUS PAY	.00	.00	.00	
53-4312-130	EMPLOYEE BENEFITS	.00	.00	.00	
53-4312-135	WELLNESS BENEFITS	.00	.00	.00	
53-4312-170	TEMPORARY PAY	.00	.00	.00	
53-4312-180	OVERTIME PAY	.00	.00	.00	
53-4312-190	WORKERS COMPENSATION	.00	.00	.00	
53-4312-207	CONSULTANT CONTR-INFO TECH	.00	.00	.00	
53-4312-255	UTILITIES-ELECTRICAL	.00	.00	.00	
53-4312-256	UTILITIES-PHONE/INTERNET	.00	.00	.00	
53-4312-257	UTILITIES-GAS	.00	.00	.00	
53-4312-260	UTILITIES-OTHER	.00	.00	.00	
53-4312-270	ADS, DUES, PUBLICATIONS	.00	.00	.00	
53-4312-280	BUILDING/GROUND MAINTENANCE	.00	.00	.00	
53-4312-320	EQUIPMENT RENTAL	.00	.00	.00	
53-4312-322	SAFETY	.00	.00	.00	
53-4312-380	EQUIPMENT MAINTENANCE	.00	.00	.00	
53-4312-390	CUSTOMER PAYOUTS	.00	.00	.00	
53-4312-395	COMPUTER RECYCLING	.00	.00	.00	
53-4312-420	TOOLS	.00	.00	.00	
53-4312-422	MATERIALS	.00	.00	.00	
53-4312-430	SUPPLIES	.00	.00	.00	
53-4312-440	EQUIPMENT	.00	.00	.00	
53-4312-470	VEHICLE OPERATION	.00	.00	.00	
53-4312-480	UNIFORMS	.00	.00	.00	
53-4312-700	FA-VEHICLES	.00	.00	.00	
53-4312-705	FA-EQUIPMENT	.00	.00	.00	
53-4312-715	FA-INFORMATION TECHNOLOGY	.00	.00	.00	
53-4312-730	FA-FACILITIES	.00	.00	.00	
RECYCLING CENTER Revenue Total:		.00	.00	.00	
RECYCLING CENTER Expenditure Total:		.00	.00	.00	
Total RECYCLING CENTER:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects, and Highlights:

- Maintain a minimum contingency (\$65,000) to handle unforeseen expenses.
- Identify the estimated working capital reserve (\$100,000) within the Solid Waste-Landfill Utility Fund.

2013-2014 Accomplishments/Comments:

- The City did not have to spend the contingency due to any unforeseen events.

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

- How to find sufficient funds within the working capital reserve to fund all remaining priority solid waste-landfill projects.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
53-4990-998	CONTINGENCY	3,621	100,000	65,000	
53-4990-999	WORKING CAPITAL RESERVE	.00	411,452	89,729	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		3,621	511,452	154,729	
Total OTHER FINANCING USES:		3,621	511,452	154,729	
SOLID WASTE-LANDFILL FUND Revenue Total:		1,107,733	1,741,195	1,598,500	
SOLID WASTE-LANDFILL FUND Expenditure Total:		1,107,733	1,741,195	1,598,500	
Net Total SOLID WASTE-LANDFILL FUND:		.00	.00	.00	

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET

**Enterprise Revenues for the Solid Waste Recycling
Utility Fund for FY 2014-2015**

The process of review below is to estimate all revenues of the Solid Waste Recycling Utility Fund based upon “no” increase in rates to cover recurring expenses, debt service expenses, or capital expense requirements.

Revenues:

- **800-Beginning Fund Balance:** This is a new fund for FY 2012-2013 so we little money in cash at the beginning of the year. The audit shows \$91,803 as our beginning balance for July 1, 2013. The estimated cash balance as of 01/31/2014 is \$84,558.74 according to our Caselle account applications. Adding the estimated revenues to be earned from February 2014 through June 2014 to our estimated cash balance above then subtracting our estimated expenses to be incurred over the same period of time as our revenues creates a year-end balance of \$75,622. This enterprise fund is very small in comparison to water, wastewater, and landfill, so our requirement for a contingency is much smaller (\$25,000). Recommend **\$75,600**.
- **841-Recycling Monthly Fee:** This account is new as our first bill of the \$2.00 fee started with June 2012. As the Town of Sinclair opted out of participating in our recycling efforts our monthly recycling fee does not generate as much as the \$1.00 monthly fee of water, wastewater, or solid waste landfill. Our estimated monthly revenue is not more than \$8,500 per month based upon the current trend. The current year budget is based upon earning \$8,400 per month at it look’s good. We can budget for a few more dollars here, but not much. Recommend **\$101,500**.
- **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 does indicate some growth, but there are also declines in revenues during this time period. The average over the previous ten years is \$27,209.52 approximately, but as of January 2014 we have a new contract and better rates. Being a little more optimistic based a new contract we can stay with the current budget even if it does not look good to make it currently. Recommend **\$32,000**.

- 856-Collection of Recycling: New account for FY 2013-2014 as we picked up a contract with Sinclair Refinery to pick up their recycled items. Recommended budget is **\$7,800**.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2013-2014

Recommended FY 2014-2015

<hr/>		<hr/>	
Job Title	Hours	Job Title	Hours
Recycling Foreperson	40.0	Recycling Foreperson	40.0
Recycling Operator	20.0	Recycling Operator	20.0
No. of Authorized Positions	1.5	No. of Authorized Positions	1.5

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SOLID WASTE-RECYCLING FUND					
BEGINNING FUND BALANCE					
54-3000-800	BEGINNING FUND BALANCE	25,000	96,000	60,005	
Total BEGINNING FUND BALANCE:		25,000	96,000	60,005	
UTILITY ENTERPRISE REVENUE					
54-3700-841	RECYCLING MONTHLY FEE	104,000	100,800	101,500	
54-3700-842	RECYCLING	40,000	32,000	32,000	
54-3700-856	COLLECTION OF RECYCLING	.00	.00	7,800	
54-3700-857	DONATIONS	.00	.00	.00	
54-3700-871	INTEREST INCOME	.00	10	20	
54-3700-879	MISCELLANEOUS	.00	.00	.00	
Total UTILITY ENTERPRISE REVENUE:		144,000	132,810	141,320	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: 54-4312

Department: Public Works

Division: Recycling Center

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.

2013-2014 Goals, Projects and Highlights:

- Further improve on how recyclable materials are bailed, bundled, and shipped as well as the operations of the Recycling Center.
- Place recycling containers around the City for enhanced recycling.
- Explore the possibilities of relocating Recycling Center to the Landfill.
- Picking up cardboard at all business through out the city to reduce recyclables entering landfill.
- Picking up Wyoming State Pen's recycling which will increase recycling and fill trucks faster.
- Buy bins too make recycling easier at recycling center.
- Have a Recycling Day to better educate the public.

2013-2014 Accomplishments/Comments

- Moved the recycling of limbs, trees and grass to the Landfill.
- Electronic waste is now collected free of charge to the public and shipped to Casper.
- Landfill employees now serve as backup operators at recycling.
- Bought new Recycling bin for Southside of Rawlins.
- Bought recycle containers for Junior High School and all the city offices to promote recycling.
- Changed Personal at Recycling and hired a second full time employee.

April 17, 2014

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

- Insufficient space for increased recycling by businesses and residents.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
RECYCLING CENTER					
54-4312-110	SALARIES	54,311	45,686	46,491	
54-4312-130	EMPLOYEE BENEFITS	36,036	23,969	14,932	
54-4312-170	TEMPORARY PAY	.00	.00	.00	
54-4312-171	PART-TIME FLEX	.00	.00	.00	
54-4312-180	OVERTIME PAY	839	839	849	
54-4312-190	WORKERS COMPENSATION	1,329	1,698	1,728	
54-4312-207	CONSULTANT CONTR-INFO TECH	825	600	600	
54-4312-250	TRAVEL & TRAINING	.00	.00	950	
54-4312-257	UTILITIES-GAS	6,000	6,000	4,000	
54-4312-260	UTILITIES-OTHER	2,000	2,000	1,500	
54-4312-270	ADS,DUES,PUBLICATIONS	5,000	4,000	2,000	
54-4312-280	BUILDING/GROUND MAINTENANCE	700	900	900	
54-4312-320	EQUIPMENT RENTAL	750	750	750	
54-4312-322	SAFETY	200	200	200	
54-4312-380	EQUIPMENT MAINTENANCE	800	1,800	1,800	
54-4312-390	CUSTOMER PAYOUTS	8,000	7,000	6,500	
54-4312-420	TOOLS	215	215	215	
54-4312-422	MATERIALS	200	200	1,200	
54-4312-430	SUPPLIES	600	600	1,100	
54-4312-440	EQUIPMENT	450	450	3,000	
54-4312-470	VEHICLE OPERATION	400	1,400	1,400	
54-4312-480	UNIFORMS	300	300	300	
54-4312-700	FA-VEHICLES	.00	4,000	45,000	
54-4312-705	FA-EQUIPMENT	18,000	8,000	8,000	
54-4312-730	FA-FACILITIES	.00	8,000	1,000	
RECYCLING CENTER Revenue Total:		.00	.00	.00	
RECYCLING CENTER Expenditure Total:		136,955	118,607	144,415	
Total RECYCLING CENTER:		136,955	118,607	144,415	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects, and Highlights:

- Maintain a minimum contingency (\$40,000) to handle unforeseen expenses.
- Identify the estimated working capital reserve (\$70,000) within the Solid Waste-Recycling Utility Fund.

2013-2014 Accomplishments/Comments:

- The City did spend \$9,596.00 of the contingency due to any unforeseen events.

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

- How to find sufficient funds within the working capital reserve to fund all remaining priority solid waste-recycling projects.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
54-4990-998	CONTINGENCY	25,000	40,000	25,000	
54-4990-999	WORKING CAPITAL RESERVE	7,045	70,203	31,910	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		32,045	110,203	56,910	
Total OTHER FINANCING USES:		32,045	110,203	56,910	
SOLID WASTE-RECYCLING FUND Revenue Total:		169,000	228,810	201,325	
SOLID WASTE-RECYCLING FUND Expenditure Total:		169,000	228,810	201,325	
Net Total SOLID WASTE-RECYCLING FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 Goals, Projects, and Highlights:

- Maintain a minimum contingency (\$40,000) to handle unforeseen expenses.
- Identify the estimated working capital reserve (\$70,000) within the Solid Waste-Recycling Utility Fund.

2013-2014 Accomplishments/Comments:

- The City did spend \$9,596.00 of the contingency due to any unforeseen events.

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

- How to find sufficient funds within the working capital reserve to fund all remaining priority solid waste-recycling projects.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
52-4990-998	CONTINGENCY	100,000	100,000	100,000	
52-4990-999	WORKING CAPITAL RESERVE	45,456	83,623	276,519	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		145,456	183,623	376,519	
Total OTHER FINANCING USES:		145,456	183,623	376,519	
SEWER FUND Revenue Total:		1,669,522	1,777,974	1,765,118	
SEWER FUND Expenditure Total:		1,669,522	1,777,974	1,765,118	
Net Total SEWER FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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. This fund experienced a very good year in FY 2011-2012 as our reserve reached its highest on the cash balance of this fund. In FY 2013-2014 our cash reserve as of January 31, 2014 increased to \$1,297,823.25. This is primarily due to the change of insurance agents, insurance company, and creating the wellness program. 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.

Revenues:

74-3000-800 Beginning Fund Balance: The beginning balance is the cash balance of \$1,155,150.02 as of 07/01/2013 and with significant transactions in revenues and expenses through January 31, 2014 we have a balance of \$1,297,823.25. The volume of transactions is heavy so we can only hope that the City’s payment into this fund to equal the outflow on claims. Recommend **\$1,200,000**.

74-3400-871 Interest Income: The fund has two interest bearing checking accounts and through January 2014 we have an amount of \$467.84 received. We will not make our budget of \$900. A conservative recommendation assuming maintaining our reserve is **\$800**.

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. Recommend **\$36,000**.

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

the monthly fee the City pays into our insurance premium reserve for FY 2012-2013 or FY 2013-2014. Recommend **\$1,550,800.**

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. Recommend **\$300,000.**

74-3400-883 Cobra: This account is used to record payments made by employees to our TPA who then reimburses the City. Recommend **\$2,000.**

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
INSURANCE FUND					
BEGINNING FUND BALANCE					
74-3000-800	BEGINNING FUND BALANCE	990,000	1,200,000	1,200,000	
Total BEGINNING FUND BALANCE:		990,000	1,200,000	1,200,000	
CHARGES FOR SERVICES					
74-3400-871	INTEREST INCOME	800	900	800	
74-3400-880	FLEXIBLE SPENDING	55,000	43,000	36,000	
74-3400-881	INSURANCE PREMIUMS	1,754,000	1,643,700	1,550,800	
74-3400-882	REIMBURSEMENTS	200,000	200,000	300,000	
74-3400-883	COBRA	10,000	2,000	2,000	
Total CHARGES FOR SERVICES:		2,019,800	1,889,600	1,889,600	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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 year in FY 2011-2012 as our reserve reached its highest on the cash balance of this fund. In FY 2013-2014 our cash reserve as of January 31, 2014 increased to \$1,297,823.25. This is primarily due to the change of insurance agents, insurance company, and creating the wellness program. 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, etc. and a few other for year round services related to employee insurances. Recommend **\$400,000**.

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. Recommend **\$38,000**.

74-4822-352 Claims: This account is used to pay the City share of medical, dental, and vision premiums and claims made on behalf of the City employee and dependents when incurred. Recommend **\$1,431,600**.

