

City of Rawlins, Wyoming

FY 2023-24 Budget and Supplemental Information





City of Rawlins, Wyoming

**Proposed Annual Operating
and Capital Budget**

For the Fiscal Year Ending June 30, 2024

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Budget Message



City Manager
PO Box 953
Rawlins, WY 82301
Interim Thomas E. Sarvey

Honorable Mayor, City Council Members and Community Members of Rawlins,

I am pleased to present the City of Rawlins's Fiscal Year 2024 Proposed Budget to the City Council and the community. The Proposed Budget was introduced at a public meeting as part of the first reading of the budget ordinance on May 10, 2023. The second reading of the budget ordinance will take place at the regular council meeting on June 5, 2023, and the third and final reading of the budget ordinance will take place at a special council meeting on June 14, 2023. This budget serves as the policy and operational guide for the city in the upcoming fiscal year, which begins on July 1, 2023, and ends June 30, 2024.

The City's proposed expenditure budget for Fiscal Year 2024 totals \$22,785,496. The proposed budget includes a General Fund expenditure allocation of \$12,378,915. The budget is balanced and includes expenditure allocations for the General Fund, Capital Projects Funds, Enterprise Funds and Internal Service Fund. The budget was built in accordance with Council priorities and reflects our shared commitment to providing valuable government services in a cost-effective and efficient manner.

The City's budget philosophy is to focus on continuing fiscal strength by conservative forecasting and managing expenditure growth, which positions the City for financial viability. We desire to continue the traditions of transparency, maintaining strong financial policies, adding efficiencies, providing essential public services in innovative ways, and maintain infrastructure to make Rawlins attractive for businesses and our current residents. It is critical that our actions build upon past successes and continue to advance Council priorities.

The adopted budget continues to fund existing City services and programs at their current level with adjustments for necessary increases for inflation, labor cost changes and contractual requirements. New initiatives or expansion of current programs and services were based on need, the value to the Rawlins community, and Council priorities.

The budget creation process was very challenging this year, especially for the General Fund, and required difficult choices on how to best spend our city's valuable resources. The City of Rawlins, like most other government entities, is facing a budget sustainability challenge where expenses increase each year at a pace that exceeds growth in resources. One area in which inflation is outpacing the organization's ability to sustain consistency is in salaries and wages. The salary and wage base for Fiscal Year 2024 will remain unchanged from Fiscal Year 2023 levels despite increasing inflation.

The General Fund revenue budget for Fiscal Year 2024 includes roughly \$218,711 of increased revenue from the Biennial Supplemental Funds Direct Distribution. At the 2023 Legislative Session, the Legislature adopted a supplemental budget, which added \$26,250,000 to the direct distribution appropriation second year of biennium. These additional funds will be disbursed with the Madden/Bebout formula. These additional funds bring the total funding from the distribution for the biennium to \$146,250,000.

The General Fund Revenue Budget for Fiscal Year 2024 also includes roughly \$652,456 of increased revenue from General Sales and Use Taxes, or 10%. For the State of Wyoming, total taxable sales grew 13.6% in the fourth quarter of 2022 compared to the prior year. This strong performance was mostly attributed to continued expansions in retail sales and the robust rebound in mining. During the same time period, total taxable sales in Carbon County increased 44.4%.

The Water Fund revenue budget for Fiscal Year 2024 includes a \$977,243 increase in revenue due to increased utility rates. The increased rates were recommended in a water rate study performed by Carl Brown of gettinggreatrates.com. The increased rates went into effect in November 2022.

Our single largest challenge that we face this year is a failing water collection system and fatigued water transmission line. The City of Rawlins main water supply hies approximately 32 miles south of town. A steel transmission line that leads to the Water Treatment Plant is in need of major repairs and modernization. This past year the city has replaced 10,000 feet of wood stave pipeline with PVC pipe. Moving forward the city plans to rehabilitate the 32-mile steel transmission line including cathodic protection, air-vac valves, and blow-off valves. The City is also financing work to the water per-treatment plant which will allow water from the North Platte River to supplement the spring water received from the months south of town.

I am proud of the work staff has done on the Fiscal Year 2024 operating budget. As a team we were able to come together and have honest and hard conversations on the need for expense reductions to balance the budget. Departments went above and beyond in their work to scour their budgets and processes to find efficiencies and reduce costs to balance the Fiscal Year 2024 budget. However, the very difficult work toward establishing a sustainable budget is not complete and the budget process for Fiscal Year 2025 and future years will again be difficult if we don't begin working towards budget sustainability.

I hope that you will find this budget to be easy to use and informative.

Thomas E. Sarvey CPA
Interim City Manager/Finance Director

ORDINANCE NO 6 - 2023

AN ORDINANCE OF THE GOVERNING BODY APPROPRIATING MONEY FOR THE FISCAL YEAR 2023-2024 MUNICIPAL BUDGET FOR THE CITY OF RAWLINS, CARBON COUNTY, WYOMING, IN ACCORDANCE WITH THE WYOMING MUNICIPAL FISCAL PROCEDURES ACT.

WHEREAS, pursuant to Wyoming State Statute §16-4-103, *Budget Requirements*, the Governing Body of the City of Rawlins acknowledges the requirement that municipal budgets be prepared each fiscal year allowing adequate management control of Intragovernmental and Enterprise Funds and these fund accounts shall not be deemed to spend amounts in excess of those budgeted; and

WHEREAS, pursuant to Wyoming State Statute §16-4-104(b), the format of the proposed budget shall be prepared to best serve the municipality and shall set forth: (i) Actual revenues and expenditures in the last completed budget year; (ii) Estimated total revenues and expenditures for the current budget year; and (iii) the estimated available revenues and expenditures for the ensuing budget year; and

WHEREAS, pursuant to Wyoming State Statute §16-4-104(d), the proposed and adopted budget shall be accompanied by a budget message with an explanation for the budget, containing an outline of the proposed financial policies, stating reasons for changes from the previous year in appropriation and revenue items contained in Exhibit “B”; and

WHEREAS, pursuant to Wyoming State Statute §16-4-104(e), the proposed budget has been reviewed and considered by the Governing Body of the City of Rawlins, Carbon County, Wyoming in a regular meeting called for this purpose with a statutory public hearing being publicly noticed and held at 7:30pm on June 14, 2023, for this purpose; and

WHEREAS, pursuant to Wyoming State Statute §16-4-111(a), the Governing Body of the City of Rawlins, Carbon County, Wyoming, shall make necessary appropriations and adopt the Fiscal Year 2023-2024 Municipal Budget within twenty-four (24) hours of the conclusion of the public hearing; and

WHEREAS, the proposed budget includes salaries and benefits for all proposed budgeted positions, including but not limited to newly budgeted and/or newly created positions; and

WHEREAS, due to the financial uncertainty across the State of Wyoming and in an effort to be fiscally responsible, the proposed 2023-2024 positions not currently budgeted shall not be

posted, advertised, or filled until the Governing Body of the City of Rawlins, Carbon County, Wyoming, takes official action during a public meeting to make adjustments to this budget set forth herein: and

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	\$500,000.00
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Section 1, That for the General Fund for the City there will be levied a tax of eight and no tenths (8.0) mills on all real and personal property located in the City of Rawlins, Carbon County, Wyoming, subject to taxation for the purpose of raising the sum of Five Hundred Thousand Dollars (\$500,000.00).

and

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such budget, and such budget is now in the form to be adopted, the same is hereby adopted as the official City Budget for the Fiscal Year ending June 30, 2024.

Details of General Fund

City Council	\$ 98,446
City Manager	426,147
City Attorney	338,426
Municipal Court	200,803
Information Technology	371,259
Human Resources	258,076
CATS Bus	59,122
Finance	474,136
Non-Departmental	527,073
Public Works	300,653
Central Shops and Warehouse	293,350
Streets Division	643,357
Building Maintenance	701,465
Community Development	127,174
Building Code Enforcement	111,645
Police Administration	2,708,244
Animal Control	168,679
911 Center	706,082

Fire Department	1,229,215
Code Enforcement	97,339
Non-Profit Agencies	217,500
Downtown Development	114,747
Golf Course	495,411
Club House	236,622
Recreation Grants	601,450
Recreation Center	789,145
Shooting Range	110,051
Green Spaces	582,466
Impact Assistance	<u>7,500</u>
Total General Fund	\$12,995,583

Details of Capital Project Funds

Specific Purpose Fund	\$1,445,558
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Details of Enterprise Funds

Water	3,198,742
Sewer	1,619,601
Landfill	1,534,299
Recycling	<u>270,557</u>
Total Enterprise Funds	\$6,623,199

Details of Internal Service Fund

Health Insurance	2,337,824
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Carryover of Capital Items from FY 2023

General Fund	542,831
General Fund Impact Assistance	1,848,681
Enterprise Funds	
Water Fund	419,000
Sewer Fund	170,000
Landfill Fund	34,000
Recycling Fund	<u>85,000</u>
Total Carryover	\$3,099,512

These figures include fund balances, designated and undesignated reserves, in addition to budgeted revenues and expenditures. It is further directed that a copy of this Ordinance be provided to the Carbon County Clerk and ex-officio registrar of deeds as provided by the statutes of the State of Wyoming.

PASSED, APPROVED AND ADOPTED this 14th day of June 2023.

CITY OF RAWLINS, a Wyoming
Municipal Corporation.

Terry L Weickum, Rawlins Mayor

ATTEST:

Lynn M Shearer, City Clerk

First Reading: May 10, 2023
Second Reading: June 5, 2023
Publication of Public Hearing: June 14, 2023
Public Hearing: June 14, 2023
Third Reading: June 14, 2023
Publication: Rawlins Times – June 21, 2023

General Information

City Organization
Community Information

City of Rawlins City Council



City Council

Terry L. Weickum, Mayor

Steve Sanger, Vice Mayor

Darril Garner

Tonya Lewman

Bruce Seilaff

Chris Weisenburg

Jacquelin R Wells

About the City of Rawlins

General Information

The City of Rawlins is located in the south-central portion of Wyoming in Carbon County, the third largest county in Wyoming by area. It is named for Union General John Aaron Rawlins, who camped in the locality in 1867 while surveying for the Union Pacific Railroad. Its southern boundary is the Wyoming/Colorado border. Rawlins's land area is approximately 8.29 square miles and conveniently located on Interstate 80 and US 287, 99 miles west of Laramie and 108 miles east of Rock Springs. Rawlins's population has grown from 4,868 in 1930 to approximately 8,221 in 2020. Population has decreased from its height in 1980 of 11,547.

"Rawlins Red" is a red pigment containing hematite, an oxide of iron that was mined near Rawlins. Paint containing Rawlins Red has anti-rust properties and is thought to have been used as the original paint on the Brooklyn Bridge.

The Continental Divide, which separates the eastern and western watersheds of North America, runs north and south through the county. The Continental Divide Trail, running from New Mexico to Canada passes directly through Rawlins. Albuquerque, Billings, Boise, Denver, and Salt Lake City are all within a 600 mile radius from Rawlins.

Governing Body

The City of Rawlins operates under a Council-Manager form of government as outlined in State of Wyoming Statutes 15-4, Article 2. The City employs a full-time City Manager, appointed by the City Council to oversee the efficient operations of the City. All department heads and staff are appointed by the City Manager. Seven operational departments report to the City Manager:

- Finance
- Fire
- Human Resources
- Recreation
- Planning and Community Development
- Police
- Public Works

The entire legislative authority for the City of Rawlins is vested in the seven-member Rawlins City Council. Citizens from each of the City's three wards elect two representatives, and one at-large representative, to become members of the City Council. The terms of office of the councilpersons are four years, but are overlapping so that the City is provided with a continuity of knowledge in the City business and legislative matters. In the case of Rawlins, the Mayor and Vice Mayor are appointed by other members of the council and have no more authority than any other member of the council. The City Council meets the first and third Tuesdays of each month for regular session. In addition, numerous special meetings and work sessions are scheduled throughout the year. Besides approving the budget appropriations, the City Council is responsible for enacting policies through ordinances, resolutions and regulations governing the City as well as for appointing the members of committees and advisory boards. The City Manager,

Attorney, and Municipal Judges report to the City Council. All other City employees report to the City Manager.

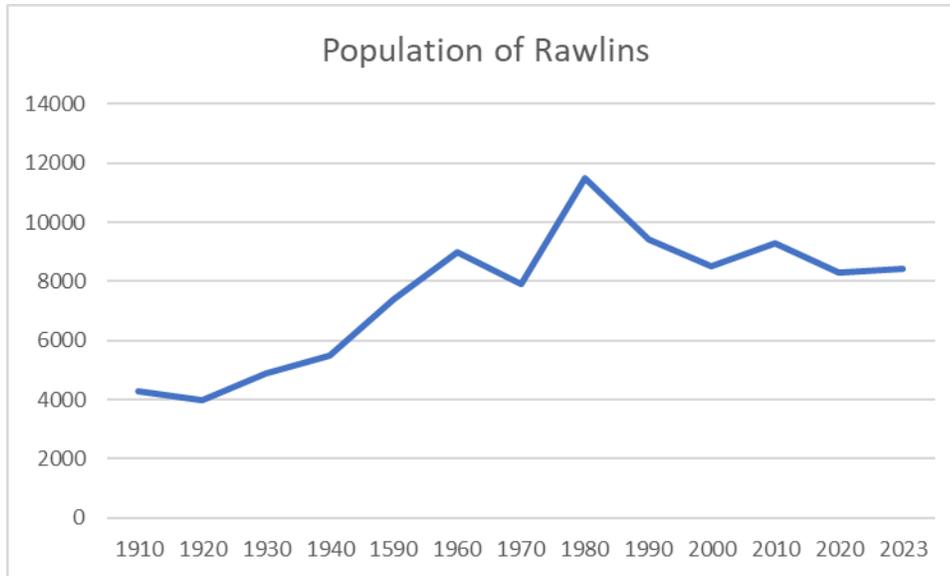
City Economy

The community has a workforce of 3,826.

Industry	Percentage	Workers
Retail Trade	16.30%	624
Public Administration	15.50%	593
Manufacturing	14.40%	551
Educational Services	6.93%	265
Health Care and Social Assistance	6.80%	260
Accommodation and Food Service	8.18%	313
Arts	1.70%	65
Mining, Quarrying, and Oil and Gas Extraction	8.83%	338
Construction	7.06%	270
Transportation and Warehousing	3.76%	144
Utilities	1.36%	52
Administrative and Support and Waste Management Service	2.51%	96
Professional Scientific Technical Services	0.94%	36
Other Services	3.38%	129
Finance and Insurance	1.02%	39
Information	0.86%	33
Wholesale Trade	0.47%	18
Total	100.00%	3,826

Population

Population (year 2022): 8,197 according to the Economic Analysis Division



	2022	2021	2020	2019	2018	2017
Rawlins	8,197	8,298	8,241	8,559	8,546	8,840
Carbon County		14,649	14,800	14,971	15,303	15,618
% Carbon County residents in Rawlins		56.65%	55.68%	57.17%	55.85%	56.60%
State of Wyoming		578,803	578,759	577,737	579,315	585,501
% Wyoming residents in Rawlins		1.43%	1.42%	1.48%	1.48%	1.51%
Male		7,942	7,877	8,081	8,213	8,417
Female		6,707	6,923	6,890	7,090	7,201
Under 18 years		3,312	3,362	3,419	3,576	3,721
18 to 24 years		1,129	1,078	1,096	1,126	1,209
25 to 44 years		4,004	3,993	4,081	4,146	4,250
45 to 64 years		3,598	3,701	3,812	3,970	4,120
65 years and over		2,606	2,666	2,563	2,485	2,318
Median Age		39.2	39.4	39.0	38.4	37.4

The population of Rawlins in 2023 is estimated at 8,413, it is the 12th largest city in Wyoming and the 3,538th largest in the United States.

The average household income in Rawlins is \$75,323 with a poverty rate of 14.35%.

Source: US Census Bureau

Education

Residents are zoned to schools in the Carbon County School District No.1. Carbon County School District No.1 services the western portion of Carbon County and a small portion of northeastern Sweetwater County including the Town of Baggs, Town of Bairoil, City of Rawlins, and the Town of Sinclair. The schools include Rawlins High School, Victory High School, Rawlins Middle School, Rawlins Elementary School, and Little Snake River Valley School.

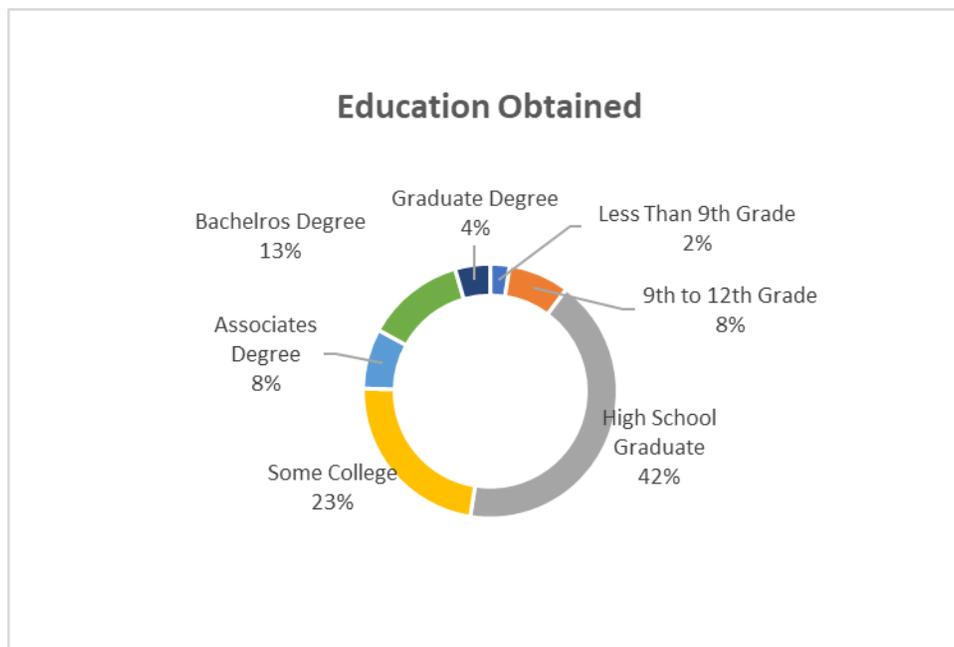
- Total Enrollment: 1,680 students
- District's minority enrollment is 30%
- Student Teacher Enrollment 11:1 (State average 13:1)
- Number of full-time school counselors: 3
- Teachers with 3 or more year's experience (average): 83.2%
- Revenue per Student: \$22,364
- Total Current Expenses: \$28,636,000

Source: USnews.com

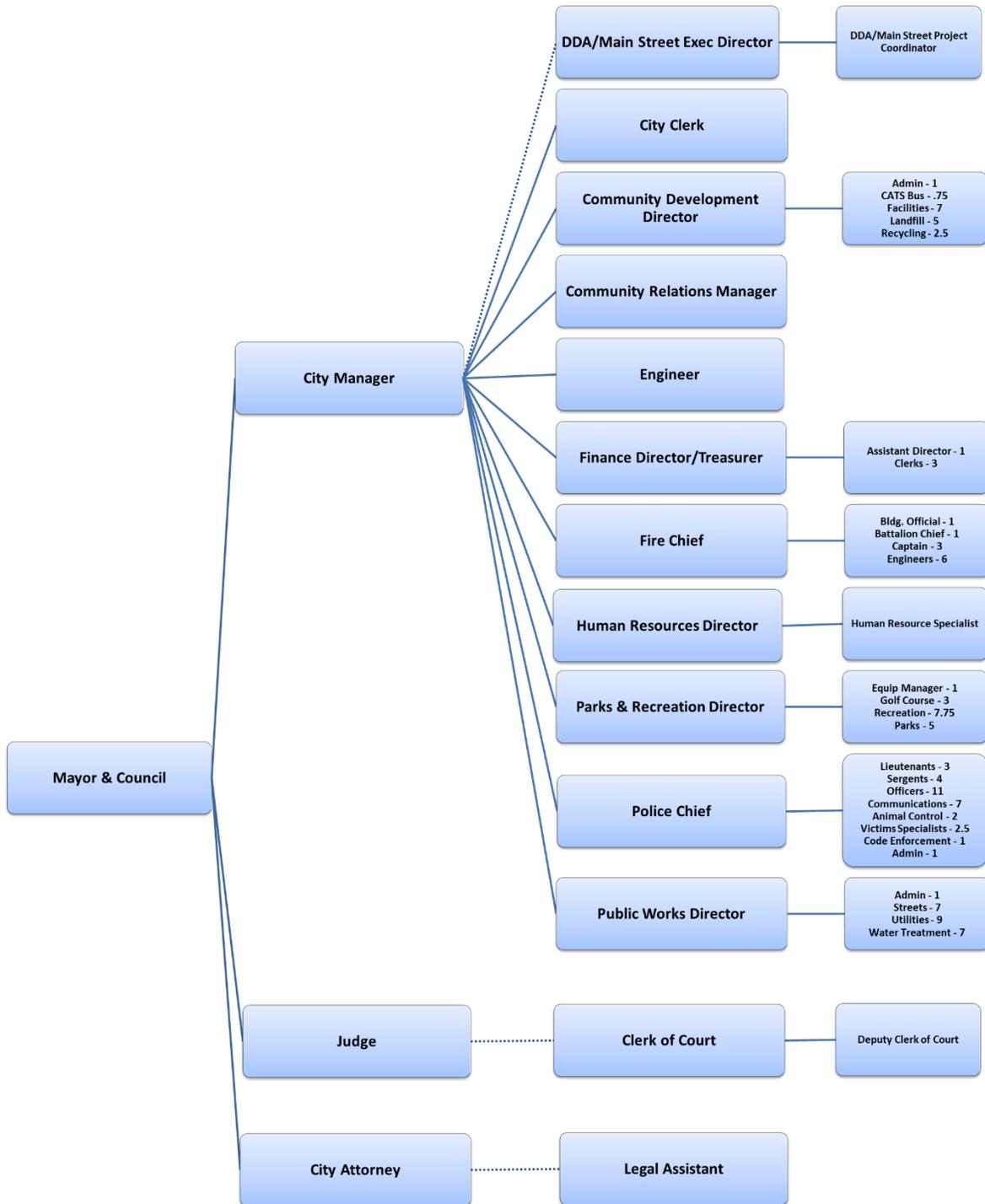
Higher Education

The Carbon County Higher Center offers extensive education in nursing, mechanics, woodworking, welding, advanced STEM, and college courses to high school and adult students. The also provide community courses and are an outreach campus of Western Wyoming Community College.

Rawlins Community Education Demographics



City Organizational Chart



Department Head Team

Thomas Sarvey, Interim City Manager/Finance Director

Gwendolyn Wade, City Attorney

H. Michael Bennett, Municipal Judge

Michael Ward, Chief of Police

Blain Schumacher, Fire Chief

Jason Sehon, Recreation Director

Luis Lascano, Community Development Director

Cody Dill, Public Works Director

Lynn Shearer, City Clerk

Mira Miller, Community Relations Director

Stefanie Paulson, Human Resources Director

Austin Gilbert, City Engineer

Gail Dahl, Court Clerk

Pay Thayer, Downtown Development Authority (Main Street) Executive Director

City of Rawlins
Rawlins at a Glance
 FY 2024

Police

Year to Date Calls for Service As of 05/31/23 Total Calls: 7234			Year to Date Calls for Service As of 05/31/22 Total Calls: 6808		
1 Traffic Violation	1475	20.39%	1 Traffic Violation	1592	23.38%
2 Animal Call	577	7.98%	2 Animal Call	565	8.30%
3 Assist Other Agency	476	6.58%	3 Assist Other Agency	335	4.92%
4 Parking Violation	341	4.71%	4 Area of Concern	288	4.23%
5 Motorist Assist	339	.69%	5 Welfare Check	236	3.47%
6 Welfare Check	254	3.51%	6 Miscellaneous	212	3.11%
7 Traffic Crash	182	2.52%	7 Parking Violation	187	2.75%
8 Civil Issue	169	2.32%	8 Out With Vehicle	173	2.54%
9 Domestic	127	1.76%	9 Suspicious Person	144	2.11%
10 Ambulance	126	1.74%	10 Traffic Crash	143	2.10%

- In FY 2022 – 2023 officers made 75 felony arrests, compared to 88 in FY 2021 – 2022
- Officers Conducted 3714 Business Checks in FY 2022 - 2023, compared to 1203 in FY 2021 – 2022
- Officers Conducted 109 Bar Checks in FY 2022 – 2023, compared to 67 in FY 2021 – 2022
- In FY 2022 – 2023 Officers issued 1512 Warnings for various violations and issued 1505 citations

Police Communications

Total Calls Received: 13,384
911 Calls: 5063
Fire Service Calls: 405

City of Rawlins
Rawlins at a Glance (Continued)
 FY 2024

Fire Department	Actual
Fire Stations	2
Response Vehicles	16
Training Hours	4,110
Annual Responses	1,045
Building Official Inspections	1,471
Fire Inspections	328
Certified Haz-Mat Technicians	90%
Emergency Medical Technician	89%
Wildland Red Card Certified	100%

Community Development	Actual
Building Permits	367
Pounds of Recycling Sent Out	640.993
Contractor Licenses Issued	30
Tons received at Landfill Location	6,045

Public Works	Approximately
Water Distribution Lines	68 miles
Transmission Water	60 miles
Wastewater Collection Lines	61 miles
Manholes	2,000
Storm Sewer Lines	50 miles
Catch Basins	1,200
Fire Hydrants	500
Valves	1,500

City of Rawlins
Rawlins at a Glance (Continued)
 FY 2024

Parks and Recreation Department	As of 7-1-23
Parks	15
Acres of Parks	75 Acres
Playgrounds	6
Pavilions	10
Miles of Paved Trails	13
City-Owned Athletic Fields	12
New Park Amenity - Skatepark (Key Club Park)	1
New Park Amenity - Dog Park (Key Club Park)	1
New Park Amenity - Cornhole (Washington Park)	1
New Park Amenity - Urban Orchards (Bolten Park, Martinez Park, Key Club Park)	3
Recreation Center Programs/Events Offered Annually	75
New Recreation Programs/Events Offered	12
Recreation Center Memberships Sold Annually	515
Recreation Center Users (Fall/Winter)	19,500
Recreation Center Users Average per month (Fall/Winter)	3,250
Recreation Center Users (Spring/Summer)	11,500
Recreation Center Users Average per month (Spring/Summer)	1,917
Shooting Range Memberships Sold Annually	100
Golf Course Approximate Turf Acreage	170 Acres
Golf Course Memberships Sold Annually	200
Golf Course Rounds Played Annually	6,000
Cemetery Approximate Managed Turf Acreage	25 Acres

Boards & Commissions

Quasi-Judicial Boards

The seven-member **Board of Adjustments** reviews applications for variances from zoning requirements, appeals from administrative decisions concerning zoning, and certification of legal non-conforming uses. Members serve a three-year term, with appointments in January. Meetings held on third Thursday, 5:30, City Hall.

- Bruce Seilaff, Council Representative
- Christina Linn, term expires January 31, 2024
- Steve Kovachevich, term expires January 31, 2024
- Anne-Terri Ezell, term expires January 31, 2024
- Stanley Bugg, term expires January 31, 2025
- Shauna Roberts, term expires January 31, 2026
- Vacant, term expires January 31, 2026

The seven-member **Planning & Zoning Commission** is responsible for preparing and updating the Comprehensive Plan, Zoning Ordinance and Subdivision regulations; advising the City Council on adoption of regulations, zoning changes and subdivisions; and approving Special Use Permits. Members serve a three-year term, with appointments in January. Meetings held on second Tuesday, 5:30, City Hall.

- Chris Weisenburg, Council Representative
- Sherril Bailey, term expires January 31, 2024
- Patti Hays, term expires January 31, 2024
- Jeff Askins, term expires January 31, 2025
- Pinita Maberry-Nave, term expires January 31, 2026
- Richard Wilson, term expires January 31, 2026
- Jenita Calton, term expires January 31, 2026

Civil Service Commissions

The three-member **Fire Civil Service Commission** governs the Fire Department's civil service rules and regulations and oversees hiring and promotions for fulltime paid, uniformed firefighters. Members serve a three-year term, with appointments in November and February. Meetings held as necessary, Fire Station #2.

- Terry Patterson, term expires November 30, 2025
- Becky Perkins, term expires November 30, 2023
- Mark Pappenheim, term November 30, 2024

City of Rawlins
Boards and Commissions (Continued)
FY 2024

The three-member **Police Civil Service Commission** governs the Police Department’s civil service rules and regulations and oversees hiring and promotions for police officers. Members serve a three-year term, with appointments in January. Meeting held on third Thursday, 4:00 pm, Police Department, as needed.

- Robert Stipe, term expires January 31, 2024
- Travis Moore, term expires January 31, 2026
- Michael Lujan, term expires January 31, 2025

Special District

The nine-member **Rawlins Downtown Development Authority (DDA)/Main Street Board** and their four focused committees work to continue to improve downtown Rawlins vibrant, revitalized, sustainable historic district that is family-friendly with great dining, retail and entertainment for the community and visitors. Members serve a four-year term, with appointments in December. Meetings held on third Monday, 4:00 pm, at the Business Innovation Hub.

- Steve Sanger, Council Representative
- Stephanie Kramer, Inside DDA District, term expires December 31, 2024
- Heidi Larsen, Inside DDA District, term expires December 31, 2025
- Mike Hellman, Inside DDA District, term expires December 31, 2025
- Ryta Sondergard, Inside DDA District, term expires December 31, 2026
- Jodi Smith, Outside DDA District, term expires December 31, 2024
- Stephanie Hinkle, Inside DDA District, term expires December 31, 2023
- Katie Smith, Inside DDA District, term expires December 31, 2023
- Vacant, Chamber Representative

Advisory Boards

The nine-member **Parks & Recreation Advisory Committee** advises on the development of recreational facilities, parks, and programs to enhance physical and mental well-being of all ages and to add meaning to the leisure time of the entire community. This committee includes two youth members with a one-year term appointed in June, and seven adult members with a three-year term appointed in December. Meetings held on the first Thursday, 6:00 pm, Recreation Center.

- Abby Perry, term expires December 31, 2025
- Steve Sanger, term expires December 31, 2025
- Andrew Kauppila, term expires December 31, 2024
- Cody Anderson, term expires December 31, 2024
- Elissia Peterson, term expires December 31, 2023
- Katie Adams, term expires December 31, 2023
- Noa Westfall, youth member, term expires June 30, 2023

City of Rawlins
Boards and Commissions (Continued)
FY 2024

- Robin Sarvey, youth member, term expires June 30, 2023
- Dr. Cristy Pelham, term expires December 31, 2025

The seven-member **Rochelle Ranch Golf Course Advisory Board** advises on the use of the sport of golf for promoting the physical and mental well-being of residents of all ages and adding meaning to the leisure time of the entire community. Members serve a three-year term, with appointments in December. Meetings held on third Monday, 6:00 pm, Golf Course.

- Timothy Hofmann, term expires December 31, 2023
- Philip Canaday, term expires December 31, 2025
- Jerry Steele, term expires December 31, 2023
- Stephen Skordas, term expires December 31, 2023
- Sondra Dent, term expires December 31, 2024
- Vacant, term expires December 31, 2025
- Vacant, term expires December 31, 2024

The nine-member **Rawlins Community Shooting Ranges Advisory Board** advises on the use of the shooting sports in promoting the physical and mental well-being, to encourage the safe and effective training, education, and development of shooters and to promote the shooting sports and competitions at the facilities. Members serve a three-year term, with appointments in June. There are also two alternate positions, who vote in the absence of full members. Meetings held on the second Wednesday, 6:00 pm, May-October at Outdoor Range, November-April at Recreation Center.

- Todd Canaday, term expires June 30, 2025
- Tonya Taylor, term expires June 30, 2025
- James Shearer, II, term expires June 30, 2024
- Brent Wilkes, term expires June 30, 2023
- Roger Epp, term expires June 30, 2025
- James Ainsworth, term expires June 30, 2024
- Larry Jackson, term expires June 30, 2024
- Chris Iacovetto, term expires June 30, 2026
- Jubal Allison, term expires June 30, 2023
- Marlon Coggins - 1st Alternate, term expires June 30, 2025
- Anthony Zabala - 2nd Alternate, term expires June 30, 2024

The six-member **Urban Mule Deer Advisory Group** uses data to recommend a plan with various control alternatives to the Rawlins City Council that will decrease the number of urban deer conflicts while maintaining a healthy deer population for all to see and enjoy. Two citizens are appointed for a two-year term, with the next appointments in January 2025. Two members of both the Rawlins Police Department and Wyoming Game and Fish comprise the remainder of the group. Meetings held as necessary, City Hall.

City of Rawlins
Boards and Commissions (Continued)
FY 2024

- Justin Carrico, term expires January 1, 2025
- Reese Irvine, term expires January 1, 2025

Joint Power and Intergovernmental Boards

The City of Rawlins appoints one member to the ten-member **Carbon County Visitor's Council Board** that administers the local lodging tax to promote our County to tourists and travelers and to provide advertising, marketing, and sponsorship grants. Members serve a three-year term, with the next appointment in June 2025. Meetings held on third Wednesday, 10:00 am, various locations.

- Mary-Pat Whitfield, term expires June 30, 2025

The City of Rawlins appoints half of the seven-member **Old Penitentiary Joint Powers Board**, whose mission is to preserve and operate the Wyoming Frontier Prison Historic Site and provide historic significance, tourism, education, and recreational opportunities for the visitors and residents of the City of Rawlins and Carbon County. Members serve a three-year term, with appointments in April. Meetings held on second Thursday, 6:00 pm, Wyoming Frontier Prison.

- Dennis Carpenter, County position, term expires April 30, 2024
- OPEN, County position, term expires April 30, 2025
- Keith Miles, County position, term expires April 30, 2023
- Sheri Shillinger, City on even years; County on odd years, term expires on April 30, 2024
- Pinita Maberry-Nave, City position, term expires April 30, 2024
- Glenna Kauppila, City position, term expires April 30, 2025
- Amanda Moore, City position, term expires April 30, 2025

The City of Rawlins appoints half of the five-member **Rawlins-Carbon County Airport Board** which provides control, supervision, maintenance, operation, and expansion of joint City-County Airport to furnish airport service to both the City and County. Members serve a five-year term, with appointments in January. Meetings held on 2nd Wednesday, 5:15 pm, Airport.

- Megan McComas, term expires January 31, 2028
- Dean Parker, term expires January 31, 2028
- Zachary Hartsorn, term expires January 31, 2026
- Douglas Smith, term expires January 31, 2025
- James R. Eggleston, term expires January 31, 2027

The fifteen-person **Rawlins Urban Systems Committee** includes four citizens appointed by the City of Rawlins. This is a requirement of the Department of Transportation to obtain public input to determine the priority for certain street development and improvement projects, which are funded by the department with Federal Funding specifically allocated for Urban Centers. Members serve a four-year term, with appointments in January. Meetings held as necessary, City Hall.

- Judy Dixon, County position, term expires January 31, 2024

City of Rawlins
Boards and Commissions (Continued)
FY 2024

- John Espy, County Commissioner, term expires January 31, 2023
- Sarah Brugger, County position, term expires January 31, 2025
- Timothy Pacheco, City position, term expires January 31, 2027
- Sheri Shillinger, City position, term expires January 31, 2026
- Franca Sperling-jacox, City position, term expires January 31, 2027
- Athena Gerzanic, City position, term expires January 31, 2024
- Tom Sarvey, City Manager Permanent Position
- Michael Ward, Police Chief Permanent Position
- Cody Dill, Public Works Director Permanent Position
- Lou Lascano, Community Development Director Permanent Position
- Austin Gilbert, City Engineer Permanent Position
- Darril Garner, City Council Permanent Position
- Blain Schumacher, Fire Chief Permanent Position
- Jake Lonn, WYDOT Permanent Position
- Non-Voting Member, Julianne Monahan, WYDOT Permanent Position

More information and application can be found at www.rawlinswy.gov/boards. The public is welcome at all meetings; please check online or call to confirm specific meeting dates, locations, and times.



All Funds
Citywide Summary

General Fund
Capital Project Funds
Enterprise Funds
Internal Service Funds

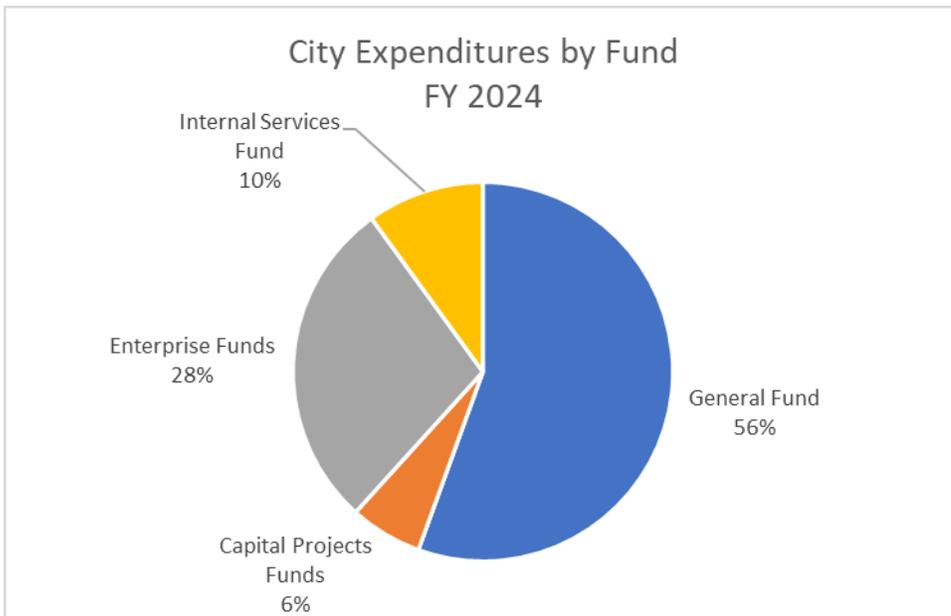
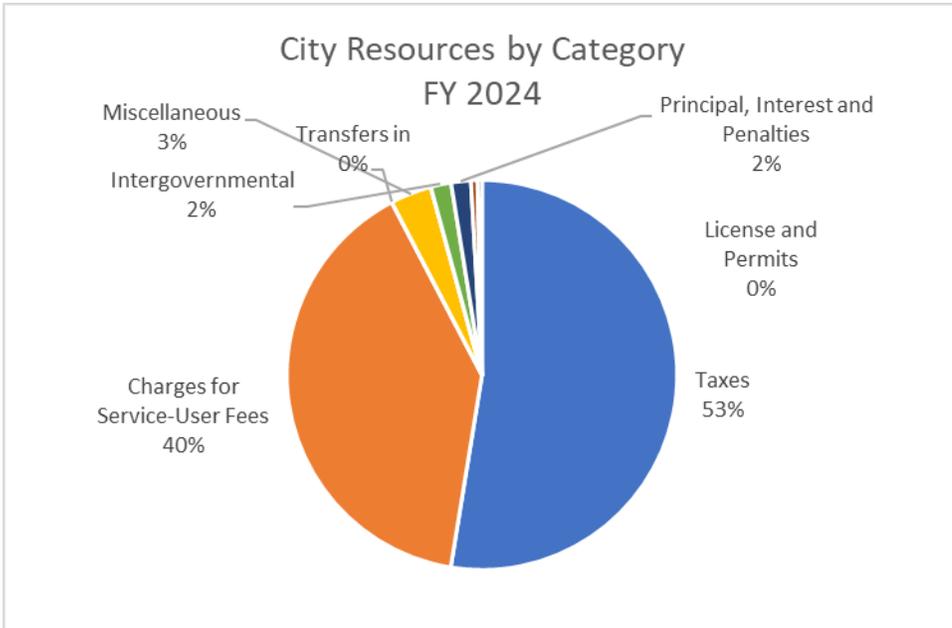
City of Rawlins
All Funds Revenue and Expenditure Summary
FY 2024

Listed below are the resources and expenditures for all City funds. City Resources lists all revenue resources of the City by category. Additional explanation and analysis of the City’s major sources of revenue can be seen in the All Funds Revenue Summary section. City Expenditures lists the expenditures by fund type.

The General Fund is used for general government type expenditures, such as police, fire, streets and parks. Capital funds are used to purchase or build assets that have a longer life than the fiscal year and include land, infrastructure projects and capital equipment. Enterprise funds are used for business type activities that generally derive a large portion of their revenue from user fees or charges, such as Water, Sewer, Landfill and Recycling. Internal Service funds provide support services to other City functions.

	FY 2022	FY 2023	Apr-23	FY 2024
	Actual	Budget	Actual	Proposed
City Resources				
Taxes	\$9,995,247	\$10,206,562	\$10,451,434	\$12,110,187
Charges for Service-User Fees	8,068,279	7,883,100	6,319,575	9,162,607
Transfers in	69,770	69,770	58,142	0
Miscellaneous	76,238	150,575	197,596	789,966
Grants	17,400	0	739,793	0
Intergovernmental	695,661	707,700	352,688	389,900
Principal, Interest and Penalties	47,775	66,350	144,167	374,012
License and Permits	111,106	118,500	116,033	126,000
Interdepartmental	641,600	844,556	703,797	84,988
Total Revenue	19,723,077	20,047,113	19,083,224	23,037,660
Reserves Used (Excess)				
General Fund	3,864,595	10,754,406	(161,322)	0
Capital Projects Funds	747,712	3,068,808	(1,031,783)	0
Enterprise Funds	(134,898)	1,628,771	11,779	364,504
Internal Service Fund	(380,000)	0	(317,416)	0
Total Revenue and Reserves Used (Excess)	\$23,820,486	\$35,499,098	\$17,584,482	\$23,402,164
City Expenditures				
General Fund	\$14,710,887	\$23,026,169	\$11,896,904	\$12,995,583
Capital Projects Funds	1,870,543	3,472,858	55,628	1,445,558
Enterprise Funds	5,638,257	6,989,071	3,993,957	6,623,199
Internal Services Fund	1,600,799	2,011,000	1,637,993	2,337,824
Total Expenditures	\$23,820,486	\$35,499,098	\$17,584,482	\$23,402,164

City of Rawlins
All Funds Revenue and Expenditure Summary
 FY 2024



City of Rawlins
All Funds Revenue Summary
 (Budget Basis)
 FY 2024

Fund	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
General Fund				
Taxes	\$8,878,946	\$9,806,562	\$9,373,341	\$10,672,729
Licenses and Permits	111,105	118,500	116,029	126,000
Intergovernmental	695,661	707,700	352,688	389,900
Charges for Service/User Fees	341,489	530,100	395,035	584,500
Interdepartmental	641,600	844,556	703,797	84,988
Grants	0	0	739,793	0
Miscellaneous	107,722	194,575	319,406	1,137,466
Transfer In	69,770	69,770	58,142	0
Total General Fund	10,846,294	12,271,763	12,058,230	12,995,583
Capital Funds				
Taxes	1,116,301	400,000	1,078,093	1,437,458
Miscellaneous	6,530	4,050	9,317	8,100
Total Capital Funds	1,122,831	404,050	1,087,410	1,445,558
Enterprise Funds				
Charges for Service/User Fees	4,834,830	5,230,500	3,912,809	6,130,895
Miscellaneous	920,923	129,800	69,366	127,800
Grants	17,400			
Total Enterprise Funds	5,773,153	5,360,300	3,982,175	6,258,695
Internal Service Fund				
Charges for Services	1,976,815	2,002,500	1,947,450	2,327,212
Miscellaneous	3,984	8,500	7,959	10,612
Total Internal Service Fund	1,980,799	2,011,000	1,955,409	2,337,824
Total	\$19,723,077	\$20,047,113	\$19,083,224	\$23,037,660

City of Rawlins
All Funds Expenditure Summary by Use
 FY 2024

Use	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
Salaries and Wages	\$6,402,294	\$6,948,192	\$5,565,601	\$6,756,797
Benefits	2,994,460	4,104,529	2,882,552	3,272,544
Contractual Sevice	5,111,272	5,826,244	4,158,403	7,036,137
Material and Supplies	1,398,408	2,306,220	900,301	1,672,850
Other Expense Debt Service	387,666	613,852	547,833	630,894
Capital	6,507,847	10,069,405	2,592,802	3,687,147
Interdepartmental Services	792,037	904,556	710,890	128,296
Nonprofit Allocations	226,500	226,100	226,100	217,500
Emergency Reserve		4,500,000	0	0
Total Expenditures	<u>\$23,820,485</u>	<u>\$35,499,098</u>	<u>\$17,584,482</u>	<u>\$23,402,164</u>

City of Rawlins
Proposed All Funds Expenditure Summary by Fund and Cost Center
FY 2024

Fund	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
General Fund	\$14,710,887	\$23,026,169	\$11,896,904	\$12,995,583
Total General Fund	<u>14,710,887</u>	<u>23,026,169</u>	<u>11,896,904</u>	<u>12,995,583</u>
Capital Projects				
2019 Specific Purpose Tax	1,870,543	3,404,000	55,628	1,445,558
Capital Facilities	0	41,226	0	0
Specific Purpose Tax 1	<u>0</u>	<u>27,632</u>	<u>0</u>	<u>0</u>
Total Capital Facilities	1,870,543	3,472,858	55,628	1,445,558
Enterprise Funds				
Water	2,860,971	3,413,136	1,940,113	3,198,742
Sewer	1,160,871	1,367,843	815,616	1,619,601
Landfill	1,410,403	1,817,800	1,048,083	1,534,299
Recycling	<u>206,012</u>	<u>390,292</u>	<u>190,145</u>	<u>270,557</u>
Total Enterprise Funds	5,638,257	6,989,071	3,993,957	6,623,199
Internal Service				
Health Insurance	<u>1,600,799</u>	<u>2,011,000</u>	<u>1,637,993</u>	<u>2,337,824</u>
Total Health Insurance	1,600,799	2,011,000	1,637,993	2,337,824
Total Expenditures - All Funds	<u>\$23,820,486</u>	<u>\$35,499,098</u>	<u>\$17,584,482</u>	<u>\$23,402,164</u>

General Fund Summary

City of Rawlins
General Fund Summary
 (Budget Basis)
 FY 2024

General Fund No Recreation Funds

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
Revenues				
Mineral Taxes				
Severance	\$221,944	\$343,000	\$149,323	\$302,000
Royalties	226,669	310,000	157,919	301,000
Sales & Sue Tax				
General	6,177,004	6,524,562	6,918,584	7,177,018
Supplemental	547,636	730,000	438,310	948,711
Property Tax	389,406	500,000	402,340	500,000
Auto tax	243,848	250,000	236,597	290,000
Gasoline Tax	355,386	385,000	333,283	385,000
Cigarette Tax	40,350	45,000	33,585	45,000
Lodgers Tax	33,982	25,000	32,398	40,000
Franchise Fees	642,721	694,000	671,002	684,000
Licenses & Permits	111,105	118,500	116,029	126,000
Intergovernmental	343,905	404,700	352,688	389,900
Charges for Services	(2,480)	135,100	124,031	141,450
Interdepartmental	641,600	844,556	703,797	84,988
COVID Related Grants	0	0	739,793	0
Cash Reserves	0	6,479,406	0	0
Interest	26,070	40,000	115,048	340,000
Miscellaneous	61,165	143,500	143,757	168,741
Transfers In	69,770	69,770	58,142	0
Total Revenue	\$10,130,081	\$18,042,094	\$11,726,625	\$11,923,808
Expenditures				
City Council	\$90,066	\$98,335	\$72,721	\$98,446
City Manager	647,403	423,976	278,282	426,147
City Attorney	364,396	380,609	204,921	338,426
Municipal Judge	212,922	227,448	144,554	200,803
Information Technology	360,783	636,770	452,968	371,259
Human Resources	265,686	263,694	267,148	258,076

City of Rawlins
General Fund Summary (Continued)
 (Budget Basis)
 FY 2024

General Fund No Recreation Funds (Continued)

	<u>FY 2022</u> <u>Actual</u>	<u>FY 2023</u> <u>Budget</u>	<u>Apr-23</u> <u>Actual</u>	<u>FY 2024</u> <u>Proposed</u>
CATS Bus	50,788	67,824	47,584	59,122
Finance	448,843	466,200	392,055	474,136
Nondepartmental	894,347	364,300	281,836	527,073
Public Work Administration	141,546	250,961	151,985	300,653
Central Shops and Warehouse	254,544	253,762	209,935	293,350
Streets Division	2,214,559	949,867	561,503	643,357
Building Maintaince	602,478	673,185	649,080	701,465
Community Development	115,398	127,852	81,037	127,174
Economic Development	71,696	134,212	19,945	0
Grant Writer	67,112	107,700	57,234	0
Building Code Enforcement	55,758	96,219	79,576	111,645
Police Administration	2,232,664	2,896,961	1,927,200	2,708,244
Animal Control	153,453	259,024	174,629	168,679
911 Center	505,205	714,751	513,893	706,082
Fire Department	1,676,226	1,489,701	994,410	1,229,215
Code Enforcement	65,729	124,848	56,913	97,339
Ancillary Infrastructure	92,500	105,000	105,000	105,000
Nonprofit Agencies	134,000	121,100	121,100	112,500
Downtown Development	164,684	172,917	143,246	114,747
Capital Improvements	351	0	0	0
Wyoming Community Gas	9,012	0	0	0
Other Financing Sources	14,106	4,500,000	0	0
	<u>\$11,906,256</u>	<u>\$15,907,216</u>	<u>\$8,033,771</u>	<u>\$10,172,940</u>
Net Fund	(\$1,776,175)	\$2,134,878	\$3,692,854	\$1,750,869

City of Rawlins
General Fund Summary (Continued)
 (Budget Basis)
 FY 2024

Recreation Funds

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
<u>Revenues</u>				
Charges for Services	\$343,969	\$395,000	\$271,004	\$443,050
Miscellaneous	15,073	7,075	53,839	621,225
Total Revenue	\$359,043	\$402,075	\$324,843	\$1,064,275
<u>Expenditures</u>				
Golf Course	\$501,708	\$565,237	\$424,943	\$495,411
Club House	213,788	242,456	193,774	236,622
Rec Board Grants	0	0	9,446	601,450
Recreation Center	753,664	954,318	609,931	789,145
Shooting Range	91,533	129,752	83,605	110,051
Green Spaces	673,876	645,190	714,401	582,465
	\$2,234,568	\$2,536,953	\$2,036,100	\$2,815,144
Net Recreation Funds	(\$1,875,526)	(\$2,134,878)	(\$1,711,257)	(\$1,750,869)

General Fund Housing Funds

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
<u>Revenues</u>				
Working Capital Reserve	\$0	\$475,000	\$0	\$0
<u>Expenses</u>				
Housing Expenses	83,565	175,000	3,618	0
Consultant Contracts	2,128	300,000	2,128	0
	85,693	475,000	5,746	0
Net Housing Funds	(\$85,693)	\$0	(\$5,746)	\$0

City of Rawlins
General Fund Summary (Continued)
 (Budget Basis)
 FY 2024

Impact Assistance

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
<u>Revenues</u>				
Impact Assistance	\$351,756	\$303,000	\$0	\$0
Interest	5,412	4,000	6,758	7,500
Total Revenue	357,168	307,000	6,758	7,500
<u>Expenses</u>				
Consultant Contracts	6,390	6,000	0	0
Capital	477,979	4,101,000	1,866,304	7,500
	484,369	4,107,000	1,866,304	7,500
Net Impact Assistance	(\$127,201)	(\$3,800,000)	(\$1,859,546)	\$0

Total General Fund

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed
<u>Revenues</u>				
General Fund (No Recreation)	\$10,130,081	\$18,042,094	\$11,726,625	\$11,923,808
Recreation	\$359,043	\$402,075	\$324,843	\$1,064,275
Housing Funds	\$0	\$475,000	\$0	\$0
Impact Assistance	357,168	307,000	6,758	7,500
Total Revenues	\$10,846,292	\$19,226,169	\$12,058,226	\$12,995,583
<u>Expenses</u>				
General Fund (No Recreation)	\$11,906,256	\$15,907,216	\$7,988,754	\$10,172,940
Recreation	\$2,234,568	\$2,536,953	\$2,036,100	\$2,815,144
Housing Funds	85,693	475,000	5,746	0
Impact Assistance	484,369	4,107,000	1,866,304	7,500
Total Expenses	\$14,710,887	\$23,026,169	\$11,896,904	\$12,995,583
Net Fund	(\$3,864,595)	(\$3,800,000)	\$161,322	\$0

Personnel Summary

City of Rawlins
Changes to Full-Time Personnel for FY 2024
 (Full-Time Position Basis)
 FY 2024

Frozen Positions heading into Fiscal Year 2024

**Number of Frozen
Positions**

Position Name and Location

2	Municipal Worker I – Streets Department
3	Police Officer I – Police Administration
1	Fire Engineer – Fire Department
<u>1</u>	Project Coordinator – Downtown Development Authority
7	

The above positions have been frozen until time that funding becomes available.

The following position were vacated during Fiscal Year 2023 and not filled or budgeted for in Fiscal Year 2024:

1	Economic Development Director – Economic Development
1	Grants Writer
<u>1</u>	IT Specialist – Information Technology Department
3	

No New Positions were added to the budget for Fiscal Year 2024.

Fund	FY 2022 Authorized Positions	FY 2023 Authorized Positions	FY 2024 Authorized Positions
General Fund			
General Government Departments			
City Manager	3	3	3
City Attorney	3	2	2
Municipal Judge	2.5	2.5	2.5
Information Technology	1	1	0
Human Resources	1	1.75	1.75
CATS Bus	0.75	0.75	0.75
Finance	5	5	5
Public Works	1.4	1.4	1.4
Central Warehouse	3	2	2
Streets	7	7	5
Building Maintenance Facilities	5	5	5
Community Development	1	1	1
Economic Development	1	1	0
Grant Writer	1	1	0
Building Code Enforcement	1	1	1
Police Department	22.5	22.5	19.5
Animal Control	2	2	2
911 Center	7	7	7
Fire Department	11	11	10
Code Enforcement	1	1	1
Downtown Development	2	2	1
Total General Government	82.15	80.9	70.9
Recreation Departments			
Golf Course	2.6	2.6	2.6
Club House	1	1	1
Recreation Center	6.75	7.75	7.75
Shooting Range	1	1	1
Green Spaces	7.4	7.4	6.4
Total Recreation Departments	18.75	19.75	18.75
Total General Fund	100.9	100.65	89.65

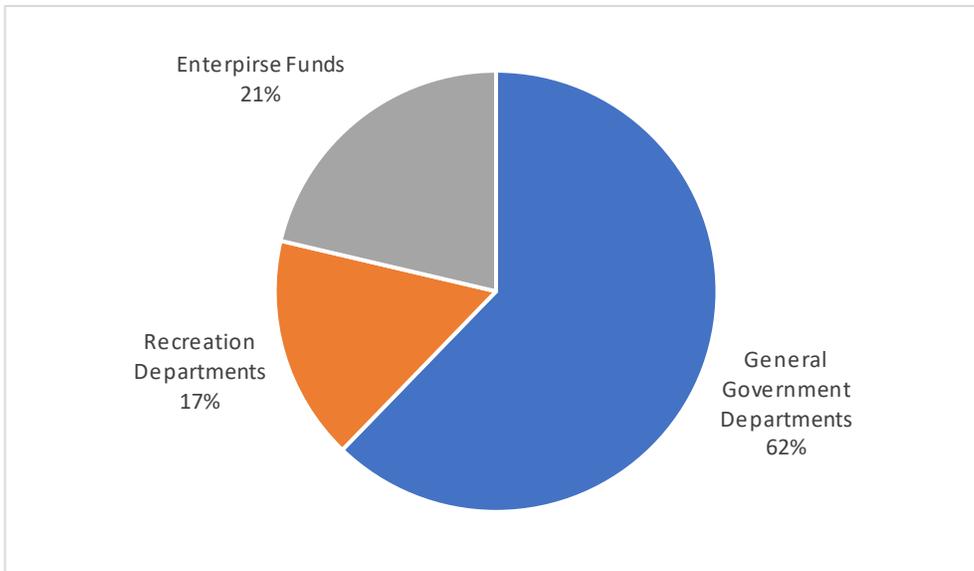
Enterprise Funds

Water Fund	9.39	9.39	9.36
Sewer Fund	6.36	6.36	6.36
Landfill Fund	5.54	5.54	5.29
Recycling Fund	3.03	3.03	3.28
Total Enterprise	<u>24.32</u>	<u>24.32</u>	<u>24.29</u>

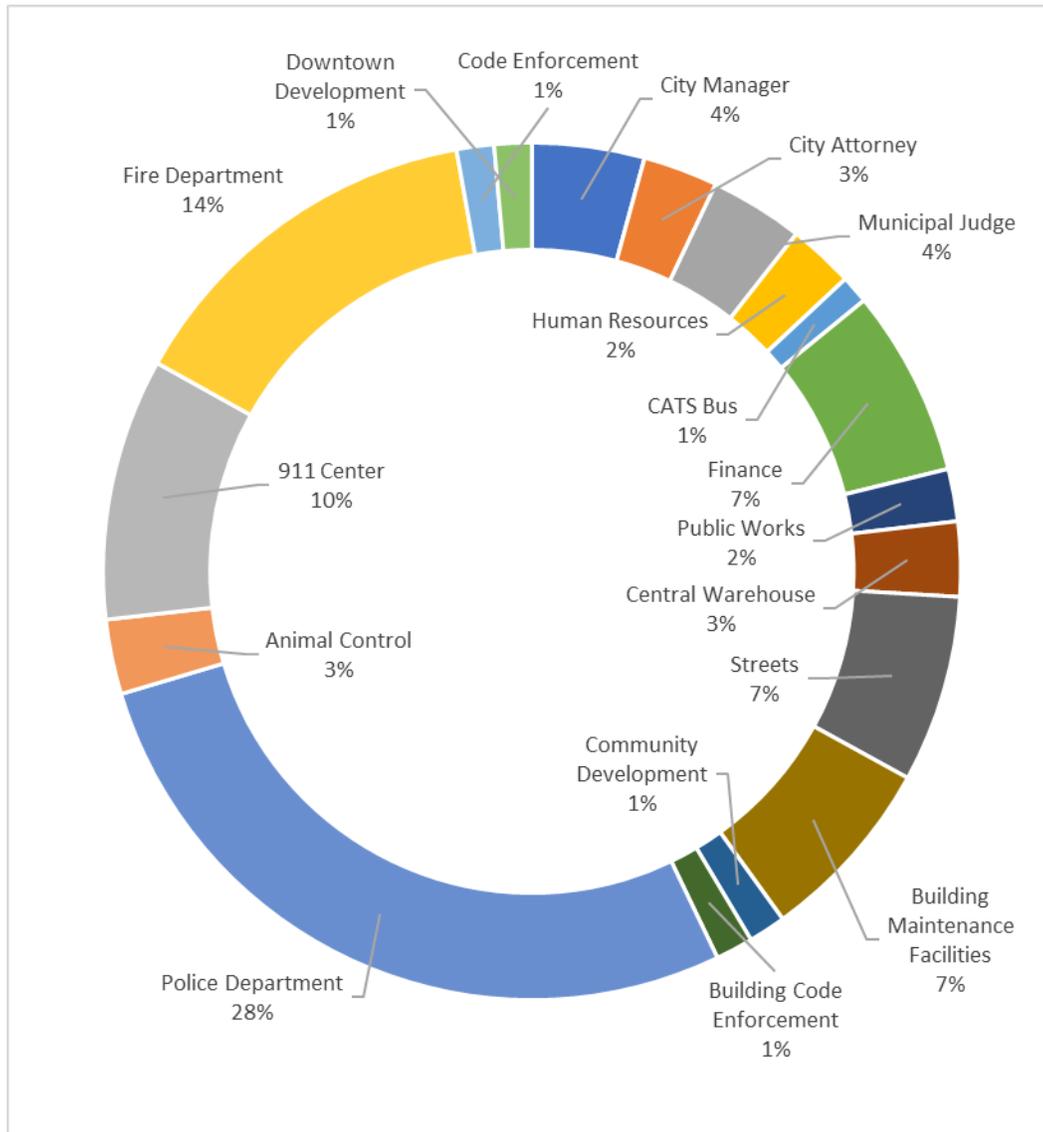
Total Without City Council	125.22	124.97	113.94
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All Funds Personnel Summary by Fund (Full-Time Position Basis) FY 2024			
General Government Departments	82.15	80.90	70.90
Recreation Departments	18.75	19.75	18.75
Enterprise Funds	<u>24.32</u>	<u>24.32</u>	<u>24.29</u>
	125.22	124.97	113.94

FY2024 Full Time Positions by Fund



FY 2024 Full-Time Positions by General Fund Department



Fund Reserve Balances

Fund Balance

Fund balance reflects the financial resources reported in governmental funds or assets minus liabilities. Fund reserves balances should be maintained at adequate levels to safe guard the financial condition of the City. Any funds' resources not available to spend should be put in a restricted or nonspendable portion of fund balance.

There are five types of fund balance;

1. Nonspendable Fund Balance – amounts that cannot be spent because they are either (a) not in spendable form (such as inventory) or (b) legally or contractually required to be maintained intact.
2. Restricted Fund Balance – amounts restricted that are either (a) externally imposed by creditors (debt covenants), grantors, contributors, or laws or regulations of other government; are (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed Fund Balance – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (ordinance) of the entity's governing board.
4. Assigned Fund Balance – amounts that are constrained by the government's "intent" to be used for specific purposes but are neither restricted nor committed. Intent can be expressed by the City Council, which has been granted delegated authority by either the governing body or State statute.
5. Unassigned Fund Balance – includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

Historically, the City of Rawlins has been able to meet current expenses and pursue an acceptable level of capital spending because of conservative business practices and a stable economy. For many years, the City has maintained a healthy amount of unassigned fund balance in the General Fund as well as other special revenue funds and strong cash balances in the enterprise funds.

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2018

Fund	FY 2017 Actual	FY 2018 Actual Revenue	FY 2018 Actual Expenditures	FY 2018 Net Transfers	FY 2018 Actual
General	\$13,908,704	\$9,458,974	\$10,628,955	\$587,243	\$13,325,966
Grants	567,277	1,532,217	2,295,361	302,422	106,555
Non-Major Funds	207,977	91,324	122,965	70,000	246,336
Capital Funds	72,760	154	0	0	72,914
Enterprise Fund					
Water	32,455,507	2,480,398	3,117,248	(168,745)	31,649,912
Sewer	5,852,456	1,058,456	856,660	(17,855)	6,036,397
Landfill	379,734	1,122,610	1,066,828	(747,047)	(311,531)
Recycling	93,668	164,446	138,666	(26,018)	93,430
Internal Service	292,649	2,325,054	2,136,682		481,021
Total All Funds	\$53,830,732	\$18,233,633	\$20,363,365	\$0	\$51,701,000

	FY 2018 Actual
General Fund	
Nonspendable	\$1,095,070
Committed	574,735
Assigned	4,772,190
Unassigned	6,883,971
Toal Fund Balances	\$13,325,966

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2019

Fund	FY 2018 Actual	FY 2019 Actual Revenue	FY 2019 Actual Expenditures	FY 2019 Net Transfers	FY 2019 Actual
General	\$13,325,966	\$11,694,225	\$11,880,937	(\$789,672)	\$12,349,582
Grants	106,555	1,175,339	94,248	(1,037,032)	150,614
Non-Major Funds	246,336	134,374	113,872	44,060	310,898
Capital Funds	72,914	502,724	0	0	575,638
Enterprise Fund					
Water	31,649,912	2,261,222	3,342,555	(1,129,149)	29,439,430
Sewer	6,036,397	1,111,157	1,126,930	(4,260)	6,016,364
Landfill	(311,531)	1,770,384	1,249,234	(32,988)	176,631
Recycling	93,430	155,438	164,651	(959)	83,258
Internal Service	481,021	2,147,292	2,101,079	2,950,000	3,477,234
Total All Funds	\$51,701,000	\$20,952,155	\$20,073,506	\$0	\$52,579,649

	FY 2019 Actual
General Fund	
Nonspendable	\$665,876
Committed	763,167
Assigned	5,854,417
Unassigned	5,066,122
Toal Fund Balances	\$12,349,582

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2020

Fund	FY 2019 Actual	FY 2020 Actual Revenue	FY 2020 Actual Expenditures	FY 2020 Net Transfers	FY 2020 Actual
General	\$12,349,582	\$15,595,279	\$11,255,261	\$509,935	\$17,199,535
Grants	150,614	253,475		(404,089)	0
Non-Major Funds	310,898	110,416	120,444	50,000	350,870
Capital Funds	575,638	25,245	532,143		68,740
Enterprise Fund					
Water	29,439,430	2,199,356	3,166,619	237,380	28,709,547
Sewer	6,016,364	1,111,173	919,174	(155,626)	6,052,737
Landfill	176,631	1,799,782	1,168,514	(220,379)	587,520
Recycling	83,258	150,904	157,089	(17,221)	59,852
Internal Service	<u>3,477,234</u>	<u>3,074,530</u>	<u>2,641,691</u>		<u>3,910,073</u>
Total All Funds	\$52,579,649	\$24,320,160	\$19,960,935	\$0	\$56,938,874

	<u>FY 2020 Actual</u>
General Fund	
Nonspendable	\$619,102
Committed	1,031,972
Assigned	8,083,781
Unassigned	<u>7,464,680</u>
Total Fund Balances	\$17,199,535

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2021

Fund	FY 2020 Actual	FY 2021 Actual Revenue	FY 2021 Actual Expenditures	FY 2021 Net Transfers	FY 2021 Actual
General	\$17,199,535	\$20,395,058	\$11,308,358	\$544,377	\$26,830,612
Non-Major Funds	350,870	90,368	81,921	50,000	409,317
Capital Funds	68,740	2,912,476	144,020		2,837,196
Enterprise Fund					
Water	28,709,547	2,676,762	2,716,691	(271,400)	28,398,218
Sewer	6,052,737	1,141,992	1,024,737	(124,877)	6,045,115
Landfill	587,520	1,713,796	1,160,095	(198,100)	943,121
Recycling	59,852	155,993	140,141	0	75,704
Internal Service	<u>3,910,073</u>	<u>2,266,007</u>	<u>2,215,897</u>		<u>3,960,183</u>
Total All Funds	\$56,938,874	\$31,352,452	\$18,791,860	\$0	\$69,499,466

	FY 2021 Actual
General Fund	
Nonspendable	\$717,256
Committed	1,609,837
Assigned	12,610,388
Unassigned	<u>11,893,131</u>
Total Fund Balances	\$26,830,612

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2022

Fund	FY 2021 Actual	FY 2022 Actual Revenue	FY 2022 Actual Expenditures	FY 2022 Net Transfers	FY 2022 Actual
General	\$26,830,612	\$11,083,867	\$14,626,550	\$780,980	\$24,068,909
Non-Major Funds	409,317	164,684	164,684	0	409,317
Capital Funds	2,837,196	1,122,768	1,870,543	0	2,089,421
Enterprise Fund					
Water	28,398,218	2,878,074	3,246,367	(314,356)	27,715,569
Sewer	6,045,115	1,127,353	927,694	(237,128)	6,007,646
Landfill	943,121	1,863,729	1,189,203	(229,496)	1,388,151
Recycling	75,704	194,579	207,429	0	62,854
Internal Service	3,960,183	2,139,551	1,758,632	0	4,341,102
Total All Funds	\$69,499,466	\$20,574,605	\$23,991,102	\$0	\$66,082,969

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2023

Fund	FY 2022 Actual	FY 2023 Estimated Revenue	FY 2023 Estimated Expenditures	FY 2023 Net Transfers	FY 2023 Estimated
General	\$24,068,909	\$11,050,437	\$14,419,169	\$844,556	\$21,544,733
Non-Major Funds	409,317	90,368	81,921	0	417,764
Capital Funds	2,089,421	1,122,768	1,870,543	0	1,341,646
Enterprise Fund					
Water	27,715,569	2,878,074	2,879,291	(367,076)	27,347,276
Sewer	6,007,646	1,127,353	711,739	(215,955)	6,207,305
Landfill	1,388,151	1,863,729	927,678	(261,525)	2,062,677
Recycling	62,854	194,579	207,429	0	50,004
Internal Service	4,341,102	2,139,551	1,758,632	0	4,722,021
Total All Funds	\$66,082,969	\$20,466,859	\$22,856,402	\$0	\$63,693,426

City of Rawlins
Estimated Beginning Reserves
 (Budget Basis)
 FY 2024

Fund	FY 2022 Estimated	FY 2024 Estimated Revenue	FY 2024 Estimated Expenditures	FY 2024 Net Transfers	FY 2024 Estimated
General	\$21,544,733	\$12,910,595	\$12,995,583	\$84,988	\$21,544,733
Non-Major Funds	417,764	114,747	114,747	0	417,764
Capital Funds	1,341,646	1,445,458	1,445,458	0	1,341,646
Enterprise Fund					
Water	27,347,276	3,198,743	3,160,846	(37,897)	27,347,276
Sewer	6,207,305	1,024,027	1,598,101	(21,500)	5,611,731
Landfill	2,062,677	1,734,300	1,508,708	(25,591)	2,262,678
Recycling	50,004	301,625	270,557	0	81,072
Internal Service	4,722,021	2,337,823	2,337,823	0	4,722,021
Total All Funds	\$63,693,426	\$23,067,318	\$23,431,823	\$0	\$63,328,921

Capital Summary

City of Rawlins
Capital
FY 2024

The City of Rawlins is currently undertaking an ongoing capital improvement program. Many large dollar projects remain for the next few years and existing infrastructure requires upkeep and eventual replacement. A few examples of the largest long-term projects are water collection and transmission line, SCADA system replacement, water distribution and sewer collection infrastructure, street replacements, as well as the update and proper maintenance of existing infrastructure and buildings.

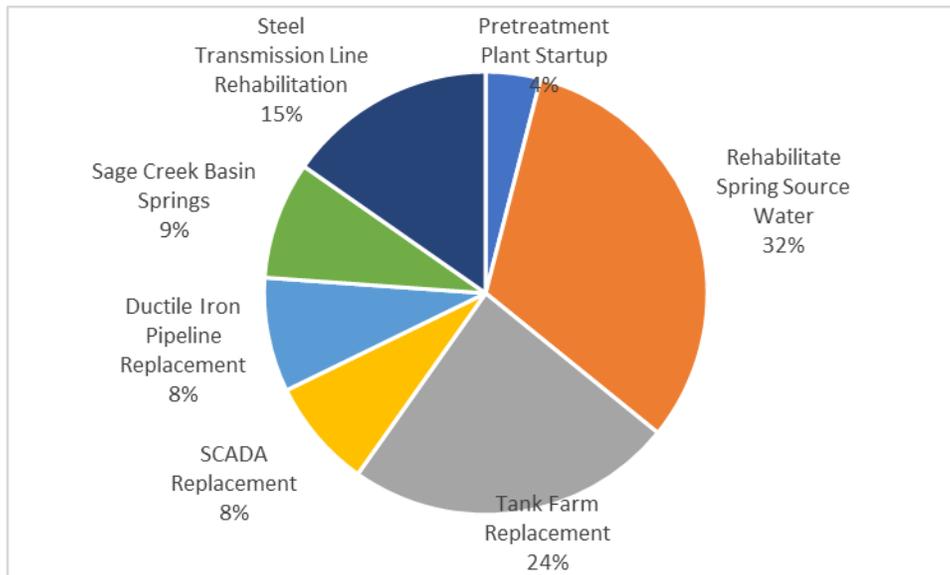
The Rawlins Water Supply Rehabilitation Project includes several segments, most of which cannot occur simultaneously without affecting water flow. Except for the pretreatment plant, these improvement efforts will not impact potential water restrictions this year.

- **Sage Creek Basin Springs:** Completed in late 2022, the project replaced 10,000 feet of the over 100-year-old wood stave pipeline with 18-inch PVC piping. The cost was \$2.15 million.
- **Rehabilitate Spring Source Water:** The replacement of the remaining wood stave pipeline collection system and spring and junction boxes in the Sage Creek Springs Basin and at Beaver Creek will allow the capture of more water from the springs. The estimated cost for this segment is \$7.98 million. So far, the project has secured a \$917,000 SLIB American Recovery Plan Act (ARPA) grant.
- **Steel Transmission Line Rehabilitation:** Rawlins must relocate blowoff valves, replace air release valves and install cathodic protection on the 32-mile transmission line to secure water flow from the springs to the water treatment plant. The estimated cost for this segment is \$3.83 million. So far, the project has secured a \$675,000 Wyoming State Land and Investment Board (SLIB) Minerals Royalty Grant and a \$1 million Community Development Block Grant.
- **Ductile Iron Pipeline Replacement:** The project will replace the ductile iron pipeline from the water treatment plant to Spruce Street as a primary waterline into town. The line is not cathodically protected to prevent the line from corrosion damage. The estimated cost for this segment is \$2.09 million.
- **Tank Farm Replacement:** This project aims to replace at least one of the storage tanks, which have fallen into disrepair. The estimated cost to replace one tank is \$6 million.
- **SCADA Replacement:** Rawlins needs to replace the outdated Supervisory Control and Data Acquisition (SCADA) system, which monitors and controls the water treatment plant system, automatically adjusting and sending alerts when a problem arises anywhere in the chain. The estimated cost for this segment is \$2 million. So far, the project has secured a \$1 million Community Development Block Grant and will use \$200,000 of Impact Assistance from the Power Company of Wyoming Chokecherry Project.

City of Rawlins
Capital (Continued)
FY 2024

- **Pretreatment Plant Startup:** The pretreatment plant is being brought online to more effectively treat raw water from reservoirs and the North Platte River. Since the fall of 2023, repairs have been made, and the proper chemicals for the specific treatment process have been identified. Additionally, Rawlins is hiring staff to run the operation. The goal is to have the pretreatment plant fully operational by June 2023. The estimated cost for this segment is \$1 million.