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. Recommend

\$20,000.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
SELF INSURANCE					
74-4822-210	CONTRACTUAL SERVICES	500,000	300,000	400,000	
74-4822-351	FLEXIBLE SPENDING	55,000	38,000	38,000	
74-4822-352	CLAIMS	1,438,800	1,531,600	1,431,600	
74-4822-353	RE-INSURANCE PREMIUMS	.00	.00	.00	
74-4822-354	VISION CARE PREMIUMS	26,000	20,000	20,000	
SELF INSURANCE Revenue Total:		.00	.00	.00	
SELF INSURANCE Expenditure Total:		2,019,800	1,889,600	1,889,600	
Total SELF INSURANCE:		2,019,800	1,889,600	1,889,600	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

FUND: 74-4990

Department: Finance

Division: Other Financing Uses

Department Mission: To maintain a contingency/reserve to handle the unforeseen claims of a self insurance fund.

Department Description: The finance department provides all tracking of expenses incurred and paid out of this checking account that provides services to City insurance covered employees.

2014-2015 Goals, Project and Highlights:

- Our Agent of Record has recommended that our goal of the contingency/reserve should be a balance of \$1.5 million to respond to the uncertainties of insurance claims that are not covered by our program normally called lasers.

2013-2014 Accomplishment/Comments:

- At the month ending date of January 31, 2014 the City of Rawlins has approximately \$1.3 million in the contingency/reserve.

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

- Maintaining a \$1.5 million dollar reserve in the face of all the uncertainty created at the federal level of government.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
74-4990-998	CONTINGENCY	990,000	1,200,000	1,200,000	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		990,000	1,200,000	1,200,000	
Total OTHER FINANCING USES:		990,000	1,200,000	1,200,000	
INSURANCE FUND Revenue Total:		3,009,800	3,089,600	3,089,600	
INSURANCE FUND Expenditure Total:		3,009,800	3,089,600	3,089,600	
Net Total INSURANCE FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

Revenues:

76-3000-800 Beginning Fund Balance: The beginning balance is the cash balance of \$120,292.28 as of 07/01/2013 and with revenue/expense transactions through January 2014 are cash balance is now \$141,942.38. 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 150 day of FY 2013-2014 our recommendation is **\$220,000**.

76-3400-845 Animal Control Donations: We have received revenue in this line item for a number of years. Our current year January YTD 2014 total is \$728.50 which is \$1,141.50 less than what we received through January 2013 of the previous year. The two previous year average is 2,536.91 and is does not look good for the current year based upon the current trend. Recommend **\$2,000**.

76-3400-853 Tree Donation: This account captures the donation of monies to purchase trees for the parks of the City of Rawlins. This donation is not park specific. Recommend **\$50**.

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 base amount received month-to-month is approximately \$12.70 so a year-end figure would be \$152.00 approximately. Recommend **\$150**.

76-3400-871 Interest Income: This account accumulates the interest income earned from the interest bearing checking account for this fund. Recommend **\$40**.

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. This account has averaged \$24,111 over the previous two years and we have through January 2014 an amount of 20,122.70. This additional revenue supplements the budget for the fire department so they can purchase additional capital items. Recommend **\$20,000**.

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 **\$2,000**.

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. Recommend **\$300**.

76-3400-878 Roch. Ranch Advisory Board: This account is used to accumulate donation to the Board for activities directly related to the golf course. Recommend **\$750**.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
PRIVATE DONATION FUND					
BEGINNING FUND BALANCE					
76-3000-800	BEGINNING FUND BALANCE	189,000	211,000	220,000	
Total BEGINNING FUND BALANCE:		189,000	211,000	220,000	
CHARGES FOR SERVICES					
76-3400-845	ANIMAL CONTROL DONATIONS	3,000	2,000	2,000	
76-3400-853	TREE DONATIONS	100	.00	50	
76-3400-870	CAROL MCTEE - INTEREST	60	100	150	
76-3400-871	INTEREST INCOME	50	40	40	
76-3400-872	DONATIONS	.00	.00	.00	
76-3400-875	WILDLAND FIREFIGHTING	.00	15,000	20,000	
76-3400-876	POLICE NATIONAL NIGHT OUT	.00	1,800	2,000	
76-3400-877	LIONS PARK FEES	500	300	300	
76-3400-878	ROCH. RANCH ADV. BRD-DONTATIO	.00	300	750	
76-3400-879	ARSON DOG DONATIONS	.00	.00	.00	
76-3400-880	DEL DIXION MEMORIAL DONATIONS	.00	.00	.00	
Total CHARGES FOR SERVICES:		3,710	19,540	25,290	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

2014-2015 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.

2013-2014 Accomplishment/Comments:

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

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
PRIVATE DONATION DIVISION					
76-4510-210	CONTRACTUAL SERVICES	.00	.00	.00	
76-4510-242	LIONS PAVILION	1,520	300	300	
76-4510-244	ANIMAL CONTROL EXPENSES	12,386	2,000	2,000	
76-4510-245	ROCHELLE RANCH ADV. BOARD	585	300	750	
76-4510-247	WILDLAND FIREFIGHTING	19,737	15,000	50,000	
76-4510-248	NATIONAL NIGHT OUT	2,379	1,800	2,000	
76-4510-249	DEL DIXON MEMORIAL	700	.00	.00	
PRIVATE DONATION DIVISION Revenue Total:		.00	.00	.00	
PRIVATE DONATION DIVISION Expenditure Total:		37,307	19,400	55,050	
Total PRIVATE DONATION DIVISION:		37,307	19,400	55,050	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

FUND: 76 – Bolton Park
Department: Finance
Division: Bolton Park Expenses

Department Mission: To maintain expense records of Bolton Park donations and other expenses.

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

2014-2015 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 and other requirements.

2013-2014 Accomplishment/Comments:

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

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
BOLTEN PARK DIVISION					
76-4511-440	EQUIPMENT	1,000	140	150	
76-4511-485	TREE DONATIONS	.00	.00	50	
BOLTEN PARK DIVISION Revenue Total:		<u>.00</u>	<u>.00</u>	<u>.00</u>	
BOLTEN PARK DIVISION Expenditure Total:		<u>1,000</u>	<u>140</u>	<u>200</u>	
Total BOLTEN PARK DIVISION:		<u>1,000</u>	<u>140</u>	<u>200</u>	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

FUND: 76-4990

Department: Finance

Division: Other Financing Uses

Department Mission: To maintain a contingency and Bolton Park Investment for future operating and capital expenses of this fund.

Department Description: The finance department provides all tracking of expenses incurred and paid out of this checking account from donation revenues.

2014-2015 Goals, Project and Highlights:

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

2013-2014 Accomplishment/Comments:

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

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

- Maintaining a viable contingency of donated revenues for future use based upon the designated donation purpose.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
OTHER FINANCING USES					
76-4990-991	BOLTEN PARK INVESTMENT	100,000	100,000	100,000	
76-4990-998	CONTINGENCY	54,403	111,000	90,040	
OTHER FINANCING USES Revenue Total:		.00	.00	.00	
OTHER FINANCING USES Expenditure Total:		154,403	211,000	190,040	
Total OTHER FINANCING USES:		154,403	211,000	190,040	
PRIVATE DONATION FUND Revenue Total:		192,710	230,540	245,290	
PRIVATE DONATION FUND Expenditure Total:		192,710	230,540	245,290	
Net Total PRIVATE DONATION FUND:		.00	.00	.00	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
GRANTS FUND					
BEGINNING FUND BALANCE					
77-3000-800	BEGINNING FUND BALANCE	.00	.00	.00	
Total BEGINNING FUND BALANCE:		.00	.00	.00	
GRANT REVENUE					
77-3300-509	WY COMMUNITY GAS	2,000	.00	2,800	
77-3300-519	HOMELAND SECURITY	28,000	.00	.00	
77-3300-571	FY 09-10,RAINBOW TETON	.00	.00	.00	
77-3300-572	FY 09-10,SPINNING BIKES	.00	.00	.00	
77-3300-573	FY 09-10,SURVELLIANCE/WYO LINK	.00	.00	.00	
77-3300-574	FY 09-10,COPS CHR PROGRAM	.00	.00	.00	
77-3300-575	FY 09-10,CITY/MAIN ST. MSTR PL	.00	.00	.00	
77-3300-576	FY 09-10,GOLF COURSE	.00	.00	.00	
77-3300-577	FY 09-10,MUSIC IN THE PARK	.00	.00	.00	
77-3300-578	FY 09-10,REC FIELD LIGHTS	.00	.00	.00	
77-3300-579	FY 09-10,TRAFFIC STUDY	.00	.00	.00	
77-3300-580	FY 09-10,WYOLINK	.00	.00	.00	
77-3300-581	FY 09-10,ATLANTIC RIM-GRANT	2,000,000	.00	.00	
77-3300-582	FY 09-10,ATLANTIC RIM SRF	900,000	.00	.00	
77-3300-583	NON MOTORIZED RAIL STUDY	.00	.00	.00	
77-3300-584	REC BOARD UPHOLESTRY	.00	.00	.00	
77-3300-684	REC BOARD-ROCHELLE IRR PONDS	.00	.00	.00	
77-3300-685	REC BOARD-WELLNESS CHALLENG	.00	.00	.00	
77-3300-686	REC BOARD-MAIN STREET	.00	.00	.00	
77-3300-687	REC BOARD-SAFETY-DEFIBULATOR	.00	.00	.00	
77-3300-688	FED-FIRE DEPT-AIR PACK'S	.00	.00	.00	
77-3300-689	WYOMING COMMUNITY GAS-GRANT	.00	.00	.00	
77-3300-690	WYDOT GRANT-CATS BUS	.00	.00	.00	
77-3300-691	CONCENSUS PROJECTS	.00	.00	.00	
77-3300-692	RECREATION-EQUIPMENT	.00	.00	.00	
77-3300-693	POLICE-WYOLINK	.00	.00	.00	
77-3300-694	REC-STAR TRAC SPINNER BIKE SET	.00	.00	.00	
77-3300-696	POLICE BYRNE JUSTICE GRANT	.00	.00	.00	
77-3300-697	LIGTHING FIXTURES	.00	.00	.00	
77-3300-698	WEB DESIGN GRANT-VISITOR C.	.00	.00	.00	
77-3300-699	INDOOR SHOOTING RANGE RPL	.00	.00	.00	
77-3300-700	ECONOMIC DEVELOPMENT	.00	.00	.00	
77-3300-701	REC CENTER RETROFIT	.00	.00	.00	
77-3300-702	2011 WATER SYSTEM IMPROVEMENT	500,000	100,000	.00	
77-3300-703	REC CTR-PHASE II LIGHTING	.00	.00	.00	
77-3300-704	REC BOARD-GOLF COURSE EQUIP	.00	.00	.00	
77-3300-705	FY 11-12 REC-TARPS	.00	.00	.00	
77-3300-706	FY 11-12 REC-RANGE IMPR.	.00	.00	.00	
77-3300-707	FY 11-12 REC-ELLIPTICAL EQUIP	.00	.00	.00	
77-3300-709	COLORADO/CARBON CTY ADVERTIS	.00	.00	.00	
77-3300-710	CCVC TOURNAMENT	.00	.00	.00	
77-3300-711	DEQ GRANT-LANDFILL COMPACTOR	.00	.00	.00	
77-3300-712	RESERVIOR LINER-LOAN	.00	.00	.00	
77-3300-713	CONSENSUS-MRG11198	.00	.00	.00	
77-3300-714	SHOOTING LANES REBUILD	.00	.00	.00	
77-3300-715	RAQUETBALL TOURNAMENT	.00	.00	.00	
77-3300-716	SHOOTING TOURNAMENT	.00	.00	.00	
77-3300-717	REC BOARD-STAIR STEPPER	.00	.00	.00	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
77-3300-718	GOLF COURSE-BATHROOM HT	.00	.00	.00	
77-3300-719	REC BRD-INDOOR SHOOTING RANG	40,000	.00	.00	
77-3300-720	REC BRD-WEIGHT ROOM REC CTR.	11,952	.00	.00	
77-3300-721	REC BRD-GOLF COURSE RADIO	2,500	.00	.00	
77-3300-722	REC BRD-ENCLOSED GATOR	22,500	.00	.00	
77-3300-723	STATE LAND-URBAN TREE PLANTIN	.00	.00	6,134	
77-3300-724	CLEARLOGX CONTROL SYSTEM	133,000	.00	.00	
77-3300-725	MSW TRANSFER STATION	300,000	.00	.00	
77-3300-727	CCVC-RACKETBALL GRANT	.00	.00	.00	
77-3300-728	CCVC-BASKETBALL GRANT	.00	.00	.00	
77-3300-729	CCVC-SHOOTING RANGE GRANT	.00	.00	.00	
77-3300-730	REC BOARD-RECUMBENT BICYCLE	.00	.00	.00	
77-3300-731	REC BOARD-FOOTBALL HELMENT	.00	.00	.00	
77-3300-732	DOWNTONW MULTIMODAL PLAN	.00	.00	.00	
77-3300-733	NRA GRANT-OUTDOOR SHOOTING R	.00	.00	.00	
77-3300-734	FRONTAGE ROAD EXTENSION PROJ	.00	.00	.00	
77-3300-735	CCVC-RACQUETBALL TOURNMENT	.00	.00	.00	
77-3300-736	FY 14-15 WATER/SEWER LINE PROJ	.00	.00	1,790,000	
77-3300-911	SHOOTING RANGE PHASE 4/REC	.00	.00	.00	
Total GRANT REVENUE:		3,939,952	100,000	1,798,934	

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 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.