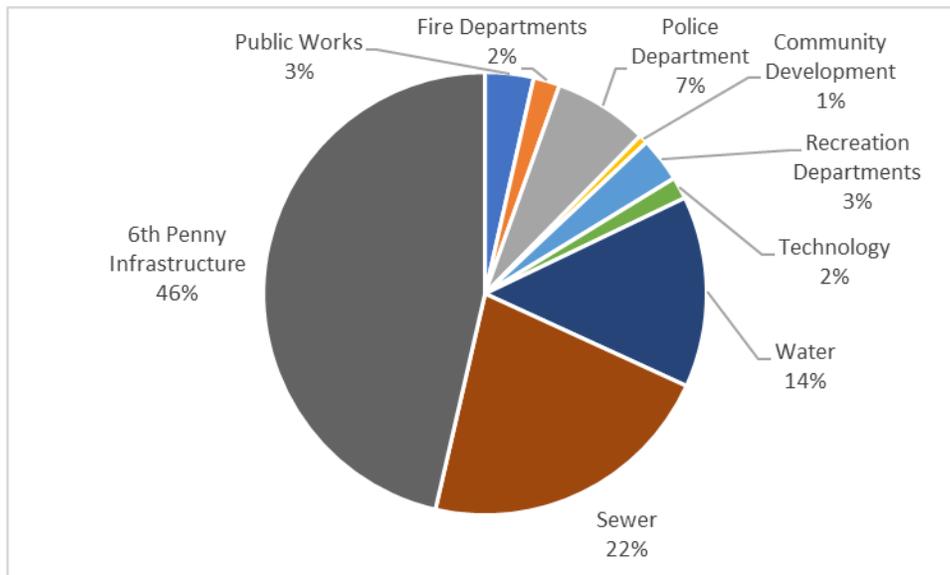
Estimated Budget Breakdown



City of Rawlins
Capital (Continued)
 FY 2024

Capital by Category

Department	Proposed FY 2024	Percent
Public Works	110,000	3.53%
Fire Departments	60,000	1.93%
Police Department	215,000	6.90%
Community Development	20,000	0.64%
Recreation Departments	101,871	3.27%
Technology	50,000	1.60%
Water	435,000	13.96%
Sewer	678,000	21.76%
6th Penny Infrastructure	1,445,458	46.40%
Total For All Categories City-Wide	3,115,329	100.00%



City of Rawlins
Capital (Continued)
FY 2024

General Fund Capital

Fire Department

Breathing Apparatuses \$60,000

Police Department

NICE Recording Systems 65,000

VIPER 911 Call Systems 150,000

Public Works

17 Yard Dump Truck 50,000

Downtown Striping 60,000

Community Development

New Shop Lift 20,000

Recreation

Overhead Doors 8,000

Indoor Golf Simulator 11,000

VFW Ball Fields 23,871

Refinish Gymnasium Floor 11,000

Golf Cart Lease 48,000

Technology

Servers 50,000

Total \$556,871

City of Rawlins
Capital (Continued)
 FY 2024

Enterprise Funds Capital

Water Fund

Water Distribution

Service Truck	\$60,000
4X4 Backhoe	135,000
Pump-Meter	20,000

Water Treatment Plant

Service Truck	50,000
Filter Leafs	135,000
Meters	35,000
Miscellaneous Studies	100,000

Total Water Fund	535,000
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Sewer Fund

Wastewater Treatment Plant

Skid Steer Loader	70,000
Bar Screens	100,000
Service Truck	60,000
Aeration Compressor	100,000
Pond Slide Gates	40,000
Aeration Maintenance	10,000
Return Line Automatic Slide Ga	50,000
Fencing	50,000
Boat and Motor	20,000
Grit Screens	50,000

Sewer Collection

Manhole Replacement	193,000
Service Truck	50,000

Total Sewer Fund	793,000
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Total Enterprise Funds	\$1,328,000
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City of Rawlins
Capital (Continued)
 FY 2024

Specific Purpose Tax

Project Description	Total
Raw Water Line to Rawlins Cemetery from Rochelle Ranch Golf Course	\$1,067,389
Low Maintenance Landscaping in City Right of Ways	450,000
Pedestrian bypass from Aberdeen Street to Harshman Street	800,000
Edinburgh Street Replacement Dunphail to Murray including Water, Sewer and Storm Sewer	2,379,318
Washington Street Replacement to Colorado including Sewer, Storm Sewer, Sidewalk Curb and Gutter	2,213,307
Airport Road Rebuild including Storm Sewer, Curb and Gutter	1,526,824
Harshman Street Sidewalk, Curb and Gutter from School Campus to Rec Center	638,347
Convert Ditch and Fire Station #2 to Underground Draining System	289,821
Relocate Sanitary Sewer Line and Storm Drainage to the Alton Lane Area	1,827,626
	<u>\$11,192,632</u>
Completed Projects	
Walnut Street Replacement 3rd-7th including Water Sewer, Storm Sewer, Curb and Gutter	<u>1,800,000</u>
Total Estimated Cost	12,992,632
Total Estimated Revenues	<u>12,193,076</u>
Overages	\$799,556

City of Rawlins
Capital (Continued)
 FY 2024

Capital Budget Carryover from FY 2023

FY 2023 Capital Budget (General Fund)	Budget	Expended as of May 31, 2023	Carryover to FY 2024
General Fund			
Information Technology			
Replacement Computers	\$30,000	\$29,990	\$0
Public Works Administration			
Vehicle Trade in of Ford Explorer	50,000	0	50,000
Central Shops and Warehouse			
New Shop Lift	20,000	0	20,000
Streets			
17 Yard Dump Truck Engine Rebuild	50,000		50,000
Downtown Striping and Crosswalks	40,000		40,000
Davis Street Extension	120,000		120,000
Police Administration			
Replace (2) 2011 Ford Expeditions	130,000		130,000
Replace Handguns	44,430	15,563	0
Replace Tasers	75,825		0
New Boilers	52,446		52,446
Install Net Remote Terminal Unit	34,385		34,385
Animal Control			
Replace (1) Animal Control Truck	65,000	63,491	0
Mobile Radios (2) Animal Control Vehicles	12,000	10,173	0
Fire Department			
Self Contained Beathing Apparatus (8)	60,000	60,000	0
Replacment of Firefighter PPE (12)	40,000	8,805	0
Golf Course			
Fairway Mower	64,000	64,000	0
Range Picking Unit	13,500	12,895	0
Golf Cart Lease	40,000	27,000	0
Recreation Center			
Roller Skates	30,000	30,000	0
Replace Roof	93,000	39,000	0
Shooting Range			
Trap Thrower Repair Kit	6,000	0	6,000
Green Spaces			
Air Compressor	25,000	26,664	0
Parks Infrastructure	20,000	0	20,000
Entry Way Landscaping	20,000		20,000
Total General Fund	<u>\$1,135,586</u>	<u>\$387,581</u>	<u>\$542,831</u>

City of Rawlins
Capital (Continued)
 FY 2024

General Fund Impact Assistance	Budget	Expended as of May 31, 2023	Carryover to FY 2024
Police Department			
Sign Board Trailer with Radar	\$17,000	\$21,000	\$0
Ballistic Shields	4,500		4,500
Entry Kits (Large)	1,300		1,300
Entry Kits (Small)	600		600
Additional Spillman Modules (GIS)	50,000		50,000
Replace 2014 Ford Inceptors VIN 11756	62,500		62,500
Fire Department			
Ambulance	250,000	235,924	0
LifePak CR-2 AED Public Use	17,000		17,000
Replace LifePak 1000 AED's Professional	5,000		5,000
Community Development			
Pro Baler HE-60	136,000		136,000
New electrical service and wiring for new building	50,000		50,000
Administration			
CATS Bus	100,000	1,090	100,000
Facilities			
New Work Truck	50,000		50,000
Lean to for Recycle Center	80,000	69,358	0
ADA Upgrades to City Hall	80,000		80,000
Public Works			
Truck	70,000		70,000
Waterline Infrastructure Needs	1,252,292	147,511	1,104,781
Parks and Recreation			
Golf Course Cart Path Repairs	50,000		50,000
ADA Fixes at Parks	50,000	12,885	37,000
Concrete Repairs at Tully Park	30,000		30,000
Total Capital Projects	\$2,356,192	\$487,768	\$1,848,681
Additions			
Ditch Witch	30,771	30,771	0
Sage Creeks Change Orders	600,000	531,733	0
SCADA Design	200,000	0	200,000
Total Additions	830,771	562,504	200,000
Total	3,186,963	1,050,272	2,048,681

City of Rawlins
Capital (Continued)
 FY 2024

Enterprise Funds	Budget	Expended as of May 31, 2023	Carryover to FY 2024
Water Fund			
City Water Model	\$70,000	\$6,307	\$0
Water Meter/MXU Replacement	100,000		
Service Line Locating Equipment	7,000	10,431	0
Leak Detection Equipment	25,000	20,356	0
Filter Leafs/Re-budget/Replace	100,000		100,000
Service Truck	50,000		50,000
Other Equipment	192,000	23,469	169,000
Sewer Fund			
Skid Steer Loader	45,000		45,000
Bar Screens	75,000		75,000
Service Truck	50,000		50,000
Landfill			
Scale Building/Scale	34,000		34,000
Recycling Center			
M-30 HD Harmony Bailer	20,000		20,000
Concrete for Bailer Location	65,000		65,000
Total Enterprise Funds	\$833,000	\$60,563	\$608,000

Funds

General Fund

Capital Projects Funds

Special Revenue Funds

Enterprise Funds

Internal Service Fund

- General Government
- Public safety and transportation
- Public Works
- Highways and Streets
- Culture and recreation
- Debt Service – Principal Retirement

The General Fund is used to account for resources traditionally associated with government that are not required legally or by sound financial management to be accounted for in another fund.

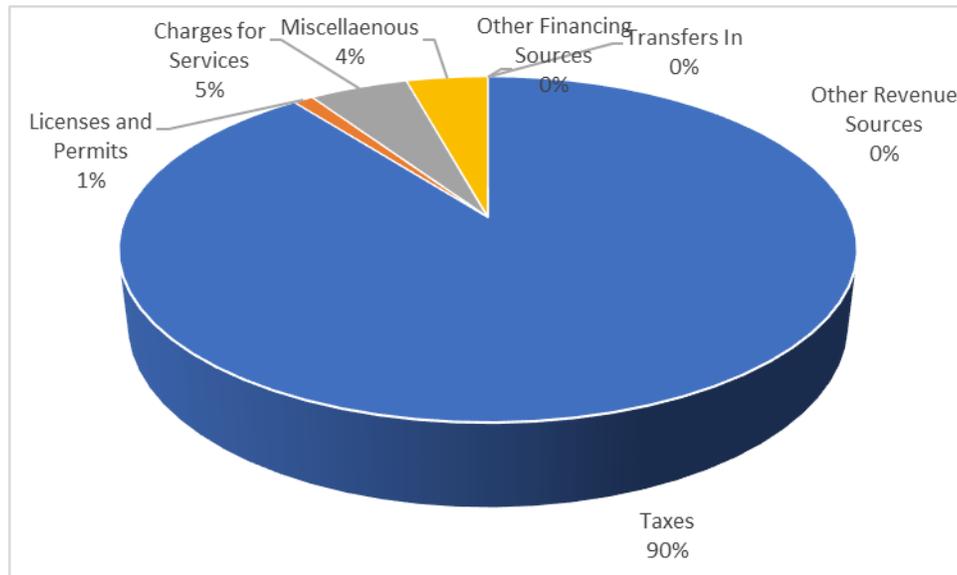
General Fund Revenue

Includes General Government Departments Only
(No Recreation Departments)

General Fund Revenue

General Fund Revenue Summary					
	FY 2022 Actual	FY 2023 Budget	30-Apr Actual	FY 2024 Proposed	% Change
Revenue					
Taxes	\$8,878,946	\$9,806,562	\$9,373,341	\$10,672,729	8.83%
Licenses and Permits	111,105	118,500	116,029	126,000	6.33%
Charges for Services	983,025	1,384,356	1,180,516	616,338	-55.48%
Miscellaenous	87,235	183,500	258,805	508,741	177.24%
Other Revenue Sources	0	0	739,793	0	0.00%
Other Financing Sources	0	6,479,406	0	0	100.00%
Transfers In	69,770	69,770	58,142	0	-100.00%
Total Revenues	\$10,130,081	\$18,042,094	\$11,726,625	\$11,923,808	-33.91%

General Fund Revenue
FY 2024 Proposed Summary Revenue Budget



Cigarette Tax

Proposed FY 2024 Revenue Amount: \$45,000

Historically, Wyoming has imposed an excise tax of \$0.006 on each cigarette, or \$0.12 cents per package of 20 cigarettes, sold by a wholesaler, who retains 6% of the total collected. Of the remainder, 33 1/3% is distributed to cities, town, and counties. The remaining amount is divided with 38 1/4% going to the State General Fund and 61 3/4% to cities, towns, and counties. Revenues from Cigarette Tax is expected to remain consistent for FY 2022, FY 2023, and FY 2024.

Projections for the City of Rawlins are based on historical trends.

Federal Mineral Royalties

Proposed FY 2024 Revenue Amount: \$301,000

Wyoming statutes provide that 9.375% of up to \$198 million of Federal Mineral Royalties, not including coal bonus funds, received by the State of Wyoming annually will be distributed to cities and towns. The amounts budgeted are based on figures from the Revenue Forecasts published by the CREG.

The distribution formula is unique. First, each city or town having a population over 325 receives a \$15,000 base payment per year. The amount distributed to the municipalities within each county is then determined as the ratio of the school district Average Daily Membership (ADM) to the total ADM for the state. Distribution within the county to the municipalities is based on the population relationship each incorporated municipality has with all the towns and cities in the county.

Mineral Severance Tax

Proposed FY 2024 Revenue Amount \$302,000

The Severance tax to cities and towns is derived from a 9.25% share of a \$155 million distribution account funded from severance taxes on all minerals produced in the state. The CREG report shows that total statewide mineral severance tax collections will drop from \$219,900,000 in FY 2023 to \$194,300,000 in FY 2024, an 11.64% decrease.

Sales and Use Tax

Proposed FY Revenue Amount

- Sales Tax \$3,011,999
- County Option Sales Tax \$2,854,823
- State Use Tax \$274,991

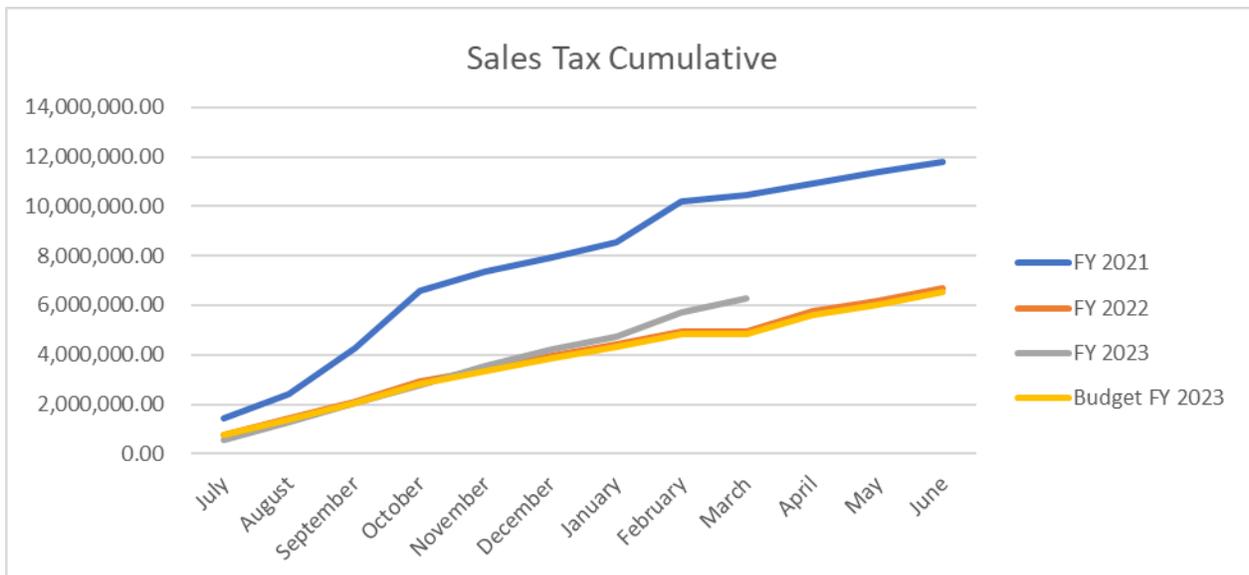
- County Options Use Tax \$417,236
- State Use tax – Out of State \$222,730
- Sales Tax Out of State \$395,239

In 1993, the state increased the sales and use tax to \$0.04 and decreased the distribution to local government to 28%. The 2000 Legislature made this rate permanent. In 2002, the legislature approved an increase in the common local government share to 29% starting July 1, 2002, and to 31% starting July 1, 2004. 1% goes back to the Department of Revenue for administration fees.

The January 2023 Consensus Revenue Estimating Group Revenue (CREG) Forecast included comments regarding sales and use tax and oil price assumptions. The CREG reads in part CREG revenue revision in this report increase the FY 2021-2022 biennium GF forecast revenues by \$8.0 million. The FY 2023-2024 biennium GF revenues have been increased by \$9.8 million, while the FY 2023-2024 biennium Budget Reserve Account revenues have been revised upward by \$1.8 million.

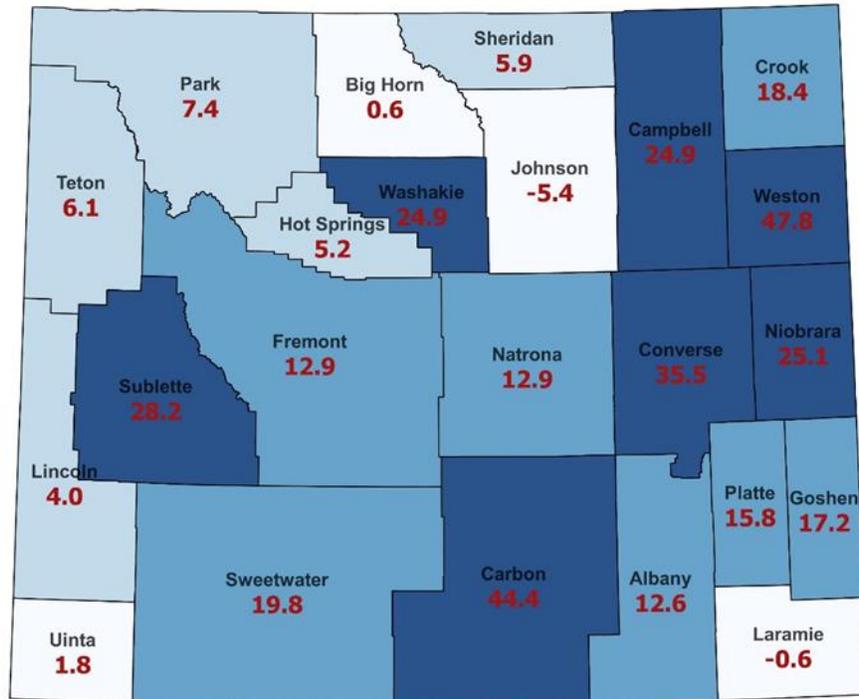
The 31% distribution to cities and towns is based on a two-part formula. The taxes are first returned to the county of the sales transaction, then divided among the county and its cities and towns based on the percentage the population of each municipality bears to the total county population. All the general-purpose optional tax except for an administrative fee is returned to the county of transaction where it is divided in the same way as the basic tax.

The CREG report estimates and increase of 3% in statewide sales and use tax collections where estimated collections will increase from \$600,000,000 to \$618,000,000. According to the Wyoming Department of Revenue the annual percent change in taxable sales from the 4th quarter of 2021 to the 4th quarter of 2022 was 44.4% for Carbon County, where the statewide average was 13.6%. Estimates for FY 2024 will reflect a 10% increase from prior year budgeted amounts.



Annual Percent Change in Taxable Sales: 4Q2021 - 4Q2022

Wyoming = 13.6%



Source: Wyoming Department of Revenue

Gasoline Tax

Proposed FY 2024 Revenue Amount \$385,000

The source of this revenue is a tax of \$.24 per gallon. Distribution of the tax is as follows: 57.5% to the State Highway Fund, 13.5% to Counties, 14% to the County Road Fund, 15% to cities and towns. Prior to FY 2023, cities and towns received revenue only from \$0.11 of the tax.

Biennial Supplemental Funds Direct Distribution

Proposed FY 2024 Revenue Amount \$948,711

At the 2023 Legislative Session, the Legislature adopted a supplement budget, with added \$26,250,000 money to the direct distribution appropriation second year of biennium. These additional funds will be disbursed with the Madden/Bebout formula. These additional funds bring the total funding for the direct distribution for the biennium to \$146,250,000.

Wyoming Pari-Mutuel Commission

Proposed FY 2024 Revenue Amount \$72,741

The source of this revenue is off-track house racing wagering and Skills Based Amusement Games that are played in approved, permitted locations.

Estimates are based on figures provided by the Wyoming Pari-Mutuel Commission.

The commission will pay an amount equal to one percent of the total amount wagered attributable to historic pari-mutuel events, shown by the report to the commission, to be transferred by the commission to the county and the city or town in which the permittee is located, in equal shares, or to the county alone if the permittee is not located within the boundaries of a city or town.

Wyoming Lottery

Proposed FY 2024 Revenue Amount \$70,000

The source of this revenue is the Wyoming Lottery – WyoLotto – which features Powerball, Cowboy Draw, Lucky for Life, 2 X 2, Keno and Mega Million games sold through approved retailers.

Franchise Fees

Proposed FY 2024 Revenue amounts:

- Black Hills Energy \$210,000
- Rocky Mountain Power \$380,000
- Telephone taxes \$8,000
- Charter Communications \$80,000
- Fatbeam LLC \$6,000

The City of Rawlins imposes a franchise fee on public utilities and telecommunication companies for the privilege of using public right-of-way in our community.

FY 2024 Budget
(Budget Basis)
General Fund Revenue

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Taxes					
Mineral Taxes					
Mineral Royalty Tax	\$226,669	\$310,000	\$157,919	\$301,000	-2.90%
Mineral Severance Tax	221,944	343,000	149,323	302,000	-11.95%
Total Mineral Taxes	\$448,613	\$653,000	\$307,242	\$603,000	-7.66%
Other Taxes					
County Motor Vehicle Tax	\$243,848	\$250,000	\$236,597	\$290,000	16.00%
Cigarette Tax	40,350	45,000	33,585	45,000	0.00%
Sales/Use Tax	2,590,627	2,738,181	2,931,120	3,011,999	10.00%
County Option Sales Tax	2,457,175	2,595,294	2,761,762	2,854,823	10.00%
State Use Tax	237,986	249,992	254,170	274,991	10.00%
Gasoline Tax	355,386	385,000	333,283	385,000	0.00%
State Supplemental Funding	547,636	730,000	438,310	948,711	29.96%
Count Option Use Tax	358,511	379,305	381,039	417,236	10.00%
Sales/Use Tax - Out of State	192,758	202,482	205,866	222,730	10.00%
Sales Tax Out of State	339,947	359,308	384,627	395,239	10.00%
Lodgers Tax	33,982	25,000	32,398	40,000	60.00%
Total Other Taxes	\$7,398,206	\$7,959,562	\$7,992,756	\$8,885,729	11.64%
Property Taxes					
County Ad Valorem Tax	\$389,406	\$500,000	\$402,340	\$500,000	0.00%
Total Property Taxes	\$389,406	\$500,000	\$402,340	\$500,000	0.00%
Franchise Fees					
Black Hills Energy	\$232,361	\$210,000	\$302,934	\$210,000	0.00%
Rocky Mountain Power	326,180	380,000	304,466	380,000	0.00%
Telephone Taxes	5,202	9,000	5,079	8,000	-11.11%
Charter Communications	73,336	88,000	53,937	80,000	-9.09%
Fatbeam LLC	5,642	7,000	4,586	6,000	-14.29%
Gateway South	0	0	0	0	0.00%
Total Franchise Fees	\$642,721	\$694,000	\$671,002	\$684,000	-1.44%
Total Taxes	\$8,878,946	\$9,806,562	\$9,373,341	\$10,672,729	8.83%

FY 2024 Budget
(Budget Basis)
General Fund Revenue (Continued)

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Licenses					
Liquor Licenses	\$28,417	\$26,000	\$25,500	\$25,500	-1.92%
Animal Licenses	1,308	1,500	940	1,500	0.00%
Contractor Licensees	26,212	27,000	24,835	27,000	0.00%
Total Licenses	<u>\$55,937</u>	<u>\$54,500</u>	<u>\$51,275</u>	<u>\$54,000</u>	<u>-0.92%</u>
Permits					
City Licenses and Permits	\$5,166	\$8,000	\$4,008	\$8,000	0.00%
Engineering/Building Permits	48,072	55,000	59,416	62,500	13.64%
Special Use Permits	1,430	500	940	1,000	100.00%
Corral Permits	500	500	390	500	0.00%
Total Permits	<u>\$55,168</u>	<u>\$64,000</u>	<u>\$64,754</u>	<u>\$72,000</u>	<u>12.50%</u>
Total Licenses and Permits	<u>\$111,105</u>	<u>\$118,500</u>	<u>\$116,029</u>	<u>\$126,000</u>	<u>6.33%</u>
Charges for Services					
Other Charges					
Restaurant Lease	\$2,400	\$0	\$0	\$0	0.00%
Street Cuts	250	500	525	500	0.00%
Plan Reviews	10,682	25,000	28,297	25,000	0.00%
Cemetery Lot Sales	2,815	3,500	4,515	4,000	14.29%
Land Leases/Sale & Rent	33,880	63,000	30,935	63,000	0.00%
Perpetual Care Fund	0	3,000	750	3,000	0.00%
Cemetery Fees	8,290	9,000	8,255	9,000	0.00%
Planning and Zoning	746	600	1,300	750	25.00%
Prints and Inspections	0	200	0	200	0.00%
Miscellaneous	(71,157)	20,000	33,303	25,000	25.00%
Asphalt Materials	2,514	4,500	11,651	5,000	11.11%
Depot Receipts	7,100	5,800	4,500	6,000	3.45%
Total Other Charges	<u>(\$2,480)</u>	<u>\$135,100</u>	<u>\$124,031</u>	<u>\$141,450</u>	<u>4.70%</u>
Interdepartmental					
Central Shop	\$120,000	\$84,988	\$70,823	\$84,988	0.00%
Water Fund	217,000	328,553	273,794	0	-100.00%
Sewer Fund	143,100	195,081	162,568	0	-100.00%
Landfill Fund	161,500	235,934	196,612	0	-100.00%
Total Interdepartmental	<u>\$641,600</u>	<u>\$844,556</u>	<u>\$703,797</u>	<u>\$84,988</u>	<u>-89.94%</u>

FY 2024 Budget
(Budget Basis)
General Fund Revenue (Continued)

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Police and Court					
911 Surcharge	\$72,296	\$75,000	\$70,205	\$80,000	6.67%
Animal Shelter Fees	7,991	9,000	5,751	9,000	0.00%
Restitution	9,666	3,500	3,276	3,500	0.00%
Municipal Judge	114,987	130,000	88,638	125,000	-3.85%
Record Checks	193	300	192	300	0.00%
Tow Fee Reimbursements	250	500	548	500	0.00%
Advocate Grant - State	14,755	18,000	12,683	18,000	0.00%
DUI/EUDL Grants	1,929	15,000	2,108	10,000	-33.33%
Court Bonds	(4,840)	10,000	11,837	0	-100.00%
Crime Victims	3,850	4,000	3,495	4,000	0.00%
CATS Bus	1,219	1,400	1,702	1,600	14.29%
Ballistic Vest	0	0	0	0	0.00%
Advocate Grant - Federal	31,064	52,000	27,050	52,000	0.00%
Law Enforce-Seizure Money	1,871	0	0	0	0.00%
Donations - Animal Shelter	3,125	1,000	3,046	1,000	0.00%
Resource Office Reimbursement	75,000	75,000	75,000	75,000	0.00%
E-Citation - City of Rawlins	7,680	10,000	7,240	10,000	0.00%
Full Court Enterprise IT	0	0	37,416	0	0.00%
Donations - Police	0	0	2,300	0	0.00%
Police National Night Out	2,869	0	200	0	0.00%
Total Police and Court	\$343,905	\$404,700	\$352,688	\$389,900	-3.66%
Total Charges for Services	\$983,025	\$1,384,356	\$1,180,516	\$616,338	-55.48%
Miscellaneous					
Interest Income	\$26,070	\$40,000	\$115,048	\$340,000	750.00%
Wildland Fire Reimbursement	0	10,000	0	10,000	0.00%
Lottery for Cities	57,134	55,000	68,181	70,000	27.27%
RFD Ambulance Service	4,031	3,500	2,834	3,500	0.00%
Sale of Fixed Assets	0	0	0	2,500	0.00%
Wyoming Community Gas	0	0	0	10,000	0.00%
House Racing	0	75,000	72,741	72,741	0.00%
Total Miscellaneous	\$87,235	\$183,500	\$258,805	\$508,741	177.24%
Total Miscellaneous	\$87,235	\$183,500	\$258,805	\$508,741	177.24%

FY 2024 Budget
(Budget Basis)
General Fund Revenue (Continued)

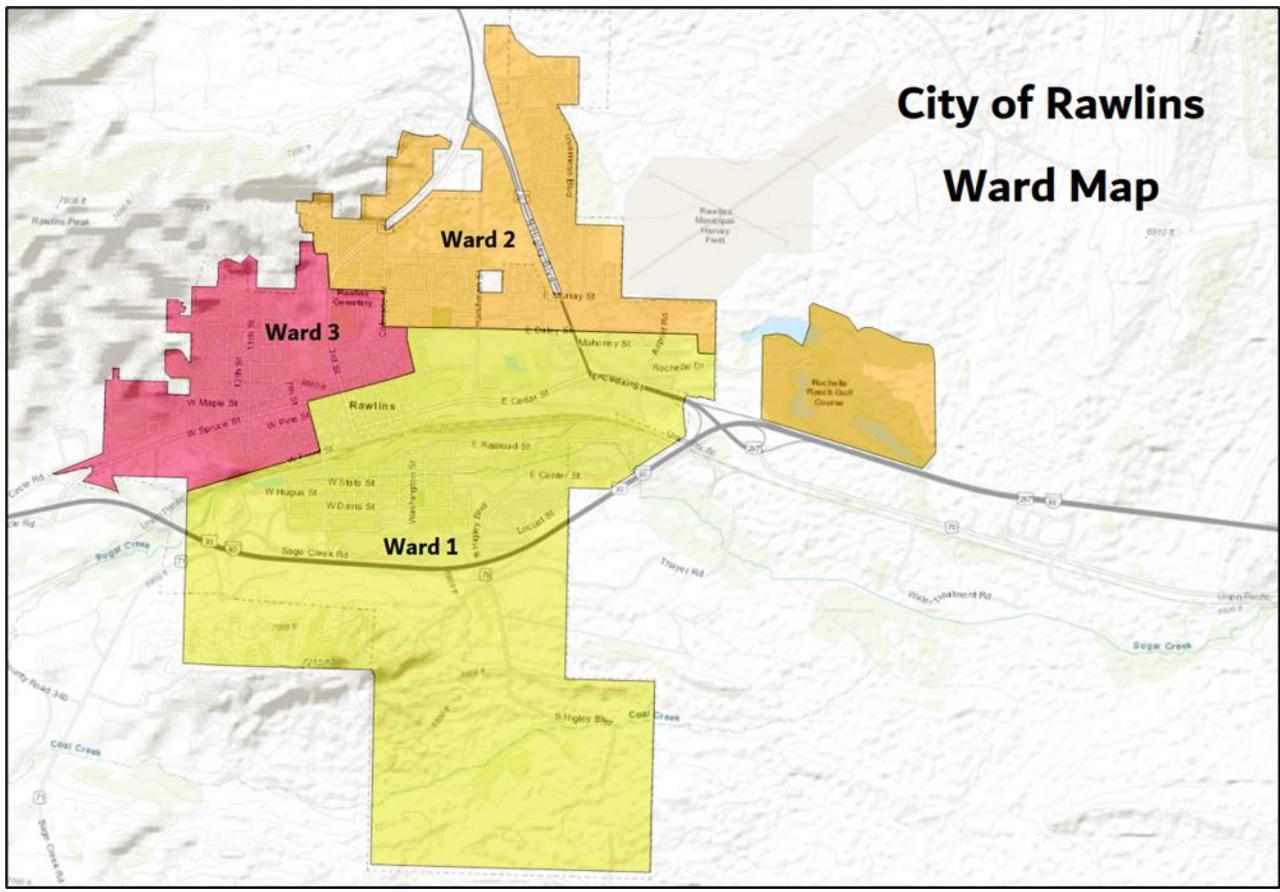
	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>	
Other Revenue Sources						
COVID-19 Related Revenue	\$0	\$0	\$739,793	\$0	0.00%	
Total Other Revenue Sources	<u>\$0</u>	<u>\$0</u>	<u>\$739,793</u>	<u>\$0</u>		<u>0.00%</u>
Other Financing Sources						
Cash Reserves	\$0	\$6,479,406	\$0	\$0	-100.00%	
Total Financing Sources	<u>\$0</u>	<u>\$6,479,406</u>	<u>\$0</u>	<u>\$0</u>	-100.00%	<u>0.00%</u>
Transfers In						
Murray Street Reimbursement	\$69,770	\$69,770	\$58,142	\$0	-100.00%	
Total Transfers In	<u>\$69,770</u>	<u>\$69,770</u>	<u>\$58,142</u>	<u>\$0</u>	-100.00%	<u>0.00%</u>
Total Revenue	<u>\$10,130,081</u>	<u>\$18,042,094</u>	<u>\$11,726,625</u>	<u>\$11,923,808</u>	-33.91%	<u>100.00%</u>

City Council

The governing body are council members elected as provided by law. In Wyoming, there are seven councilmembers in municipalities having a population of four thousand or more but less than twenty thousand according to the last United States census. The term of office of a council member is four years and until his/her successor is sworn in. Legislative authority is vested in the council.

City Council oversees City ordinances, policies, goal/vision/mission setting, adopting a balanced budget, changing laws, high-level governance of the City and they are the ultimate authority who make decisions on behalf of residents. The City Council are elected representatives who are accountable to the community for their decisions.

The City Council is the community’s legislative and policymaking body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The council also focuses on the community’s goals, major projects and such long-term considerations as community growth, land use development, capital improvement, and strategic planning. The elected City Council members represent their community and develop a long-range vision for the City’s future. They establish policies that affect the overall operation of the community and are responsive to residents’ needs and wishes.



The City Council may exercise, as a governing body, all general powers listed in W.S. § 15-1-103 through 15-1-1100, those listed in W.S. § 15-5 through 15-10 and the authority to act under home rule.

- ❖ Exercise an oversight role over the conduct of city affairs.
- ❖ Confirm appointments to municipal boards, commissions, and certain positions such as City Manager, City Attorney and City Judge.
- ❖ Approve rules and regulations governing the city.
- ❖ Oversee the finances of the City of Rawlins.
- ❖ Purchase and hold real and personal property.
- ❖ Plan, construct, improve, modify, repair, maintain, and regulate the use of streets, alleys, bridges, parks, public grounds, cemeteries, and sidewalks.
- ❖ License, tax, and regulate any business within the corporate limits.
- ❖ Regulate or prohibit the running at-large of any animals; impose a license fee; and establish and provide for the operation of an animal shelter.
- ❖ Declare and abate nuisances; impose fines upon parties who create, continue, or permit nuisances to exist.
- ❖ Grant franchises to any utility company.
- ❖ Approve zoning changes, subdivisions, plats, and annexations.
- ❖ Approve bid awards.
- ❖ Establish all municipal operational fees.
- ❖ Focus on long range planning.
- ❖ Establish goals and objectives for the community.
- ❖ Receive citizen complaints and information requests and forwards to the City Manager for appropriate action.

The Mayor has certain duties and authorities which are required or implied by Municipal Code and Wyoming State Statutes including:

- ❖ Preside over all meetings of the governing body.
- ❖ Execute contracts per Statute, city ordinance or as authorized by City Council.
- ❖ Recommend policies to the governing body.
- ❖ Recommend board and commission appointments to City Council.
- ❖ Appoints a City Manager, City Attorney and Municipal Judge with the consent and approval of the governing body.
- ❖ May call special City Council meetings.
- ❖ Act as the ceremonial leader for the city.
- ❖ Lead the governing body in addressing political matters, needs, goals and a vision for the community.
- ❖ Meet regularly with the City Manager to provide policy guidance relative to actions of the governing body.

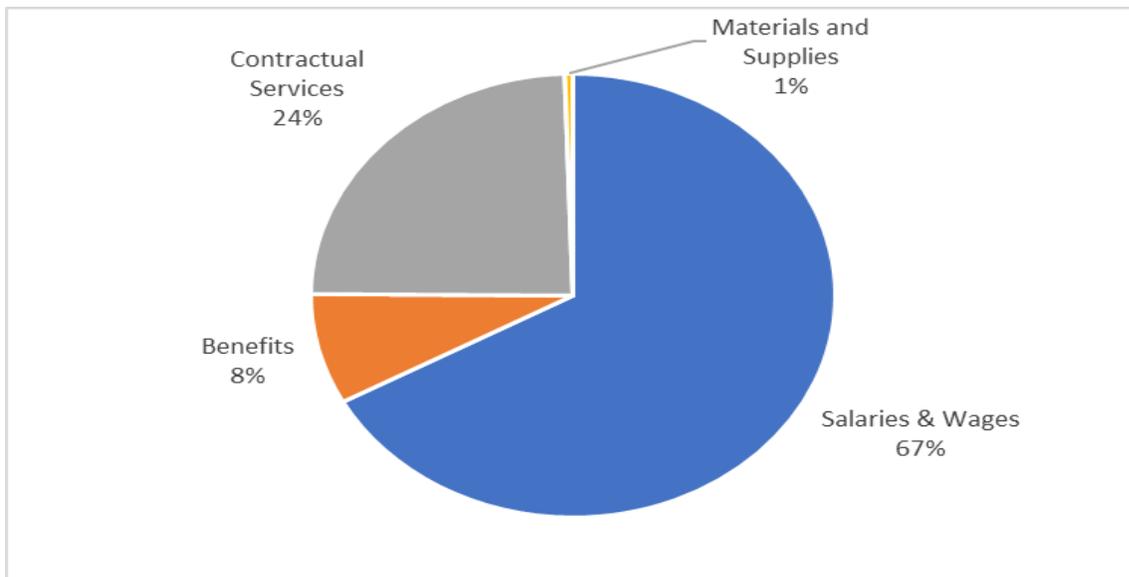
City Council Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Part Time Positions			
City Council Members	7	7	7
Total	7	7	7

City Council Budget Summary

Expenditures	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$54,000	\$63,000	\$47,942	\$66,000	4.76%
Benefits	5,952	8,335	6,386	7,946	-4.66%
Contractual Services	29,933	26,000	17,828	24,000	-7.69%
Materials and Supplies	181	1,000	566	500	-50.00%
Total Expenditures	<u>\$90,066</u>	<u>\$98,335</u>	<u>\$72,721</u>	<u>\$98,446</u>	0.11%

City County Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
City Council**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$54,000	\$63,000	\$47,942	\$66,000	4.76%
Total Salaries and Wages	54,000	63,000	47,942	66,000	4.76%
Benefits					
Employee Benefits	\$4,132	\$4,820	\$3,621	\$5,049	4.75%
Workers Compensation	1,820	3,515	2,764	2,897	-17.57%
Total Benefits	\$5,952	\$8,335	\$6,386	\$7,946	-4.66%
Contractual Services					
Consultant Contracts	\$0	\$6,000	\$0	\$0	0.00%
Travel and Training	9,926	6,000	5,383	10,000	66.67%
Council Retreat	6,737	0	0	0	0.00%
Dues and Publications	13,269	14,000	12,445	14,000	0.00%
Total Contractual Services	\$29,933	\$26,000	\$17,828	\$24,000	-7.69%
Materials and Supplies					
Miscellaneous	\$181	\$1,000	\$566	\$500	-50.00%
Total Materials and Supplies	\$181	\$1,000	\$566	\$500	-50.00%
Total Expenditures	\$90,066	\$98,335	\$72,721	\$98,446	0.11%

City Manager

City Manager

The City Manager performs a dual role as the Public Administrator and as Chief Executive Officer of the City of Rawlins. Employed by the City Council to plan, organize, oversee, and direct the overall operation of the City through positive leadership. Provides information and administrative support for the City Council to fulfill their fiduciary duties to their constituents. The City Manager exercises a high degree of initiative and professionalism in the daily administration and management of municipal operations in accordance with all guidelines, policies, regulations, ordinances, and laws established by the Rawlins City Council, the State of Wyoming, and the United States Federal Government.

The City Manager has responsibility and administrative oversight for all city services. The City Manager provides visionary, innovative leadership, direction, and direct supervision to ensure a coordinated effort toward achieving both departmental and citywide goals and objectives.

The City Manager strives to create a quality experience for key stakeholders, to include, but not limited to:

- City Council
- Citizens
- City Employees
- Community Business Partners (Private & Public)

Department Head direct reports include:

- Police Chief
- Fire Chief
- Finance Director
- Parks & Recreation Director
- Public Works Director
- DDA/Main Street Director (Special District)

Clerk

The City Clerk position is governed by the State of Wyoming Statutes and works closely with the City Manager, Mayor, City Council Members, and residents of Rawlins. The City Clerk is responsible for coordinating and preparing the Council's Agenda with Department Heads and the City Manager, then reviewing it with Mayor. Other responsibilities include:

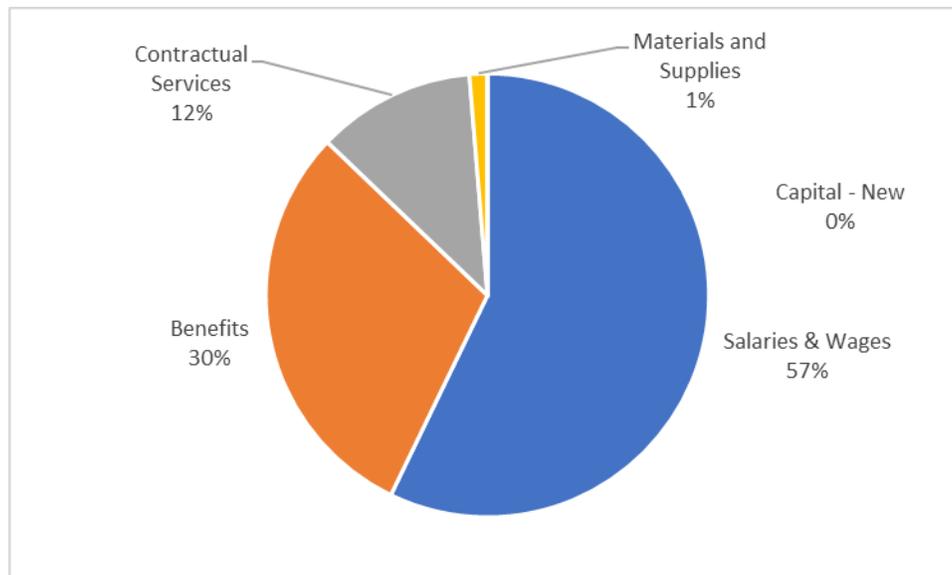
- Publication Notices for Public Hearings, Resolutions, Ordinances, City Council Minutes, per State of Wyoming Statutes.
- Preparing Council Minutes
- Coordinating with city officials that the Resolutions, Ordinances, City Council Minutes, Memorandums of Understanding (MOU's), Proclamations and legal documents are signed and indexed.
- Manages, renewal and maintaining compliance with the city's 29 Liquor License Holders.
- Preparing, Posting and Managing all the city's Bids and Request for Proposals (RFP's).
- Manages and renewal of Bingo / Pull – Tab Licenses
- Renewal of City of Rawlins Hauler Licenses
- Renewal of Specific City Business Licenses
- Maintaining Municipal Files

- Working with residents who file insurance claims
- Working to maintain the trust of the citizens of Rawlins

City Manager Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
City Manager	1	1	1
Community Relations Director	1	1	1
City Clerk	1	1	1
Total	3	3	3

City Manager Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$234,948	\$250,104	\$164,175	\$243,685	-2.57%
Benefits	160,352	144,372	88,614	127,674	-11.57%
Contractual Services	211,713	25,500	22,506	49,238	93.09%
Materials and Supplies	4,675	4,000	2,987	5,550	38.75%
Capital - New	35,715	0	0	0	0.00%
Total Expenditures	\$647,403	\$423,976	\$278,282	\$426,147	0.51%

City Manager Expenses by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
City Manager**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$231,587	\$249,104	\$163,917	\$243,685	-2.18%
Overtime Pay	3,361	1,000	258	0	-100.00%
Total Salaries and Wages	<u>234,948</u>	<u>250,104</u>	<u>164,175</u>	<u>243,685</u>	-2.57%
Benefits					
Employee Benefits	152,463	130,736	80,784	116,976	-10.52%
Workers Compensation	7,889	13,636	7,829	10,698	-21.55%
Total Benefits	<u>160,352</u>	<u>144,372</u>	<u>88,614</u>	<u>127,674</u>	-11.57%
Contractual Services					
Consultant Contracts	12,135	0	2,356	24,688	0.00%
Council Retreat	0	0	0	0	0.00%
Travel and Training	10,663	7,500	4,940	8,500	13.33%
Utilities - Phone	2,542	3,000	400	750	-75.00%
Strategic Plan Projects	86,539	10,000	12,951	10,000	0.00%
Public Communications	2,570	2,000	685	2,000	0.00%
Dues and Publications	3,160	3,000	1,173	3,300	10.00%
Contingency	94,105	0	0	0	0.00%
Total Contractual Services	<u>211,713</u>	<u>25,500</u>	<u>22,506</u>	<u>49,238</u>	93.09%
Materials and Supplies					
Supplies	2,268	2,000	1,954	2,000	0.00%
Equipment	1,519	0	769	1,550	0.00%
Vehicle Operation	888	1,500	264	2,000	33.33%
Uniforms	0	500	0	0	-100.00%
Total Materials and Supplies	<u>4,675</u>	<u>4,000</u>	<u>2,987</u>	<u>5,550</u>	38.75%
Capital - New					
Vehicles	35,715	0	0	0	0.00%
Total Capital - New	<u>35,715</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Expenditures	<u>\$647,403</u>	<u>\$423,976</u>	<u>\$278,282</u>	<u>\$426,147</u>	0.51%

City Attorney

Mission

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

Description

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

Objectives & Goals:

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

- Assisting in the operations of the City by serving as legal advisor to the Rawlins City Council, municipal personnel, municipal boards and commissions, and by drafting resolutions, ordinances, legal opinions, and other legal documents upon request.
- Upholding state and municipal laws by prosecuting those persons charged with misdemeanors, traffic offenses, municipal infractions, and other laws and regulations within our jurisdiction, and by educating and encouraging voluntary compliance with the law.
- Advising city officials on proposed and existing legislation and interpret the legal ramifications of new legislation.
- Assisting staff in updating and re-codifying existing ordinances and to draft new ordinances for adoption at the request of the Rawlins City Council.
- Representing the City and city officials in court in either actions brought by the city or brought against the city.
- Monitoring the delivery of all legal services to the city.
- Assisting staff in fulfilling their legal duties and help foster an environment of compliance with all federal, state, and local regulations.
- Assisting staff in the challenges of navigating both the Public Meetings Act and Public Records Act to fulfill the government canon of transparency in government.

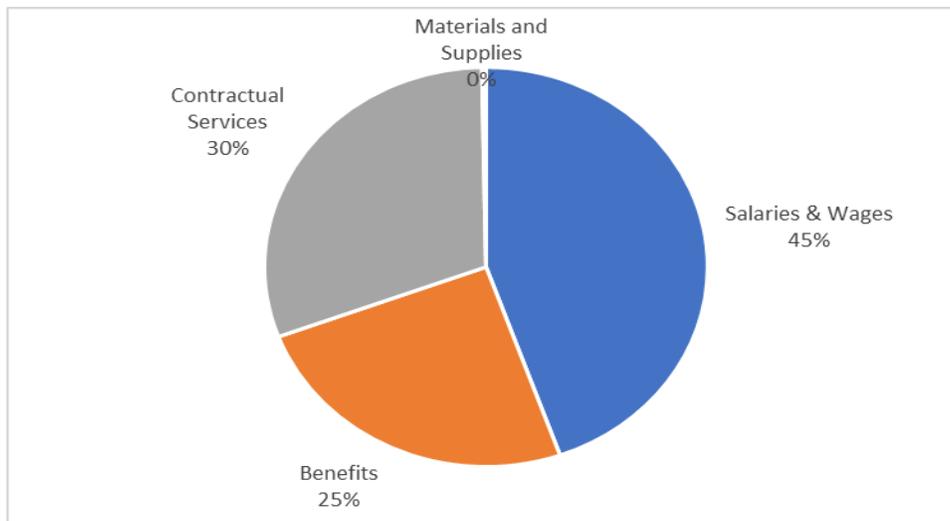
City Attorney Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
City Attorney	1	1	1
Deputy City Attorney	1	0	0
Legal Secretary II	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	2	2

City Attorney Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$180,597	\$155,553	\$121,952	\$150,877	-3.01%
Benefits	61,792	106,156	67,248	83,733	-21.12%
Contractual Services	120,820	117,400	14,855	102,816	-12.42%
Materials and Supplies	<u>1,187</u>	<u>1,500</u>	<u>866</u>	<u>1,000</u>	-33.33%
Total Expenditures	\$364,396	\$380,609	\$204,921	\$338,426	-11.08%

City Attorney Expenditures by Object



**FY 2024 Budget
(Budget Basis)
City Attorney**

Expenditures	<u>FY 2022</u> Actual	<u>FY 2023</u> Budget	<u>Apr-23</u> Actual	<u>FY 2024</u> Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$180,564	\$155,553	\$121,884	\$150,877	-3.01%
Overtime	33	0	68	0	0.00%
Total Salaries and Wages	<u>\$180,597</u>	<u>\$155,553</u>	<u>\$121,952</u>	<u>\$150,877</u>	-3.01%
Benefits					
Employee Benefits	\$58,218	\$97,641	\$60,159	\$77,110	-21.03%
Workers Compensation	3,574	8,515	7,089	6,624	-22.21%
Total Benefits	<u>\$61,792</u>	<u>\$106,156</u>	<u>\$67,248</u>	<u>\$83,733</u>	-21.12%
Contractual Services					
Consultant Contracts	\$86,745	\$100,000	\$10,708	\$88,948	-11.05%
Court and Legal Fees	28,518	10,000	0	0	-100.00%
Travel and Training	2,974	3,500	2,048	3,500	0.00%
Utilities - Phone	0	400	0	0	-100.00%
Dues and Publications	2,582	3,500	2,100	10,368	196.23%
Total Contractual Services	<u>\$120,820</u>	<u>\$117,400</u>	<u>\$14,855</u>	<u>\$102,816</u>	-12.42%
Materials and Supplies					
Supplies	\$1,187	\$1,500	\$866	\$1,000	-33.33%
Total Materials and Supplies	<u>\$1,187</u>	<u>\$1,500</u>	<u>\$866</u>	<u>\$1,000</u>	-33.33%
Total Expenditures	<u>\$364,396</u>	<u>\$380,609</u>	<u>\$204,921</u>	<u>\$338,426</u>	-11.08%

Municipal Judge

Court

The purpose of the court is to efficiently process cases according to State Statutes and City Ordinances and work with Police Department, City Attorney, Defense Attorneys and Defendants.

The work includes entering citations issued by the police department, taking payment, following legal procedures for processing of forfeiture, guilty pleas, not guilty pleas and failure to appear citations, prepare orders, making sure all requirements are met for sentences ordered by Judge.

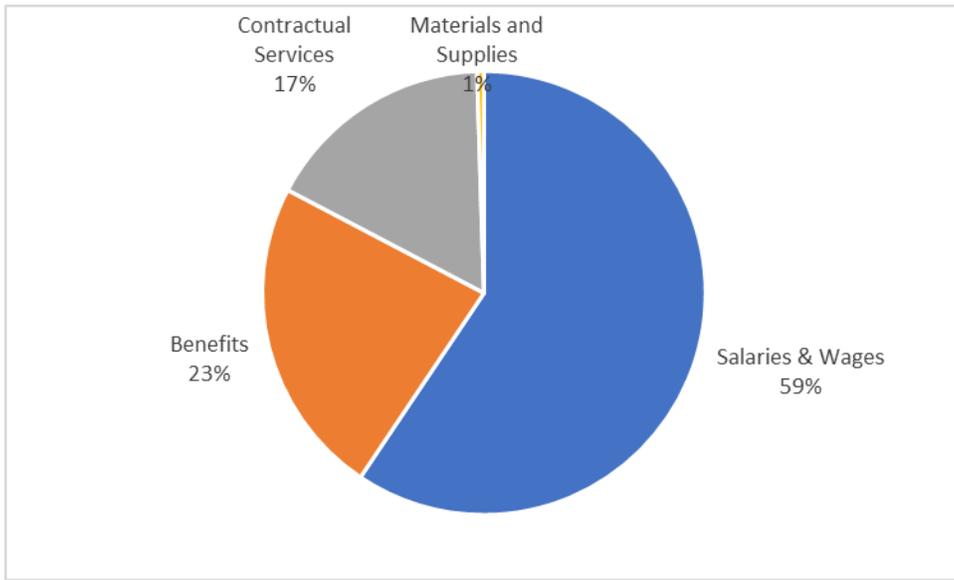
Court is held on Mondays. This includes arraignments where defendants enter their plea to their charges which is held in the morning. Bench trials are held in the afternoon which is where the city attorney presents the city's case and defendant presents their side. Jury trials are held on Thursdays and a jury of 6 persons is seated.

We have completed the upgrade of our new computer program and are learning all its new functions.

Municipal Judge Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Municipal Judge	1	1	1
Deputy Clerk of Court	0.5	0.5	0.5
Court Clerk	<u>1</u>	<u>1</u>	<u>1</u>
Total	2.5	2.5	2.5

Municipal Judge Budget Summary					
Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Salaries & Wages	\$115,080	\$123,582	\$91,427	\$119,303	-3.46%
Benefits	40,601	52,866	36,815	46,725	-11.62%
Contractual Services	55,618	50,000	15,766	33,775	-32.45%
Materials and Supplies	<u>1,623</u>	<u>1,000</u>	<u>546</u>	<u>1,000</u>	0.00%
Total Expenditures	\$212,922	\$227,448	\$144,554	\$200,803	-11.71%

Municipal Judge Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Municipal Judge**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$115,001	\$122,582	\$91,343	\$118,303	-3.49%
Temporary/Overtime	79	1,000	84	1,000	0.00%
Total Salaries and Wages	<u>\$115,080</u>	<u>\$123,582</u>	<u>\$91,427</u>	<u>\$119,303</u>	-3.46%
Benefits					
Employee Benefits	\$36,721	\$46,100	\$31,469	\$41,487	-10.01%
Workers Compensation	3,880	6,766	5,346	5,237	-22.59%
Total Benefits	<u>\$40,601</u>	<u>\$52,866</u>	<u>\$36,815</u>	<u>\$46,725</u>	-11.62%
Contractual Services					
Consultant Contracts	\$26,721	\$0	\$291	\$975	0.00%
Jailing Expenses	12,200	30,000	5,600	15,000	-50.00%
Court and Legal Fees	9,004	9,000	4,029	9,000	0.00%
Bond Account Expenses	6,730	10,000	5,067	7,000	-30.00%
Travel and Training	783	1,000	150	1,000	0.00%
Utilities	180	0	630	800	0.00%
Total Contractual Services	<u>\$55,618</u>	<u>\$50,000</u>	<u>\$15,766</u>	<u>\$33,775</u>	-32.45%
Materials and Supplies					
Supplies	\$1,623	\$1,000	\$546	\$1,000	0.00%
Total Materials and Supplies	<u>\$1,623</u>	<u>\$1,000</u>	<u>\$546</u>	<u>\$1,000</u>	0.00%
Total Expenditures	<u>\$212,922</u>	<u>\$227,448</u>	<u>\$144,554</u>	<u>\$200,803</u>	-11.71%

Information Technology

Information Technology

The IT department is responsible for maintaining the technology of the city, improving the IT infrastructure for the city, and ensuring security of data stored at the city.

The IT department maintains the technology at the city through troubleshooting issues with IT related assets, whether they be an office computer, or a server hosted at the city, carrying out upgrades for both software and hardware solutions to ensure the cybersecurity of the city, and implementing new hardware and software for improved reliability of assets.

Improvements are done by analyzing the current infrastructure annually and deciding on how best to align the direction of the IT department with the direction of the city. This involves replacement of software and hardware along with phasing out older technologies with more reliable and faster running technologies. There is a constant need to learn new technologies and establish knowledge on what the latest trends for technologies on the market.

Ensuring security of data stored at the city involves the other two goals fully as security is one of the end goals for improvements and maintenance. In today's world, malicious actors are constantly finding ways to infiltrate networks and cause harm, especially financially. This involves doing annual cybersecurity audits to find any weaknesses in our systems, doing upgrades on servers and other IT assets, conducting security awareness training for all city staff, and introducing new policies to better secure city data.

The IT department works with all other departments to best fit the needs of the city and the departments that run the city. This requires analyzing the inner workings of each department to develop better processes for data processing and management.

There are four projects so far that are examples of these goals in motion. This year, we are upgrading many of the computers in the city to best the needs of all departments. These new machines will have higher capabilities, be more reliable, and more flexible to best fit the needs of the departments. We are also working to have major upgrades to our SCADA for the Water Treatment Plant. This involves introducing better cybersecurity to the system along with improved software, hardware, and design for the system. We also made upgrades to our streaming services for the Council meeting broadcasts.

IT services are contracted to an independent contractor for the entirety of Fiscal Year 2024.

Information Technology Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
IT Specialist	<u>1</u>	<u>1</u>	<u>0</u>
Total	<u>1</u>	<u>1</u>	<u>0</u>

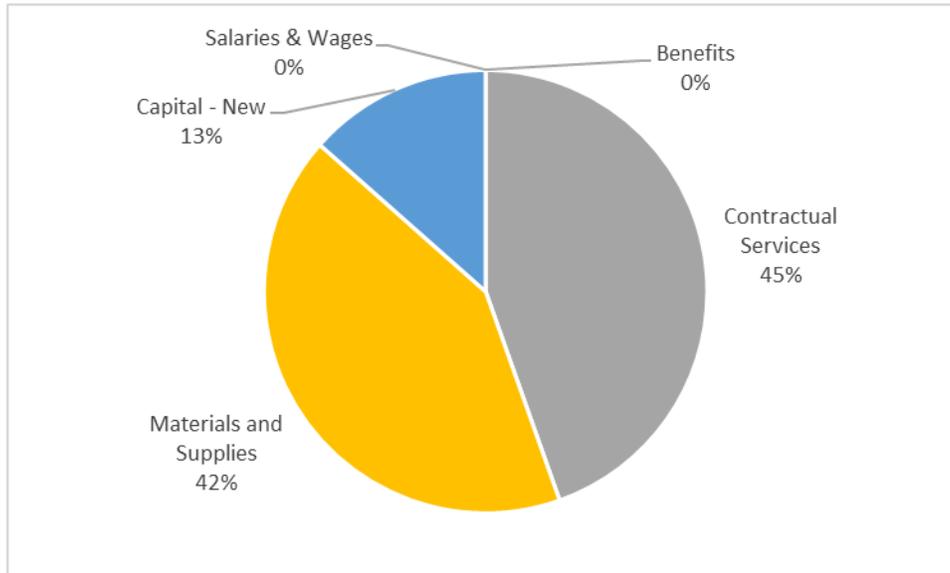
Information Technology FY 2024 Capital Summary

Technology Services	50,000
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Information Technology Budget Summary

Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$49,953	\$58,703	\$39,099	\$0	-100.00%
Benefits	20,966	25,163	16,627	0	-100.00%
Contractual Services	184,291	300,984	278,953	165,512	-45.01%
Materials and Supplies	105,572	221,920	88,301	155,747	-29.82%
Capital - New	0	30,000	29,990	50,000	0.00%
Total Expenditures	\$360,783	\$636,770	\$452,968	\$371,259	-41.70%

Information Technology Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Information Technology**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$49,667	\$58,703	\$39,099	\$0	-100.00%
Overtime Pay	286	0	0	0	0.00%
Total Salaries and Wages	<u>\$49,953</u>	<u>\$58,703</u>	<u>\$39,099</u>	<u>\$0</u>	-100.00%
Benefits					
Employee Benefits	\$19,290	\$21,949	\$14,416	\$0	-100.00%
Workers Compensation	1,676	3,214	2,211	0	0.00%
Total Benefits	<u>\$20,966</u>	<u>\$25,163</u>	<u>\$16,627</u>	<u>\$0</u>	-100.00%
Contractual Services					
Consultant Contracts	\$183,040	\$297,484	\$278,953	\$162,512	-45.37%
Travel and Training	1,209	3,000	0	3,000	0.00%
Dues and Publications	43	500	0	0	-100.00%
Total Contractual Services	<u>\$184,291</u>	<u>\$300,984</u>	<u>\$278,953</u>	<u>\$165,512</u>	-45.01%
Materials and Supplies					
Supplies	\$1,124	\$500	\$0	\$0	-100.00%
IT Inventory	11,532	18,743	40	0	0.00%
Software Renewal	72,096	93,683	35,158	120,247	0.00%
Software Purchases	3,029	49,684	765	0	0.00%
Equipment	17,682	58,810	52,338	35,000	0.00%
Vehicle Operation	109	500	0	500	0.00%
Total Materials and Supplies	<u>\$105,572</u>	<u>\$221,920</u>	<u>\$88,301</u>	<u>\$155,747</u>	-29.82%
Capital - New					
Technology	\$0	\$30,000	\$29,990	\$50,000	66.67%
Total Capital - New	<u>\$0</u>	<u>\$30,000</u>	<u>\$29,990</u>	<u>\$50,000</u>	66.67%
Total Expenditures	<u>\$360,783</u>	<u>\$636,770</u>	<u>\$452,968</u>	<u>\$371,259</u>	-41.70%

Human Resources

Human Resources

The Human Resources division serves as a link between management and the employees in resolving conflicts through the implementation of personnel related policy. They are responsible for management of personnel records, compensation, recruitment, and retention. Our focus is on the City's greatest resource – Our Employees!!

The Human Resources division works directly with the City Manager and/or Council to ensure the safety and well-being of all employees are met according to federal, state and local employment laws.

Culture

The Human Resources division focused on developing a high trust, team focused, and supportive culture among City employees which, in turn, creates a positive experience for members of our community. By achieving this organizational culture, we will also be able to attract and maintain the talent necessary to accomplish the mission and vision set by Council. Projects we have in this area are:

- Employee recognition activities including birthday and employment anniversary recognition, Employee of the Quarter, Supervisor of the Year, Max Dutton Award, Longevity Awards, etc.
- Compensation studies and discussions to ensure that positions are paid marketable rates for better recruitment and retention.
- Employee check-Ins and development of annual performance evaluation system.
- Administration of employee policies.

Recruiting and Hiring

Locating and recruiting promising candidates is an important objective of a Human Resources division. They ensure that the city is in compliance with all applicable laws regarding recruitment, hiring, and employment. Activities in this area include:

- Review and update the job descriptions.
- Expand the recruitment process through use of online as well as local resources to attract a larger talent pool.
- Standardize the application and interviewing process throughout the city and ensuring the proper documentation for recruitment of individuals is in accordance with Federal, State and local laws.
- Create an onboarding program to help provide support and success for new employees.

Training and Development

Training and development of our employees is a crucial step in ensuring the efficiency of our organization. Some projects in this area include:

- Development of training program for management and staff
- Creation of a defined advancement program for employees to prepare them for promotions and advance certifications within the city organization.

Personnel Records and Additional Documentation

The Human Resource division is responsible for the maintenance of all personnel records. This includes all documentation of any certifications, achievements, health and medical records, Workers Compensation and all forms of documentation relating to employee lifecycle.

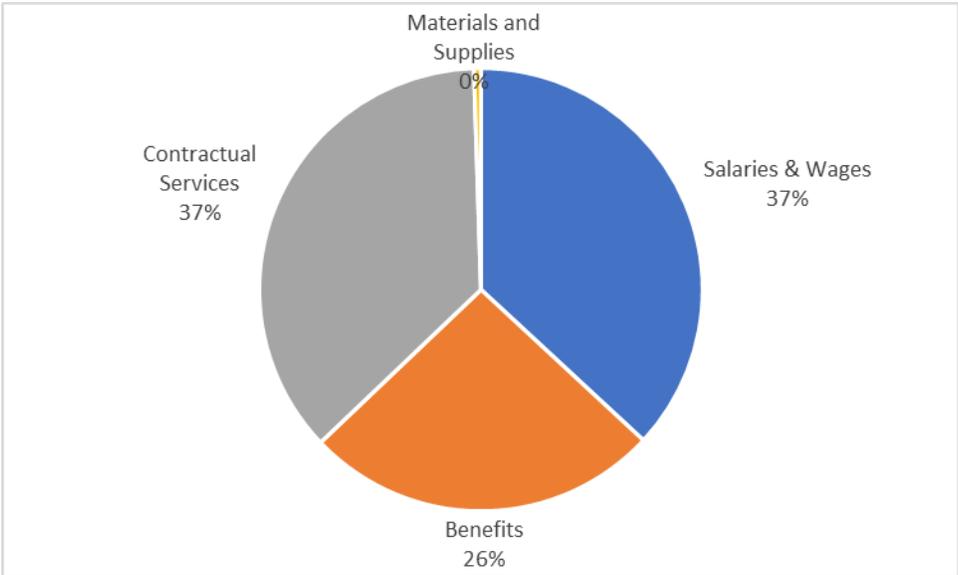
- Centralizing all official personnel records into the Human Resource department.

- Streamline documentation processing to ensure efficiency and accurate documentation.
- Development of an updated policy manual.

Human Resources Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Human Resource Manager	0	0.75	0.75
Human Resource Specialist	<u>1</u>	<u>1</u>	<u>1</u>
Total	1	1.75	1.75

Human Resources Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$103,126	\$100,865	\$70,736	\$95,232	-5.58%
Benefits	75,947	90,329	50,629	67,064	-25.76%
Contractual Services	83,933	71,000	145,556	94,460	33.04%
Materials and Supplies	<u>2,680</u>	<u>1,500</u>	<u>227</u>	<u>1,320</u>	-12.00%
Total Expenditures	\$265,686	\$263,694	\$267,148	\$258,076	-2.13%

Human Resources Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Human Resources**

Expenditures	FY 2022	FY 2023	Apr-23	FY 2024	% Change
Personnel	Actual	Budget	Actual	Proposed	
Salaries & Wages					
Full Time	\$99,847	\$100,865	\$69,770	\$95,232	-5.58%
Temporary/Overtime	3,279	0	965	0	0.00%
Total Salaries and Wages	\$103,126	\$100,865	\$70,736	\$95,232	-5.58%
Benefits					
Employee Benefits	\$72,491	\$84,756	\$46,465	\$62,884	-25.81%
Workers Compensation	3,456	5,573	4,163	4,181	-24.98%
Total Benefits	\$75,947	\$90,329	\$50,629	\$67,064	-25.76%
Contractual Services					
Consultant Contracts	\$0	\$5,000	\$16,445	\$10,000	100.00%
Salary Study	9,769	0	0	0	0.00%
Unemployment Insurance	11,950	20,000	14,672	20,000	0.00%
Travel and Training	1,669	7,000	1,547	7,000	0.00%
Drug and Alcohol Screening	7,434	7,000	3,339	7,000	0.00%
Personnel Testing	13,915	8,000	7,385	8,700	8.75%
Medical	10,679	10,000	8,327	21,900	119.00%
Education Reimbursement	13,998	0	0	0	0.00%
Employee Appreciation	9,472	10,000	91,678	16,400	64.00%
Dues and Publications	4,154	2,000	410	1,460	-27.00%
Safety	894	2,000	1,755	2,000	0.00%
Total Contractual Services	\$83,933	\$71,000	\$145,556	\$94,460	33.04%
Materials and Supplies					
Supplies	\$2,680	\$1,500	\$227	\$1,320	-12.00%
Total Materials and Supplies	\$2,680	\$1,500	\$227	\$1,320	-12.00%
Total Expenditures	\$265,686	\$263,694	\$267,148	\$258,076	-2.13%

CATS Bus

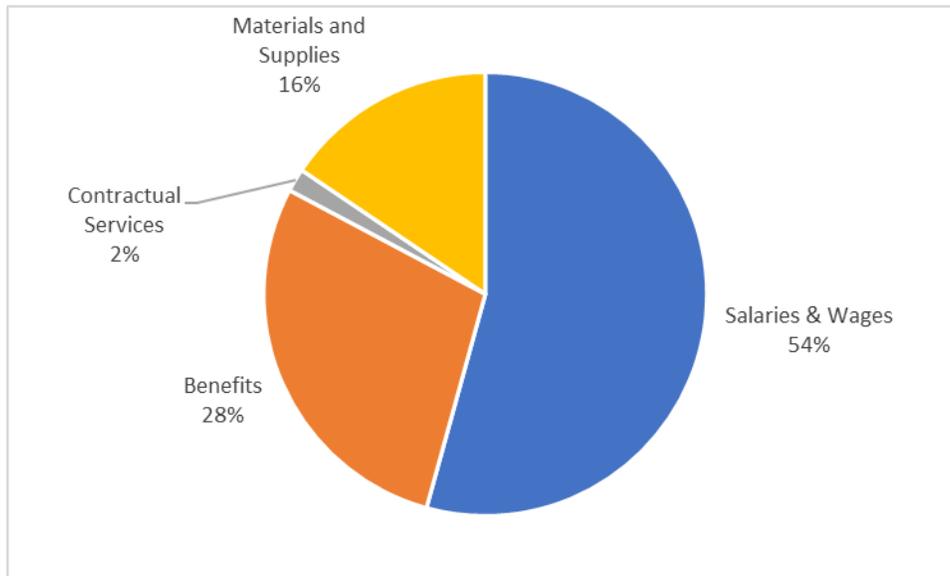
CATS Bus Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Driver	0.75	0.75	0.75
Total	0.75	0.75	0.75

CATS Bus Budget Summary

Expenditures	<u>FY 2022</u> Actual	<u>FY 2023</u> Budget	<u>FY 2023</u> Actual	<u>FY 2024</u> Proposed	% Change
Salaries & Wages	\$27,240	\$27,928	\$25,516	\$32,093	14.91%
Benefits	16,230	31,046	15,464	16,829	-45.79%
Contractual Services	187	700	707	1,000	42.86%
Materials and Supplies	7,131	8,150	5,896	9,200	12.88%
Total Expenditures	\$50,788	\$67,824	\$47,584	\$59,122	-12.83%

CATS Bus Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
CATS Bus**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$27,240	\$27,928	\$25,516	\$32,093	14.91%
Total Salaries and Wages	\$27,240	\$27,928	\$25,516	\$32,093	14.91%
Benefits					
Employee Benefits	\$15,312	\$29,517	\$13,995	\$15,420	-47.76%
Workers Compensation	918	1,529	1,469	1,409	-7.86%
Total Benefits	\$16,230	\$31,046	\$15,464	\$16,829	-45.79%
Contractual Services					
Travel and Training	(\$120)	\$300	\$0	\$300	0.00%
Utilities - Phone	307	200	632	600	0.00%
Dues and Publications	0	200	75	100	-50.00%
Total Contractual Services	\$187	\$700	\$707	\$1,000	42.86%
Materials and Supplies					
Equipment	\$32	\$150	\$49	\$200	33.33%
Vehicle Operations	7,099	8,000	5,847	9,000	12.50%
Total Materials and Supplies	\$7,131	\$8,150	\$5,896	\$9,200	12.88%
Total Expenditures	\$50,788	\$67,824	\$47,584	\$59,122	-12.83%

Finance Department

The finance department has five people who are responsible for maintaining the financial records of the city. There are several focal points in this department.

We prepare, monitor, and amend the budget, which is a legal document. This includes the use of analytics to forecast revenue and expenditures.

Accounts payable monitors purchases through purchase orders and invoices and cut checks weekly to vendors.

We produce payroll checks for the employee and Council. Payroll is paid every other week on Friday for the prior two weeks.

Accounts receivable records and monitors all payments received by all City departments. This includes the receipt in the payments of utility bills, court payments, and other revenue such as licenses.

We are also responsible for the maintenance and reconciliation of all accounting records. Each month, our department issues financial performance reports which are distributed to council, staff, and the public. These reports assess the status of the budget, including income and expenditures.

We also prepare during the year for the annual audit which is used to gauge the financial health of the city. We are responsible for ensuring compliance with all municipal, state, and federal fiscal regulations.

We handle the financial side of the utilities (water, sewer, and landfill). This includes sending out bills monthly, alerting the water department for leaks, problems with meters, shut offs, maintaining lists of residents, moves, and more. We also receive payment of utility bills.

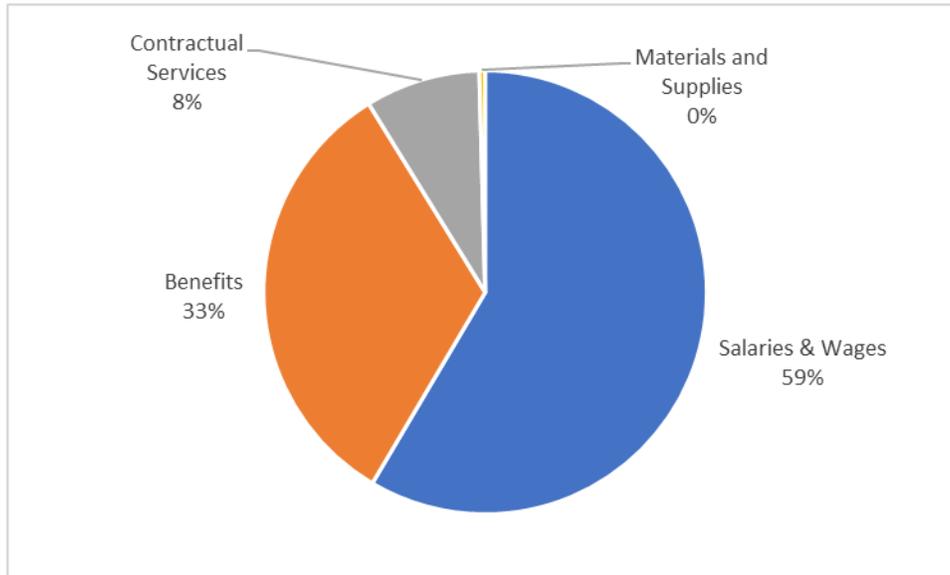
We work with other departments, the city manager, and the council to make sure we are not just good, but the best, stewards of the people’s money. One area we can help ensure this is through proper transparency of the transactions to others.

Finance Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Accounting Clerk II	1	1	1
Accounting Clerk I	<u>2</u>	<u>2</u>	<u>2</u>
Total	5	5	5

Finance Budget Summary

Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$289,690	\$279,523	\$243,980	\$277,392	-0.76%
Benefits	144,238	176,377	143,450	154,944	-12.15%
Contractual Services	9,322	8,300	4,514	39,800	379.52%
Materials and Supplies	5,593	2,000	111	2,000	0.00%
Total Expenditures	\$448,843	\$466,200	\$392,055	\$474,136	1.70%

Finance Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Finance**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$287,405	\$279,523	\$243,772	\$277,392	-0.76%
Overtime Pay	2,284	0	208	0	0.00%
Total Salaries and Wages	<u>\$289,690</u>	<u>\$279,523</u>	<u>\$243,980</u>	<u>\$277,392</u>	-0.76%
Benefits					
Employee Benefits	\$135,656	\$161,076	\$130,496	\$142,766	-11.37%
Workers Compensation	8,582	15,301	12,954	12,178	-20.41%
Total Benefits	<u>\$144,238</u>	<u>\$176,377</u>	<u>\$143,450</u>	<u>\$154,944</u>	-12.15%
Contractual Services					
Consultant Contracts	\$3,325	\$1,800	\$1,750	\$31,800	1666.67%
Travel and Training	4,488	5,000	2,510	6,500	30.00%
Dues and Publications	1,509	1,500	254	1,500	0.00%
Total Contractual Services	<u>\$9,322</u>	<u>\$8,300</u>	<u>\$4,514</u>	<u>\$39,800</u>	379.52%
Materials and Supplies					
Supplies	\$4,337	\$1,000	\$111	\$1,000	0.00%
Equipment	1,256	1,000	0	1,000	0.00%
Total Materials and Supplies	<u>\$5,593</u>	<u>\$2,000</u>	<u>\$111</u>	<u>\$2,000</u>	0.00%
Total Expenditures	<u>\$448,843</u>	<u>\$466,200</u>	<u>\$392,055</u>	<u>\$474,136</u>	1.70%

Non-Departmental

Nondepartmental Budget Summary					
Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Contractual Services	\$620,537	\$330,300	\$261,553	\$488,073	47.77%
Materials and Supplies	273,810	34,000	20,282	39,000	14.71%
Total Expenditures	\$894,347	\$364,300	\$281,836	\$527,073	44.68%

**FY 2024 Budget
Expenditures
(Budget Basis)
Nondepartmental**

Expenses	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Contractual Services					
Legal	\$0	\$0	\$0	\$0	0.00%
Consultant Contracts	101,502	800	61,699	119,600	14850.00%
Beautification/Promotions	6,726	3,000	205	6,500	0.00%
Utilities - Electrical	15,114	15,000	13,585	15,500	3.33%
Utilities - Phone	28,845	42,000	32,289	42,000	0.00%
Utilities - Gas	8,657	7,500	7,415	7,500	0.00%
Dues and Publications	35,563	49,000	48,314	67,000	36.73%
Postage	22,135	18,000	21,073	23,000	27.78%
Land	8,860	10,000	8,772	8,800	0.00%
Equipment Lease	30,388	30,000	0	32,000	6.67%
Insurance	348,641	150,000	60,237	166,173	10.78%
Contingency	14,106	0	0	0	#DIV/0!
Elections	0	5,000	7,964	0	-100.00%
Total Contractual Services	\$620,537	\$330,300	\$261,553	\$488,073	47.77%
Materials and Supplies					
Supplies	\$14,180	\$10,000	\$17,042	\$15,000	50.00%
Equipment	222,455	2,000	0	0	-100.00%
Events Committee		5,000	3,240	5,000	0.00%
Fireworks	37,175	17,000	0	19,000	11.76%
Total Materials and Supplies	\$273,810	\$34,000	\$20,282	\$39,000	14.71%
Total Expenditures	\$894,347	\$364,300	\$281,836	\$527,073	44.68%

Public Works

Engineer

The City of Rawlins Engineer performs a variety of professional and technical duties related to planning, organizing, and directing the design, development and construction of city infrastructure and public works surface projects. They may act as project manager for major engineering design projects, oversee work performed by contract engineers, perform engineering review of all new development submitted to the City through the building permit process, and direct project monitoring to ensure compliance with standards and ordinances.

Engineering Project Requisitioning:

- Determine scope of engineering projects;
- Prepare Request for Proposals (RFP) and contracts for consulting services;
- Review plans of consulting engineers and private contractors;
- Make technical engineering decisions and establish technical criteria and standards.

Capital Improvement:

- Responsible for engineering design, plan preparation, contract administration and capital improvement projects;
- Monitors engineering contracts relative to project design, operations, site management and construction;
- Initiates corrective actions and change orders as needed;
- May act as project manager for improvements and new construction in areas such as culinary water, secondary water, waste water, storm drain, streets, curbs and gutters, traffic engineering and other public works projects;
- Establishes and recommends project priorities;
- Prepares engineering reviews and reports for proposed projects and developments;
- Performs project cost analysis and recommends budget requirements;
- Participates in the development and implementation of the city's Capital Improvement Plan consistent with city master or general plan guidelines and specifications;
- Assures all projects and programs comply with established Wyoming Code, city ordinance and generally accepted engineering standards;
- Oversees long range strategies for engineering related development.