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
GRANTS					
77-4830-509	WYOMING COMMUNITY GAS	.00	.00	2,800	
77-4830-519	HOMELAND SECURITY	28,000	.00	.00	
77-4830-566	WATER STORAGE TANK REHAB	.00	.00	.00	
77-4830-570	FY 09-10,TREE PLANTING	.00	.00	.00	
77-4830-571	FY 09-10,RAINBOW TETON	.00	.00	.00	
77-4830-572	FY 09-10,SPINNING BIKES	.00	.00	.00	
77-4830-573	FY 09-10,SURVELLIANCE/WYO LINK	.00	.00	.00	
77-4830-574	FY 09-10,COPY CHR PROGRAM	.00	.00	.00	
77-4830-575	FY 09-10,CITY/MAIN ST. MSTR PL	.00	.00	.00	
77-4830-576	FY 09-10,GOLF COURSE	.00	.00	.00	
77-4830-577	FY 09-10,MUSIC IN THE PARK	.00	.00	.00	
77-4830-578	FY 09-10,REC FIELD LIGHTS	.00	.00	.00	
77-4830-579	FY 09-10,TRAFFIC STUDY	.00	.00	.00	
77-4830-580	FY 09-10,WYOLINK	.00	.00	.00	
77-4830-581	FY 09-10,ATLANTIC RIM LINER	2,900,000	.00	.00	
77-4830-582	FY 09-10,ATLANTIC RIM PIPELINE	.00	.00	.00	
77-4830-583	NON MOTORIZED RAIL STUDY	.00	.00	.00	
77-4830-584	REC BOARD UPHOLESTRY	.00	.00	.00	
77-4830-684	ROCHELLE RANCH IRRIGATE PONDS	.00	.00	.00	
77-4830-685	WELLNESS CHALLENGE	.00	.00	.00	
77-4830-686	MAIN STREET	.00	.00	.00	
77-4830-687	REC BOARD-SAFETY-DEFIBULATOR	.00	.00	.00	
77-4830-688	FED-FIRE DEPT-AIR PACK'S	.00	.00	.00	
77-4830-689	WYOMING COMMUNTIY GAS-GRANT	.00	.00	.00	
77-4830-690	CATS BUS PURCHASE	.00	.00	.00	
77-4830-691	CONCENSUS PROJECTS	.00	.00	.00	
77-4830-692	RECREATION EQUIPMENT	.00	.00	.00	
77-4830-693	POLICE-WYOLINK	.00	.00	.00	
77-4830-694	REC-STAR TRAC SPINNNER BIKE SE	.00	.00	.00	
77-4830-695	HIGHLAND HILLS PHASE I	.00	.00	.00	
77-4830-696	POLICE BYRNE JUSTICE GRANT	.00	.00	.00	
77-4830-697	LIGHTING FIXTURES	.00	.00	.00	
77-4830-698	WEB DESIGN GRANT-VISITOR C.	.00	.00	.00	
77-4830-700	ECONOMIC DEVELOPMENT	.00	.00	.00	
77-4830-701	REC CENTER RETROFIT	.00	.00	.00	
77-4830-702	2011 WATER SYSTEM IMPROVEMENT	500,000	100,000	.00	
77-4830-703	REC CTR. RETROFIT LIGHTING II	.00	.00	.00	
77-4830-704	REC BOARD-GOLF COURSE EQUIP	.00	.00	.00	
77-4830-705	FY 11-12 REC-TARPS	.00	.00	.00	
77-4830-706	FY 11-12 REC-GOLF RANGE IMPR	.00	.00	.00	
77-4830-707	FY 11-12 REC-ELLIPTICAL EQUIP	.00	.00	.00	
77-4830-708	DEQ-LANDFILL COMPACTOR	.00	.00	.00	
77-4830-709	COLORADO/CARBON CTY ADVERTIS	.00	.00	.00	
77-4830-710	CCVC- TOURNAMENTS	.00	.00	.00	
77-4830-711	DEQ GRANT-LANDFILL COMPACTOR	.00	.00	.00	
77-4830-713	CONSENSUS-MRG11198	.00	.00	.00	
77-4830-714	SHOOTING LANES REBUILD	.00	.00	.00	
77-4830-715	RAQUETBALL TOURNAMENT	.00	.00	.00	
77-4830-716	SHOOTING TOURNAMENT	.00	.00	.00	
77-4830-717	REC BOARD-STAIR STEPPER	.00	.00	.00	
77-4830-718	GOLF COURSE-BATHROOM HT	.00	.00	.00	
77-4830-719	REC BRD-INDOOR SHOOTING RANG	40,000	.00	.00	
77-4830-720	REC BRD-WEIGHT ROOM REC CTR	11,952	.00	.00	
77-4830-721	REC BRD-GOLF COURSE RADIO	2,500	.00	.00	
77-4830-722	REC BRD-ENCLOSED GATOR	22,500	.00	.00	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
77-4830-723	STATE LAND-URBAN TREE PLANTIN	.00	.00	6,134	
77-4830-724	CLEARLOGX CONTROL SYSTEM	135,000	.00	.00	
77-4830-725	MSW TRANSFER STATION	300,000	.00	.00	
77-4830-727	CCVC-RACKETBALL	.00	.00	.00	
77-4830-728	CCVC-BASKETBALL	.00	.00	.00	
77-4830-729	CCVC-SHOOTING RANBE	.00	.00	.00	
77-4830-730	REC BOARD-RECUBENT BICLCLE	.00	.00	.00	
77-4830-731	REC BOARD-FOOTBALL HELMENT	.00	.00	.00	
77-4830-732	DOWNTOWN MULTIMODAL PLAN	.00	.00	.00	
77-4830-733	NRA GRANT-OUTDOOR SHOOTING R	.00	.00	.00	
77-4830-734	FRONTAGE ROAD EXTENSION PROJ.	.00	.00	.00	
77-4830-735	CCVC-RACQUETBALL TOURNAMENT	.00	.00	.00	
77-4830-736	FY 14-15 WATER/SEWER LINE PROJ	.00	.00	1,790,000	
77-4830-770	INDOOR SHOOTING RANGE RPL	.00	.00	.00	
77-4830-911	SHOOTING RANGE PHASE 4	.00	.00	.00	
GRANTS Revenue Total:		.00	.00	.00	
GRANTS Expenditure Total:		3,939,952	100,000	1,798,934	
Total GRANTS:		3,939,952	100,000	1,798,934	

Account Number	Account Title	2012-13 Pri Year Budget	2013-14 Cur Year Budget	2014-15 Approved Budget	Comments
Department: 4839					
77-4839-736	FY 14-15 WATER/SEWER LINE PROJ	.00	.00	.00	
Department: 4839 Revenue Total:		.00	.00	.00	
Department: 4839 Expenditure Total:		.00	.00	.00	
Total Department: 4839:		.00	.00	.00	
GRANTS FUND Revenue Total:		3,939,952	100,000	1,798,934	
GRANTS FUND Expenditure Total:		3,939,952	100,000	1,798,934	
Net Total GRANTS FUND:		.00	.00	.00	

Report Criteria:

- Includes Report-Only Transactions
- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Page and Total by Department
- Account Termination Date = {Is NULL}

**CITY OF RAWLINS, WYOMING
FISCAL YEAR 2014-2015 BUDGET**

Fund: Capital Expense Listing All Funds

Facts: The City of Rawlins has undergone significant change due to the changes in the economic condition of the U.S., State of Wyoming, and Carbon County during FY 2009-2010. The changes have significantly changed our revenue resources that are available to Capital Projects within the General Fund. In FY 2009-2010 the adopted capital budget at the beginning of the fiscal year for the General Fund was a total of \$4,122,442. In FY 2014-2015 the recurring monies available to the General Fund capital budget is \$1,263,462 which is \$2,858,980 less than what we had available in FY 2009-2010. We have available some funds from the General Fund Working Capital Reserve (cash on hand) as we are recommending a reserve amount of \$4,000,000, but not much.

The economic condition above has little or no affect on our “enterprise funds” so our availability of revenues resources for capital projects is based upon City Council adopted rates.

2014-2015 Goals, Projects and Highlights:

- The General Fund Capital funds available are coming from the State Supplemental Funding and 25% of the County Option sales tax. As stated above this total is \$1,263,462 in recurring revenues. The general fund requested capital items totaled \$2,127,189 so a significant amount of requests have been denied.
- The Enterprise Fund capital requests of water, wastewater, and recycling are completely funded, the landfill fund did not have sufficient funds to meet the department requests.

Major Issues of Concern in the next two to five years:

- Finding the revenue resources to enhance our ability to maintain “all” fixed assets and public infrastructure of the General Fund. This specifically means: moving toward dividing the 5th Penney sales tax into a 75%/25% when 75% is for capital and 25% if for operating. This split identifies the dollar amount of what is needed to replace fixed assets as they become worn and maintain public infrastructure on a recurring basis. The current split is 25% for capital and 75% for operating.
- Creation of a rolling stock revolving revenue resource to enable the replacement of these fixed assets (police cars, fire equipment, P.W. equipment, etc.) when they still have value. Using this rolling stock until it is worthless and has no trade in value increases our recurring operating maintenance expenses.
- The City Council would like our utility rates to maintain a sensible monthly amount which would entail paying off some of our debt in the water and wastewater funds when funds become available.

CAPITAL PROJECTS LIST (FY 2014-2015)

General Fund Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 Recommended	FY 14-15 City Council Adopted
City Manager:					
City Attorney:					
10-4102-725	Study/Rewrite Franchise		\$10,000	\$10,000	
Information Technology:					
10-4104-715	Replacement Server		\$6,000	\$6,000	
10-4104-715	Replacement of Cameras @ City Council Chambers		\$10,000	\$10,000	
10-4104-715	Installation of Public Meeting Software/Hardware		\$10,000	\$10,000	
P.W.- Administration:					
P.W.- Shop:					
10-4302-700	1/2 Ton 4x4 Pickup	\$33,000			
P.W. - Street					
10-4303-705	Hot Mix Plant (Carry Forward Year-to-Year to reach \$520,000)		\$60,000		
10-4303-740	Street Infrastructure Improvments	\$600,000	\$600,000	\$100,000	
10-4303-740	Street Stripping		\$10,000	\$10,000	

General Fund Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
P.W. - Facilities:					
10-4707-730	P.W.: Replace Entrance Door to P.W.		\$4,400	\$4,400	
10-4307-730	P.W.: Repaint Depot		\$4,800	\$4,800	
10-4307-730	P.W.: Purchase & Install Backup Generator for City Hall		\$50,000		
10-4307-730	Recreation: Build Bathrooms at Rob Roy		\$80,000		
10-4307-730	Recreation: Air Conditioning Plans for Recreation Center	\$25,000	\$52,000	\$52,000	
10-4307-730	Fire: Re-Roof Fire Station #2		\$85,000	\$85,000	
10-4307-730	Fire: Exterior Lighting Replacement (LED)		\$2,000	\$2,000	
10-4307-730	Fire: Repair Brickwork on North East Corner of Fire Station #2		\$2,500	\$2,500	
10-4307-730	Fire: Yard & Irrigation Rehabilitation @ Fire Station #2		\$5,000	\$5,000	
10-4307-730	Fire: Repair Parking Lot @ Fire Station #2		\$7,500	\$7,500	
10-4307-730	Fire: New Garage Doors on North Side of Fire Station #2		\$12,000	\$12,000	
10-4307-730	Fire: Insulate Storage Building @ Fire Station #2		\$14,000	\$14,000	
10-4307-730	Fire: Replace Counter Tops @ Front Desk Fire Station #2		\$1,650	\$1,650	
10-4307-730	Police: Replace Portions of Shelter Flooring		\$8,500	\$8,500	
10-4307-730	Police: Replace Carpet 2nd Floor of Police Facility		\$5,000	\$5,000	
10-4307-730	Police: Impound Evidence Cage & Improvements @ PD Impound Bldg.		\$8,000	\$8,000	
10-4307-730	Police: Remodel & Upgrade of Evidence Room		\$75,000		
Police:					
10-4601-715	Spillman CAD with Priority Dispatch Emerg Medical Dispatch		\$15,000	\$15,000	
10-4601-730	Security Locks & Key Control (all facilities & properties)		\$40,000	\$40,000	
10-4601-705	Continuation of Mobile Radio Upgrades		\$28,000	\$28,000	
10-4601-705	Continuation of Siren Box Upgrades		\$4,000	\$4,000	
10-4601-705	Portable Radio Replacement		\$115,000	\$115,000	
10-4601-705	(Motorola Lease Program also Available, \$30k to \$55k based of terms)				
10-4601-715	Unlimited Spillman Mobile Licensing		\$12,500	\$12,500	
10-4601-705	Patrol Car "Video" Replacement (continuation)		\$28,000	\$28,000	
10-4601-705	Taser Replacement (continuation)		\$18,000	\$18,000	
10-4601-700	Replace Patrol Vehicles (3) & Admin/Investigator Vehicle		\$75,000	\$75,000	
10-4601-715	Priority Dispatch ProQA Law & Fire and Interface to Spillman		\$115,000		
10-4615-715	Electronic Citation with Spillman interface		\$58,000		
10-4601-705	Improve Cabinetry/Security in Special Response Vehicle		\$8,000	\$8,000	

General Fund Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
Fire:					
10-4701-700	Type 5 Wildland Brush Truck	\$55,000			
10-4701-705	Aerial Maintenance School		\$6,000	\$6,000	
10-4701-705	Turn Out Gear (6 sets)		\$16,000	\$16,000	
10-4701-705	Pagers		\$5,000	\$5,000	
10-4701-705	Portable Radios		\$15,000	\$15,000	
10-4701-705	Duty Coats		\$4,500	\$4,500	
10-4701-705	Structure Boots (12 pair)		\$5,000	\$5,000	
10-4701-705	Mobile Radios (4)		\$26,000	\$26,000	
10-4701-705	K12 Saws (2)		\$4,500	\$4,500	
10-4701-730	Training Ground Props		\$12,500	\$12,500	
10-4701-730	Security Locks & Key Control (all facilities & properties)		\$8,000	\$8,000	
10-4701-730	Breathing Air Compressor		\$52,000	\$52,000	
10-4701-730	Industrial Washing Machine		\$10,000	\$10,000	
10-4701-730	Residential Washers & Dryers		\$6,500	\$6,500	
10-4701-735	Grant Match-Assistance to Firefighter		\$10,000	\$10,000	
10-4701-735	Grant Match-Wildland Firefighting		\$5,000	\$5,000	
10-4701-705	Regional Training Hosting		\$5,000		
10-4701-725	New Fire Station Discussion				
10-4710-715	MTD Mount/Install (code enforcement PC)		\$5,000	\$5,000	
GF Capital Improvements:					
10-4850-699	Airport JPB Capital Matching Funds		\$26,016	\$26,016	
10-4850-700	Wayfinding Sign-Matching Funds (\$5k fr DDA/\$127,525 fr City)		\$132,525	\$132,525	
10-4850-704	Old Pen JPB Capital Matching Funds		\$10,869	\$10,869	
10-4850-892	WAM Engery Lease Program #2		\$3,936	\$3,936	
10-4850-894	WAM Engery Lease Program #3		\$1,401	\$1,401	

Recreation & Parks Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
Golf Center:					
15-4101-705	Golf Cart Lease		\$36,617	\$36,617	
Recreation Center:					
Shooting Ranges:					
Green Space Maintenance:					
15-4515-715	Geoprospecting in the Cemetery		\$15,000	\$15,000	
15-4515-730	Infield Clay Mix for Ball Fields		\$10,000		
15-4515-730	Reforestation of Green Space		\$5,000	\$5,000	
15-4515-730	Cemetery Irrigation System (estimated carry-over)	\$100,000	\$150,000	\$150,000	
TOTAL ADOPTED CAPITAL BUDGET FOR GENERAL/RECREATION FUNDS:			\$2,217,214	\$1,264,214	\$0
Recurring Revenues Available (City and State)			\$1,263,162	-\$1,052	

(Working Capital Reserve will be at \$4,000,000 and available to cover)
(the \$18,552 (\$13,552 Gen Cash + \$5,000 DDA) and Part-Time-Flex)
(less than \$100,000) will be more than \$200,000 in excess cash.)