Executive Cooperation & Assistance:

- Provides feedback on issues affecting city engineering liability and responsibility;
- prepares various reports, projections, and evaluations as required for City Manager, Council, and staff
- Makes recommendations and advise staff on projects related to utilities, annexations, private development, and city property;
- Serves as engineering liaison and advisor to public works and various boards and commissions;
- Provides feedback on issues affecting city engineering liability and responsibility;
- Performs work in coordination with federal, state, and county agencies related to various public works projects

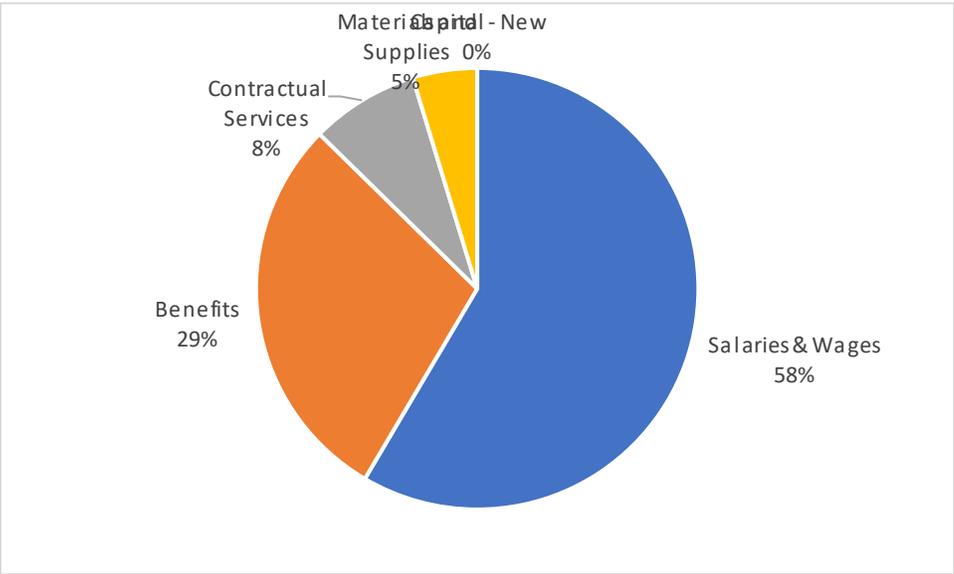
- Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains, and related public works facilities and ensure that they all meet City imposed requirements.

Public Works Administration Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Public Works Director	0.2	0.2	0.2
Administrative Secretary	0.2	0.2	0.2
City Engineer	<u>1</u>	<u>1</u>	<u>1</u>
Total	1.4	1.4	1.4

Public Works FY 2024 Capital Summary	
Equipment	
17 Yard Dump Truck Engine Rebuild	50,000
Infrastructure	
Downtown Striping and Crosswalks	60,000

Public Works Administration Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$102,890	\$111,516	\$89,303	\$111,709	0.17%
Benefits	34,750	80,795	50,603	54,794	-32.18%
Contractual Services	920	2,650	5,405	15,150	471.70%
Materials and Supplies	2,987	6,000	6,674	9,000	50.00%
Capital - New	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>110,000</u>	0.00%
Total Expenditures	\$141,546	\$250,961	\$151,985	\$300,653	19.80%

Public Works Administration Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Public Works Administration**

Expenditures	<u>FY 2022</u> <u>Actual</u>	<u>FY 2023</u> <u>Budget</u>	<u>Apr-23</u> <u>Actual</u>	<u>FY 2024</u> <u>Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$102,802	\$111,516	\$89,303	\$111,709	0.17%
Overtime Pay	88	0	0	0	0.00%
Total Salaries and Wages	<u>\$102,890</u>	<u>\$111,516</u>	<u>\$89,303</u>	<u>\$111,709</u>	0.17%
Benefits					
Employee Benefits	\$31,416	\$74,294	\$45,409	\$49,890	-32.85%
Workers Compensation	3,334	6,501	5,194	4,904	-24.56%
Total Benefits	<u>\$34,750</u>	<u>\$80,795</u>	<u>\$50,603</u>	<u>\$54,794</u>	-32.18%
Contractual Services					
Consulant Contracts	\$0	\$0	\$0	\$12,500	0.00%
Travel and Training	326	2,000	2,938	2,000	0.00%
Utilities - Phone	0	0	267	0	0.00%
Dues and Publications	594	650	2,200	650	0.00%
Total Contractual Services	<u>\$920</u>	<u>\$2,650</u>	<u>\$5,405</u>	<u>\$15,150</u>	471.70%
Materials and Supplies					
Supplies	\$952	\$1,500	\$1,281	\$2,000	33.33%
Equipment	1,032	1,500	889	2,000	33.33%
Vehicle Operations	902	2,000	4,405	4,000	100.00%
Uniforms	100	500	100	500	0.00%
PW Week Expense	0	500	0	500	0.00%
Total Materials and Supplies	<u>\$2,987</u>	<u>\$6,000</u>	<u>\$6,674</u>	<u>\$9,000</u>	50.00%
Capital - New					
Vehicle	\$0	\$50,000	\$0	\$110,000	0.00%
Total Capital - New	<u>\$0</u>	<u>\$50,000</u>	<u>\$0</u>	<u>\$110,000</u>	0.00%
Total Expenditures	<u>\$141,546</u>	<u>\$250,961</u>	<u>\$151,985</u>	<u>\$300,653</u>	19.80%

Central Warehouse

Facilities & Shop

This department oversees the maintenance of the buildings and facilities of the City of Rawlins. This division is made up of 5 full time employees. These employees take care of 43 total properties owned by the City of Rawlins.

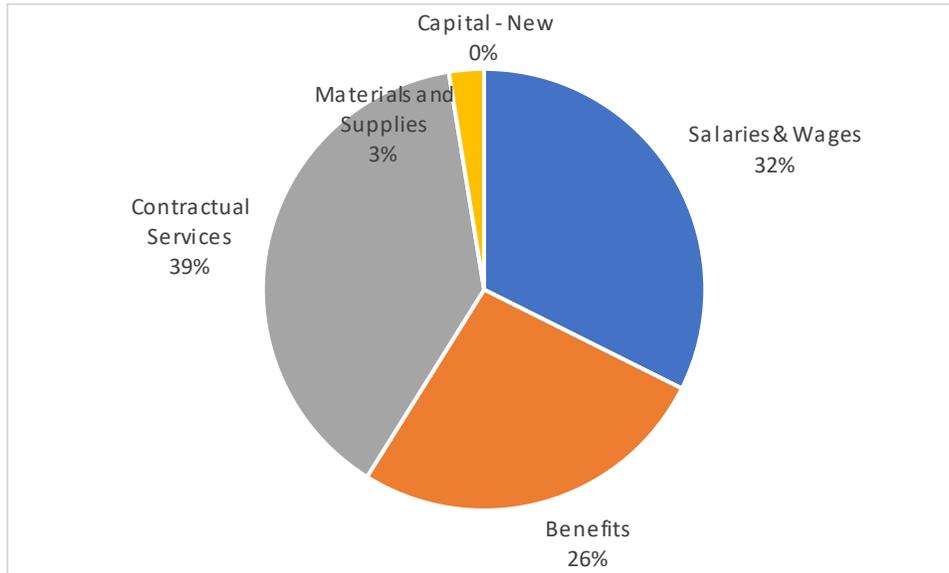
The central shop division is responsible for maintenance on all city equipment and rolling stock. Central shop services 217 pieces of vehicles and equipment with 2 full time employees.

Central Warehouse Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Shop Superintendent	0	0	0
Equipment Mechanic	3	2	2
Total	<u>3</u>	<u>2</u>	<u>2</u>

Central Warehouse FY 2024 Capital Summary	
New Shop Lift	20,000

Central Warehouse Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$101,837	\$89,879	\$63,510	\$88,632	-1.39%
Benefits	57,245	66,333	42,959	72,218	8.87%
Contractual Services	85,198	70,150	95,035	105,500	50.39%
Materials and Supplies	10,264	7,400	8,430	7,000	-5.41%
Capital - New	0	20,000	0	20,000	0.00%
Total Expenditures	<u>\$254,544</u>	<u>\$253,762</u>	<u>\$209,935</u>	<u>\$293,350</u>	<u>15.60%</u>

Central Warehouse Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Central Warehouse**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$101,837	\$89,879	\$63,510	\$88,632	-1.39%
Total Salaries and Wages	\$101,837	\$89,879	\$63,510	\$88,632	-1.39%
Benefits					
Employee Benefits	\$54,017	\$61,431	\$40,387	\$68,327	11.23%
Workers Compensation	3,228	4,902	2,573	3,891	-20.63%
Total Benefits	\$57,245	\$66,333	\$42,959	\$72,218	8.87%
Contractual Services					
Professional Services	\$6,305	\$9,500	\$0	\$5,000	-47.37%
Travel and Training	35	500	104	500	0.00%
Safety	25	150	724	0	-100.00%
Heavy Equipment Maintenance	78,833	60,000	94,207	100,000	66.67%
Total Contractual Services	\$85,198	\$70,150	\$95,035	\$105,500	50.39%
Materials and Supplies					
Tools	\$3,598	\$500	\$4,401	\$500	0.00%
Supplies	235	200	505	1,500	650.00%
Equipment	9	300	221	300	0.00%
Vehicle Operations	2,391	3,200	2,227	3,200	0.00%
Uniforms	4,030	3,200	1,076	1,500	-53.13%
Total Materials and Supplies	\$10,264	\$7,400	\$8,430	\$7,000	-5.41%
Capital - New					
Equipment	\$0	\$20,000	\$0	\$20,000	0.00%
Total Capital - New	\$0	\$20,000	\$0	\$20,000	0.00%
Total Expenditures	\$254,544	\$253,762	\$209,935	\$293,350	15.60%

Streets Division

Streets Division

The Streets Division is responsible for ensuring the safety and maintenance of all public streets and rights of way. This includes any paving, snow removal, sanding, and sweeping. The streets department is also responsible for all city road closures for special events, signs, and more. The streets divisions is made up of 8 full time employees and maintain 86 miles of streets.

Snow Removal

The Street Maintenance Division has a snow removal priority plan. The plan divides the city streets into three priority categories: priority one, priority two, and priority three. The priorities are selected based on traffic volumes, steepness of hills, public transit routes, proximity to schools, drifting, access to businesses, and low-volume residential streets.

The first goal is to have priorities one and two, as well as school and public transit routes, plowed and deiced and/or sanded by 7:30 am, prior to the morning rush hour traffic. This goal is contingent upon the magnitude, timing, and duration of any snow event. The secondary goal is to have all remaining priority streets plowed within three working days. Non-priority streets are typically low-volume residential streets, which are only plowed if four inches of snow accumulation is present upon completion of priority streets.

Street Construction

Our goal is to complete all work and reach a point with planned maintenance and a consistent price tag. Until then, we will look at budget and traffic flow to determine which streets need addressed first. It's a balancing act to make sure that we use all available funds where most needed.

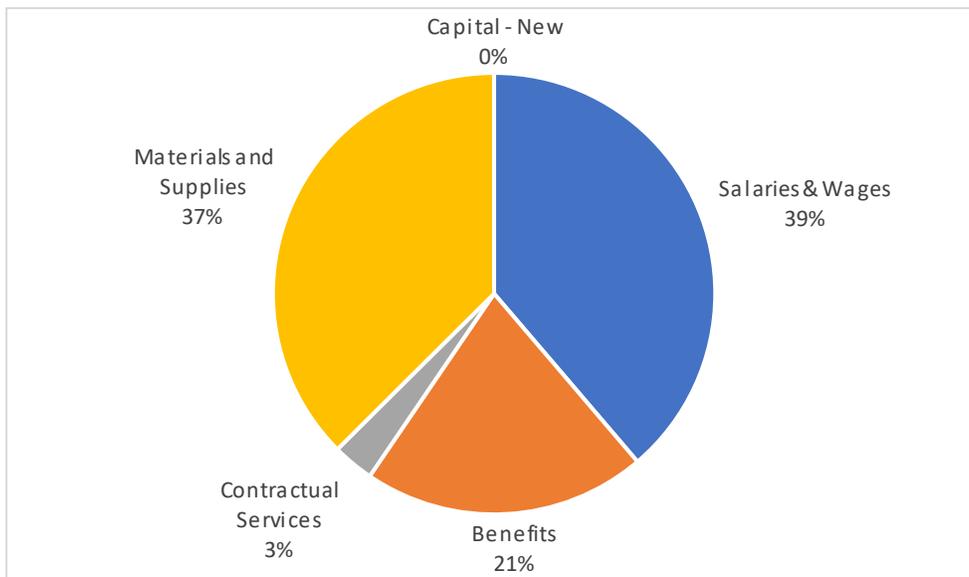
City Street crews will continue their general maintenance throughout the summer, including pothole patching, street cut repairs for utilities and other repairs, and smaller projects.

Streets Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Streets Foreperson	1	1	1
Municipal Worker IV	1	1	1
Municipal Worker III	1	1	1
Municipal Worker I	4	4	2
Total	<u>7</u>	<u>7</u>	<u>5</u>

Streets Budget Summary

Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$303,106	\$327,384	\$253,897	\$249,408	-23.82%
Benefits	169,263	190,833	153,689	133,448	-30.07%
Contractual Services	13,988	19,350	24,315	19,500	0.78%
Materials and Supplies	95,487	202,300	117,367	241,000	19.13%
Capital - New	1,632,716	210,000	12,236	0	-100.00%
Total Expenditures	\$2,214,559	\$949,867	\$561,503	\$643,357	-32.27%

Streets Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Streets Division**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$292,285	\$315,148	\$237,255	\$227,845	-27.70%
Overtime	7,452	9,236	16,642	18,563	100.99%
Temporary	3,369	3,000	0	3,000	0.00%
Total Salaries and Wages	<u>\$303,106</u>	<u>\$327,384</u>	<u>\$253,897</u>	<u>\$249,408</u>	-23.82%
Benefits					
Employee Benefits	\$159,059	\$172,889	\$138,961	\$119,736	-30.74%
Workers Compensation	10,204	17,944	14,727	13,713	-23.58%
Total Benefits	<u>\$169,263</u>	<u>\$190,833</u>	<u>\$153,689</u>	<u>\$133,448</u>	-30.07%
Contractual Services					
Consultant Contracts	\$1,400	\$2,850	\$5,650	\$0	-100.00%
Travel and Training	840	10,000	757	5,000	-50.00%
Utilities - Electrical	2,597	2,500	2,502	2,500	0.00%
Utilities - Phone	6,446	0	3,494	5,000	0.00%
Utilities - Gas	2,414	2,000	2,174	4,000	100.00%
Dues and Publications	0	500	0	500	0.00%
Equipment Lease	188	500	9,548	1,000	100.00%
Safety	102	1,000	191	1,500	50.00%
Total Contractual Services	<u>\$13,988</u>	<u>\$19,350</u>	<u>\$24,315</u>	<u>\$19,500</u>	0.78%
Materials and Supplies					
Traffic Control Material	\$142	\$6,500	\$10,441	\$6,500	0.00%
Tools	259	800	558	1,000	0.00%
Materials	23,340	80,000	26,468	85,000	6.25%
Hot Mix Plant	190	40,000	21,320	60,000	50.00%
Supplies	1,553	1,500	248	1,500	0.00%
Equipment	12,745	16,500	5,207	25,000	51.52%
Vehicle Operations	56,442	55,000	51,988	60,000	9.09%
Uniforms	766	2,000	400	2,000	0.00%
Sales Tax	50	0	736	0	0.00%
Total Materials and Supplies	<u>\$95,487</u>	<u>\$202,300</u>	<u>\$117,367</u>	<u>\$241,000</u>	19.13%
Capital - New					
Vehicles	\$0	\$0	\$0	\$0	
Equipment	168,745	50,000	12,236	0	0.00%
Infrastructure	1,463,971	160,000	0	0	-100.00%
Total Capital - New	<u>\$1,632,716</u>	<u>\$210,000</u>	<u>\$12,236</u>	<u>\$0</u>	-100.00%
Total Expenditures	<u>\$2,214,559</u>	<u>\$949,867</u>	<u>\$561,503</u>	<u>\$643,357</u>	-32.27%

Building Maintenance

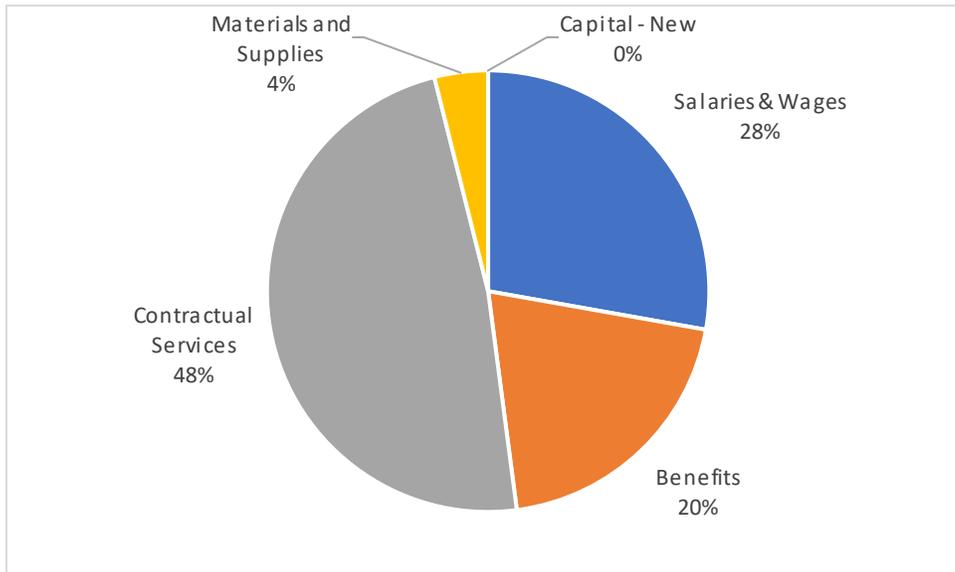
Building Maintenance Facilities Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Facilities Supervisor	1	1	1
Fac Maint Mechanic II	1	1	1
Fac Maint Mechanic I	1	1	1
Custodian	2	2	2
Total	<u>5</u>	<u>5</u>	<u>5</u>

Building Maintenance Facilities Budget Summary

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Salaries & Wages	\$168,946	\$201,263	\$150,468	\$195,134	-3.05%
Benefits	70,965	137,322	94,614	140,731	2.48%
Contractual Services	294,682	312,600	240,089	338,100	8.16%
Materials and Supplies	19,798	22,000	9,821	27,500	25.00%
Capital - New	48,087	0	154,088	0	0.00%
Total Expenditures	<u>\$602,478</u>	<u>\$673,185</u>	<u>\$649,080</u>	<u>\$701,465</u>	4.20%

Building Maintenance Facilities Expenditures by Object



Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$168,841	\$201,263	\$150,250	\$195,134	-3.05%
Overtime	105	0	218	0	0.00%
Total Salaries and Wages	<u>\$168,946</u>	<u>\$201,263</u>	<u>\$150,468</u>	<u>\$195,134</u>	-3.05%
Benefits					
Employee Benefits	\$65,344	\$126,305	\$85,856	\$132,165	4.64%
Workers Compensation	5,622	11,017	8,757	8,566	-22.24%
Total Benefits	<u>\$70,965</u>	<u>\$137,322</u>	<u>\$94,614</u>	<u>\$140,731</u>	2.48%
Contractual Services					
Consultant Contracts	\$35,201	\$60,400	\$17,000	\$50,400	-16.56%
Service Contracts	1,394	1,500	1,098	1,500	0.00%
Travel and Training	607	1,500	455	2,000	33.33%
Utilities - Electrical	18,212	20,000	15,825	20,000	0.00%
Utilities - Gas	18,584	15,000	17,973	20,000	33.33%
Utilities - Other	4,595	8,000	3,455	8,000	0.00%
Dues and Publications	0	200	0	200	0.00%
Buildings/Grounds Maintenance	91,311	70,000	74,911	100,000	42.86%
Safety	815	1,000	890	1,000	0.00%
Street Lights	121,308	130,000	108,482	130,000	0.00%
Equipment Maintenance	2,656	5,000	0	5,000	0.00%
Total Contractual Services	<u>\$294,682</u>	<u>\$312,600</u>	<u>\$240,089</u>	<u>\$338,100</u>	8.16%
Materials and Supplies					
Traffic Control Material	\$0	\$0	\$0	\$0	0.00%
Tools	239	0	1,928	3,000	0.00%
Materials	225	0	68	0	0.00%
Supplies	6,489	12,000	2,978	15,000	25.00%
Equipment	3,379	3,000	0	2,000	-33.33%
Vehicle Operations	7,112	6,000	4,391	6,000	0.00%
Uniforms	2,354	1,000	456	1,500	50.00%
Total Materials and Supplies	<u>\$19,798</u>	<u>\$22,000</u>	<u>\$9,821</u>	<u>\$27,500</u>	25.00%
Capital - New					
Vehicles	\$0	\$0	\$0	\$0	0
Equipment	0	0	33,039	0	0.00%
Facilities	48,087	0	121,049	0	0.00%
Total Capital - New	<u>\$48,087</u>	<u>\$0</u>	<u>\$154,088</u>	<u>\$0</u>	0.00%
Total Expenditures	<u>\$602,478</u>	<u>\$673,185</u>	<u>\$649,080</u>	<u>\$701,465</u>	4.20%

Community Development

Community Development

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

Community Development's primary function is to administer Title 18 (subdivisions), Title 19 (zoning) and Title [20 \(annexations\)](#) of the Rawlins Municipal Code. All city codes can be found at www.rawlinswy.gov/codes. The Community Development Department works in conjunction with the Rawlins Planning & Zoning Commission, and the Board of Adjustments.

Community Development also includes aspects of the building office and nuisance abatement. Community Development deals with: Permits for Construction, Street Cuts, Water & Sewer Taps and Special Use Permits, Contractors' Licenses to include General, Handyman, Specialty Trades, Electricians, Plumbers, HVAC- Heating & Air Conditioning, and Fire Suppression.

In cooperation with the Fire Department & Building Inspector, inspections include Gas, Residential Electrical, Plumbing, Mobile Home Installs, Building Code Questions, Setbacks, Planning and Zoning, Building Codes, Property Development, Signage Codes, Dangerous Buildings, and land use activities occurring in the city.

See www.rawlinswy.gov/building for webpages dedicated to 1) construction permits requirements, 2) an introduction to the responsibilities of the City, property owners, and contractors when construction is underway, and 3) more!

The Community Development Department is also responsible for all aspects of the cemetery, except for turf grass and tree maintenance. This includes sales and/or locating of plots; assisting families and other loved ones; set-up, opening and closing of gravesites; and maintenance of all deeds and burial records.

Planning & Zoning

The Planning and Zoning Division performs a variety of services intended to protect, maintain, and develop an attractive, safe, and healthy environment.

The primary functions of this division are to address property development and land use activities occurring in the city. The Planning and Zoning Division provides direction and leadership in implementing the goals, objectives, and policies of the City Council.

The division is responsible for the orderly development of the city and the administration of various land use regulations, including the zoning code, design and review ordinances, sign code, and the cultural resources preservation ordinance.

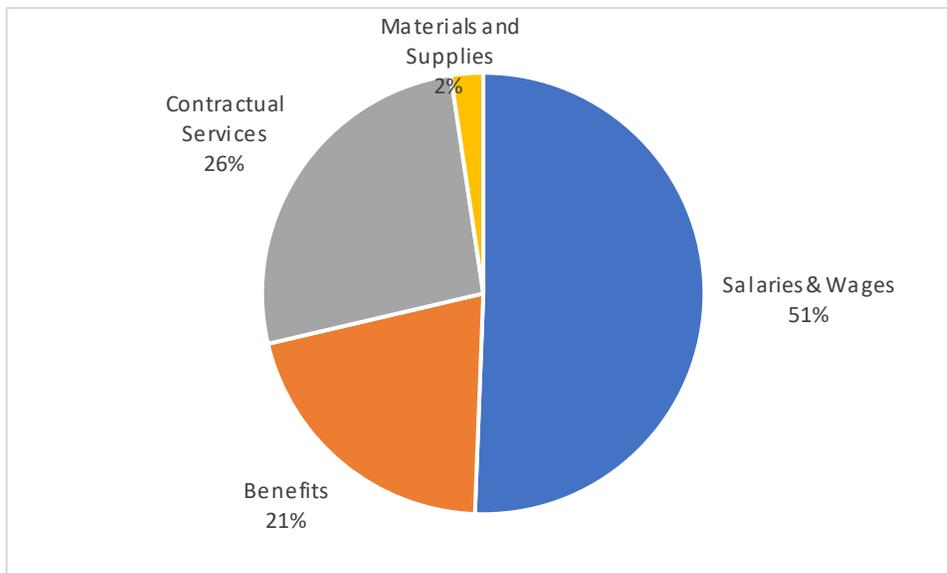
Community Development Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Community Development Direct	0.5	0.5	0.5
Administrative Secretary II	0.5	0.5	0.5
Total	<u>1</u>	<u>1</u>	<u>1</u>

Community Development Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$61,420	\$59,708	\$50,591	\$64,449	7.94%
Benefits	27,702	29,444	24,815	26,225	-10.93%
Contractual Services	24,259	36,500	3,510	33,500	-8.22%
Materials and Supplies	2,017	2,200	2,121	3,000	36.36%
Total Expenditures	<u>\$115,398</u>	<u>\$127,852</u>	<u>\$81,037</u>	<u>\$127,174</u>	-0.53%

Community Development Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Community Development**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$56,052	\$59,708	\$50,062	\$59,449	-0.43%
Overtime Pay	5,368	0	529	5,000	0.00%
Total Salaries and Wages	<u>\$61,420</u>	<u>\$59,708</u>	<u>\$50,591</u>	<u>\$64,449</u>	7.94%
Benefits					
Employee Benefits	\$25,636	\$26,175	\$21,828	\$23,615	-9.78%
Workers Compensation	2,067	3,269	2,987	2,610	-20.16%
Total Benefits	<u>\$27,702</u>	<u>\$29,444</u>	<u>\$24,815</u>	<u>\$26,225</u>	-10.93%
Contractual Services					
Consultant Contracts	\$20,712	\$31,500	\$231	\$26,000	-17.46%
Travel and Training	488	4,000	1,946	5,000	25.00%
Dues and Publications	3,059	1,000	1,333	2,500	150.00%
Buildings Grounds Maintenance	0	0	0	0	0.00%
Equipment Maintenance	0	0	0	0	0.00%
Total Contractual Services	<u>\$24,259</u>	<u>\$36,500</u>	<u>\$3,510</u>	<u>\$33,500</u>	-8.22%
Materials and Supplies					
Supplies	\$1,524	\$1,500	\$1,059	\$1,500	0.00%
Equipment	0	0	0	0	0.00%
Vehicle Operations	493	500	912	1,000	100.00%
Uniforms	0	200	150	500	150.00%
Total Materials and Supplies	<u>\$2,017</u>	<u>\$2,200</u>	<u>\$2,121</u>	<u>\$3,000</u>	36.36%
Total Expenditures	<u>\$115,398</u>	<u>\$127,852</u>	<u>\$81,037</u>	<u>\$127,174</u>	-0.53%

Economic Development

Economic Development Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Economic Development Director	<u>1</u>	<u>1</u>	<u>0</u>
Total	<u>1</u>	<u>1</u>	<u>0</u>

Economic Development Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	<u>% Change</u>
Salaries & Wages	\$42,204	\$78,836	\$12,246	\$0	-100.00%
Benefits	23,960	49,376	7,647	0	-100.00%
Contractual Services	5,486	5,100	52	0	-100.00%
Materials and Supplies	<u>46</u>	<u>900</u>	<u>0</u>	<u>0</u>	<u>-100.00%</u>
Total Expenditures	<u>\$71,696</u>	<u>\$134,212</u>	<u>\$19,945</u>	<u>\$0</u>	<u>-100.00%</u>

**FY 2024 Budget
Expenditures
(Budget Basis)
Economic Development**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$42,204	\$78,836	\$12,246	\$0	-100.00%
Total Salaries and Wages	\$42,204	\$78,836	\$12,246	\$0	-100.00%
Benefits					
Employee Benefits	\$22,542	\$45,060	\$6,970	\$0	-100.00%
Workers Compensation	1,418	4,316	676	0	-100.00%
Total Benefits	\$23,960	\$49,376	\$7,647	\$0	-100.00%
Contractual Services					
Travel and Training	\$4,347	\$4,000	\$10	\$0	-100.00%
Dues and Publications	575	1,100	0	0	-100.00%
Equipment Maintenance	564	0	42	0	#DIV/0!
Total Contractual Services	\$5,486	\$5,100	\$52	\$0	-100.00%
Materials and Supplies					
Supplies	\$46	\$900	\$0	\$0	-100.00%
Total Materials and Supplies	\$46	\$900	\$0	\$0	-100.00%
Total Expenditures	\$71,696	\$134,212	\$19,945	\$0	-100.00%

Grant Writer

Grant Writer Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Grant Writer	<u>1</u>	<u>1</u>	<u>0</u>
Total	<u>1</u>	<u>1</u>	<u>0</u>

Grant Writer Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$49,263	\$59,980	\$39,788	\$0	-100.00%
Benefits	16,372	45,220	16,801	0	-100.00%
Contractual Services	1,371	2,000	551	0	-100.00%
Materials and Supplies	<u>106</u>	<u>500</u>	<u>94</u>	<u>0</u>	<u>-100.00%</u>
Total Expenditures	<u>\$67,112</u>	<u>\$107,700</u>	<u>\$57,234</u>	<u>\$0</u>	<u>-100.00%</u>

**FY 2024 Budget
Expenditures
(Budget Basis)
Grant Writer**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$44,250	\$59,980	\$37,613	\$0	-100.00%
Overtime Pay	5,013	0	2,175	0	0.00%
Total Salaries and Wages	<u>\$49,263</u>	<u>\$59,980</u>	<u>\$39,788</u>	<u>\$0</u>	<u>-100.00%</u>
Benefits					
Employee Benefits	\$14,712	\$41,936	\$14,541	\$0	-100.00%
Workers Compensation	1,660	3,284	2,260	0	-100.00%
Total Benefits	<u>\$16,372</u>	<u>\$45,220</u>	<u>\$16,801</u>	<u>\$0</u>	<u>-100.00%</u>
Contractual Services					
Travel and Training	\$1,296	\$1,750	\$508	\$0	-100.00%
Dues and Publications	30	250	0	0	-100.00%
Equipment Maintenance	45	0	42	0	0.00%
Total Contractual Services	<u>\$1,371</u>	<u>\$2,000</u>	<u>\$551</u>	<u>\$0</u>	<u>-100.00%</u>
Materials and Supplies					
Supplies	\$106	\$500	\$94	\$0	-100.00%
Total Materials and Supplies	<u>\$106</u>	<u>\$500</u>	<u>\$94</u>	<u>\$0</u>	<u>-100.00%</u>
Total Expenditures	<u>\$67,112</u>	<u>\$107,700</u>	<u>\$57,234</u>	<u>\$0</u>	<u>-100.00%</u>

Building Code Enforcement

Building Official

The Building Official oversees all issues regarding building construction and repair in close partnership with the Community Development Department. This includes:

- Enforcement of various construction, building, plumbing, zoning, and nuisance regulations in accordance with the International Building Code and Rawlins Municipal Ordinances.
- Performs all building permit inspections in accordance with International Building Code and applicable local municipal laws.
 - Ensure that minimum standard for all construction, whether new or remodeling is met to life safety standards. This includes inspections on everything from a simple remodeling project to construction of a new commercial building. Inspections are performed from the initial footer inspections to the final roofing, from framing to electrical, through to final certificate of occupancy or project completion.
 - Issues stop-work citations when necessary.
- Reviews drawings, plans and specifications submitted and provides necessary approval or recommendations for correction. This includes advising owners and contractors on code and design requirements.
- Provides information and recommendations to the Board of Adjustments and the Planning & Zoning Commission
- Assist with enforcement of codes, especially Title 19 and 16, encompassing zoning, infill, and new subdivisions.
- Inspects dangerous buildings, suggests correction actions, issues notice to abate when appropriate
- Reviews and assists with licensing of all contractors
- Researches and understands newly created construction methods and materials.

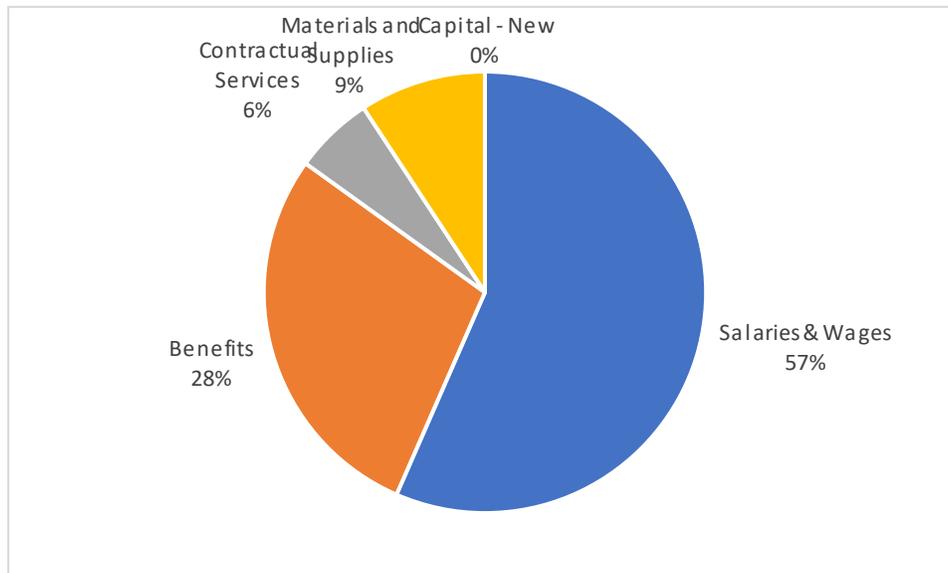
Building Code Enforcement Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Building Official	<u>1</u>	<u>1</u>	<u>1</u>
Total	<u>1</u>	<u>1</u>	<u>1</u>

Building Code Enforcement Budget Summary

Expenditures	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$44,919	\$64,475	\$53,893	\$63,247	-1.90%
Benefits	9,384	14,894	24,771	31,548	111.82%
Contractual Services	651	6,500	0	6,500	0.00%
Materials and Supplies	805	10,350	913	10,350	0.00%
Capital - New	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Expenditures	<u>\$55,758</u>	<u>\$96,219</u>	<u>\$79,576</u>	<u>\$111,645</u>	16.03%

Building Code Enforcement Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Building Code Enforcement**

Expenditures	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$43,519	\$64,475	\$53,817	\$63,247	-1.90%
Overtime Pay	1,399	0	76	0	0.00%
Total Salaries and Wages	<u>\$44,919</u>	<u>\$64,475</u>	<u>\$53,893</u>	<u>\$63,247</u>	-1.90%
Benefits					
Employee Benefits	\$7,870	\$11,296	\$21,634	\$28,771	154.70%
Workers Compensation	1,514	3,598	3,137	2,777	-22.83%
Total Benefits	<u>\$9,384</u>	<u>\$14,894</u>	<u>\$24,771</u>	<u>\$31,548</u>	111.82%
Contractual Services					
Travel and Training	\$599	\$4,000	\$0	\$4,000	0.00%
Utilities - Phone	0	1,500	0	1,500	0.00%
Dues and Publications	52	1,000	0	1,000	0.00%
Equipment Maintenance	0	0	0	0	0.00%
Total Contractual Services	<u>\$651</u>	<u>\$6,500</u>	<u>\$0</u>	<u>\$6,500</u>	0.00%
Materials and Supplies					
Supplies	\$46	\$1,250	\$66	\$1,250	0.00%
Equipment	17	5,250	650	5,250	0.00%
Vehicle Operation	742	3,500	197	3,500	0.00%
Uniforms	0	350	0	350	0.00%
Total Materials and Supplies	<u>\$805</u>	<u>\$10,350</u>	<u>\$913</u>	<u>\$10,350</u>	0.00%
Capital - New					
Technology	\$0	\$0	\$0	\$0	0.00%
Total Capital - New	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.00%
Total Expenditures	<u>\$55,758</u>	<u>\$96,219</u>	<u>\$79,576</u>	<u>\$111,645</u>	16.03%

Police Administration

Police Department

The City of Rawlins Police Department serves the community by protecting citizens and property, preventing crime, enforcing laws, and maintaining order. The Department's primary goal is to contribute to the quality of life in Rawlins.

Mission

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

The Rawlins Police Department includes four (4) budgeted departments, Police Administration, Animal Control, 911 Center/Communications, and Code Enforcement.

The Police Administration budget accounts for all the sworn officers, including the Chief of Police, as well as the Victim Advocates and Administration Assistant. The authorized number of sworn law enforcement officers is 19, three (3) Victim Advocates (one full time budgeted advocate, one full-time grant funded, and one part-time grant funded), and one Administrative Assistant. As of early 2023, currently the Rawlins Police Department is four (4) Police Officers short. We are actively recruiting for these positions.

Follow the Rawlins Police Department on Facebook to get updates on our actions throughout the community.

Members of Rawlins Police Department are involved with many boards and commissions in Rawlins, Carbon County, and the State of Wyoming. Boards and Commissions members of the Rawlins Police Department are associated with include:

- Rawlins Police Civil Service Commission
- Carbon County School District #1 Safety Committees
- Wyoming Association of Sheriffs and Chiefs of Police
- Carbon County Prevention Coalition
- St. Christopher's Highway of Carbon County
- Drug Endangered Children Alliance (DEC)
- Urban Systems
- Dispatch Review Committee (DRC)
- Dispatch Steering Committees
- Wyoming Peace Officer Association (WPOA)
- Rawlins Police Protection Association (PPA)

Patrol

The Patrol Division is responsible for responding to calls for service, traffic enforcement, enforcing Municipal Ordinances and Wyoming State Statues, and maintaining peace and order throughout the community. The Patrol Division also had two highly trained passive drug K-9's.

List of some of the other Duties:

- Property Checks
- House Watches
- Business Checks
- Drug Endangered Children (DEC)
- Handle with Care program
- Adopt-A-School
- Bar Checks
- DUI Enforcement- NHTSA Grant
- Occupant Protection Enforcement – NHTSA Grant
- Helps Investigations with Alcohol Compliance Checks
- Helps Investigations with Tobacco Compliance Checks

Visit www.rawlinswy.gov/codes for a handout “Parking Prompts: A Guide to the Less Understood Parking Laws.”

Investigations

The Investigations Division is currently staffed with one Lieutenant and one Detective. The Investigations Division is responsible for all felony cases which includes murder, burglary, child abuse sexual assault, etc. Investigations is also responsible in the handling and safe keeping of all evidence from misdemeanor and felony cases from the Patrol Officers/Investigators for the purpose of following the proper chain of custody for court. Evidence includes all video, audio, photographic and any physical evidence collected at the time of the incident.