Water Utility Fund

Department/
Division

Description

FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
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Water Distribution:

51-4304-705	Valve Exerciser with Accessories	\$90,000	\$90,000
51-4304-705	Shop Air Compressor	\$10,000	\$10,000
51-4304-705	Small Track Hoe (50%)	\$75,000	\$75,000
51-4304-730	Shelving	\$2,500	\$2,500
51-4303-730	12 x 16 Storag Shed	\$2,500	\$2,500
51-4304-750	Meter Replacement	\$96,500	\$96,500
51-4304-750	Hydrant Infrastructure Replacement	\$30,000	\$30,000
51-4304-750	Infrastructure Replacement	\$162,000	\$162,000

Water Treatment Plant:

51-4305-725	Water Rights Review	\$20,000	\$20,000
51-4305-730	Tank Rehab	\$100,000	\$100,000
51-4305-750	Nugget Well Field #1 Well - Rehabilitation	\$100,000	

TOTAL ADOPTED CAPITAL BUDGET FOR WATER UTILITY FUND:

\$411,000 \$588,500

Recurring Revenues Available (City)
(Estimated Working Capital Reserve July 1, 2013)

\$341,595
\$1,208,046 \$1,549,641

Remaining FY 2014-2015 \$961,141
(Working Capital Reserve)

WasteWater Utility Fund

Department/

Division

Description

FY 14-15
Carry Forward
Item

FY 14-25
Department
Requested

FY 14-15
City Manager
Recommended

FY 14-15
City Council
Adopted

Wastewater Collection:

52-4303-705	Trailers for Hauling/Set-up of Toilet (2)		\$2,000	\$2,000
52-4303-705	1000' FT. Piranah Hose		\$3,300	\$3,300
52-4303-705	Small Track Hoe		\$75,000	\$75,000
52-4303-760	Wastewater Infrastructure Replacement		\$150,000	\$100,000
52-4303-760	Manhole Replacement		\$150,000	\$100,000

Wastewater Plant:

52-4310-730	Closing Ponds 1 & 2 (estimated carry forward)	\$90,000		
52-4310-730	Dredging and Cleaning Pond 3	\$166,000	\$200,000	\$200,000

TOTAL ADOPTED CAPITAL BUDGET FOR WASTEWATER UTILITY FUND:

\$578,300 **\$480,300**

Recurring Revenues Available (City)
(Estimated Working Capital Reserve July 1, 2013)

\$196,001
\$560,818 \$756,819

Remaining FY 2014-2015
(Working Capital Reserve)

\$276,519

Solid Waste Landfill Fund

Department/

Division

Description

FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
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Landfill:

53-4311-705	Dozer (10 year Term with \$100,000 for first two years, total \$1,000,000)	\$100,000	
53-4311-730	Debris Fencing (Carry Forward remaining)	\$60,000	\$60,000
53-4311-730	Signage	\$5,000	\$5,000
53-4311-765	Debt Service on \$150,000 loan from General Fund	\$50,000	\$50,000

TOTAL ADOPTED CAPITAL BUDGET FOR SOLID WASTE LANDFILL FUND:

\$215,000 \$115,000

Recurring Revenues Available (City)
(Estimated Working Capital Reserve July 1, 2013)

\$104,729
\$100,000 \$204,729

(Contingency Budgeted at \$65,000 providing \$35,000 to Capital)

Remaining FY 2014-2015 **\$89,729**
(Working Capital Reserve)

(Recommendation is to look at the \$1,000,000 plus revenues available
(from consensus funding for "Large Equipment Purchase")

Solid Waste Recycling Fund

Department/

Division

Description

FY 14-15
Carry Forward
Item

FY 14-25
Department
Requested

FY 14-15
City Manager
Recommended

FY 14-15
City Council
Adopted

Recycling:

54-4312-700

1 Ton 4x4 Dual Rear Wheels

\$45,000

\$45,000

54-4312-705

Additional Bins

\$8,000

\$8,000

54-4312-730

Signs

\$1,000

\$1,000

TOTAL ADOPTED CAPITAL BUDGET FOR SOLID WASTE RECYCLING FUND:

\$54,000

\$54,000

Recurring Revenues Available (City)

\$51,063

(Estimated Working Capital Reserve July 1, 2013)

\$34,847

\$85,910

Remaining FY 2014-2015
(Working Capital Reserve)

\$31,910

5 YEAR CAPITAL PLAN-PW WATER UTILITY SUMMARY

(3/05/2013)

Water Utility Division	FY 2014-2015 Capital Requests	FY 2015-2016 Capital Requests	FY 2016-2017 Capital Requests	FY 2017-2018 Capital Requests
Disribution	\$468,500	\$448,500	\$448,500	\$343,500
Treatment Plant	<u>\$200,000</u>	<u>\$1,250,000</u>	<u>\$180,000</u>	<u>\$5,000,000</u>
TOTAL REQUESTS	\$668,500	\$1,698,500	\$628,500	\$5,343,500

5 Year Capital Plan-PW Water Utility Distribtution
(03/05/2013)

ACCOUNT TYPES

- 700 FA-Vehicles
- 705 FA-Equipment
- 715 FA-Information Technology
- 720 FA-Land
- 725 FA-Miscellaneous Studies
- 730 FA-Facilities
- 735 FA-Parks
- 740 FA-Street Infrastructure
- 745 FA-Fire Infrastrucure
- 750 FA-Water Infrastructure
- 760 FA-Sewer Infrastructure
- 770 FA-Landfill Infrastructure

GRANTS (Use the account type column to identify SOURCE)

WATER DISTRIBUTION		Inflation rate 10%		Inflation Rate 10%		Inflation Rate 10%		Inflation Rate 10%		Inflation Rate 10%
Account Type	FY 2014-2015 Asset Type	FY 2014-2015 Asset Dollars	FY 2015-2016 Asset Type	FY 2015-2016 Asset Dollars	FY 2016-2017 Asset Type	FY 2016-2017 Asset Dollars	FY 2017-2018 Asset Type	FY 2017-2018 Asset Dollars	FY 2018-2019 Asset Type	FY 2018-2019 Asset Dollars
700 FA-Vehicles	Valve Excersizier	\$90,000			4 x 4 Service Truck	\$30,000				
705 FA-Equipment	Air Compressor	\$10,000	4 x 4 Backhoe	\$100,000	Front End Loader	120000	Air Compressor	\$20,000		
	Small Track Hoe (50%)	\$75,000	Small Track Hoe (50%)	\$50,000			Sheep/Foot-Roller Tamper	\$25,000		
	Shevlving	\$2,500								
	12x16 Storage Shed	\$2,500								
750 FA-Water Infrastructure	Meter Replacement	\$96,500	Leak Detection 25% of System	\$10,000	Leak Detection 25% of System	\$10,000	Leak Detection 25% of System	\$10,000		
	Infrastructure Replacement	\$162,000								
	Hydrant/Infrastructure Replacement	\$30,000								
			Meter Replacement	\$96,500	Meter Replacement	\$96,500	Meter Replacement	\$96,500		
715 FA-Information Technology										
730 FA-Facilities										
TOTAL REQUESTS		<u>\$468,500</u>		<u>\$448,500</u>		<u>\$448,500</u>		<u>\$343,500</u>		<u>\$0</u>

5 YEAR CAPITAL PLAN-PW WASTEWATER UTILITY SUMMARY

(03/05/2013)

Wastewater Utility Division	FY 2014-2015 Capital Requests	FY 2015-2016 Capital Requests	FY 2016-2017 Capital Requests	FY 2017-2018 Capital Requests
Collection	\$380,300	\$280,000	\$250,000	\$1,040,000
Treatment Plant	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>
TOTAL REQUESTS	\$580,300	\$480,000	\$450,000	\$1,240,000

5 Year Capital Plan-PW Wastewater Utility Collection
(03/05/2013)

ACCOUNT TYPES

- 700 FA-Vehicles
- 705 FA-Equipment
- 715 FA-Information Technology
- 720 FA-Land
- 725 FA-Miscellaneous Studies
- 730 FA-Facilities
- 735 FA-Parks
- 740 FA-Street Infrastructure
- 745 FA-Fire Infrastrucure
- 750 FA-Water Infrastructure
- 760 FA-Sewer Infrastructure
- 770 FA-Landfill Infrastructure

GRANTS (Use the account type column to identify SOURCE)

SEWER COLLECTION		Inflation rate 10%		Inflation Rate 10%		Inflation Rate 10%		Inflation Rate 10%		Inflation Rate 10%
Account Type	FY 2014-2015 Asset Type	FY 2014-2015 Asset Dollars	FY 2015-2016 Asset Type	FY 2015-2016 Asset Dollars	FY 2016-2017 Asset Type	FY 2016-2017 Asset Dollars	FY 2017-2018 Asset Type	FY 2017-2018 Asset Dollars	FY 2018-2019 Asset Type	FY 2018-2019 Asset Dollars
700 FA-Vehicles	Trailers for hauling/ set-up toliets (2)	\$2,000	4 x 4 Service Truck	\$30,000						
705 FA-Equipment	1000 ft. Piranha Hose Small track Hoe 50%	\$3,300 \$75,000	Front End Loader	\$100,000	4 x 4 Backhoe	\$100,000	Sewer-jet rodder truck	\$290,000		
760 FA-Sewer Infrastructure	Infrastructure Replacment Manhole Replacement	\$150,000 \$150,000	Infrastructure Replacment	\$150,000	Infrastructure Replacment	\$150,000	Phase II West End Sewer Line	\$750,000		
715 FA-Information Technology										
725 FA-Miscellaneous Studles										
TOTAL REQUESTS		\$380,300		\$280,000		\$250,000		\$1,040,000		\$0

Priority Projects-as funding is available

Possible Funding Sources	Priority Level
CWSRF, MRG, Enterprise Funds, RD	1
CWSRF, MRG, Enterprise Funds, RD	2

5 Year Capital Plan-PW Wastewater Plant

(03/05/2013)

ACCOUNT TYPES

- 700 FA-Vehicles
- 705 FA-Equipment
- 715 FA-Information Technology
- 720 FA-Land
- 725 FA-Miscellaneous Studies
- 730 FA-Facilities
- 735 FA-Parks
- 740 FA-Street Infrastructure
- 745 FA-Fire Infrastrucure
- 750 FA-Water Infrastructure
- 760 FA-Sewer Infrastructure
- 770 FA-Landfill Infrastructure

GRANTS (Use the account type column to identify SOURCE)

WASTEWATER TREATMENT PLANT		Inflation rate 10%								
Account Type	FY 2014-2015 Asset Type	FY 2014-2015 Asset Dollars	FY 2015-2016 Asset Type	FY 2015-2016 Asset Dollars	FY 2016-2017 Asset Type	FY 2016-2017 Asset Dollars	FY 2017-2018 Asset Type	FY 2017-2018 Asset Dollars	FY 2018-2019 Asset Type	FY 2018-2019 Asset Dollars
700 FA-Vehicles										
705 FA-Equipment							Major Equipment overhaul	\$200,000		
730 FA-Facilities	dredging and cleaning pond 1	\$200,000	dredging and cleaning pond 2	\$200,000	replace grit removal system	\$200,000				
TOTAL REQUESTS		<u>\$200,000</u>		<u>\$200,000</u>		<u>\$200,000</u>		<u>\$200,000</u>		<u>\$0</u>

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5 YEAR CAPITAL PLAN-PW SOLID WASTE - LANDFILL SUMMARY
(01/02/2013)

SOLID WASTE	FY 2014-2015 Capital Requests	FY 2015-2016 Capital Requests	FY 2016-2017 Capital Requests	FY 2017-2018 Capital Requests
LANDFILL	\$1,115,000	\$610,000	\$530,000	\$0
TOTAL REQUESTS	\$1,115,000	\$610,000	\$530,000	\$0

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5 YEAR CAPITAL PLAN-PW SOLID WASTE RECYCLING
(01/02/2013)

SOLID WASTE	FY 2014-2015 Capital Requests	FY 2015-2016 Capital Requests	FY 2016-2017 Capital Requests	FY 2017-2018 Capital Requests
RECYCLING	\$54,000	\$28,000	\$200,000	\$500,000
TOTAL REQUESTS	\$54,000	\$28,000	\$200,000	\$500,000

5 Year Capital Plan-PW Solid Waste Recycling

(01/10/2013)

ACCOUNT TYPES

- 700 FA-Vehicles
- 705 FA-Equipment
- 715 FA-Information Technology
- 720 FA-Land
- 725 FA-Miscellaneous Studies
- 730 FA-Facilities
- 735 FA-Parks
- 740 FA-Street Infrastructure
- 745 FA-Fire Infrastructure
- 750 FA-Water Infrastructure
- 760 FA-Sewer Infrastructure
- 770 FA-Landfill Infrastructure

GRANTS (Use the account type column to identify SOURCE)

SOLID WASTE - RECYCLING	Inflation rate 10%									
	FY 2014-2015 Asset Type	FY 2014-2015 Asset Dollars	FY 2015-2016 Asset Type	FY 2015-2016 Asset Dollars	FY 2016-2017 Asset Type	FY 2016-2017 Asset Dollars	FY 2017-2018 Asset Type	FY 2017-2018 Asset Dollars	FY 2018-2019 Asset Type	FY 2018-2019 Asset Dollars
700 FA-Vehicles	1 Ton 4x4 Dual Rear Wheels	\$45,000	Lighting & Security	20,000.00	New Building	\$200,000	New Building	500,000.00		
705 FA-Equipment			Bins	\$8,000						
725 FA-Miscellaneous Studies										
730 FA-Facilities	Signs	\$1,000								
	Fencing	\$8,000								
TOTAL REQUESTS		<u>\$54,000</u>		<u>\$28,000</u>		<u>\$200,000</u>		<u>500,000.00</u>		

Report Criteria:

Asset.Disposition Date = {Is NULL}

[Report].Classification = "AUTOMOTIVE","MOBILE EQUIPMENT"

Asset Number	Description	Total Cost	Department	Acq Date	Classification
2013026.001	PICKUP TRUCK FIRE DEPARTMENT	25,899.00	FIRE DEPT	01/18/2013	AUTOMOTIVE
2013027.001	FIBERGLASS TONNEAU COVER FOR PICKUP	3,014.98	FIRE DEPT	03/20/2013	AUTOMOTIVE
3001318.001	PARTS WASHER, LIFT LID, IMPORT	141.75	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001320.001	TOOLBOX, ROLL AROUND, 3 DRAWER	487.50	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001326.001	GREASE LUBER, HAND PUMP STYLE,	126.75	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001328.001	BARREL PUMP, THUMB PUMP STYLE	89.25	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001342.001	BATTERY CHARGER BOOSTER	216.75	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001343.001	BATTERY CHARGER BOOSTER	186.75	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001361.001	FIRE HOSE COUPLER REPAIR, BENC	705.00	FIRE DEPT	06/01/1978	AUTOMOTIVE
3001410.001	TOOLBOX, ROLL AROUND, 3 DRAWER	300.00	FIRE DEPT	06/01/1988	AUTOMOTIVE
3001424.001	HOSE CART, HVY-DUTY, 2 LEVEL,	487.50	FIRE DEPT	06/01/1988	AUTOMOTIVE
3002823.001	STREET HAWK LIGHT BAR	630.00	FIRE DEPT	12/24/2002	AUTOMOTIVE
3002826.001	CODE 3 SIREN & CONTROLLER	805.00	FIRE DEPT	12/24/2002	AUTOMOTIVE
0708022.001	GMC CONTENDER RESCUE VEH	164,000.00	FIRE DEPT	01/25/2008	MOBILE EQUIPME
2009024.001	PIERCE DASH 100' AERIAL	898,018.00	FIRE DEPT	08/15/2008	MOBILE EQUIPME
2012020.001	HIGH/LOW ANGLE RESCURE EQUIP	8,535.00	FIRE DEPT	06/30/2012	MOBILE EQUIPME
2012021.001	FIT TESTING SYSTEM	8,471.00	FIRE DEPT	06/30/2012	MOBILE EQUIPME
3001309.001	PARTS & EQUIPMENT - LOT MISC	1,125.00	FIRE DEPT	06/01/1988	MOBILE EQUIPME
3001344.001	GENERATOR, PORTABLE	546.75	FIRE DEPT	06/01/1988	MOBILE EQUIPME
3001413.001	FERTILIZER SPREADER, WALK BEHI	59.25	FIRE DEPT	06/01/1988	MOBILE EQUIPME
3001415.001	LAWNMOWER, WALK BEHIND, 6 HP	516.75	FIRE DEPT	06/01/1988	MOBILE EQUIPME
3001419.001	SNOWPLOW BLADE, ATV, STORED	487.50	FIRE DEPT	06/01/1988	MOBILE EQUIPME
3002508.001	ATV, 4X4, TRX200-84, #R1033, 1	1,000.00	FIRE DEPT	06/01/1985	MOBILE EQUIPME
3002687.001	TRUCK, LADDER TRUCK, E-6, D808	125,000.00	FIRE DEPT	06/01/1980	MOBILE EQUIPME
3002688.001	2000 FORD F-350 CREW CAB, E-9	42,000.00	FIRE DEPT	06/01/2000	MOBILE EQUIPME
3002691.001	FIRE TRUCK, E-2, #875, 1989	125,000.00	FIRE DEPT	06/01/1989	MOBILE EQUIPME
3002692.001	SNOW PLOW, #R1120, 2002	2,700.00	FIRE DEPT	06/01/2002	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
3002694.001	2002 CHEVY 1/2 TON CR CAB, E-8	27,191.00	FIRE DEPT	11/01/2001	MOBILE EQUIPME
3002695.001	TRAILER, UTILITY, HAZMAT, 24'	6,500.00	FIRE DEPT	06/01/1999	MOBILE EQUIPME
3002697.001	PUMPER ENGINE, E-1, #3087, 199	265,000.00	FIRE DEPT	06/01/1998	MOBILE EQUIPME
3002711.001	SKID UNIT	8,575.00	FIRE DEPT	07/24/2002	MOBILE EQUIPME
3002837.001	'96 INT'L RESCUE TRUCK	33,354.00	FIRE DEPT	05/05/2004	MOBILE EQUIPME
Total FIRE DEPT:		1,751,169.48			
3002962.001	5X8 TRAILER	1,775.00	GENERAL GOVER	07/13/2004	AUTOMOTIVE
2010006.001	CATS BUS	49,170.00	GENERAL GOVER	06/09/2010	MOBILE EQUIPME
2010026.001	DODGE NITRO	20,200.00	GENERAL GOVER	01/06/2010	MOBILE EQUIPME
2013013.001	FIBERGLASS PORTABLE TOILETS	1,410.00	GENERAL GOVER	08/24/2012	MOBILE EQUIPME
2013014.001	TRAILER FOR FIBERGLASS PORTABLE TOILETS	1,950.00	GENERAL GOVER	09/11/2012	MOBILE EQUIPME
3002566.001	MINIVAN, #5783, SAFARI, 2002	23,585.00	GENERAL GOVER	11/01/2001	MOBILE EQUIPME
3002640.001	PICKUP, 4X4, F150, #3161, 1999	18,437.00	GENERAL GOVER	06/01/1999	MOBILE EQUIPME
2980.001	PORTABLE RUNNING TARGET	19,972.00	GENERAL GOVER	05/24/2005	MOBILE EQUIPME
3004954.001	1999 Ford Passenger Bus	10,000.00	GENERAL GOVER	03/29/2006	MOBILE EQUIPME
3004971.001	Honda generators	6,450.00	GENERAL GOVER	06/14/2006	MOBILE EQUIPME
5002103.001	JEEP	17,950.00	GENERAL GOVER	06/23/2011	MOBILE EQUIPME
Total GENERAL GOVERNMENT:		170,899.00			
0708028.001	TRACTOR LOADER BLADE	3,065.00	GOLF	10/12/2007	MOBILE EQUIPME
0708029.001	VICON GYD DRIVE SPREADER	2,933.00	GOLF	02/11/2008	MOBILE EQUIPME
2009035.001	FAIRWAY MOWER	37,750.00	GOLF	08/31/2008	MOBILE EQUIPME
2009036.001	ELECTRIC LIFT GREENS GROOMER	3,738.26	GOLF	02/27/2009	MOBILE EQUIPME
2012022.001	JOHN DEERE 2500E HYBRID MOWER	76,960.00	GOLF	06/30/2012	MOBILE EQUIPME
3002477.001	WEED TRIMMER	396.00	GOLF	06/01/2001	MOBILE EQUIPME
3002478.001	WEED TRIMMER	396.00	GOLF	06/01/2001	MOBILE EQUIPME
3002479.001	LAWNMOWER, COMMERCIAL, WALK BE	780.00	GOLF	06/01/2001	MOBILE EQUIPME
3002480.001	LAWNMOWER, COMMERCIAL, WALK BE	780.00	GOLF	06/01/2001	MOBILE EQUIPME
2481.001	LAWNMOWER, WALK BEHIND	641.00	GOLF	06/01/2001	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
3002482.001	LAWNMOWER, WALK BEHIND	641.00	GOLF	06/01/2001	MOBILE EQUIPME
3002483.001	AERATOR W/ROLLER & RAKE	5,412.00	GOLF	06/01/2001	MOBILE EQUIPME
3002484.001	SPRAYER, 25 GAL	284.00	GOLF	06/01/2001	MOBILE EQUIPME
3002485.001	UTILITY VEHICLE, 4X2	16,792.00	GOLF	06/01/2001	MOBILE EQUIPME
3002486.001	UTILITY VEHICLE, 4X4	33,303.00	GOLF	06/01/2001	MOBILE EQUIPME
3002487.001	UTILITY VEHICLE, D, 4X4, HYD K	22,303.00	GOLF	06/01/2001	MOBILE EQUIPME
3002488.001	SPRAYER, 15 - 21' BOOM W/CONTR	11,551.00	GOLF	06/01/2001	MOBILE EQUIPME
3002489.001	UTILITY VEHICLE	7,940.00	GOLF	06/01/2001	MOBILE EQUIPME
3002490.001	UTILITY VEHICLE	7,940.00	GOLF	06/01/2001	MOBILE EQUIPME
3002491.001	UTILTIY VEHICLE, 4X2	7,415.00	GOLF	06/01/2001	MOBILE EQUIPME
3002492.001	SPREADER, PULL TYPE, GROUND DR	3,343.00	GOLF	08/27/2001	MOBILE EQUIPME
3002493.001	SPREADER, PENDULUM, MOUNTED ON	5,108.00	GOLF	08/27/2001	MOBILE EQUIPME
3002494.001	INJECTION SYSTEM, ROOT ZONE	21,027.00	GOLF	04/27/2002	MOBILE EQUIPME
3002495.001	AERATOR W/MINI TINE KIT	12,336.00	GOLF	05/26/2002	MOBILE EQUIPME
3002496.001	AERATOR W/CORING TINES	19,864.00	GOLF	05/01/2002	MOBILE EQUIPME
3002497.001	BUNKER RAKE	8,180.00	GOLF	05/26/2002	MOBILE EQUIPME
3002498.001	SPREADER, PUSH DROP, 36"	616.00	GOLF	06/01/2002	MOBILE EQUIPME
3002499.001	SPREADER, PUSH DROP, 36"	616.00	GOLF	06/01/2002	MOBILE EQUIPME
3002501.001	FAIRWAY MOWER W/REELS	32,443.00	GOLF	05/26/2002	MOBILE EQUIPME
3002503.001	GRASS MOWER, TUPLEX W/4 BLADE	21,210.00	GOLF	05/26/2002	MOBILE EQUIPME
3002504.001	TRACTOR, 5520	34,160.00	GOLF	05/26/2002	MOBILE EQUIPME
3002505.001	BACKHOE, 49A, ATTACHMENT	8,890.00	GOLF	05/26/2002	MOBILE EQUIPME
3002506.001	LOADER	4,269.00	GOLF	05/26/2002	MOBILE EQUIPME
3002507.001	UTILITY VEHICLE, 4X2, E-GATOR	7,415.00	GOLF	05/26/2002	MOBILE EQUIPME
3002598.001	WINCH TRUCK, #2598, 1986	10,000.00	GOLF	06/01/1986	MOBILE EQUIPME
3004934.001	Spray Boom	4,210.00	GOLF	05/16/2006	MOBILE EQUIPME
3004957.001	John Deere Progator/sprayer	32,295.46	GOLF	05/16/2006	MOBILE EQUIPME
Total GOLF:		467,002.72			
3000282.001	FUEL PUMP W/GALLONS, ELECTRIC	1,045.00	LANDFILL	06/01/1999	AUTOMOTIVE