Duties include:

- On Call: A detective is on call 24/7 365 a days a year. The investigators split the on-call time.
- Investigate Felony Cases: Robberies, Child Abuse, Sexual Assaults, Aggravated Assault, Homicide, Unattended Deaths, Fraud, Narcotics and so on.
 - Crime Scene Management
 - Evidence Collection
 - Process Evidence
 - Interviews
 - Charging Documents
 - Preliminary Hearings
 - Court Trials
 - Crime Lab
- Evidence Custodian: The two investigators are the only personnel who have access to the evidence room.
 - Log evidence into the evidence room/impound yard
 - Maintain the evidence room
 - Evidence Destruction
 - Return Evidence
 - Log and Send Evidence to the Wyoming State Crime Lab for analysis.
 - Maintain the impound yard: Larger pieces of evidence are store here.
 - Evidence Destruction

- Return of Evidence
- Work with the Division of Criminal Investigation with Drug Investigations
- Perform Alcohol Compliance Checks
- Perform Tobacco Compliance Checks
- Prescription Drug Take Back Program (Collection Box in the lobby of the Police Department)
- Bank Awareness Program “What to do in Case of Bank Robbery”?
- Works with other agencies (DCI, WHP, FBI, ATF, etc.)

Victims’ Advocates

The Purpose and goal of the Victim Assistance Program is to enhance the treatment of all victims of crime and crime related situations by providing them with the support and assistance that they need. This includes:

- Emergency on-scene crisis response,
- Case status notification and orientation to the criminal justice system,
- Empower victims and survivors to be an active participant in the criminal justice system, by helping them feel safe to tell their story and the impact that the crime has had on their lives,
- Help prepare victim impact statements and crime victim compensation filing,
- Attending meetings with the County and City Attorneys,
- Filing restitution, and
- Referrals to appropriate agencies.

The Victim Specialists personnel will continue to attend trainings so the citizens of Rawlins will feel safer in their community through education and support.

Police Administration Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Chief of Police	1	1	1
Administrative Secretary III	1	1	1
Police Lieutenant	3	3	3
Police Sergeant	4	4	4
Police Office II	5	5	5
Police Office I	6	6	3
Victims Advocate Coordinator	1	1	1
Victims Advocate	1.5	1.5	1.5
Total	22.5	22.5	19.5

Police Administration FY 2024 Capital Summary

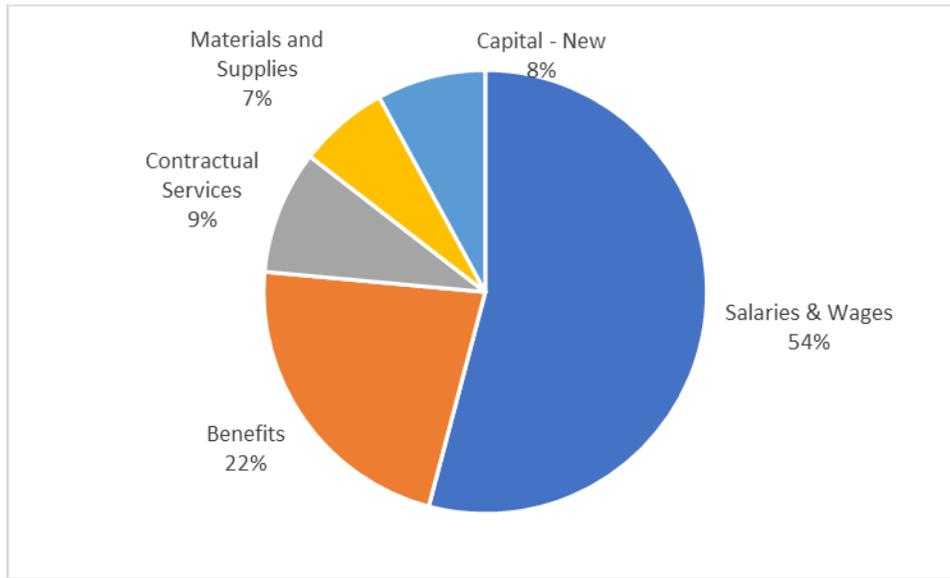
Equipment

NICE Recording Systems	65,000
VIPER 911 Call Systems	150,000

Police Administration Budget Summary

Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$1,312,323	\$1,409,459	\$1,204,848	\$1,465,400	3.97%
Benefits	564,487	763,916	567,538	605,123	-20.79%
Contractual Services	116,843	141,400	78,164	243,969	72.54%
Materials and Supplies	215,235	245,100	61,087	178,752	-27.07%
Capital - New	23,775	337,086	15,563	215,000	-36.22%
Total Expenses	\$2,232,664	\$2,896,961	\$1,927,200	\$2,708,244	-6.51%

Police Department Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Police Administration**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$1,028,638	\$1,228,959	\$988,846	\$1,087,772	-11.49%
Salaries - Voca Grant	50,166	100,086	33,278	97,214	-2.87%
Employee Recruitment	0	10,000	6,250	10,000	0.00%
Overtime	233,519	67,914	176,474	267,914	294.49%
Overtime - Voca Grant	0	2,500	0	2,500	0.00%
Total Salaries and Wages	<u>\$1,312,323</u>	<u>\$1,409,459</u>	<u>\$1,204,848</u>	<u>\$1,465,400</u>	3.97%
Benefits					
Employee Benefits	\$405,747	\$544,450	\$403,777	\$385,307	-29.23%
Employee Benefits Voca Grant	4,409	40,432	3,951	45,820	13.33%
Police Pension	110,262	106,182	91,304	114,869	8.18%
Workers Compensation	42,377	67,272	66,603	54,557	-18.90%
Workers Compensation - Voca	1,691	5,580	1,902	4,569	-18.12%
Total Benefits	<u>\$564,487</u>	<u>\$763,916</u>	<u>\$567,538</u>	<u>\$605,123</u>	-20.79%
Contractual Services					
Consultant Contracts	\$62,657	\$40,000	\$16,847	\$120,930	202.33%
Travel and Training	13,264	30,000	20,403	50,449	68.16%
Utilities - Electrical	10,177	12,000	9,445	12,000	0.00%
Utilities - Phone	14,227	30,000	11,282	33,000	10.00%
Utilities - Gas	6,434	7,500	6,960	6,500	-13.33%
Utilities - Other	1,573	2,300	2,066	2,000	-13.04%
Dues and Publications	5,790	9,100	6,909	9,890	8.68%
Canine Unit	998	6,000	3,232	5,200	-13.33%
Equipment Rental	0	500	0	0	-100.00%
Public Assistance	1,724	4,000	1,022	4,000	0.00%
Total Contractual Services	<u>\$116,843</u>	<u>\$141,400</u>	<u>\$78,164</u>	<u>\$243,969</u>	72.54%
Materials and Supplies					
Supplies	\$20,305	\$42,300	\$15,117	\$24,000	-43.26%
Equipment	116,324	75,000	854	40,000	-46.67%
Seizures	1,663	0	0	0	0.00%
Vehicle Operations	49,891	50,000	35,333	56,800	13.60%
Uniforms	6,057	30,000	8,412	19,300	-35.67%
Victim Advocate Grant	3,506	14,700	1,371	14,700	0.00%
E-Citation Expense	5,852	10,000	0	15,852	58.52%
Public Relations Program	7,158	8,000	0	8,000	0.00%
Urban Deer Management	4,480	15,000	0	0	-100.00%
Vict Ad Donation Expense	0	100	0	100	0.00%
Total Materials and Supplies	<u>\$215,235</u>	<u>\$245,100</u>	<u>\$61,087</u>	<u>\$178,752</u>	-27.07%
Capital - New					
Vehicles	\$0	\$130,000	\$0	\$0	-100.00%
Equipment	23,775	120,255	15,563	0	-100.00%
Technology	0	0	0	215,000	0.00%
Feasibility Study	0	0	0	0	0.00%
Facilities	0	86,831	0	0	0.00%
Total Capital - New	<u>\$23,775</u>	<u>\$337,086</u>	<u>\$15,563</u>	<u>\$215,000</u>	-36.22%
Total Expenditures	<u>\$2,232,664</u>	<u>\$2,896,961</u>	<u>\$1,927,200</u>	<u>\$2,708,244</u>	-6.51%

Animal Control

Animal Control

The Animal Control Officers (ACO) work with the Police Department under the Chief of Police and under the direct supervision of Lt. Daria Hooper. Responsibilities include, but are not limited to, picking up strays, handling animal nuisance's issues, pet care education, assisting Police Officers when animals need to be removed or restrained, writing citations, and testifying in court. The ACO's maintain the animal shelter and care for all animals.

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.

Follow the Rawlins Rochelle Animal Shelter on Facebook to get updates on our actions throughout the community.

Duties Include:

- Respond to, Investigate and Enforce Animal Violations including Animals At Large, Animal Cruelty/Neglect, Barking Dogs, Vicious Animals and Animal Nuisance
- Court
- Animal Licensing including City Tags, Kennel Permits, Chicken Permits, Bee Permits and Exotic Animal Permits
- Maintain and Operate the Rawlins Rochelle Animal Shelter * Should be noted the 2 Animal Control Officers are responsible for the maintenance and care of the animals in the shelter 365 days a year to include weekends and holidays. *
- Maintain Animal Records
- Animal Welfare
 - Feed and water animals
 - Vet Care: Attempt to maintain a healthy animal population while in our care including appointments, medications, and spays/neuters
- Clean all Kennel Areas
- Shelter
 - Open to the public Mon – Friday 3:00 to 5:30
 - Return to Owner
 - Animal Intakes
 - Provide Volunteer Opportunities
 - Provide Community Service Opportunities
- Facilitate and Encourage Animal Adoptions
 - Pictures and description of available animals on Facebook and Pet Finder
 - Animal Adoption Events
 - Works with Animal Rescues to place animals
 - Works with Pet Partners of Carbon County: City has an active MOU with them.
 - Partner on Adopt-A-Thons and cooperate on feral cat management (spay/neuter/rehome)
 - Work with other animal rescues

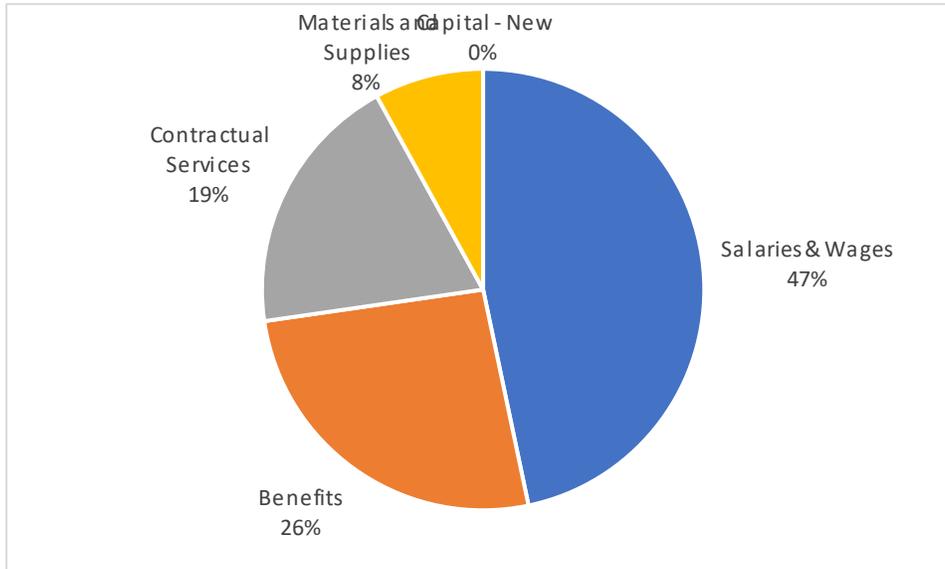
Animal Control Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Animal Control Officer II	<u>2</u>	<u>2</u>	<u>2</u>
Total	<u>2</u>	<u>2</u>	<u>2</u>

Animal Control Budget Summary

Expenditures	<u>FY 2022</u> Actual	<u>FY 2023</u> Budget	<u>FY 2023</u> Actual	<u>FY 2024</u> Proposed	% Change
Salaries & Wages	\$75,494	\$80,324	\$65,332	\$78,898	-1.78%
Benefits	45,296	49,900	41,238	43,686	-12.45%
Contractual Services	22,673	32,800	21,736	32,595	-0.62%
Materials and Supplies	9,990	19,000	10,780	13,500	-28.95%
Capital - New	0	77,000	35,543	0	-100.00%
Total Expenditures	<u>\$153,453</u>	<u>\$259,024</u>	<u>\$174,629</u>	<u>\$168,679</u>	<u>-34.88%</u>

Animal Control Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Animal Control**

Expenses	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	% Change
Personnel					
Salaries & Wages					
Full Time	\$72,715	\$78,176	\$64,888	\$76,686	-1.91%
Overtime	2,779	2,148	444	2,212	2.98%
Total Salaries and Wages	<u>\$75,494</u>	<u>\$80,324</u>	<u>\$65,332</u>	<u>\$78,898</u>	-1.78%
Benefits					
Employee Benefits	\$42,750	\$45,501	\$37,414	\$40,222	-11.60%
Workers Compensation	2,545	4,399	3,824	3,464	-21.26%
Total Benefits	<u>\$45,296</u>	<u>\$49,900</u>	<u>\$41,238</u>	<u>\$43,686</u>	-12.45%
Contractual Services					
Consultant Contracts	\$17,446	\$22,000	\$17,263	\$24,145	9.75%
Travel and Training	475	3,000	215	1,500	-50.00%
Utilities - Electrical	1,224	2,500	1,467	2,500	0.00%
Utilities - Gas	3,369	3,500	2,942	2,800	-20.00%
Utilities - Other	0	1,000	(192)	1,000	0.00%
Dues and Publications	0	100	41	150	50.00%
Buildings/Grounds Maintenance	159	200	0	0	-100.00%
Equipment Maintenance	0	500	0	500	0.00%
Total Contractual Services	<u>\$22,673</u>	<u>\$32,800</u>	<u>\$21,736</u>	<u>\$32,595</u>	-0.62%
Materials and Supplies					
Supplies	\$4,325	\$6,500	\$3,558	\$6,000	-7.69%
Equipment	3,550	7,000	4,956	3,000	-57.14%
Vehicle Operations	2,115	4,000	1,616	3,000	-25.00%
Uniforms	0	1,500	651	1,500	0.00%
Total Materials and Supplies	<u>\$9,990</u>	<u>\$19,000</u>	<u>\$10,780</u>	<u>\$13,500</u>	-28.95%
Capital - New					
Vehicles		\$65,000	\$35,543	\$0	-100.00%
Equipment	0	12,000	0	0	0.00%
Total Capital - New	<u>\$0</u>	<u>\$77,000</u>	<u>\$35,543</u>	<u>\$0</u>	-100.00%
Total Expenditures	<u>\$153,453</u>	<u>\$259,024</u>	<u>\$174,629</u>	<u>\$168,679</u>	-34.88%

911 Center

911 Center/Communications Division

The Rawlins Police Department 911 Center's mission is to serve as the vital link between 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.

The Rawlins Police Department 911 Center is responsible for providing public safety communications for law enforcement, fire department dispatch, local ambulance calls and all agencies involved in major incidents within our area. The Rawlins Police Department Communications Division is responsible for answering 911 lines, non-emergency telephone lines and walk-in complaints at the police department and then sending the proper police, fire or medical response or routing the caller to the correct personnel or agency. We are the primary public safety answering point (PSAP) for Carbon County with the exception of Saratoga.

Our goal is to maintain the newest technology possible to serve Rawlins and Carbon County residents in the most efficient way possible. We will continue to strive to move forward as technology advances.

- Currently, we have Rapid SOS which tracks cell phone location at the handset rather than a tower providing a more accurate location of the caller. The average accuracy is 95%.
- We can receive 911 calls via text message, which is invaluable at times when a caller cannot speak or may not speak safely.
- We subscribe to Voiance language interpreter services for the times when we get a caller that does not speak English.
- We are also the administrators for AlertSense Community Notification system
- We implemented Priority Dispatch ProQA for Fire and Police in December 2020. This program helps provide the dispatcher with key questions and pre-arrival instructions for all types of incoming calls and works similar to Emergency Medical Dispatching. This will provide a more uniform response and give police officers, fire fighters and medical personnel more standardized information while responding to calls focusing on officer and caller safety.
- We will have deployed Rave Smart 911. Smart 911 is a program that allows consumers to provide information about their health, home/business in order to provide the best response possible in the case of an emergency at their home, business or while traveling.
- We are now in the process of joining Prepared Live. This is a very exciting new program that will allow our communications officers to see a live stream from the caller's phone if the caller grants permission. This will be extremely valuable in gathering information to assist officers and fire personnel with up to date on scene information.

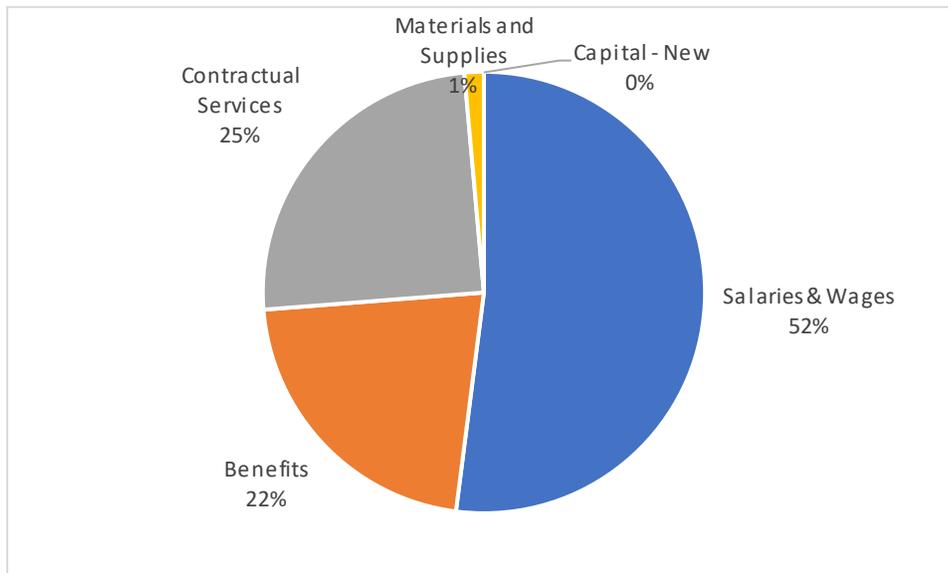
911 Center Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Communications Supervisor	1	1	1
Senior Communications Operator	1	1	1
Communication Operator II	3	3	3
Communication Operator I	<u>2</u>	<u>2</u>	<u>2</u>
Total	7	7	7

911 Center Budget Summary

Expenditures	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$316,682	\$370,931	\$300,407	\$366,976	-1.07%
Benefits	123,327	182,020	132,595	152,221	-16.37%
Contractual Services	62,623	141,800	79,607	176,885	24.74%
Materials and Supplies	2,572	20,000	1,284	10,000	-50.00%
Capital - New	0	0	0	0	0.00%
Total Expenditures	<u>\$505,205</u>	<u>\$714,751</u>	<u>\$513,893</u>	<u>\$706,082</u>	<u>-1.21%</u>

911 Center Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
911 Center**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$293,064	\$343,898	\$275,746	\$338,968	-1.43%
Overtime	23,618	27,033	24,661	28,008	3.61%
Total Salaries and Wages	<u>\$316,682</u>	<u>\$370,931</u>	<u>\$300,407</u>	<u>\$366,976</u>	-1.07%
Benefits					
Employee Benefits	\$85,568	\$129,788	\$89,148	\$104,379	-19.58%
Police Pension Contributions	27,103	31,900	25,835	31,731	-0.53%
Workers Compensation	10,656	20,332	17,612	16,110	-20.76%
Total Benefits	<u>\$123,327</u>	<u>\$182,020</u>	<u>\$132,595</u>	<u>\$152,221</u>	-16.37%
Contractual Services					
Consultant Contracts	\$43,429	\$45,000	\$63,835	\$71,785	0.00%
Travel and Training	7,762	25,000	7,697	23,600	-5.60%
Dues and Publications	1,285	1,800	1,146	1,500	-16.67%
911 System	10,148	70,000	6,929	80,000	14.29%
Total Contractual Services	<u>\$62,623</u>	<u>\$141,800</u>	<u>\$79,607</u>	<u>\$176,885</u>	24.74%
Materials and Supplies					
Supplies	\$876	\$5,000	\$877	\$5,000	0.00%
Equipment	663	13,000	213	4,000	-69.23%
Uniforms	1,033	2,000	194	1,000	-50.00%
Total Materials and Supplies	<u>\$2,572</u>	<u>\$20,000</u>	<u>\$1,284</u>	<u>\$10,000</u>	-50.00%
Capital - New					
Technology	\$0	\$0	\$0	\$0	0.00%
Total Capital - New	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.00%
Total Expenditures	<u>\$505,205</u>	<u>\$714,751</u>	<u>\$513,893</u>	<u>\$706,082</u>	-1.21%

Fire Department

Fire Department Staffing

The Rawlins Fire Department is a combination department with paid, full-time staff and volunteer members. The fulltime staff consists of the Fire Chief, Battalion Chief, three Shift Captains, six Engineers, and the City Building Inspector. The Volunteer staff consists of a Battalion Chief, three Captains, three Lieutenants and firefighters. The number of volunteers varies as members join, retire, or resign. As of winter 2022, we have 26 volunteer firefighters.

Services

Fire Suppression: The Fire Department is responsible for fire suppression within Rawlins. In addition, we perform fire investigations and provide mutual aid responses when requested.

Emergency Medical Service: The Fire Department responds in a non-transport capacity to all ambulance requests within Rawlins and provide medical responders to assist Memorial Hospital of Carbon County (MHCC) with their response. We provide medical transport to in and out-of-state facilities when requested by MHCC. Firefighters are certified at the NREMT-B, NREMT-A, and NREMT-I levels.

Hazardous Materials: The Fire Department responds to all Hazardous Materials incidents within Rawlins. We are a part of the Region III Hazardous Materials Response Team located in Albany County/Laramie Fire.

Inspections: The Fire Department conducts 439 fire safety inspection within all public access building in the city annually. We use the 2021 International Fire Code. We maintain preplan information for each of the buildings and conduct safety inspection for residential on request of the occupant/owner.

Education: The Fire Department offers a variety of Fire Prevention and Public Education instruction. Each year we partner with Carbon County School District # 1 to provide fire education to the faculty and students.

Building Inspector: The Building Official has the authority to suspend, or revoke permits. Provides direction and oversight of the Rawlins Municipal Codes utilizing the 2021 International Building Codes. Enforce compliance with Contractor's for Licensing, Insurance, and Certifications. Identifies dangerous building identified either by a call in/or direct observation.

Other services offered by the Rawlins Fire Department: We have a large selection of Chimney Brushes available for checkout. We also have members who are certified car seat installers for child car seats. We also provide free oxygen firebreak installation to anyone who is on oxygen in partnership with the 307 Community Risk Reduction program. Lastly, we are happy to visit schools and organizations, or offer tours of our department. Please call to schedule.

Facilities/Apparatus

Fire Station One: Built in 1972 it serves as headquarters for emergency response. Includes administrative offices, sleeping quarters, apparatus bays and workspace for fulltime staff.

Fire Station Two: Built in 1984, it serves as a secondary station with sleeping quarters, an apparatus bay, and workspace. It covers the south side of town and houses the 100' tower.

Apparatus: We are currently operating 3 Engine’s, 1 Tower, 1 Rescue, 2 Brush Trucks, 1 Haz-Mat Trailer, 1 Ambulance and 3 Pickups used for Admin and Medical response.

- Engine 1 - 2021 SVI Freightliner, 1250 GPM
- Engine 2 - 1989 Pierce, 1500 GPM
- Engine 3 - 2006 Pierce, 1750 GPM
- Tower 21 - 2008 Pierce, 2000 GPM 100’ Platform
- Engine 5 - 2002 Ford F450 Wildland
- Engine 6 - 2014 Ford F550 Wildland
- Rescue 7 - 2007 Pierce/GMC
- Unit 9 - 2000 Ford F350
- Unit 10 - 2013 Chevrolet
- Unit 4 - 2019 Ram
- Unit 12 - 2018 Chevrolet

Training

Training Grounds: Our training grounds consist of a modern training classroom, burn building/tower, confined space vault, gas props, and 30’ x 60’ smoke trailer. Our training also allows us to facilitate most types of training needed. The Rawlins Fire Department participates in training and certification on local, state, and national levels. Certifications can be obtained through in-house training and from various fire schools around the state, the Wyoming Fire Academy, and the National Fire Academy. The department performs fire training on the second and fourth Wednesday of each month and medical training every third Wednesday. All training sponsored by the Rawlins Fire Department is made available to other fire departments within our community and throughout the state. We have also pioneered virtual training during COVID-19.

The Fire-EMS (Emergency Medical Service) Department helps guarantee the City’s public safety by continuing to evolve to meet new threats as they develop. The Fire-EMS Department is budgeted in the Fire costs center and Building Code Enforcement cost center.

Fire Department Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Fire Chief	1	1	1
Fire Battalion Chief	1	1	1
Fire Shift Captain	3	3	3
Fire Engineer I	2	2	2
Fire Engineer	4	4	3
Total	<u>11</u>	<u>11</u>	<u>10</u>

Fire Department FY 2024 Capital Summary

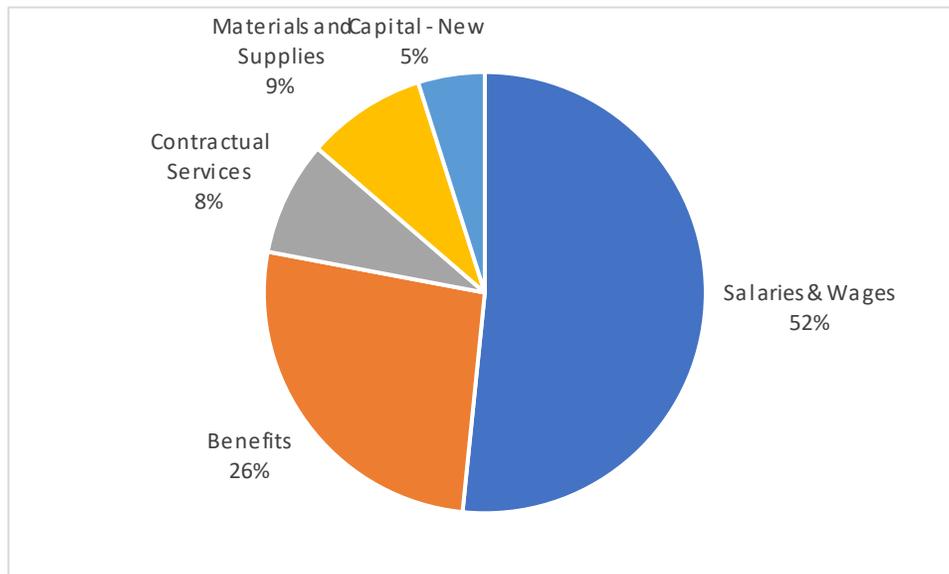
Equipment

Self Contained Beathing Apparatus (8)	60,000
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Fire Department Staffing Budget Summary

Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$659,792	\$672,156	\$533,272	\$678,813	0.99%
Benefits	326,882	420,445	305,040	366,953	-12.72%
Contractual Services	104,899	111,100	76,858	102,880	-7.40%
Materials and Supplies	100,562	104,000	70,434	107,865	3.72%
Capital - New	484,090	182,000	8,805	0	-100.00%
Total Expenditures	\$1,676,226	\$1,489,701	\$994,410	\$1,256,511	-15.65%

Fire Department Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Fire Department**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$552,618	\$624,765	\$490,236	\$585,339	-6.31%
Overtime	104,334	33,391	43,037	35,065	5.01%
Temporary	2,841	14,000	0	14,000	0.00%
Total Salaries and Wages	<u>\$659,792</u>	<u>\$672,156</u>	<u>\$533,272</u>	<u>\$634,404</u>	-5.62%
Benefits					
Employee Benefits	\$203,369	\$276,398	\$182,362	\$198,387	-28.22%
Fireman's Pension	99,446	100,204	89,446	95,879	-4.32%
Volunteer Pension	0	2,000	0	0	-100.00%
Extra Life	0	5,000	0	0	-100.00%
Workers Compensation	24,067	36,843	33,232	29,800	-19.12%
Total Benefits	<u>\$326,882</u>	<u>\$420,445</u>	<u>\$305,040</u>	<u>\$324,066</u>	-22.92%
Contractual Services					
Consultant Contracts	\$3,397	\$4,000	\$2,734	\$4,000	0.00%
Travel and Training	25,592	30,000	15,014	15,300	-49.00%
Utilities - Electrical	9,940	8,000	6,730	8,000	0.00%
Utilities - Phone	7,537	3,500	12,207	14,640	318.29%
Utilities - Gas	16,512	13,500	12,483	10,500	-22.22%
Utilities - Other	482	3,500	0	0	-100.00%
Dues and Publications	2,774	6,100	1,374	6,640	8.85%
Fire Prevention	2,489	4,000	676	4,300	7.50%
Building Grounds Maintenance	7,810	13,500	4,810	11,000	-18.52%
Equipment Maintenance	28,366	25,000	20,831	28,500	14.00%
Total Contractual Services	<u>\$104,899</u>	<u>\$111,100</u>	<u>\$76,858</u>	<u>\$102,880</u>	-7.40%
Materials and Supplies					
Tools	\$130	\$0	\$0	\$0	0.00%
Supplies	4,967	6,500	3,623	7,670	18.00%
Hazmat	0	4,000	1,845	5,700	42.50%
Medical	6,862	12,500	8,371	12,925	3.40%
Equipment	56,820	47,000	33,772	37,090	-21.09%
Vehicle Operations	17,085	13,000	15,405	26,400	103.08%
Uniforms	9,486	13,000	7,418	13,580	4.46%
Wildland Firefighting	5,213	8,000	0	4,500	-43.75%
Total Materials and Supplies	<u>\$100,562</u>	<u>\$104,000</u>	<u>\$70,434</u>	<u>\$107,865</u>	3.72%
Capital - New					
Vehicles	\$470,964	\$0	\$0	\$0	0.00%
Equipment	0	182,000	8,805	60,000	-67.03%
Technology	13,126	0	0	0	0.00%
Facilities	0	0	0	0	0.00%
Total Capital - New	<u>\$484,090</u>	<u>\$182,000</u>	<u>\$8,805</u>	<u>\$60,000</u>	-67.03%
Total Expenditures	<u>\$1,676,226</u>	<u>\$1,489,701</u>	<u>\$994,410</u>	<u>\$1,229,215</u>	-17.49%

Code Enforcement

Code Enforcement

The Code Enforcement Officer works with nuisance and code violation issues and will follow all state and local laws pertaining to those nuisance issues. The following are some areas the Code Enforcement Officer will address.

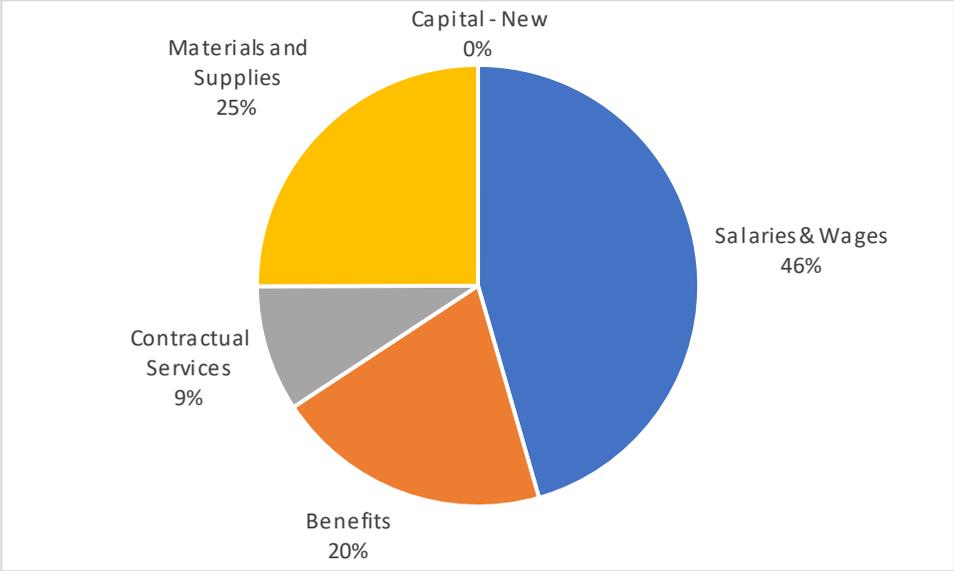
1. Abandon/Derelict Vehicles
2. Parking Violations
3. Garbage/Refuse
4. Littering
5. Weeds
6. Landscape and Construction Materials
7. Abatements
8. Dead Animals
9. Trash Hauling
10. Danger to Children issues
11. Dangerous Conditions

The Code Enforcement Officer also works extensively with other departments to provide education to our community. Visit www.rawlinswy.gov/code for a handout "7 Tips to Keep Your Property in Compliance with Local Codes."