Asset Number	Description	Total Cost	Department	Acq Date	Classification
0708036.001	3/4 TON PICKUP TRUCK 4X4	19,464.77	LANDFILL	07/11/2007	MOBILE EQUIPME
2009050.001	TOYOTA FORKLIFT	19,940.00	LANDFILL	02/23/2009	MOBILE EQUIPME
2012034.001	REFUSE COMPACTOR	333,323.85	LANDFILL	03/22/2012	MOBILE EQUIPME
3002604.001	DUMP TRUCK, 5 YD, 4X2, #106, 1	41,834.00	LANDFILL	03/01/1995	MOBILE EQUIPME
3004924.001	928G CATERPILLAR LOADER	92,747.00	LANDFILL	06/01/2005	MOBILE EQUIPME
3004975.001	Caterpillar D7R Dozer	233,386.10	LANDFILL	03/24/2006	MOBILE EQUIPME
5002120.001	CASE 521 WHEELED LOADER	126,656.05	LANDFILL	09/23/2010	MOBILE EQUIPME
Total LANDFILL:		868,396.77			
0707008.001	3/4 TON PICKUP TRUCK 4X4	19,464.77	PARKS	07/11/2007	AUTOMOTIVE
0020140.005	2013 John Deere 2500B Greens Mower	55,872.50	PARKS	11/18/2013	MOBILE EQUIPME
2009013.001	CEMETERY LOWER DEVICE	3,586.38	PARKS	12/24/2008	MOBILE EQUIPME
2010003.001	BLOWER	2,885.00	PARKS	01/01/2003	MOBILE EQUIPME
2010005.001	PICKUP,4X4,FLATBED,F250,#1	16,512.00	PARKS	12/01/1994	MOBILE EQUIPME
0013.001	JOHN DEER MOWER	10,415.98	PARKS	08/31/2009	MOBILE EQUIPME
2012017.001	CHEVY 4X4 W/PLOW	32,615.16	PARKS	06/30/2012	MOBILE EQUIPME
3002463.001	TRACTOR, 4X4, LOADER, #R1068,	16,000.00	PARKS	06/01/1992	MOBILE EQUIPME
3002464.001	MOWER, FRONT MOUNT, #R1101	13,627.50	PARKS	06/01/1988	MOBILE EQUIPME
3002466.001	SOD CUTTER, WALK BEHIND, 5.5 H	2,316.75	PARKS	06/01/1988	MOBILE EQUIPME
3002468.001	SNOW BLOWER, WALK BEHIND	1,050.00	PARKS	06/01/1988	MOBILE EQUIPME
3002471.001	MOWER, COMMERCIAL, DIESEL, 3 D	35,280.00	PARKS	06/01/2001	MOBILE EQUIPME
3002472.001	WATER TANK W/PUMP & REEL, PICK	1,237.50	PARKS	06/01/1988	MOBILE EQUIPME
3002476.001	SNOWPLOW, PICKUP TRUCK MOUNT,	1,837.50	PARKS	06/01/1988	MOBILE EQUIPME
3002563.001	TURF SWEEPER, #R1021, 1984	2,500.00	PARKS	06/01/1984	MOBILE EQUIPME
3002564.001	TRACTOR, #1025, 1988	7,676.00	PARKS	06/01/1988	MOBILE EQUIPME
3002565.001	LAWN COMBER, 5 HP	2,600.00	PARKS	06/01/1988	MOBILE EQUIPME
3002645.001	TRAILER, FLAT BED, DUAL, #482T	4,800.00	PARKS	06/01/2001	MOBILE EQUIPME
3002647.001	TRAILER, FLATBED, 20', #84TR,	3,000.00	PARKS	06/01/1986	MOBILE EQUIPME
02650.001	PICKUP, 4X4, F250, #2508, 1992	5,800.00	PARKS	06/01/1992	MOBILE EQUIPME
3002659.001	PICKUP, QUAD CAB, 4X4, #650, 2	22,000.00	PARKS	06/01/2001	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
Total PARKS:		261,077.04			
0020140.001	Police Interceptor Sedan - 2014 Ford Taurus	24,234.00	POLICE	08/07/2013	AUTOMOTIVE
0020140.002	Police Interceptor - 2014 Ford Taurus	23,577.00	POLICE	07/07/2013	AUTOMOTIVE
0020140.003	Police Interceptor - 2014 Ford Taurus	23,259.00	POLICE	08/07/2013	AUTOMOTIVE
2013023.001	PICKUP TRUCH FOR ANIMAL CONTROL	23,666.00	POLICE	09/24/2012	AUTOMOTIVE
2013024.001	ATTACHMENT TO ANINAL CONTROL PICKUP	11,734.00	POLICE	10/12/2012	AUTOMOTIVE
0708013.001	2007 DODGE CHARGER, Lic # 3223	24,440.00	POLICE	07/27/2007	MOBILE EQUIPME
0708014.001	2007 DODGE CHARGER	24,440.00	POLICE	07/27/2007	MOBILE EQUIPME
0708016.001	2007 DODGE CHARGER, Lic # 3515	24,440.00	POLICE	07/27/2007	MOBILE EQUIPME
0708017.001	2007 DODGE CHARGER, Lic # 6-6182	24,440.00	POLICE	07/27/2007	MOBILE EQUIPME
0708018.001	2007 DODGE CHARGER	24,440.00	POLICE	07/27/2007	MOBILE EQUIPME
0708019.001	2007 DODGE CHARGER, Lic # 3239	24,440.00	POLICE	07/27/2007	MOBILE EQUIPME
2009020.001	2007 JEEP GRAND CHEROKEE	16,700.00	POLICE	07/02/2008	MOBILE EQUIPME
2009021.001	2008 DODGE CHARGER	21,622.00	POLICE	07/25/2008	MOBILE EQUIPME
2009022.001	2008 DOGE CHARGER	21,622.00	POLICE	07/25/2008	MOBILE EQUIPME
3001696.001	FLASHLIGHT	90.00	POLICE	06/01/1988	MOBILE EQUIPME
3001773.001	BICYCLE, POLICE PATROL, NO SUS	471.75	POLICE	06/01/1988	MOBILE EQUIPME
3002662.001	TRAILER, RADAR, WHITE VAN, LIC	8,000.00	POLICE	06/01/1998	MOBILE EQUIPME
3002663.001	JEEP, LIC #3232, 2000	20,500.00	POLICE	06/01/2000	MOBILE EQUIPME
3002667.001	PICKUP, 1/2 TON, LIC #3066, RA	11,325.00	POLICE	06/01/1997	MOBILE EQUIPME
3002680.001	AUTOMOBILE, UNMARKED, LIC #70B	13,875.00	POLICE	06/01/1998	MOBILE EQUIPME
3004956.001	2003 Grand Cherokee	14,700.00	POLICE	03/14/2003	MOBILE EQUIPME
3004972.001	2006 Ford Crown Victoria	20,995.00	POLICE	06/14/2006	MOBILE EQUIPME
3004973.001	2006 Ford Crown Victoria	20,995.00	POLICE	06/14/2006	MOBILE EQUIPME
3004974.001	2006 Ford Crown Victoria	20,995.00	POLICE	06/14/2006	MOBILE EQUIPME
5001033.001	DIGITAL VIDEO CAMERAS	58,045.16	POLICE	07/20/2006	MOBILE EQUIPME
5002104.001	FORD EXPENDITION, Lic # 3179	29,143.00	POLICE	03/15/2011	MOBILE EQUIPME
5002105.001	FORD EXPEDITION, Lic # 3165	29,143.00	POLICE	03/15/2011	MOBILE EQUIPME
5002106.001	FORD EXPEDITION, Lic # 3135	29,143.00	POLICE	03/15/2011	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
5002107.001	ELECTRONIC RADAR SIGN	9,514.00	POLICE	12/09/2010	MOBILE EQUIPME
Total POLICE:		599,988.91			
2009006.001	RAM 2500 3/4 TON PICKUP	22,648.00	PUBLIC WORKS	11/07/2008	AUTOMOTIVE
2010009.001	DODGE AVENGER (WHITE)	16,600.00	PUBLIC WORKS	01/13/2010	AUTOMOTIVE
2012014.001	FORD 250	23,918.00	PUBLIC WORKS	06/30/2012	AUTOMOTIVE
3000897.001	TIRE MACHINE, AUTOMATIC	5,880.00	PUBLIC WORKS	06/01/2001	AUTOMOTIVE
3000898.001	TIRE MACHINE, AUTOMATIC	5,460.00	PUBLIC WORKS	06/01/1995	AUTOMOTIVE
3000899.001	VEHICLE LIFT, 2 POST, FLOOR MO	2,730.00	PUBLIC WORKS	06/01/1995	AUTOMOTIVE
3000900.001	VEHICLE LIFT, 2 POST, FLOOR MO	2,940.00	PUBLIC WORKS	06/01/2001	AUTOMOTIVE
3000902.001	WHEEL BALANCER, DIGITAL	5,137.50	PUBLIC WORKS	06/01/1988	AUTOMOTIVE
3000903.001	JACK STAND SET - LOT, MISC, MI	1,350.00	PUBLIC WORKS	06/01/1988	AUTOMOTIVE
3000908.001	BOTTLE JACK, FLOOR STYLE, PNEU	2,137.50	PUBLIC WORKS	06/01/1988	AUTOMOTIVE
5001008.001	2007 Ford Explorer	21,302.45	PUBLIC WORKS	05/22/2007	AUTOMOTIVE
11009.001	2007 Dodge Pickup	22,377.00	PUBLIC WORKS	05/22/2007	AUTOMOTIVE
5001010.001	2007 Dodge Pickup	17,699.00	PUBLIC WORKS	06/11/2007	AUTOMOTIVE
0708001.001	GRAFITTI REMOVAL SYSTEM	8,981.00	PUBLIC WORKS	08/20/2007	MOBILE EQUIPME
0708004.001	FORCE FEED LOADER	183,975.00	PUBLIC WORKS	12/28/2007	MOBILE EQUIPME
0708005.001	2008 STERLING LT 7500 TRUCK	91,470.00	PUBLIC WORKS	02/08/2008	MOBILE EQUIPME
2009007.001	VOLVO G946 MOTORGRADER	203,529.00	PUBLIC WORKS	12/19/2008	MOBILE EQUIPME
2009008.001	SIDE DUMP TRAILER	38,750.00	PUBLIC WORKS	09/18/2008	MOBILE EQUIPME
2009009.001	SLIDE SANDER FOR 1 TON	8,859.00	PUBLIC WORKS	01/15/2009	MOBILE EQUIPME
2010010.001	STAINLESS STEEL SANDER UNIT	15,984.00	PUBLIC WORKS	11/20/2009	MOBILE EQUIPME
2012013.001	SEMI TRACTOR	108,825.00	PUBLIC WORKS	06/30/2012	MOBILE EQUIPME
2012015.001	VOLVO LOADER	123,000.00	PUBLIC WORKS	06/30/2012	MOBILE EQUIPME
2012016.001	SIDE DUMP TRAILER	45,000.00	PUBLIC WORKS	06/30/2012	MOBILE EQUIPME
2013016.001	ASPHALT PAVER, 2012 LEE BOY MODEL 8510 B	129,950.00	PUBLIC WORKS	03/22/2013	MOBILE EQUIPME
3001090.001	2 MAN SCISSOR LIFT	6,500.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
11094.001	SNOWPLOW, TRUCK MOUNT	2,250.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002351.001	TRAILER, COMPRESSOR/WELDER, #R	5,800.00	PUBLIC WORKS	06/01/2002	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
3002353.001	ASPHALT ZIPPER, 36", ATCH, #R1	49,273.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002354.001	ROLLER, RUBBER TIRED, OMRG 252	41,451.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002355.001	SANDER, SPREADER, SLIDE-IN, #R	9,262.50	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002356.001	LAYDOWN MACHINE, #1135	110,803.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002357.001	PAINT STRIPER, SLIDE, #R1128,	28,975.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002358.001	LOADER, #R1072, 1994	80,000.00	PUBLIC WORKS	06/01/1994	MOBILE EQUIPME
3002359.001	PAVING BREAKER ATTCH, 1-1/8",	2,303.00	PUBLIC WORKS	06/01/1997	MOBILE EQUIPME
3002361.001	SKID STEER LOADER, #R1103, 199	15,964.00	PUBLIC WORKS	06/01/1998	MOBILE EQUIPME
3002362.001	BACKHOE, 4X4, EXT HOE, #R1071,	53,975.00	PUBLIC WORKS	06/01/1993	MOBILE EQUIPME
3002365.001	SEWER VIDEO CAMERA, #9057	8,480.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002366.001	BREAKER/MOLE POINT, ATTACHED,	4,400.00	PUBLIC WORKS	06/01/1998	MOBILE EQUIPME
3002367.001	SNOW BLOWER/BOBCAT, #R1108, 19	3,483.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002370.001	AIR COMPRESSOR, P185-WJD, #R11	11,387.00	PUBLIC WORKS	07/01/2000	MOBILE EQUIPME
3002375.001	BOAT MOTOR, 9.9 HP, OUTBOARD,	1,446.75	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002384.001	GATOR, 6x4, WORKSITE GATOR, #R	10,116.00	PUBLIC WORKS	06/01/2001	MOBILE EQUIPME
3002385.001	SNOW BLOWER, 47", ATTACH, #906	3,100.00	PUBLIC WORKS	06/01/2002	MOBILE EQUIPME
3002386.001	MOWER DECK, 60", ATTACH, FM, #	2,200.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002387.001	BROOM, 60", FRONT, ATTACH, #90	3,500.00	PUBLIC WORKS	06/01/2002	MOBILE EQUIPME
3002392.001	MOWER, RIDING, #R1069, 1992	15,081.10	PUBLIC WORKS	06/01/1992	MOBILE EQUIPME
3002393.001	GATOR, 6X4	7,500.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002394.001	SNOW BLADE, 72", GATOR, #9058,	1,013.00	PUBLIC WORKS	06/01/2001	MOBILE EQUIPME
3002397.001	MOWER DECK, 62", #9066, 2002	3,000.00	PUBLIC WORKS	06/01/2002	MOBILE EQUIPME
3002399.001	MOWER, W/CAB, 62", FRONT MOWER	24,625.00	PUBLIC WORKS	01/01/2002	MOBILE EQUIPME
3002403.001	MOWER, RIDING, #R1022, 1995	16,534.70	PUBLIC WORKS	06/01/1995	MOBILE EQUIPME
3002406.001	LAWN AERATOR, ATTACHMENT, AWO4	2,320.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002407.001	FLAIL MOWER, ATTACHMENT, 74",	2,320.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002408.001	ROTARY MOWER, ATTACHMENT, 6',	1,015.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002409.001	COMPACT TRACTOR, #R1111, 2000	16,600.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002410.001	STUMP GRINDER, PTO, #9048	3,495.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
3002413.001	BACKHOE, 3 POINT BACKHOE, #R11	4,995.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002414.001	MOWER DECK, 60", RDF MOWING, #	2,090.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002417.001	TAMPER, PED STYLE, #6044, 1999	2,600.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002420.001	GATOR, 6X4, #R113, 2000	6,356.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002422.001	SNOWBLOWER, 47", ATTACH, #9039	2,800.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002423.001	MOWER DECK, 60", ATTCH, #9038,	2,200.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002425.001	BROOM, ROTARY, ATTACH, #6049,	3,136.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002428.001	AERATOR, 8 WHEEL, 42", ATTACH,	1,918.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002429.001	SNOW BLOWER, 48", ATTACH, #R11	2,175.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002431.001	MOWER BAR, 7', SICKLE, #R1116	2,995.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002434.001	MOWING DECK, 72", #9041	1,575.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002436.001	TURF SWEEPER, #R1130, 1999	14,038.00	PUBLIC WORKS	09/01/2001	MOBILE EQUIPME
3002437.001	CAB, SOFT SIDED DELUXE, #R1118	1,385.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002439.001	AERATOR, 42", 12 WHEEL, 42", #	1,634.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002448.001	BALER, GARBAGE, #20025	331,000.00	PUBLIC WORKS	02/28/1999	MOBILE EQUIPME
3002449.001	SCRAPER, 15 YD, #R1056, 1988	240,000.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002452.001	BALER, CARDBOARD, #9029	6,375.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002453.001	BALER/CRUSHER, RECYCLING, #905	12,825.00	PUBLIC WORKS	06/01/1998	MOBILE EQUIPME
3002511.001	SANDER, SLIDE IN, 4 YD, #R1059	3,000.00	PUBLIC WORKS	06/01/1987	MOBILE EQUIPME
3002512.001	SANDER, SPREADER, SLIDE-IN, #R	3,000.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002513.001	AIR COMPRESSOR, ON TRAILER, #R	8,900.00	PUBLIC WORKS	06/01/1985	MOBILE EQUIPME
3002522.001	AIR COMPRESSOR, H.M.PLANT, #R1	3,250.00	PUBLIC WORKS	06/01/1984	MOBILE EQUIPME
3002553.001	MOWER, RIDING, 410B, #R1024, 1	6,130.00	PUBLIC WORKS	06/01/1994	MOBILE EQUIPME
3002554.001	TRACTOR, 430JD, #R1065, 1960	1,500.00	PUBLIC WORKS	06/01/1973	MOBILE EQUIPME
3002555.001	LOADER W/BUCKET, #R1112	2,995.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002558.001	COMPACTOR, #R1055, 1984	16,000.00	PUBLIC WORKS	06/01/1984	MOBILE EQUIPME
3002567.001	PICKUP, 3/4 TON, Lic # 3145, 1997	13,750.00	PUBLIC WORKS	10/01/2001	MOBILE EQUIPME
3002568.001	PICKUP, 4X4, RANGER, Lice #3143, 199	4,000.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002570.001	TRUCK, 1 TON, W/EQUIP, BR8L63-	20,186.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
3002571.001	TRAILER, FLATBED, 1 AXLE #403T	3,000.00	PUBLIC WORKS	06/01/1998	MOBILE EQUIPME
3002572.001	DUMP TRUCK, 10 YD, #3149, 1999	59,858.00	PUBLIC WORKS	06/01/1999	MOBILE EQUIPME
3002573.001	TRAILER, BELLY DUMP, 20 YD, #3	23,000.00	PUBLIC WORKS	06/01/1995	MOBILE EQUIPME
3002574.001	TRAILER, FLATBED, #127TR, 1992	4,000.00	PUBLIC WORKS	06/01/1992	MOBILE EQUIPME
3002578.001	AUTOMOBILE, CROWN VIC, LTD, #1	4,500.00	PUBLIC WORKS	06/01/1994	MOBILE EQUIPME
3002579.001	TRACTOR TRUCK, 6X4, 1800, 3248	59,500.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002581.001	TRAILER, FLATBED, SIGN, SHOP M	1,800.00	PUBLIC WORKS	06/01/1988	MOBILE EQUIPME
3002585.001	DUMP TRUCK, 5 YD, 4X2, 4700, #	35,000.00	PUBLIC WORKS	06/01/1996	MOBILE EQUIPME
3002587.001	PICKUP, 4X4, F150, #950, 1989	5,000.00	PUBLIC WORKS	06/01/1989	MOBILE EQUIPME
3002588.001	PICKUP, REG CAB, W/UTILITY BOX	15,000.00	PUBLIC WORKS	06/01/1997	MOBILE EQUIPME
3002589.001	PICKUP, 4X4, EX CAB, 1500, #15	19,000.00	PUBLIC WORKS	06/01/1997	MOBILE EQUIPME
3002591.001	DUMP TRUCK, 5 YD, 4700, #3242,	30,000.00	PUBLIC WORKS	06/01/1995	MOBILE EQUIPME
3002592.001	DUMP TRUCK, 8 YD, #2503, 1983	7,500.00	PUBLIC WORKS	06/01/1983	MOBILE EQUIPME
3002611.001	TRAILER, FLATBED, #5TR, 1997	5,000.00	PUBLIC WORKS	06/01/1997	MOBILE EQUIPME
3002614.001	PICKUP, REG CAB, 4X4, RANGER X	12,528.00	PUBLIC WORKS	06/01/1993	MOBILE EQUIPME
3002615.001	DUMP TRUCK, 5 YD, #1433, 1995	35,000.00	PUBLIC WORKS	06/01/1995	MOBILE EQUIPME
3002616.001	BUCKET TRUCK, 40' BOOM, 4900 C	35,875.00	PUBLIC WORKS	08/01/2001	MOBILE EQUIPME
3002620.001	EXPLORER, 4-WHEELER, #25, 1998	3,850.00	PUBLIC WORKS	06/01/1998	MOBILE EQUIPME
3002631.001	DUMP TRUCK, 1 TON, 3500, CHASS	26,010.00	PUBLIC WORKS	06/01/2000	MOBILE EQUIPME
3002636.001	PICKUP, QUAD CAB, 4X4, 3/4 TON	23,413.00	PUBLIC WORKS	02/01/2002	MOBILE EQUIPME
3004876.001	2006 John Deere Backhoe	68,386.00	PUBLIC WORKS	06/01/2006	MOBILE EQUIPME
3004925.001	D7 CATERPILLAR DOZER	11,379.00	PUBLIC WORKS	12/05/2006	MOBILE EQUIPME
3004947.001	Tilt bed trailer (Dressen)	5,500.00	PUBLIC WORKS	06/04/2006	MOBILE EQUIPME
3004951.001	Miller welder	1,400.00	PUBLIC WORKS	04/28/2006	MOBILE EQUIPME
3004955.001	Hamm roller	34,222.00	PUBLIC WORKS	05/16/2006	MOBILE EQUIPME
3004961.001	Auto Scrubber	6,750.65	PUBLIC WORKS	10/27/2005	MOBILE EQUIPME
3004977.001	2007 Navister - Sweeper	133,726.00	PUBLIC WORKS	06/26/2006	MOBILE EQUIPME
5001020.001	6 YD Dump Truck	64,064.00	PUBLIC WORKS	09/14/2006	MOBILE EQUIPME
5001021.001	V-Box Spreader	13,856.00	PUBLIC WORKS	04/10/2007	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
5002102.001	SWEEPER	153,950.00	PUBLIC WORKS	06/30/2011	MOBILE EQUIPME
Total PUBLIC WORKS:		3,281,551.15			
0020140.004	15 Passenger Van - Recreation	22,439.00	RECREATION	07/09/2013	AUTOMOTIVE
0708010.001	2008 F250 4X4 CREW CAB XL	21,414.00	RECREATION	01/15/2008	AUTOMOTIVE
2010027.001	DODGE NITRO	20,200.00	RECREATION	12/30/2009	AUTOMOTIVE
3002644.001	VAN, VANP, #127, 2001	24,561.00	RECREATION	06/01/2001	AUTOMOTIVE
2012000.300	VAN, #3342, 2001	-	RECREATION	06/01/2001	AUTOMOTIVE
2009019.001	PLOW BLADE FOR PICKUP TRCK	1,659.00	RECREATION	12/22/2008	MOBILE EQUIPME
2013034.001	JOHN DEER AERCORE	14,870.41	RECREATION	04/19/2013	MOBILE EQUIPME
3002454.001	POWER RAKE, 5 HP, #9025	637.50	RECREATION	06/01/1988	MOBILE EQUIPME
3002455.001	MOWER, 21", #9034, 2000	699.00	RECREATION	06/01/2000	MOBILE EQUIPME
3002456.001	MOWER, 21", 2000	699.00	RECREATION	06/01/2000	MOBILE EQUIPME
3002457.001	MOWER, RIDING, #R1104, 1998	17,261.50	RECREATION	06/01/1998	MOBILE EQUIPME
02562.001	AIR COMPRESSOR, 100 PSI, #R104	3,000.00	RECREATION	06/01/1979	MOBILE EQUIPME
3002601.001	PICKUP, 4X4, XL - F250, #1429,	8,500.00	RECREATION	06/01/1995	MOBILE EQUIPME
2012000.200	TRAILER, CANOE, 16'W/6 CANOES,	-	RECREATION	06/01/1994	MOBILE EQUIPME
Total RECREATION:		135,940.41			
2009045.001	RAM 2500 3/4 TON 4X4	21,170.00	WASTE WATER	12/22/2008	MOBILE EQUIPME
2012031.001	2012 DODGE RAM 1500 4X4	21,971.00	WASTE WATER	01/27/2012	MOBILE EQUIPME
2012032.001	GRIT HAULING TRAILER	6,600.00	WASTE WATER	05/04/2012	MOBILE EQUIPME
Total WASTE WATER:		49,741.00			
2013036.001	PICKUP TRUCK WATER PLANT	23,536.00	WATER FUND	03/04/2013	AUTOMOTIVE
0708030.001	3/4 TON PICKUP TRUCK 4X4	19,464.77	WATER FUND	07/11/2007	MOBILE EQUIPME
0708035.001	3/4 TON PICKUP TRUCK 4X4	19,464.77	WATER FUND	07/11/2007	MOBILE EQUIPME
2009038.001	RAM 2500 4X4	22,762.00	WATER FUND	11/07/2008	MOBILE EQUIPME
2009039.001	JOHN DEER 200D EXCAVATOR	168,365.00	WATER FUND	11/07/2008	MOBILE EQUIPME
09044.001	DUAL AXLE TRAILER	2,000.00	WATER FUND	06/16/2009	MOBILE EQUIPME
2009046.001	RAM 2500 3/4 TON 4X4	21,170.00	WATER FUND	12/22/2008	MOBILE EQUIPME