Code Enforcement Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Code Enforcement Officer	<u>1</u>	<u>1</u>	<u>1</u>
Total	<u>1</u>	<u>1</u>	<u>1</u>

Code Enforcement Staffing Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$43,485	\$45,265	\$37,835	\$44,403	-1.90%
Benefits	19,563	40,883	18,452	19,526	-52.24%
Contractual Services	1,681	9,500	0	9,000	-5.26%
Materials and Supplies	999	29,200	625	24,410	-16.40%
Capital - New	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Expenditures	<u>\$65,729</u>	<u>\$124,848</u>	<u>\$56,913</u>	<u>\$97,339</u>	-22.03%

Code Enforcement Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Code Enforcement**

Expenditures	<u>FY 2022</u>	<u>FY 2023</u>	<u>Apr-23</u>	<u>FY 2024</u>	% Change
Personnel	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	
Salaries & Wages					
Full Time	\$43,320	\$45,265	\$37,571	\$44,403	-1.90%
Overtime Pay	166	0	264	0	0.00%
Total Salaries and Wages	<u>\$43,485</u>	<u>\$45,265</u>	<u>\$37,835</u>	<u>\$44,403</u>	-1.90%
Benefits					
Employee Benefits	\$18,097	\$39,358	\$16,238	\$17,577	-55.34%
Workers Compensation	1,466	1,525	2,214	1,949	27.82%
Total Benefits	<u>\$19,563</u>	<u>\$40,883</u>	<u>\$18,452</u>	<u>\$19,526</u>	-52.24%
Contractual Services					
Consultant - Other	\$0	\$2,000	\$0	\$2,000	0.00%
Code Enforcement (Abatement)	45	4,000	0	4,000	0.00%
Travel and Training	1,636	1,500	0	1,500	0.00%
Utilities - Phone	0	0	0	0	0.00%
Dues and Publications	0	2,000	0	1,500	-25.00%
Equipment Maintenance	0	0	0	0	0.00%
Total Contractual Services	<u>\$1,681</u>	<u>\$9,500</u>	<u>\$0</u>	<u>\$9,000</u>	-5.26%
Materials and Supplies					
Supplies	\$0	\$500	\$0	\$850	70.00%
Equipment	30	21,500	0	18,500	-13.95%
Vehicle Operation	853	6,000	625	4,000	-33.33%
Uniforms	116	1,200	0	1,060	-11.67%
Total Materials and Supplies	<u>\$999</u>	<u>\$29,200</u>	<u>\$625</u>	<u>\$24,410</u>	-16.40%
Capital - New					
Vehicles	\$0	\$0	\$0	\$0	0.00%
Total Capital - New	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.00%
Total Expenditures	<u>\$65,729</u>	<u>\$124,848</u>	<u>\$56,913</u>	<u>\$97,339</u>	-22.03%

Ancillary and Nonprofit Organizations

**FY 2024 Budget
Expenditures
(Budget Basis)
Ancillary Infrastructure**

Expenditures	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	
Allocations					
Chamber	\$7,500	\$0	\$0	\$0	0.00%
CCEDC	15,000	15,000	15,000	15,000	0.00%
JPB - Old Penitentiary	20,000	20,000	20,000	20,000	0.00%
Downtown Development	50,000	50,000	50,000	50,000	0.00%
Airport	0	20,000	20,000	20,000	0.00%
Total Allocations	<u>\$92,500</u>	<u>\$105,000</u>	<u>\$105,000</u>	<u>\$105,000</u>	0.00%
 Total Expenditures	 <u>\$92,500</u>	 <u>\$105,000</u>	 <u>\$105,000</u>	 <u>\$105,000</u>	 0.00%

Ancillary Infrastructure Budget Summary

Expenditures	FY 2022	FY 2023	FY 2023	FY 2024	% Change
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	
Allocations	<u>\$92,500</u>	<u>\$105,000</u>	<u>\$105,000</u>	<u>\$105,000</u>	0.00%
Total Expenditures	<u>\$92,500</u>	<u>\$105,000</u>	<u>\$105,000</u>	<u>\$105,000</u>	0.00%

**FY 2024 Budget
Expenditures
(Budget Basis)
Nonprofit Agencies**

Expenses	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Allocations					
Senior Citizens	\$15,000	\$20,000	\$20,000	\$20,000	0.00%
Child Development	9,000	12,600	14,600	9,000	-28.57%
Project Reach	7,000	8,000	6,000	8,000	0.00%
COVE	15,000	15,000	15,000	15,000	0.00%
Boys and Girls Club	15,000	15,000	15,000	10,000	-33.33%
Cathedral Home For Children	27,500	25,000	25,000	25,000	0.00%
CC Counseling Center	25,000	10,000	10,000	10,000	0.00%
Children Advocacy Project	5,500	5,500	5,500	5,500	0.00%
PET Partners	15,000	10,000	10,000	10,000	0.00%
Total Allocations	\$134,000	\$121,100	\$121,100	\$112,500	-7.10%
 Total Expenditures	 \$134,000	 \$121,100	 \$121,100	 \$112,500	 -7.10%

Ancillary Infrastructure Budget Summary

Expenditures	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Proposed	% Change
Allocations	\$134,000	\$121,100	\$121,100	\$112,500	-7.10%
Total Expenditures	\$134,000	\$121,100	\$121,100	\$112,500	-7.10%

Downtown Development

Downtown Development Staffing Summary			
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Executive Director	1	1	1
Project Coordinator	<u>1</u>	<u>1</u>	<u>0</u>
Total	<u>2</u>	<u>2</u>	<u>1</u>

Downtown Development Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2023</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$111,679	\$115,037	\$95,257	\$74,000	-35.67%
Benefits	53,005	57,880	47,989	40,747	-29.60%
Materials and Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Expenditures	<u>\$164,684</u>	<u>\$172,917</u>	<u>\$143,246</u>	<u>\$114,747</u>	<u>-33.64%</u>

**FY 2024 Budget
Expenditures
(Budget Basis)
Downtown Development**

Expenses	<u>FY 2022</u>	<u>FY 2023</u>	<u>Apr-23</u>	<u>FY 2024</u>	
	Actual	Budget	Actual	Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$110,094	\$115,037	\$95,257	\$74,000	-35.67%
Overtime Pay	<u>1,585</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Salaries and Wages	<u>\$111,679</u>	<u>\$115,037</u>	<u>\$95,257</u>	<u>\$74,000</u>	<u>-35.67%</u>
Benefits					
Employee Benefits	\$49,240	\$51,583	\$42,488	\$35,699	-30.79%
Workers Compensation	<u>3,765</u>	<u>6,297</u>	<u>5,501</u>	<u>5,047</u>	<u>-19.85%</u>
Total Benefits	<u>\$53,005</u>	<u>\$57,880</u>	<u>\$47,989</u>	<u>\$40,747</u>	<u>-29.60%</u>
Materials and Supplies					
Supplies	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.00%
Total Materials and Supplies	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.00%
Total Expenditures	<u>\$164,684</u>	<u>\$172,917</u>	<u>\$143,246</u>	<u>\$114,747</u>	<u>-33.64%</u>

General Fund

Recreation Departments

Combined Recreation Revenue

Golf Course Revenue

Golf Course Expenditures

Club House Expenditures

Other Expenditures

Recreation Center Revenues

Recreation Center Expenditures

Shooting Range Expenditures

Green Spaces Expenditures

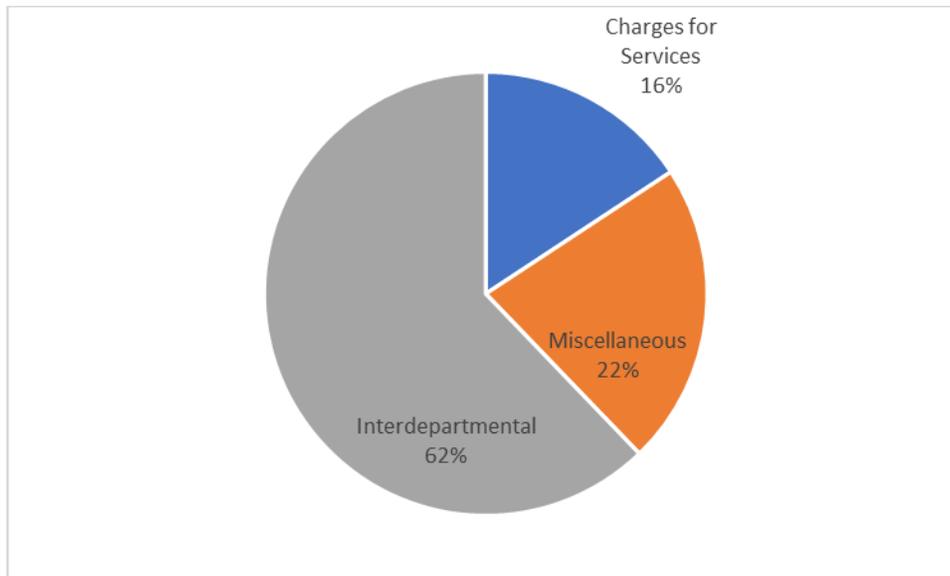
Recreation Other Financing Uses

Combined Recreation Revenue

Recreation Departments Revenue Budget Summary

	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Proposed	% Change
Revenue					
Charges for Services	343,969	395,000	271,004	443,050	12.16%
Miscellaneous	15,073	7,075	53,839	621,225	8680.57%
Interdepartmental	1,600,000	2,134,878	1,914,565	1,750,869	-17.99%
	<u>\$1,959,043</u>	<u>\$2,536,953</u>	<u>\$2,239,409</u>	<u>\$2,815,144</u>	<u>10.97%</u>

Recreational Departments Proposed Summary Revenue Budget



**FY 2024 Budget
(Budget Basis)
Recreation Revenue**

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Charges for Services					
Golf Course	\$208,600	\$227,000	\$140,727	\$255,400	12.51%
Recreation Center	135,370	168,000	130,277	187,650	11.70%
Total Charges for Services	\$343,969	\$395,000	\$271,004	\$443,050	12.16%
Interdepartmental					
General Fund Golf Course	\$498,545	\$580,693	\$545,758	\$463,933	-20.11%
General Fund Recreation Center	550,000	908,995	817,353	704,471	-22.50%
General Fund Green Spaces	551,455	645,190	551,455	582,465	-9.72%
Total Interdepartmental	\$1,600,000	\$2,134,878	\$1,914,565	\$1,750,869	-17.99%
Miscellaneous					
Golf Course	\$6,451	\$0	\$4,805	\$12,700	0.00%
Recreation Center	8,622	7,075	39,588	7,075	0.00%
Green Spaces - Donations	0	0	0	0	0.00%
Park and Recreation Grants	0	0	9,446	601,450	0.00%
Cash Reserve	0	0	0	0	0.00%
Total Miscellaneous	\$15,073	\$7,075	\$53,839	\$621,225	8680.57%
Total Revenue	\$1,959,043	\$2,536,953	\$2,239,409	\$2,815,144	10.97%

Golf Course Revenue

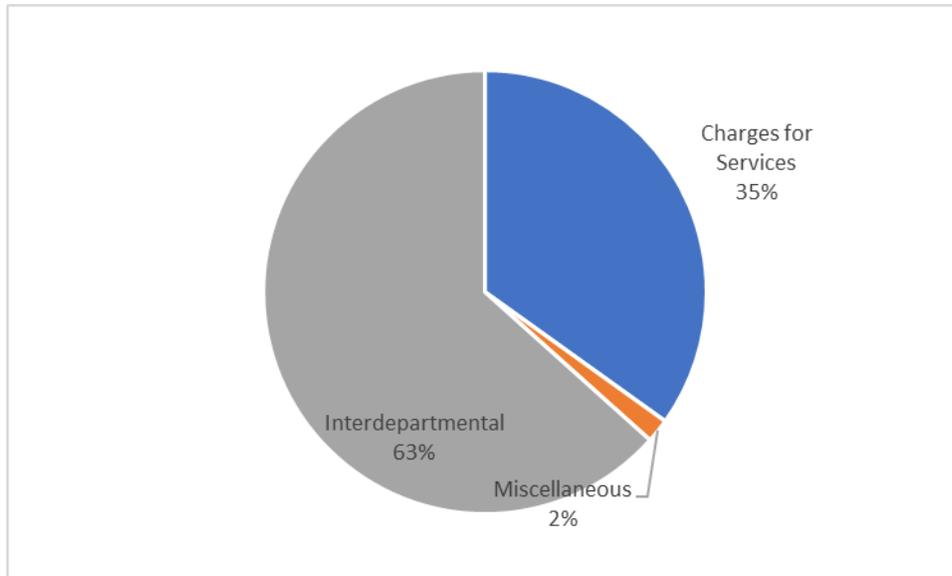
Course Details

Rochelle Ranch Golf Course is a championship length 18-hole municipal golf course that offers enjoyment and challenges for players of all abilities. It is currently the longest golf course in the state of Wyoming and has been featured yearly as one of the top golf courses in America by Golf Digest Magazine. Rochelle Ranch was also featured in Golfweek Magazine's best 2020 courses as the #2 course to play in Wyoming. 2020 also saw the course visited by Kyle Berkshire, noted for his vlogs on long drives.

Famous for our bent grass greens, Rochelle Ranch features a full practice facility, restaurant, and bar.

	<u>FY 2022</u> <u>Actual</u>	<u>FY 2023</u> <u>Budget</u>	<u>Apr-23</u> <u>Actual</u>	<u>FY 2024</u> <u>Proposed</u>	<u>% Change</u>
Revenue					
Charges for Services	208,600	227,000	140,727	255,400	12.51%
Miscellaneous	6,451	0	4,805	12,700	0.00%
Interdepartmental	498,545	580,693	545,758	463,933	-20.11%
	<u>\$713,596</u>	<u>\$807,693</u>	<u>\$691,290</u>	<u>\$732,033</u>	<u>-9.37%</u>

Golf Course Proposed Revenue Budget



**FY 2024 Budget
(Budget Basis)
Golf Course Revenue**

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Charges for Services					
Memberships	\$49,553	\$55,000	\$24,909	\$60,500	10.00%
Pro Shop Retail Sales	43,674	43,000	35,951	46,000	6.98%
Cart Rental	58,866	64,000	37,337	70,400	10.00%
Green Fees	54,409	50,000	42,530	60,500	21.00%
Food and Non-Alcoholic	150	15,000	0	18,000	20.00%
Alcoholic Beverages	1,947	0	0	0	0.00%
Restaurant TIPS Payable	0	0	0	0	0.00%
Restaurant Coupons/Discounts	0	0	0	0	0.00%
Lease Proceeds	0	0	0	0	0.00%
Total Charges for Services	\$208,600	\$227,000	\$140,727	\$255,400	12.51%
Interdepartmental					
General Fund	\$498,545	\$580,693	\$545,758	\$463,933	-20.11%
Total Interdepartmental	\$498,545	\$580,693	\$545,758	\$463,933	-20.11%
Miscellaneous					
Interest Income	\$70	\$0	\$173	\$200	0.00%
Miscellaneous	106	0	307	3,750	0.00%
Sales Tax - Restaurant Items	525	0	295	2,500	0.00%
Sales Tax on Retail Items	5,501	0	4,031	6,000	0.00%
Donations	250	0	0	250	0.00%
Sponsorships	0	0	0	0	0.00%
Total Miscellaneous	\$6,451	\$0	\$4,805	\$12,700	0.00%
Total Revenue	\$713,596	\$807,693	\$691,290	\$732,033	-9.37%

Golf Course Expenditures

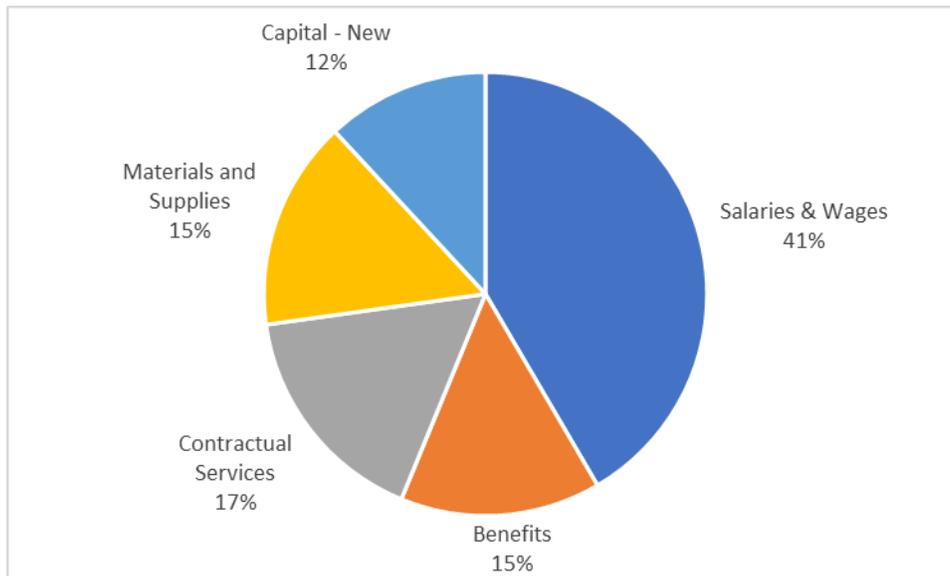
Golf Course Staffing Summary

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Full Time Positions			
Golf Superintendent	1	1	1
Golf Assit Superindendent	1	1	1
Equipment Manager	0.6	0.6	0.6
Total	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>

Golf Course Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>Apr-23</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$196,172	\$202,741	\$150,517	\$205,903	1.56%
Benefits	69,957	85,196	64,912	72,558	-14.83%
Contractual Services	93,592	89,600	55,027	82,150	-8.31%
Materials and Supplies	60,360	70,200	58,738	75,800	7.98%
Capital - New	81,627	117,500	95,750	59,000	-49.79%
Total Expenditures	<u>\$501,708</u>	<u>\$565,237</u>	<u>\$424,943</u>	<u>\$495,411</u>	<u>-12.35%</u>

Golf Course Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Golf Course**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$133,037	\$147,741	\$121,405	\$143,077	-3.16%
Overtime	1,754	0	662	2,826	0.00%
Temporary	61,381	55,000	28,450	60,000	9.09%
Total Salaries and Wages	<u>\$196,172</u>	<u>\$202,741</u>	<u>\$150,517</u>	<u>\$205,903</u>	1.56%
Benefits					
Employee Benefits	\$63,391	\$73,761	\$56,207	\$63,519	-13.89%
Workers Compensation	6,566	11,435	8,705	9,039	-20.95%
Total Benefits	<u>\$69,957</u>	<u>\$85,196</u>	<u>\$64,912</u>	<u>\$72,558</u>	-14.83%
Contractual Services					
Consultant Contracts	\$4,001	\$11,000	\$228	\$8,000	-27.27%
Service Contract	48	4,200	0	3,500	-16.67%
Golf Course Programs	0	400	0	400	0.00%
Rochelle Ranch Advisory	36	500	0	500	0.00%
Travel and Training	3,839	4,000	3,705	4,500	12.50%
Utilities - Electrical	24,373	23,000	25,226	23,000	0.00%
Utilities - Phone	1,230	0	369	0	0.00%
Utilities - Gas	2,773	2,200	1,820	2,200	0.00%
Utilities - Other	3,181	2,800	1,323	2,800	0.00%
Dues and Publications	1,715	2,000	1,054	1,750	-12.50%
Golf Cart Maintenance	9,464	5,000	1,858	3,000	-40.00%
Building Grounds Maintenance	13,951	3,500	2,467	3,500	0.00%
Equipment Maintenance	17,536	10,000	3,136	10,000	0.00%
Equipment Lease	1,354	3,500	1,102	3,500	0.00%
Safety	166	500	529	500	0.00%
Equipment Maintenance	9,924	17,000	12,209	15,000	-11.76%
Total Contractual Services	<u>\$93,592</u>	<u>\$89,600</u>	<u>\$55,027</u>	<u>\$82,150</u>	-8.31%
Materials and Supplies					
Tools	\$330	\$1,500	\$1,018	\$800	0.00%
Materials	5,717	5,500	3,088	4,500	-18.18%
Supplies	2,406	2,000	962	2,000	0.00%
Supplies - Fertilizers	17,174	22,000	21,450	21,500	-2.27%
Supplies - Sand	9,062	13,000	9,018	13,000	0.00%
Irrigation Materials	9,963	10,000	7,662	11,000	10.00%
Equipment	566	3,000	1,795	2,000	-33.33%
Vehicle Operations	14,894	12,000	13,470	20,000	66.67%
Uniforms	249	1,200	275	1,000	-16.67%
Total Materials and Supplies	<u>\$60,360</u>	<u>\$70,200</u>	<u>\$58,738</u>	<u>\$75,800</u>	7.98%
Capital - New					
Vehicles	\$0	\$0	\$0	\$0	0.00%
Equipment	5,495	117,500	95,750	59,000	0.00%
Facilities	76,132	0	0	0	0.00%
Total Capital - New	<u>\$81,627</u>	<u>\$117,500</u>	<u>\$95,750</u>	<u>\$59,000</u>	-49.79%
Total Expenditures	<u>\$501,708</u>	<u>\$565,237</u>	<u>\$424,943</u>	<u>\$495,411</u>	-12.35%

Club House

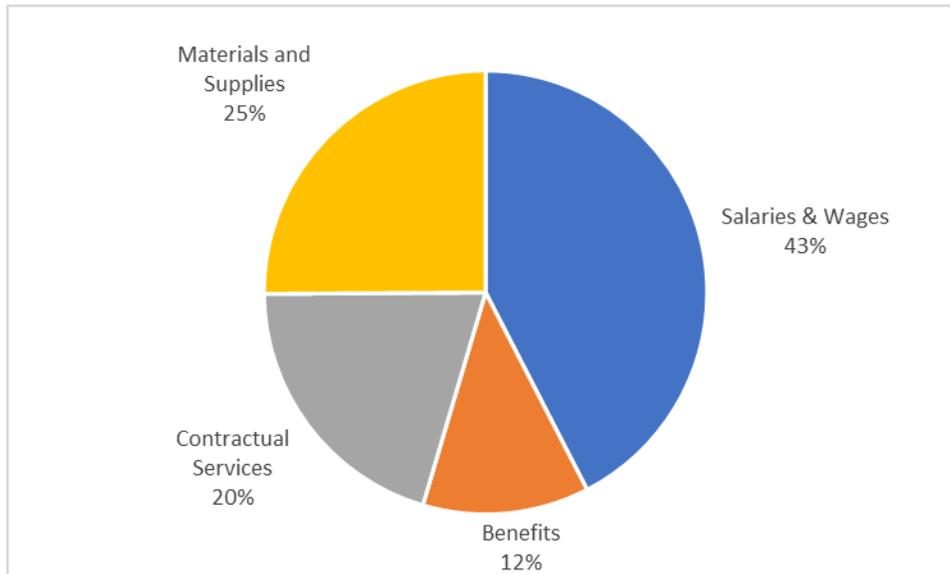
Club House Staffing Summary

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Full Time Positions			
Golf Professional	<u>1</u>	<u>1</u>	<u>1</u>
Total	<u>1</u>	<u>1</u>	<u>1</u>

Club House Budget Summary

Expenditures	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	
Salaries & Wages	\$99,867	\$111,727	\$80,216	\$100,389	-10.15%
Benefits	28,192	32,029	26,121	28,733	-10.29%
Contractual Services	44,855	49,300	44,567	48,100	-2.43%
Materials and Supplies	40,874	49,400	42,869	59,400	20.24%
Total Expenditures	<u>\$213,788</u>	<u>\$242,456</u>	<u>\$193,774</u>	<u>\$236,622</u>	-2.41%

Club House Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Club House**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$67,382	\$70,727	\$58,707	\$69,389	-1.89%
Seasonal	0	0	0	0	0.00%
Temporary	32,486	41,000	21,509	31,000	-24.39%
Total Salaries and Wages	\$99,867	\$111,727	\$80,216	\$100,389	-10.15%
Benefits					
Employee Benefits	\$24,843	\$26,427	\$21,501	\$24,326	-7.95%
Workers Compensation	3,349	5,602	4,620	4,407	-21.33%
Total Benefits	\$28,192	\$32,029	\$26,121	\$28,733	-10.29%
Contractual Services					
Consultant Contracts	\$4,962	\$4,200	\$4,089	\$0	-100.00%
Recreational Programs	966	1,500	654	1,000	-33.33%
Recreational Tournaments	0	2,000	0	2,000	0.00%
Travel and Training	371	3,000	1,727	2,000	-33.33%
Utilities - Electrical	8,431	10,000	7,230	10,000	0.00%
Utilities - Phone	1,470	1,500	954	1,500	0.00%
Utilities - Gas	6,130	8,000	5,396	8,000	0.00%
Utilities - Other	2,286	2,000	2,543	2,000	0.00%
Dues and Publications	926	5,000	1,953	4,000	-20.00%
Building Grounds Maintenance	10,588	5,500	5,347	7,000	27.27%
Building Maintenance Restaurant	4,909	4,000	8,505	5,000	25.00%
Food & Beverage for Resale	2,033	0	2,948	0	0.00%
Alcoholic Beverage for Resale	1,369	0	2,099	0	0.00%
Miscellaneous Restaurant	413	2,000	1,123	5,000	150.00%
Tournaments	0	0	0	0	0.00%
Safety	0	300	0	300	0.00%
Equipment Maintenance	0	300	0	300	0.00%
Total Contractual Services	\$44,855	\$49,300	\$44,567	\$48,100	-2.43%
Materials and Supplies					
Materials	\$0	\$2,000	\$0	\$2,000	0.00%
Supplies	1,973	1,000	1,471	1,000	0.00%
Equipment	468	2,200	0	2,200	0.00%
Uniforms	0	500	0	500	0.00%
Merchandise	35,576	40,000	36,079	50,000	25.00%
Sales Tax	2,358	3,000	4,819	3,000	0.00%
Liquor License	500	700	500	700	0.00%
Total Materials and Supplies	\$40,874	\$49,400	\$42,869	\$59,400	20.24%
Total Expenditures	\$213,788	\$242,456	\$193,774	\$236,622	-2.41%

Recreation Grants

**FY 2024 Budget
(Budget Basis)
Recreation Grants Grants**

Expenitures	FY 2022	FY 2023	April-23	FY 2024	% Change
Grants	Actual	Budget	Actual	Proposed	
School District Rec Board Grants	\$0	\$0	\$8,846	\$0	0.00%
CCVC Silver Bullet Tournament	0	0	600	0	0.00%
Washington Park Tennis Courts	0	0	0	250,000	0.00%
Demonstration Garden at Tully Park	0	0	0	30,000	0.00%
VFW Ball Field Renovations	0	0	0	10,000	0.00%
Skatepark Additions	0	0	0	35,000	0.00%
Shade Structure for Dog Park	0	0	0	9,000	0.00%
Cart Path Repairs	0	0	0	100,000	0.00%
Indoor Golf Simulator	0	0	0	21,000	0.00%
Indoor Shooting Barriers	0	0	0	60,000	0.00%
Indoor Shooting Range Floorng	0	0	0	22,000	0.00%
3D Walking Archery Range	0	0	0	64,450	0.00%
Total Grants	\$0	\$0	\$9,446	\$601,450	0.00%
Total Expenditures	\$0	\$0	\$9,446	\$601,450	0.00%

Recreation Center Revenues

Recreation Division

The Recreation Division strives to offer safe, educational, and beneficial recreational programs and services to our customers in a fair and economical manner.

Responsibilities

The division works to provide programs for wellness, entertainment, and education in a safe, hands-on creative environment for youth, adult, and seniors.

Rawlins Family Recreation Center Details

The Rawlins Family Recreation Center is a city-owned facility, operated by the Recreation Services Department. All recreation offices are in the facility. Programs are offered for all ages. Sign up for programs at <https://rawlinsrecreation.sportsites.com/> or by stopping by the Recreation Center for more information.

Amenities

- State of the art weight room with free weights & training stations
- Cardio Room with Treadmills, Ellipticals, stair step machines, Stationary bikes, and rowing machine
- Multi-purpose room, used for everything from fitness classes to private parties
- Three gymnasiums, oriented side by side
- Elevated rubber floor track, a one-tenth mile in length
- Three racquetball courts
- Area designated for the Kid's Corral program designed for 5 & under care
- Locker rooms with showers
- Indoor Shooting Facility/Range

The Recreation Services Department offers a wide variety of programs, activities, and leagues for children and adults. For more information please call (307) 324-PLAY (7529).

Recreation Program Offerings

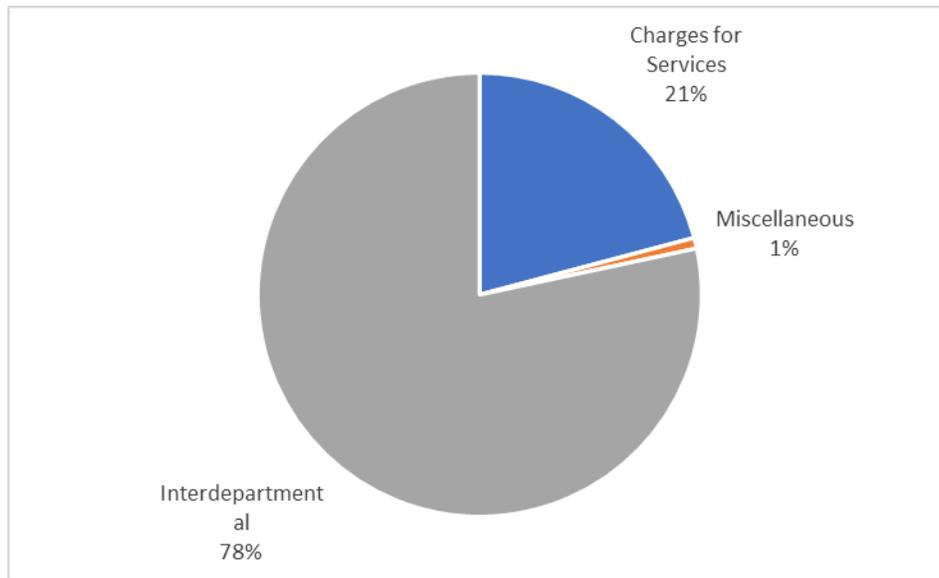
- Playgroup (Tuesdays and Fridays from 10am to noon)
- Kid's Corral (Daycare for 6 months – 5 years)
- Roller Skating Friday evenings and Sunday afternoons
- Holiday Camps in December
- Summer Camp programs
- Youth Sports
- Adult Sports
- Youth and adult trips
- Special Events
- Music in the Park
- Pickleball
- Pick-up Basketball
- Fitness Classes
- Enrichment Classes
- Annual Arbor Day Celebration
- Golf Lessons

- Shooting Range classes and tournaments
- Private Skate and other Parties

Recreation Center Revenue Budget Summary

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Revenue					
Charges for Services	\$135,370	\$168,000	\$130,277	\$187,650	11.70%
Miscellaneous	8,622	7,075	39,588	7,075	0.00%
Interdepartmental	550,000	908,995	817,353	704,471	-22.50%
	<u>\$693,992</u>	<u>\$1,084,070</u>	<u>\$987,218</u>	<u>\$899,196</u>	<u>-17.05%</u>

Recreation Center Proposed Revenue Budget



**FY 2024 Budget
(Budget Basis)
Recreation Center Revenue**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Charges for Services					
Gun Range Membership	\$8,481	\$12,000	\$9,611	\$13,200	10.00%
Gun Activities/Tour/Programs	5,340	7,500	4,688	8,250	10.00%
Fund Facility Rental	0	200	0	200	0.00%
Gun Retail Sales	329	5,000	298	1,000	-80.00%
Recreation Center Memberships	77,418	70,000	63,309	77,000	10.00%
Rec Activities/Tour/Programs	33,611	60,000	39,054	66,000	10.00%
Rec Center Rental	2,217	3,000	3,987	6,000	100.00%
Rec Center Retail Sales	64	2,500	20	500	-80.00%
Rec Center Sponsorship	7,416	7,000	9,117	15,000	114.29%
Pavilion Park Rentals	495	800	195	500	0.00%
Total Charges for Services	<u>\$135,370</u>	<u>\$168,000</u>	<u>\$130,277</u>	<u>\$187,650</u>	11.70%
Interdepartmental					
General Fund	<u>\$550,000</u>	<u>\$908,995</u>	<u>\$817,353</u>	<u>\$704,471</u>	-22.50%
Total Interdepartmental	<u>\$550,000</u>	<u>\$908,995</u>	<u>\$817,353</u>	<u>\$704,471</u>	-22.50%
Miscellaneous					
Interest Income	\$42	\$75	\$25	\$75	0.00%
Miscellaneous	2,263	3,000	0	0	-100.00%
Sales Tax - Collected	17	0	10	0	0.00%
Donations	6,300	4,000	39,553	7,000	75.00%
Rec Admin/Overhead Fees	0	0	0	0	0.00%
Total Miscellaneous	<u>\$8,622</u>	<u>\$7,075</u>	<u>\$39,588</u>	<u>\$7,075</u>	0.00%
Total Revenue	<u>\$693,992</u>	<u>\$1,084,070</u>	<u>\$987,218</u>	<u>\$899,196</u>	-17.05%

Recreation Center Expenditures

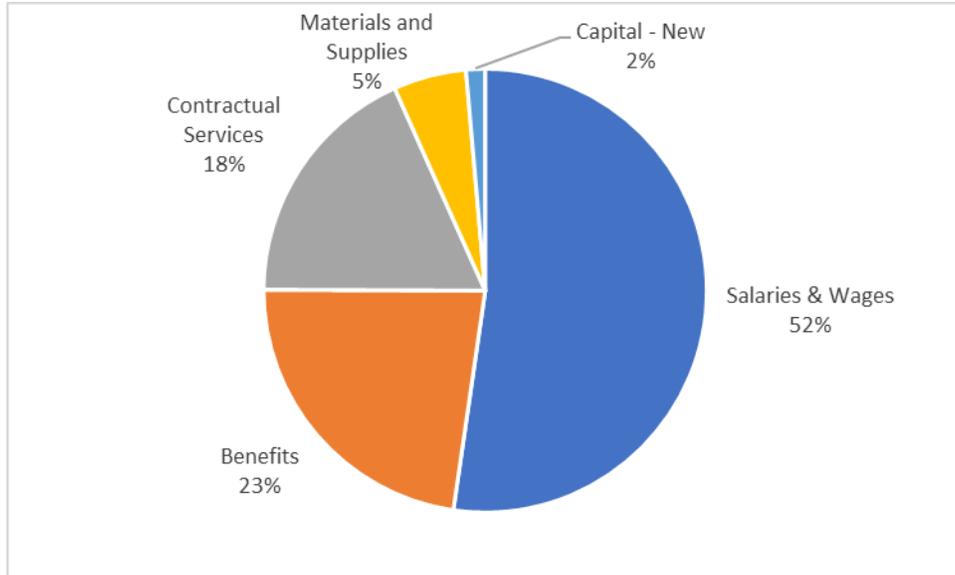
Recreation Center Staffing Summary

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Full Time Positions			
Recreation Director	1	1	1
Recreation Superintendent	1	1	1
Recreation Programmer	1	2	2
Front Desk Supervisor	1	1	1
Recreation Assistant	2	2	2
Drop Off Child Care Provider	0.75	0.75	0.75
Total	<u>6.75</u>	<u>7.75</u>	<u>7.75</u>

Recreation Center Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>Apr-23</u>	<u>FY 2024</u>	
Expenditures	Actual	Budget	Actual	Proposed	% Change
Salaries & Wages	\$338,794	\$380,211	\$309,141	\$412,733	8.55%
Benefits	170,430	251,407	156,709	179,711	-28.52%
Contractual Services	122,399	138,500	107,638	143,800	3.83%
Materials and Supplies	37,549	58,200	30,947	41,900	-28.01%
Capital - New	84,491	123,000	5,496	11,000	-91.06%
Total Expenditures	<u>\$753,664</u>	<u>\$951,318</u>	<u>\$609,931</u>	<u>\$789,145</u>	-17.05%

Recreation Center Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Recreation Center**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$307,832	\$354,711	\$282,199	\$354,898	0.05%
Overtime	1,472	0	1,472	8,335	0.00%
Temporary	29,490	25,500	25,470	49,500	94.12%
Total Salaries and Wages	\$338,794	\$380,211	\$309,141	\$412,733	8.55%
Benefits					
Employee Benefits	\$158,636	\$229,228	\$145,949	\$161,592	-29.51%
Workers Compensation	11,794	22,179	10,761	18,119	-18.31%
Total Benefits	\$170,430	\$251,407	\$156,709	\$179,711	-28.52%
Contractual Services					
Consultant Contracts	\$11,284	\$3,000	\$11,055	\$11,000	266.67%
Recreation Programs	14,798	15,000	10,469	17,000	13.33%
Rec Program Support	10,828	20,000	9,645	20,000	0.00%
Baseball Program Support	11,677	14,000	11,349	14,000	0.00%
Recreation Tournaments	1,379	6,000	1,379	4,000	-33.33%
Travel and Training	3,088	6,000	2,183	6,000	0.00%
Utilities - Electrical	21,741	28,000	17,952	28,000	0.00%
Utilities - Phone	354	2,000	198	2,000	0.00%
Utilities - Gas	30,294	18,000	28,349	18,000	0.00%
Utilities - Other	5,282	6,000	4,527	6,000	0.00%
Dues and Publications	7,634	12,000	7,094	9,000	-25.00%
Golf Cart Maintenance	0	3,000	2,177	3,000	0.00%
Building Grounds Maintenance	2,648	0	0	0	#DIV/0!
Equipment Maintenance	353	0	494	0	#DIV/0!
Equipment Lease	0	500	0	500	0.00%
Safety	0	500	0	300	-40.00%
Equipment Maintenance	0	3,500	0	4,000	14.29%
Refunds	1,040	1,000	767	1,000	0.00%
Total Contractual Services	\$122,399	\$138,500	\$107,638	\$143,800	3.83%
Materials and Supplies					
Supplies	\$5,199	\$7,000	\$4,642	\$6,000	-14.29%
Equipment	6,123	3,000	6,123	3,000	0.00%
Vehicle Operations	2,601	2,500	1,762	2,500	0.00%
Uniforms	257	700		400	-42.86%
Music in the Park	21,370	35,000	16,420	30,000	-14.29%
Latino Heritage Celebration	2,000	10,000	2,000	0	0.00%
Total Materials and Supplies	\$37,549	\$58,200	\$30,947	\$41,900	-28.01%
Capital - New					
Equipment	\$5,496	\$30,000	\$5,496	\$0	-100.00%
Facilities	78,995	93,000	0	11,000	-88.17%
Total Capital - New	\$84,491	\$123,000	\$5,496	\$11,000	-91.06%
Total Expenditures	\$753,664	\$951,318	\$609,931	\$789,145	-17.05%

Shooting Range

Indoor Shooting Facility: Open from November 1st to April 30th

The facility has an eight-lane, 25-meter state of the art shooting range located within the Rawlins Family Recreation Center. The range allows the discharge of weapons with velocity up to 2000 Feet per second which includes small bore rifles, black powder, and handguns up to and including a 44 magnum. The range is set for archery on Sunday and Monday.

The automated target retrieval system works with individual target control units located at each firing position allowing shooters to have independent control of their lane. The system also supports a master control unit used for league and tournament play.

Open shooting is encouraged. Targets, ammunition, and safety equipment are available for sale or use within the range. There are pistols and .22 rifles available for rental. Please call ahead on Friday as the Jr. Rifle Program may compromise shooting times. 307-324-7529

Indoor Shooting Complex

1616 Harshman Street

Open November 1st to April 30th.

Tuesday to Friday 2 to 8pm

Saturday 7am to 3pm

Sunday (Archery only) 7am to 2pm

Monday (Archery only) 1pm to 8pm

Outdoor Shooting Complex: Open from May 1st to October 31st

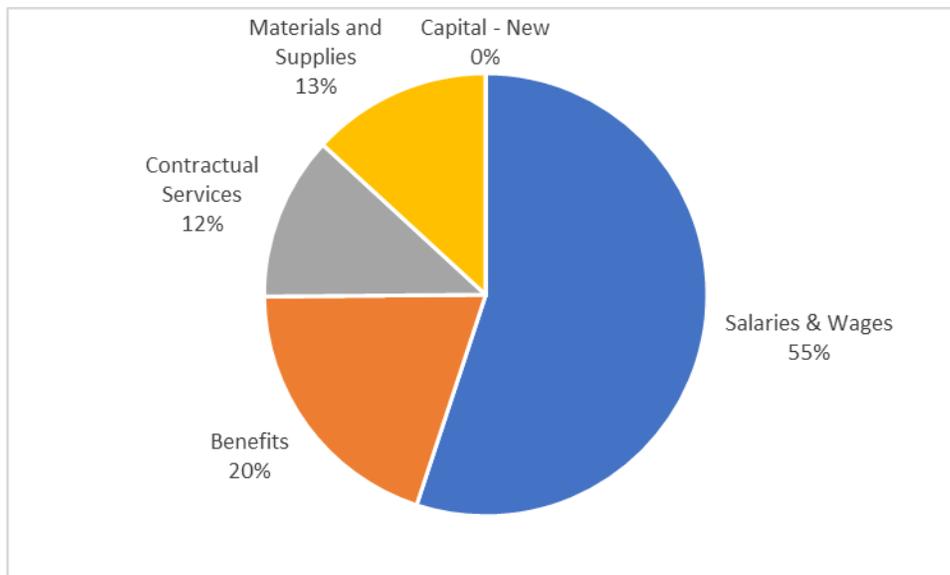
The Outdoor Shooting Complex is located north of Rawlins on East Gun Club Road. The range offers the shooter a variety of opportunities, including 10 Pistol bays with various targets, rifle ranges for short range shooting and long-range shooting, skeet, trap, 5-stand and archery with an elevated shooting stand and 3 D targets. Leagues, tournaments, and special events are held on this range. The ranges are partially funded using grants and donations from Williams, Friends of the NRA, Wyoming State Shooters Association, and private donations.

Shooting Range Staffing Summary			
	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Full Time Positions			
Recreation Programmer	<u>1</u>	<u>1</u>	<u>1</u>
Total	<u>1</u>	<u>1</u>	<u>1</u>

Shooting Range Budget Summary

Expenditures	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$44,842	\$61,584	\$41,392	\$60,688	-1.45%
Benefits	32,219	37,368	29,555	21,663	-42.03%
Contractual Services	10,672	10,600	10,335	13,200	24.53%
Materials and Supplies	3,800	14,200	2,323	14,500	2.11%
Capital - New	0	6,000	0	0	0.00%
Total Expenses	\$91,533	\$129,752	\$83,605	\$110,051	-15.18%

Shooting Range Expenditures by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Shooting Range**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$44,842	\$47,084	\$41,392	\$46,188	-1.90%
Overtime	0	0	0	0	0.00%
Temporary	0	14,500	0	14,500	0.00%
Total Salaries and Wages	<u>44,842</u>	<u>61,584</u>	<u>41,392</u>	<u>60,688</u>	-1.45%
Benefits					
Employee Benefits	30,708	33,982	28,160	18,999	-44.09%
Workers Compensation	1,511	3,386	1,395	2,664	-21.32%
Total Benefits	<u>32,219</u>	<u>37,368</u>	<u>29,555</u>	<u>21,663</u>	-42.03%
Contractual Services					
Consultant Contracts	10	0	10	0	0.00%
Recreation Programs	1,848	1,000	1,848	2,000	100.00%
Recreation Tournaments	1,591	1,000	1,641	1,500	50.00%
Travel and Training	360	1,000	360	1,000	0.00%
Utilities - Electrical	1,642	2,000	1,359	2,000	0.00%
Dues and Publications	3,912	3,000	3,912	3,000	0.00%
Building Grounds Maintenance	372	500	426	500	0.00%
Equipment Maintenance	0	0	0	0	0.00%
Vehicle/Equipment Maintenance	(139)	200	0	200	0.00%
Safety	356	300	60	500	66.67%
Equipment Maintenance	720	1,500	720	2,500	66.67%
Reimbursements	0	100	0	0	-100.00%
Total Contractual Services	<u>10,672</u>	<u>10,600</u>	<u>10,335</u>	<u>13,200</u>	24.53%
Materials and Supplies					
Supplies	1,631	2,500	261	2,500	0.00%
Equipment	558	2,000	558	2,000	0.00%
Vehicle Operations	106	200	0	500	150.00%
Shooting Range Maintenance	1,229	2,000	1,229	2,000	0.00%
Merchandise	250	7,500	250	7,500	0.00%
Sales Tax	26	0	26	0	0.00%
Total Materials and Supplies	<u>3,800</u>	<u>14,200</u>	<u>2,323</u>	<u>14,500</u>	2.11%
Capital - New					
Equipment	0	6,000	0	0	0.00%
Total Capital - New	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>0</u>	0.00%
Total Expenditures	<u>\$91,533</u>	<u>\$129,752</u>	<u>\$83,605</u>	<u>\$110,051</u>	-15.18%

Green Spaces

Parks Division

It is the mission of the City of Rawlins' Parks Division to maintain the city's trees, parks, cemetery, green areas, and their facilities to the highest standards possible.