Asset Number	Description	Total Cost	Department	Acq Date	Classification
2010029.001	DODGE AVENGER	16,600.00	WATER FUND	12/17/2009	MOBILE EQUIPME
2010031.001	DETACHABLE GOOSNECK TRAILER	32,750.00	WATER FUND	01/04/2010	MOBILE EQUIPME
2010032.001	CASE BACKHOE	72,581.45	WATER FUND	03/29/2010	MOBILE EQUIPME
2012024.001	DODGE RAM 1500 4X4	21,971.00	WATER FUND	11/17/2011	MOBILE EQUIPME
2013038.001	BACKHOE, CASE 580SN	86,787.00	WATER FUND	01/24/2013	MOBILE EQUIPME
3002374.001	FORKLIFT, #R1134, 2000	18,304.00	WATER FUND	06/01/2001	MOBILE EQUIPME
3002377.001	BOAT, FLAT BOTTOM, W/MOTOR, WT	1,500.00	WATER FUND	06/01/1999	MOBILE EQUIPME
3002444.001	PUMP, 6", TRASH PUMP, W/TRAILE	7,000.00	WATER FUND	06/01/1979	MOBILE EQUIPME
3002446.001	TRAILER, HYDRO DUMP, #345TR, 1	2,500.00	WATER FUND	06/01/1996	MOBILE EQUIPME
3002447.001	SKID STEER LOADER, #R1107, 199	13,681.00	WATER FUND	06/01/1998	MOBILE EQUIPME
3002523.001	BACKHOE, LOADER, #R1042, 1985	22,500.00	WATER FUND	06/01/1985	MOBILE EQUIPME
3002530.001	WELDER, ON TRAILER, #R1045, 19	2,150.00	WATER FUND	06/01/1979	MOBILE EQUIPME
3002539.001	WATER PUMP, 3", #R1081, 1989	1,450.00	WATER FUND	06/01/1989	MOBILE EQUIPME
3002545.001	PIPE TAPERING TOOL, #R1085, 19	1,250.00	WATER FUND	06/01/1995	MOBILE EQUIPME
3002547.001	FRONT END LOADER, #R1039, 1979	11,000.00	WATER FUND	06/01/1979	MOBILE EQUIPME
3002594.001	PICKUP, 4X4 RAM, #3125, BR7L62	18,920.00	WATER FUND	06/01/1999	MOBILE EQUIPME
3002595.001	TRAILER/SEWER CAMERA, FLBOX/CO	5,000.00	WATER FUND	06/01/1994	MOBILE EQUIPME
3002597.001	TRUCK, CAMEL SEWER JET, TOPKIC	129,616.00	WATER FUND	08/01/1992	MOBILE EQUIPME
3002599.001	DUMP TRUCK, 5 YD, 4700 - 360,	32,645.00	WATER FUND	08/01/1991	MOBILE EQUIPME
3002602.001	FLATBED TRAILER, UTILITY, #310	1,000.00	WATER FUND	06/01/1988	MOBILE EQUIPME
3002603.001	PICKUP, 4X4, RAM 2500, MAGNUM,	20,570.00	WATER FUND	05/01/2000	MOBILE EQUIPME
3002605.001	DUMP TRUCK, 5 YD, 4X2, #948, 1	33,138.00	WATER FUND	06/01/1996	MOBILE EQUIPME
3002609.001	PICKUP, 4X4, REG CAB, RAM 2500	20,570.00	WATER FUND	05/01/2000	MOBILE EQUIPME
3002610.001	PICKUP, 4X4, QUAL CAB WD25, #1	22,829.00	WATER FUND	02/01/2002	MOBILE EQUIPME
5002115.001	SINGL AXLE DUMP TRUCK	80,043.00	WATER FUND	11/15/2010	MOBILE EQUIPME
5002116.001	1/2 TON FORD PICKUP	18,485.00	WATER FUND	03/24/2011	MOBILE EQUIPME

Total WATER FUND:

971,602.99

Grand Totals:

8,557,369.47

Asset Number	Description	Total Cost	Department	Acq Date	Classification
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Report Criteria:

Asset.Disposition Date = {Is NULL}

[Report].Classification = "AUTOMOTIVE","MOBILE EQUIPMENT"

FY 2013-2014 Debt Service

(Last update 4/1/2014)

	AMOUNT	PAYMENT	PAID	RATE	TERM	
Loan WWDC	\$2,266,090.73	\$150,278.00	Annual	4.00%	24 Years	Sage Creek Water Line
Loan SLIB-DWSRF LOAN#069	\$342,990.00	\$25,077.00	Annual	2.50%	15 Years	Water Storage Tanks
Loan DWSRF LOAN #080	\$344,998.00	\$25,259.93	Annual	2.50%	15 Years	Spruce Street - Water
Loan WWDC	\$1,970,797.08	\$113,971.39	Annual	4.00%	29 Years	Atlantic Riv Reservoir Rehabilitation
Loan WWDC	\$849,573.84	\$50,023.00	Annual	4.00%	28 Years	Reservoir Water Transmission line
TOTAL WATER FUND	\$5,774,449.65	\$364,609.32				
Loan CWSRF LOAN #085	\$1,009,858.00	\$73,531.00	Annual	2.50%	15 Years	West Rawlins Utility Extention
Loan CWSRF LOAN #090	\$647,143.53	\$52,267.49	Annual	2.50%	15 Years	Spruce Street - Sewer
TOTAL SEWER FUND	\$1,657,001.53	\$125,798.49				
Loan Bnk of Rawlins						Golf Course Road (last payment 6/2013)
Loan WAM-WWCA	\$44,096.00	\$5,336.00	Annual	0.00%	7 Years	Energy Lease Programs
Lease Capital Bus. Systems		\$15,193.44	Annual	0.00%	6 Months	Copier lease for 5 machines for 4 years
Lease Pitney Bowes		\$9,968.64	Annual	0.00%	9 Months	Pitney folder/inserter & mailing equipment
TOTAL GENERAL FUND	\$44,096.00	\$30,498.08				

Note: The "New" water and sewer projects approved in FY 2013-2014 are not included in the information above as these six (6) projects have not even started in FY 2013-2014.

CAPITAL PROJECTS LIST (FY 2014-2015)

General Fund Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 Recommended	FY 14-15 City Council Adopted
City Manager:					
City Attorney:					
10-4102-725	Study/Rewrite Franchise		\$10,000	\$10,000	
Information Technology:					
10-4104-715	Replacement Server		\$6,000	\$6,000	
10-4104-715	Replacement of Cameras @ City Council Chambers		\$10,000	\$10,000	
10-4104-715	Installation of Public Meeting Software/Hardware		\$10,000	\$10,000	
P.W.- Administration:					
P.W.- Shop:					
10-4302-700	1/2 Ton 4x4 Pickup	\$33,000			
P.W. - Street					
10-4303-705	Hot Mix Plant (Carry Forward Year-to-Year to reach \$520,000)		\$60,000		
10-4303-740	Street Infrastructure Improvments	\$600,000	\$600,000	\$100,000	
10-4303-740	Street Stripping		\$10,000	\$10,000	

General Fund Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
P.W. - Facilities:					
10-4707-730	P.W.: Replace Entrance Door to P.W.		\$4,400	\$4,400	
10-4307-730	P.W.: Repaint Depot		\$4,800	\$4,800	
10-4307-730	P.W.: Purchase & Install Backup Generator for City Hall		\$50,000		
10-4307-730	Recreation: Build Bathrooms at Rob Roy		\$80,000		
10-4307-730	Recreation: Air Conditioning Plans for Recreation Center	\$25,000	\$52,000	\$52,000	
10-4307-730	Fire: Re-Roof Fire Station #2		\$85,000	\$85,000	
10-4307-730	Fire: Exterior Lighting Replacement (LED)		\$2,000	\$2,000	
10-4307-730	Fire: Repair Brickwork on North East Corner of Fire Station #2		\$2,500	\$2,500	
10-4307-730	Fire: Yard & Irrigation Rehabilitation @ Fire Station #2		\$5,000	\$5,000	
10-4307-730	Fire: Repair Parking Lot @ Fire Station #2		\$7,500	\$7,500	
10-4307-730	Fire: New Garage Doors on North Side of Fire Station #2		\$12,000	\$12,000	
10-4307-730	Fire: Insulate Storage Building @ Fire Station #2		\$14,000	\$14,000	
10-4307-730	Fire: Replace Counter Tops @ Front Desk Fire Station #2		\$1,650	\$1,650	
10-4307-730	Police: Replace Portions of Shelter Flooring		\$8,500	\$8,500	
10-4307-730	Police: Replace Carpet 2nd Floor of Police Facility		\$5,000	\$5,000	
10-4307-730	Police: Impound Evidence Cage & Improvements @ PD Impound Bldg.		\$8,000	\$8,000	
10-4307-730	Police: Remodel & Upgrade of Evidence Room		\$75,000		
Police:					
10-4601-715	Spillman CAD with Priority Dispatch Emerg Medical Dispatch		\$15,000	\$15,000	
10-4601-730	Security Locks & Key Control (all facilities & properties)		\$40,000	\$40,000	
10-4601-705	Continuation of Mobile Radio Upgrades		\$28,000	\$28,000	
10-4601-705	Continuation of Siren Box Upgrades		\$4,000	\$4,000	
10-4601-705	Portable Radio Replacement		\$115,000	\$115,000	
10-4601-705	(Motorola Lease Program also Available, \$30k to \$55k based of terms)				
10-4601-715	Unlimited Spillman Mobile Licensing		\$25,000		
10-4601-705	Patrol Car "Video" Replacement (continuation)		\$28,000	\$28,000	
10-4601-705	Taser Replacement (continuation)		\$18,000	\$18,000	
10-4601-700	Replace Patrol Vehicles (3) & Admin/Investigator Vehicle		\$105,000	\$105,000	
10-4601-715	Priority Dispatch ProQA Law & Fire and Interface to Spillman		\$115,000		
10-4615-715	Electronic Citation with Spillman interface		\$58,000		
10-4601-705	Improve Cabinetry/Security in Special Response Vehicle		\$8,000	\$8,000	

General Fund Department/ Division	Description	FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
Fire:					
10-4701-700	Type 5 Wildland Brush Truck	\$55,000			
10-4701-705	Aerial Maintenance School		\$6,000	\$6,000	
10-4701-705	Turn Out Gear (6 sets)		\$16,000	\$16,000	
10-4701-705	Pagers		\$5,000	\$5,000	
10-4701-705	Portable Radios		\$15,000	\$15,000	
10-4701-705	Duty Coats		\$4,500	\$4,500	
10-4701-705	Structure Boots (12 pair)		\$5,000	\$5,000	
10-4701-705	Mobile Radios (4)		\$26,000	\$26,000	
10-4701-705	K12 Saws (2)		\$4,500	\$4,500	
10-4701-730	Training Ground Props		\$12,500	\$12,500	
10-4701-730	Security Locks & Key Control (all facilities & properties)		\$8,000	\$8,000	
10-4701-730	Breathing Air Compressor		\$52,000	\$52,000	
10-4701-730	Industrial Washing Machine		\$10,000	\$10,000	
10-4701-730	Residential Washers & Dryers		\$6,500	\$6,500	
10-4701-735	Grant Match-Assistance to Firefighter		\$10,000	\$10,000	
10-4701-735	Grant Match-Wildland Firefighting		\$5,000	\$5,000	
10-4701-705	Regional Training Hosting		\$5,000		
10-4701-725	New Fire Station Discussion				
10-4710-715	MTD Mount/Install (code enforcement PC)		\$5,000	\$5,000	
GF Capital Improvements:					
10-4850-699	Airport JPB Capital Matching Funds		\$26,016	\$26,016	
10-4850-700	Wayfinding Sign-Matching Funds (\$5k fr DDA/\$127,525 fr City)		\$132,525	\$132,525	
10-4850-704	Old Pen JPB Capital Matching Funds		\$10,869	\$10,869	
10-4850-892	WAM Engery Lease Program #2		\$3,936	\$3,936	
10-4850-894	WAM Engery Lease Program #3		\$1,401	\$1,401	

Recreation & Parks
Department/
Division

Description

FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
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Golf Center:
15-4101-705

Golf Cart Lease

	\$36,617	\$36,617	
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Recreation Center:

Shooting Ranges:

Green Space Maintenance:

15-4515-715
15-4515-730
15-4515-730
15-4515-730

Geoprospecting in the Cemetery
Infield Clay Mix for Ball Fields
Reforestation of Green Space
Cemetery Irrigation System (estimated carry-over)

	\$15,000	\$15,000	
	\$10,000		
	\$5,000	\$5,000	
\$100,000	\$150,000	\$150,000	

TOTAL ADOPTED CAPITAL BUDGET FOR GENERAL/RECREATION FUNDS:

	\$2,259,714	\$1,281,714	\$0
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Recurring Revenues Available (City and State)

	\$1,263,162	-\$18,552	
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(Working Capital Reserve will be at \$4,000,000 and available to cover)
(the \$18,552 (\$13,552 Gen Cash + \$5,000 DDA) and Part-Time-Flex)
(less than \$100,000) will be more than \$200,000 in excess cash.)

Water Utility Fund		FY 14-15	FY 14-25	FY 14-15	FY 14-15
Department/ Division	Description	Carry Forward Item	Department Requested	City Manager Recommended	City Council Adopted
Water Distribution:					
51-4304-705	Valve Exerciser with Accessories		\$90,000	\$90,000	
51-4304-705	Shop Air Compressor		\$10,000	\$10,000	
51-4304-705	Small Track Hoe (50%)		\$75,000	\$75,000	
51-4304-730	Shelving		\$2,500	\$2,500	
51-4303-730	12 x 16 Storag Shed		\$2,500	\$2,500	
51-4304-750	Meter Replacement		\$96,500	\$96,500	
51-4304-750	Hydrant Infrastructure Replacement		\$30,000	\$30,000	
51-4304-750	Infrastructure Replacement		\$162,000	\$162,000	
Water Treatment Plant:					
51-4305-730	Tank Rehab		\$100,000	\$100,000	
51-4305-750	Nugget Well Field #1 Well - Rehabilitation	\$100,000			
TOTAL ADOPTED CAPITAL BUDGET FOR WATER UTILITY FUND:			\$391,000	\$568,500	
Recurring Revenues Available (City)			\$341,595		
(Estimated Working Capital Reserve July 1, 2013)			\$1,208,046	<u>\$1,549,641</u>	
Remaining FY 2014-2015 (Working Capital Reserve)				\$981,141	

WasteWater Utility Fund		FY 14-15	FY 14-25	FY 14-15	FY 14-15
Department/ Division	Description	Carry Forward Item	Department Requested	City Manager Recommended	City Council Adopted
Wastewater Collection:					
52-4303-705	Trailers for Hauling/Set-up of Toilet (2)		\$2,000	\$2,000	
52-4303-705	1000' FT. Piranah Hose		\$3,300	\$3,300	
52-4303-705	Small Track Hoe		\$75,000	\$75,000	
52-4303-760	Wastewater Infrastructure Replacement		\$150,000	\$100,000	
52-4303-760	Manhole Replacement		\$150,000	\$100,000	
Wastewater Plant:					
52-4310-730	Closing Ponds 1 & 2 (estimated carry forward)	\$90,000			
52-4310-730	Dredging and Cleaning Pond 3	\$166,000	\$200,000	\$200,000	
TOTAL ADOPTED CAPITAL BUDGET FOR WASTEWATER UTILITY FUND:			\$578,300	\$480,300	
Recurring Revenues Available (City)			\$196,001		
(Estimated Working Capital Reserve July 1, 2013)			\$560,818	<u>\$756,819</u>	
Remaining FY 2014-2015 (Working Capital Reserve)				\$276,519	

Solid Waste Landfill Fund

Department/
Division

Description

FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
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Landfill:

53-4311-705	Dozer (10 year Term with \$100,000 for first two years, total \$1,000,000)	\$100,000		
53-4311-730	Debris Fencing (Carry Forward remaining)	\$60,000	\$60,000	
53-4311-730	Signage	\$5,000	\$5,000	
53-4311-765	Debt Service on \$150,000 loan from General Fund	\$50,000	\$50,000	

TOTAL ADOPTED CAPITAL BUDGET FOR SOLID WASTE LANDFILL FUND:

\$215,000 \$115,000

Recurring Revenues Available (City)
(Estimated Working Capital Reserve July 1, 2013)

\$104,729
\$100,000 \$204,729

(Contingency Budgeted at \$65,000 providing \$35,000 to Capital)

Remaining FY 2014-2015 **\$89,729**
(Working Capital Reserve)

(Recommendation is to look at the \$1,000,000 plus revenues available
(from consensus funding for "Large Equipment Purchase")

Solid Waste Recycling Fund

Department/

Division

Description

FY 14-15 Carry Forward Item	FY 14-25 Department Requested	FY 14-15 City Manager Recommended	FY 14-15 City Council Adopted
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Recycling:

54-4312-700

1 Ton 4x4 Dual Rear Wheels

\$45,000

\$45,000

54-4312-705

Additional Bins

\$8,000

\$8,000

54-4312-730

Signs

\$1,000

\$1,000

TOTAL ADOPTED CAPITAL BUDGET FOR SOLID WASTE RECYCLING FUND:

\$54,000

\$54,000

Recurring Revenues Available (City)

\$51,063

(Estimated Working Capital Reserve July 1, 2013)

\$34,847

\$85,910

Remaining FY 2014-2015

\$31,910

(Working Capital Reserve)