It is the duty of the Parks Division to irrigate, mow, spray for weeds, sweep, and maintain 75 acres of the city's parks, cemetery, and green areas and the facilities within them. It is also the duty of the Parks Division to plant and maintain the trees located on the city's properties.

This division maintains 75 acres of green spaces including parks, green belts, cemetery, and trees. The pavilions at Washington Park, Depot Park and Bolton Park can be reserved for events. Many more details can be found about each City Park at <http://rawlinswy.org/223/Green-Spaces>

All city parks are open from 6am to Midnight. No overnight camping allowed. The parks are:

- Bolton Park: 2 Pavilions (1 with electricity), Picnic Tables, Grilling Units, Bathrooms, Playground Equipment and Basketball Court
- Depot Park: Pavilion with electricity, Picnic Tables, Grilling Unit, Playground Equipment, Splash Pad and Bathroom, Art
- Island Park: Pavilion with Seating
- Key Club Park: Dog Park with Water, Skate Park, Pavilion with Table, Grilling Unit, Playground Equipment, Basketball Hoop, Portable Bathroom Unit
- Martinez Park: Seating and Art
- Rawlins Springs: Covered Picnic Table and Railroad Caboose
- Rob Roy Park: Grilling Unit, Tables, Drinking Fountain, Bathroom, Playground Equipment, Half Basketball Court
- Tully Park: Pavilion with tables, Drinking Fountain, Playground Equipment, Railroad Engine
- Washington Park: Pavilion with Electricity, Picnic Tables, Grilling Units, Bathrooms, Horseshoe Puts, Disc Golf Course, Playground Equipment

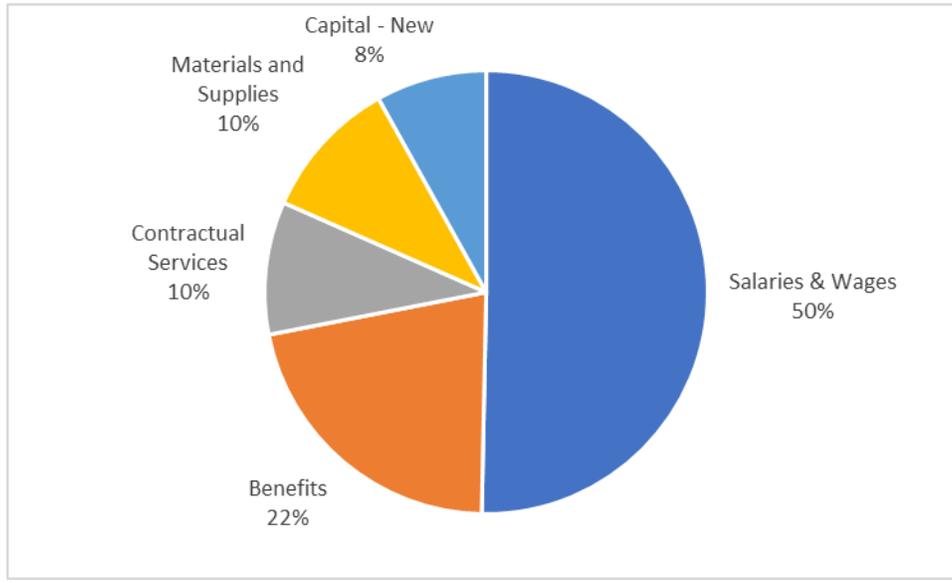
Green Spaces Staffing Summary			
	FY 2021	FY 2022	FY 2023
Full Time Positions			
Green Space Superintendent	1	1	1
Green Space Assist Superintendente	1	1	1
Equipment Manager	0.4	0.4	0.4
Green Space Technician II	1	1	1
Green Space Technician I	4	4	3
Total	7.4	7.4	6.4

Green Spaces FY 2024 Capital Summary	
Equipment	
Overhead Doors	8,000
VFW Ball Fields	23,871

Green Spaces Budget Summary

Expenditures	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Salaries & Wages	\$299,544	\$295,203	\$275,217	\$293,129	-0.70%
Benefits	135,664	161,987	125,042	125,847	-22.31%
Contractual Services	65,052	50,300	37,130	56,400	12.13%
Materials and Supplies	46,235	72,700	37,033	60,000	-17.47%
Capital - New	127,380	65,000	239,979	47,089	-27.56%
Total Expenditures	\$673,876	\$645,190	\$714,401	\$582,465	-9.72%

Green Spaces Expenditure by Object



**FY 2024 Budget
Expenditures
(Budget Basis)
Green Spaces**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$257,191	\$245,203	\$239,357	\$240,792	-1.80%
Overtime	2,413	0	2,121	2,337	0.00%
Temporary	39,941	50,000	33,739	50,000	0.00%
Total Salaries and Wages	<u>\$299,544</u>	<u>\$295,203</u>	<u>\$275,217</u>	<u>\$293,129</u>	-0.70%
Benefits					
Employee Benefits	\$125,607	\$145,872	\$115,805	\$112,979	-22.55%
Workers Compensation	10,057	16,115	9,237	12,868	-20.15%
Total Benefits	<u>\$135,664</u>	<u>\$161,987</u>	<u>\$125,042</u>	<u>\$125,847</u>	-22.31%
Contractual Services					
Consultant Contracts	\$0	\$200	\$0	\$0	-100.00%
Service Contracts	0	1,200	0	0	-100.00%
Travel and Training	3,291	6,000	2,986	8,000	33.33%
Utilities - Electrical	8,424	12,000	7,117	12,000	0.00%
Utilities - Phone	1,250	0	1,127	0	0.00%
Utilities - Gas	3,251	2,400	3,140	2,400	0.00%
Utilities - Other	61	0	61	0	0.00%
Dues and Publications	915	1,500	996	1,500	0.00%
Golf Cart Maintenance	0	0	0	0	0.00%
Building Grounds Maintenance	37,628	9,000	12,201	10,000	11.11%
Vehicle Maintenance	8,064	7,000	5,753	8,000	14.29%
Equipment Lease	759	1,000	759	3,500	250.00%
Safety	1,233	2,000	1,308	2,000	0.00%
Equipment Maintenance	177	8,000	1,680	9,000	12.50%
Total Contractual Services	<u>\$65,052</u>	<u>\$50,300</u>	<u>\$37,130</u>	<u>\$56,400</u>	12.13%
Materials and Supplies					
Tools	(\$39)	\$0	\$0	\$0	0.00%
Materials	3,492	7,000	5,152	4,000	-42.86%
Supplies	1,375	1,500	1,328	1,500	0.00%
Supplies - Fertilizers	4,417	10,000	17	10,000	0.00%
Irrigation Materials	2,792	6,000	1,620	3,500	-41.67%
Equipment	5,381	8,000	4,949	5,000	-37.50%
Tree Maintenance/Replacement	13,728	18,500	10,820	16,000	-13.51%
Bolten Equipment	0	700	0	0	-100.00%
Vehicle Operations	14,545	19,000	12,223	18,000	-5.26%
Uniforms	544	2,000	924	2,000	0.00%
Total Materials and Supplies	<u>\$46,235</u>	<u>\$72,700</u>	<u>\$37,033</u>	<u>\$60,000</u>	-17.47%
Capital - New					
Vehicles	\$57,752	\$0	\$57,752	\$0	0.00%
Equipment	8,365	25,000	8,365	0	-100.00%
Facilities	61,263	40,000	173,862	31,871	17.72%
Total Capital - New	<u>\$127,380</u>	<u>\$65,000</u>	<u>\$239,979</u>	<u>\$47,089</u>	-27.56%
Total Expenditures	<u>\$673,876</u>	<u>\$645,190</u>	<u>\$714,401</u>	<u>\$582,465</u>	-9.72%

Impact Assistance

**Impact Assistance Fund
Income Statement
(Budget Basis)
FY2024**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>FY 2023 Estimate</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Operating Activity					
Revenues					
Chokecherry	\$351,756	\$300,000	\$0	\$0	-100.00%
TB Flats	0	1,000	0	0	-100.00%
Gateway West	0	1,000	0	0	-100.00%
Ekola	0	1,000	0	0	-100.00%
Interest Income	5,412	4,000	6,758	7,500	87.50%
Total Revenue	<u>\$357,167</u>	<u>\$307,000</u>	<u>\$6,758</u>	<u>\$7,500</u>	<u>-97.56%</u>
Expenses					
Consulting Contract - Engineering	\$0	\$6,000	\$0	\$0	-100.00%
Consulting Contract - Other	6,390	0	0	0	0.00%
Chokecherry	475,185	3,800,000	1,629,558	7,500	0.00%
TB Flats	2,794	225,000	22,846	0	0.00%
Gateway West	0	38,000	140,410	0	0.00%
Ekola	0	38,000	73,490	0	0.00%
Total Expenses	<u>\$484,369</u>	<u>\$4,107,000</u>	<u>\$1,866,304</u>	<u>\$7,500</u>	<u>-99.82%</u>
Other Financing Uses					
Working Capital Reserve	\$0	\$3,800,000	\$0	\$0	-100.00%
Total Other Financing Uses	<u>\$0</u>	<u>\$3,800,000</u>	<u>\$0</u>	<u>\$0</u>	<u>-100.00%</u>
Total Expenses	<u>\$484,369</u>	<u>\$4,107,000</u>	<u>\$1,866,304</u>	<u>\$7,500</u>	<u>-99.82%</u>
Operating Income (Loss)	<u>(\$127,202)</u>	<u>\$0</u>	<u>(\$1,859,546)</u>	<u>\$0</u>	<u>0.00%</u>

Funds

General
Fund

Capital
Projects
Funds

Special
Revenue
Funds

Enterprise
Funds

Internal
Service
Fund

- Impact Assistance Fund
- Specific Purpose Tax 2019
- Capital Facilities Tax
- Specific Purpose Tax #1

Capital Project Funds

Capital Project Funds account for financial resources to be used for the acquisition or construction of major capital facilities and the construction of public improvements that are financed through assessments to individual property owners

Capital Projects Funds

**Specific Purpose Tax 2019
Income Statement
(Budget Basis)
FY2024**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Operating Activity					
Revenues					
Specific Purpose Tax	\$1,116,301	\$400,000	\$1,078,093	\$1,437,458	259.36%
Interest Income	6,468	4,000	8,581	8,000	100.00%
Total Revenue	<u>\$1,122,768</u>	<u>\$404,000</u>	<u>\$1,086,675</u>	<u>\$1,445,458</u>	257.79%
Expenses					
Capital - New					
Street Infrastructure	\$0	\$1,500,000	\$18,200	\$0	-100.00%
Water Infrastructure	1,870,543	1,500,000	37,428	1,445,458	-3.64%
Sewer Infrastructure	0	404,000	0	0	-100.00%
Total Landfill Department Expenses	<u>\$1,870,543</u>	<u>\$3,404,000</u>	<u>\$55,628</u>	<u>\$1,445,458</u>	-57.54%
Other Financing Uses					
Working Capital Reserve	\$0	\$3,000,000	\$0	\$0	-100.00%
Total Other Financing Uses	<u>\$0</u>	<u>\$3,000,000</u>	<u>\$0</u>	<u>\$0</u>	-100.00%
Operating Income (Loss)	<u>(\$747,774)</u>	<u>\$0</u>	<u>\$1,031,047</u>	<u>(\$0)</u>	0.00%

**Capital Facilities Tax
Income Statement
(Budget Basis)
FY2024**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Estimate</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Operating Activity					
Revenues					
Interest Income	\$62	\$50	\$100	\$100	100.00%
Total Revenue	<u>\$62</u>	<u>\$50</u>	<u>\$100</u>	<u>\$100</u>	<u>100.00%</u>
Expenses					
Capital - New					
Water Infrastructure	\$0	\$41,226	\$0	\$100	-99.76%
Total Landfill Department Expenses	<u>\$0</u>	<u>\$41,226</u>	<u>\$0</u>	<u>\$100</u>	<u>-99.76%</u>
Other Financing Uses					
Working Capital Reserve	\$0	\$0	\$0	\$0	0.00%
Total Other Financing Uses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Total Expenses	<u>\$0</u>	<u>\$41,226</u>	<u>\$0</u>	<u>\$100</u>	<u>-99.76%</u>
Operating Income (Loss)	<u>\$62</u>	<u>(\$41,176)</u>	<u>\$100</u>	<u>\$0</u>	<u>-100.00%</u>
Capital Activity					
Sources					
Working Capital Reserve	\$0	\$41,176	\$0	\$0	-100.00%
Total Sources	<u>\$0</u>	<u>\$41,176</u>	<u>\$0</u>	<u>\$0</u>	<u>-100.00%</u>
Net Income (Loss)	<u>\$62</u>	<u>\$0</u>	<u>\$100</u>	<u>\$0</u>	<u>0.00%</u>

**Specific Purpose Tax#1
Income Statement
(Budget Basis)
FY2024**

	FY 2022 Actual	FY 2023 Budget	Apr-23 Estimate	FY 2024 Proposed	% Change
Operating Activity					
Revenues					
Interest Income	\$0	\$0	\$636	\$0	#DIV/0!
Total Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$636</u>	<u>\$0</u>	<u>#DIV/0!</u>
Expenses					
Capital - New					
Street Infrastructure	\$0	\$27,632	\$0	\$0	-100.00%
Total Expenses	<u>\$0</u>	<u>\$27,632</u>	<u>\$0</u>	<u>\$0</u>	<u>-100.00%</u>
Operating Income (Loss)	<u>\$0</u>	<u>(\$27,632)</u>	<u>\$636</u>	<u>\$0</u>	<u>-100.00%</u>
Capital Activity					
Sources					
Working Capital Reserve	\$0	\$27,632	\$0	\$0	-100.00%
Total Sources	<u>\$0</u>	<u>\$27,632</u>	<u>\$0</u>	<u>\$0</u>	<u>-100.00%</u>
Net Income (Loss)	<u>\$0</u>	<u>\$0</u>	<u>\$636</u>	<u>\$0</u>	<u>0.00%</u>

Funds

General
Fund

Capital
Projects
Funds

Special
Revenue
Funds

Enterprise
Funds

Internal
Service
Fund

- Water Fund
- Sewer Fund
- Landfill Fund
- Recycling Fund

Enterprise Funds

Enterprise Funds are used to manage operations financed in a manner similar to private enterprise, i.e. where the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily by user charges, or where it has been decided that periodic determination of net income is appropriate for accountability purposes.

Enterprise Funds

Utility Enterprises

Water Fund
Sewer Fund
Landfill Fund
Recycling Fund

Water Fund

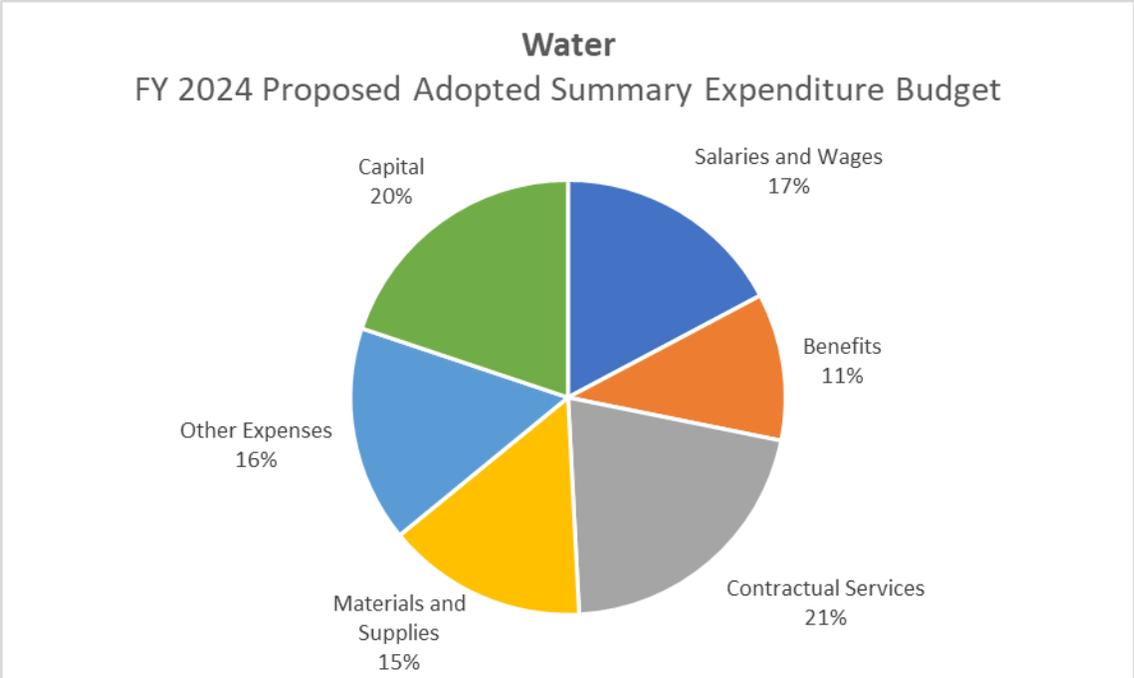
Water Staffing Summary

	FY 2022	FY 2023	FY 2024
Full Time Positions			
Water Distribution			
Public Works Director	0.20	0.20	0.20
Administrative Secretary	0.20	0.20	0.20
Human Resource Director	0.05	0.05	0.05
Utilities Systems Foreperson	0.50	0.50	0.50
Municipal Service Worker III	1.00	1.00	0.00
Utilities System Worker I	3.00	3.00	4.00
Utilities System Worker II	0.50	0.50	0.50
Total	5.45	5.45	5.45
Water Treatment Plant			
Public Works Director	0.20	0.20	0.20
Administrative Secretary	0.20	0.20	0.20
Human Resource Director	0.04	0.04	0.04
WTP & WWTP Superintendent	0.50	0.50	0.50
Water Treatment Operator III	0.75	0.75	0.75
Wastewater Plant Operator II	1.50	1.50	2.25
Water Treatment Operator I	0.75	0.75	0.00
Total	3.94	3.94	3.94
Water Pretreatment Plant			
Treatment Plant Operator III	0.00	0.00	1.00
Treatment Plant Operator II	0.00	0.00	1.00
Total	0.00	0.00	2.00

Water FY 2024 Capital Summary

Water Distribution	
Service Truck	60,000
4X4 Backhoe	135,000
Pump - Meter	20,000
Water Treatment Plant	
Service Truck	50,000
Filter Leafs	135,000
Meters	35,000
Miscellaneous Studies	100,000

Water Budget Summary					
	<u>FY 2022</u>	<u>FY 2023</u>	<u>Apr-23</u>	<u>FY 2024</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>% Change</u>
Revenues					
Charges for Service	\$1,874,721	\$2,101,500	\$1,745,096	\$3,078,743	46.50%
Miscellaneous	915,144	120,000	64,281	120,000	0.00%
Grants	\$17,400	\$0	\$0	\$0	0.00%
Cash Reserves	0	1,191,636	0	0	-100.00%
Total Revenues	\$2,807,266	\$3,413,136	\$1,809,377	\$3,198,743	-6.28%
Expenditures					
Salaries and Wages	\$391,206	\$450,680	\$388,033	\$551,317	22.33%
Benefits	215,014	333,192	237,208	350,234	5.11%
Contractual Services	271,943	615,450	269,877	671,700	9.14%
Materials and Supplies	299,236	543,550	268,200	476,364	-12.36%
Other Expenses	554,332	826,264	712,176	514,127	-37.78%
Capital	1,129,240	644,000	64,619	635,000	-1.40%
Total Expenditures	\$2,860,972	\$3,413,136	\$1,940,113	\$3,198,742	-6.28%



**Water
Income Statement
(Budget Basis)
FY2024**

	FY 2022 Actual	FY 2023 Budget	Apr-23 Estimate	FY 2024 Proposed	% Change
Operating Activity					
Revenues					
Charges for Services	\$1,874,721	\$2,101,500	\$1,745,096	\$3,078,743	46.50%
Miscellaneous Revenue	915,144	120,000	64,281	120,000	0.00%
Total Revenue	<u>\$2,789,866</u>	<u>\$2,221,500</u>	<u>\$1,809,377</u>	<u>\$3,198,743</u>	43.99%
Expenses					
Salaries & Wages	\$391,206	\$450,680	\$388,033	\$551,317	22.33%
Benefits	215,014	333,192	237,208	350,234	5.11%
Contractual Services	271,943	615,450	269,877	671,700	9.14%
Materials and Supplies	299,236	543,550	268,200	476,364	-12.36%
Other Expense - Debt Service	189,976	399,188	399,186	416,230	4.27%
Interdepartmental Services	364,356	427,076	312,990	97,897	-77.08%
Total Expenses	<u>\$1,731,731</u>	<u>\$2,769,136</u>	<u>\$1,875,494</u>	<u>\$2,563,742</u>	-7.42%
Operating Income (Loss)	<u>\$1,058,135</u>	<u>(\$547,636)</u>	<u>(\$66,117)</u>	<u>\$635,000</u>	-215.95%
Capital Activity					
Sources					
Grants	\$17,400	\$0	\$0	\$0	0.00%
Cash Reserves	0	1,191,636	0	0	-100.00%
Total Sources	<u>\$17,400</u>	<u>\$1,191,636</u>	<u>\$0</u>	<u>\$0</u>	-100.00%
Uses					
Contingency	0	100,000	0	100,000	0.00%
New Capital	1,689	544,000	52,601	400,000	-26.47%
Replacement Capital	1,127,552	0	12,019	135,000	0.00%
Total Uses	<u>\$1,129,240</u>	<u>\$644,000</u>	<u>\$64,619</u>	<u>\$635,000</u>	-1.40%
Capital Income (Loss)	<u>(\$1,111,840)</u>	<u>\$547,636</u>	<u>(\$64,619)</u>	<u>(\$635,000)</u>	-215.95%
Net Income (Loss)	<u>(\$53,706)</u>	<u>\$0</u>	<u>(\$130,736)</u>	<u>\$0</u>	0.00%

**FY 2024 Budget
Revenues
(Budget Basis)
Water Fund**

Operations	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	
Charges for Services					
Water Usage Fees	\$1,869,155	\$2,100,000	\$1,718,146	\$3,077,243	46.54%
Water Meter Tap Fees	<u>5,566</u>	<u>1,500</u>	<u>26,950</u>	<u>1,500</u>	0.00%
Total Charges for Services	<u>\$1,874,721</u>	<u>\$2,101,500</u>	<u>\$1,745,096</u>	<u>\$3,078,743</u>	46.50%
Miscellaneous Revenue					
Interest Income	\$13,112	\$10,000	\$6,867	\$10,000	0.00%
Miscellaneous	72,612	110,000	57,414	110,000	0.00%
Transfer from General Fund	<u>812,020</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Miscellaneous Revenue	<u>\$897,744</u>	<u>\$120,000</u>	<u>\$64,281</u>	<u>\$120,000</u>	0.00%
Total Operating Revenue	\$2,772,466	\$2,221,500	\$1,809,377	\$3,198,743	43.99%
Grants					
Transfer from General Fund	\$0	\$0	\$0	\$0	0.00%
Covid 19 Related Grants	<u>17,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Grants	<u>\$17,400</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.00%
Total Water Fund Revenue	\$2,789,866	\$2,221,500	\$1,809,377	\$3,198,743	43.99%

**FY 2024 Budget
Expense Detail
(Budget Basis)
Water Distribution**

Expenses	FY 2022 <u>Actual</u>	FY 2023 <u>Budget</u>	Apr-23 <u>Actual</u>	FY 2024 <u>Proposed</u>	<u>% Change</u>
Personnel					
Salaries & Wages					
Full Time	\$193,362	\$242,528	\$201,294	\$242,242	-0.12%
Overtime	10,399	8,698	14,531	10,679	22.77%
Temporary	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>7,598</u>	89.95%
Total Salaries and Wages	\$203,760	\$255,226	\$215,825	\$260,519	2.07%
Benefits					
Employee Benefits	\$81,406	\$173,629	\$91,864	\$108,899	-37.28%
Workers Compensation	<u>6,744</u>	<u>13,984</u>	<u>12,637</u>	<u>11,279</u>	-19.34%
Total Benefits	\$88,150	\$187,613	\$104,500	\$120,178	-35.94%
Contractual Services					
Consultant Contract - Engineer	\$24,319	\$50,000	\$0	\$78,000	56.00%
Consultant Contract - Info Tech	(1,091)	7,500	0	0	-100.00%
Consultant Contract - Govern	184	1,000	272	500	-50.00%
Consultant Contract - Other	27,949	27,850	16,334	22,000	-21.01%
Travel and Training	2,411	20,000	9,696	6,000	-70.00%
Utilities - Electrical	428	2,000	357	500	-75.00%
Utilities - Phone	476	0	2,132	2,000	0.00%
Utilities - Gas	0	100	0	0	-100.00%
Dues and Publications	39	500	660	200	-60.00%
Building Grounds Maintenance	12,356	10,000	20,657	11,000	10.00%
Equipment Maintenance	2,473	2,000	280	16,000	700.00%
Safety	707	1,500	941	1,500	0.00%
Vehicle Accessories	0	1,000	567	1,000	0.00%
Bad Debt Expense	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	0.00%
Total Contractual Services	\$70,252	\$128,450	\$51,897	\$143,700	11.87%
Materials and Supplies					
Tools	\$422	\$0	\$370	\$3,000	0.00%
Materials	43,294	60,000	51,621	80,000	33.33%
Supplies	808	5,000	901	1,000	-80.00%
Equipment	4,831	10,000	10,275	10,000	0.00%
Vehicle Operations	14,359	17,000	24,663	15,000	-11.76%
Uniforms	670	2,000	580	2,000	0.00%
Water Meter Service	13,733	45,000	36,997	58,164	29.25%
Hydrant Maint/Replace	5,532	40,000	25,263	40,000	0.00%
Backflow Prevention	<u>0</u>	<u>1,500</u>	<u>145</u>	<u>1,000</u>	-33.33%
Total Materials and Supplies	\$83,647	\$180,500	\$150,816	\$210,164	16.43%

**FY 2024 Budget
Expense Detail
(Budget Basis)
Water Distribution (Continued)**

	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Other Expense - Debt Service					
Debt Service - Water Tanks	\$4,440	\$25,077	\$25,077	\$25,077	0.00%
Debt Service - Spruce Street	4,528	25,260	25,260	25,328	0.27%
Debt Service - SRF Loan #147	16,464	34,577	34,577	51,551	49.09%
Total Other Expense	<u>\$25,432</u>	<u>\$84,914</u>	<u>\$84,913</u>	<u>\$101,956</u>	20.07%
Interdepartmental					
Transfer to Central Shop	\$25,576	\$17,318	\$14,432	\$16,692	-3.61%
Total Interdepartmental	<u>\$25,576</u>	<u>\$17,318</u>	<u>\$14,432</u>	<u>\$16,692</u>	-3.61%
Capital - New					
Vehicles	\$0	\$0	\$0	\$60,000	0.00%
Equipment	1,689	324,000	44,508	135,000	0.00%
Facilities	0	0	0	20,000	0.00%
Miscellaneous Studies	0	70,000	6,307	0	0.00%
Infrastructure	0	0	0	0	0.00%
Total Capital - New	<u>\$1,689</u>	<u>\$394,000</u>	<u>\$50,815</u>	<u>\$215,000</u>	-45.43%
Total Expenses	<u>\$498,506</u>	<u>\$1,248,021</u>	<u>\$673,197</u>	<u>\$1,068,209</u>	-14.41%

**FY 2024 Budget
Expense Detail
(Budget Basis)
Water Treatment Plant**

Expenses	FY 2022 <u>Actual</u>	FY 2023 <u>Budget</u>	Apr-23 <u>Actual</u>	FY 2024 <u>Proposed</u>	<u>% Change</u>
Personnel					
Salaries & Wages					
Full Time	\$177,477	\$187,901	\$165,788	\$190,962	1.63%
Overtime	9,969	7,553	6,420	7,648	1.26%
Total Salaries and Wages	<u>187,446</u>	<u>195,454</u>	<u>172,208</u>	<u>198,610</u>	1.61%
Benefits					
Employee Benefits	120,576	134,842	122,649	138,282	2.55%
Workers Compensation	6,288	10,737	10,060	8,719	-18.80%
Total Benefits	<u>126,864</u>	<u>145,579</u>	<u>132,708</u>	<u>147,001</u>	0.98%
Contractual Services					
Consultant Contract - Engineer	36,019	200,000	0	100,000	-50.00%
Consultant Contract - Info Tech	11,691	5,000	0	0	-100.00%
Consultant Contract - Other	15,408	11,000	11,097	2,000	-81.82%
Right of Way - Public Infra	1,939	3,000	2,925	0	-100.00%
Travel and Training	4,281	10,000	3,319	5,000	-50.00%
Utilities - Electrical	91,081	175,000	114,339	156,000	-10.86%
Utilities - Phone	2,742	21,000	(1,625)	18,000	-14.29%
Dues and Publications	1,209	1,000	1,009	2,000	100.00%
Building Grounds Maintenance	4,496	5,000	38,706	40,000	700.00%
Safety	161	1,000	11,577	2,000	100.00%
Maintenance Equipment	32,662	55,000	36,634	57,000	3.64%
Total Contractual Services	<u>201,692</u>	<u>487,000</u>	<u>217,980</u>	<u>382,000</u>	-21.56%
Materials and Supplies					
Tools	1,396	0	1,659	2,000	0.00%
Materials	174,621	40,000	27,267	40,000	0.00%
Chemicals	33,832	300,000	46,040	45,000	-85.00%
Supplies	1,103	7,500	1,339	8,000	6.67%
Equipment	(1,375)	8,500	35,861	45,000	429.41%
Vehicle Operations	5,966	6,000	4,993	4,000	-33.33%
Uniforms	46	1,050	224	1,200	14.29%
Total Materials and Supplies	<u>215,589</u>	<u>363,050</u>	<u>117,384</u>	<u>145,200</u>	-60.01%
Other Expense					
Debt Service - Sage Creek	70,593	150,279	150,279	150,279	0.00%
Debt Service - Rawlins Pipeline	28,071	50,023	50,023	50,023	0.00%
Debt Service - Atlantic Rim	65,881	113,972	113,971	113,972	0.00%
Total Other Expense	<u>164,544</u>	<u>314,274</u>	<u>314,273</u>	<u>314,274</u>	0.00%

**FY 2024 Budget
Expense Detail
(Budget Basis)
Water Treatment Plant (Continued)**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Interdepartmental					
Transfer to General Fund	257,464	328,553	273,794	0	-100.00%
Transfer to WWDC Reserve	50,000	60,000	7,093	60,000	0.00%
Transfer to Central Shop	31,316	21,205	17,671	21,205	0.00%
Total Interdepartmental	<u>338,780</u>	<u>409,758</u>	<u>298,558</u>	<u>81,205</u>	-80.18%
Capital - New					
Vehicles	0	50,000	0	50,000	0.00%
Equipment	0	0	0	135,000	0.00%
Facilities	0	100,000	1,786	35,000	0.00%
Miscellaneous Studies	86,013	0	0	100,000	0.00%
Infrastructure	1,041,539	0	12,019	0	0.00%
Total Capital - New	<u>1,127,552</u>	<u>150,000</u>	<u>13,805</u>	<u>320,000</u>	113.33%
Total Expenses	<u>\$2,362,466</u>	<u>\$2,065,115</u>	<u>\$1,266,916</u>	<u>\$1,588,290</u>	-23.09%

**FY 2024 Budget
Expense Detail
(Budget Basis)
Water Pretreatment Plant**

Expenses	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Personnel					
Salaries & Wages					
Full Time	\$0	\$0	\$0	\$92,189	0.00%
Overtime	0	0	0	0	0.00%
Total Salaries and Wages	<u>0</u>	<u>0</u>	<u>0</u>	<u>92,189</u>	<u>0.00%</u>
Benefits					
Employee Benefits	0	0	0	79,008	0.00%
Workers Compensation	0	0	0	4,047	0.00%
Total Benefits	<u>0</u>	<u>0</u>	<u>0</u>	<u>83,055</u>	<u>0.00%</u>
Contractual Services					
Utilities - Electrical	0	0	0	60,000	0.00%
Building Grounds Maintenance	0	0	0	50,000	0.00%
Safety	0	0	0	4,000	0.00%
Maintenance Equipment	0	0	0	32,000	0.00%
Total Contractual Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>146,000</u>	<u>0.00%</u>
Materials and Supplies					
Tools	0	0	0	500	0.00%
Chemicals	0	0	0	100,000	0.00%
Supplies	0	0	0	500	0.00%
Equipment	0	0	0	5,000	0.00%
Water Meter Service	0	0	0	15,000	0.00%
Total Materials and Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>121,000</u>	<u>0.00%</u>
Total Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$442,244</u>	<u>0.00%</u>

Sewer Fund

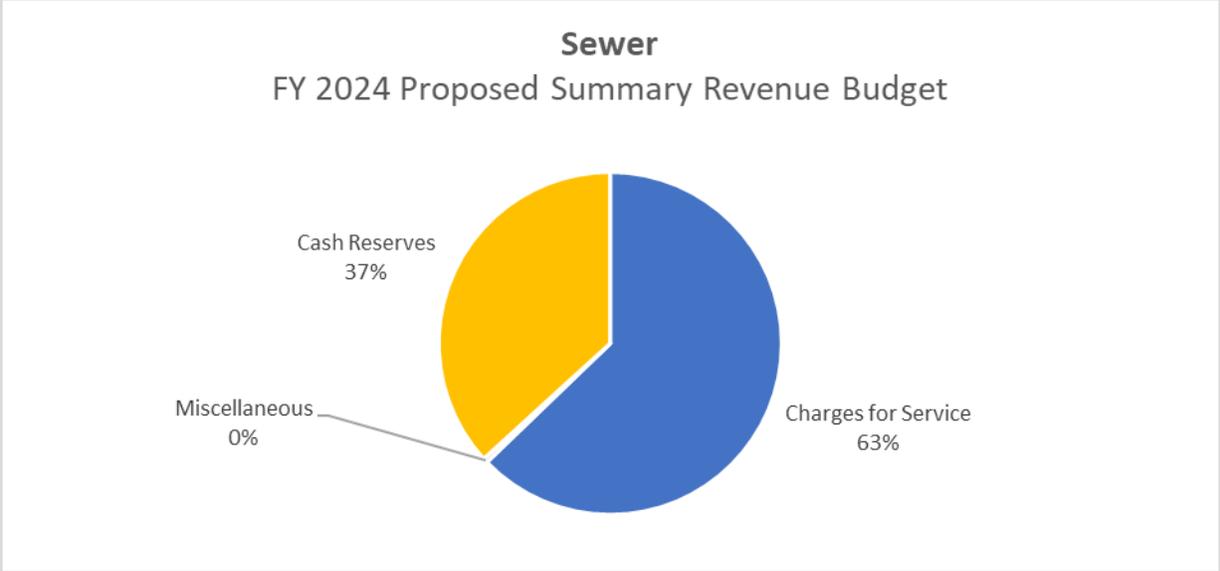
Sewer Fund FY 2024 Capital Summary

Wastewater Treatment Plant	
Skid Steer Loader	70,000
Bar Screens	100,000
Service Truck	60,000
Aeration Compressor	100,000
Pond Slide Gates	40,000
Aeration Matintance	10,000
Returen Line Audomatic Slide Gate	50,000
Fencing	50,000
Boat and Motor	20,000
Grit Screens	50,000
Sewer Collection	
Manhole Replacement	193,000
Service Truck	50,000

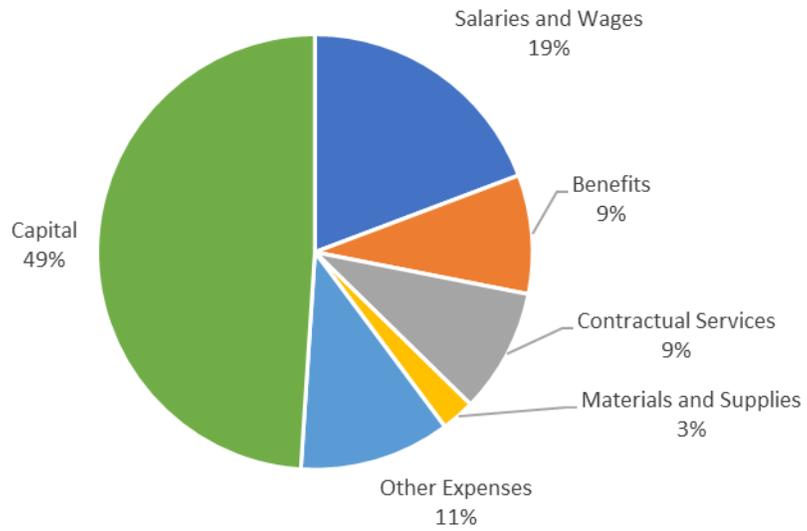
Sewer Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Sewer Collection			
Public Works Director	0.20	0.20	0.20
Administrative Secretary	0.20	0.20	0.20
Human Resource Director	0.03	0.03	0.03
Utilities Systems Foreperson	0.50	0.50	0.50
Utilities System Worker I	3.00	3.00	3.00
Utilities System Worker II	0.50	0.50	0.50
Total	<u>4.43</u>	<u>4.43</u>	<u>4.43</u>
Wastewater Treatment Plant			
Public Works Director	0.20	0.20	0.20
Administrative Secretary	0.20	0.20	0.20
Human Resource Director	0.03	0.03	0.03
WTP & WWTP Superintendent	0.50	0.50	0.50
Water Treatment Operator III	0.25	0.25	0.25
Wastewater Plant Operator II	0.50	0.50	0.75
Water Treatment Operator I	0.25	0.25	0.00
Total	<u>1.93</u>	<u>1.93</u>	<u>1.93</u>

Sewer Budget Summary					
	FY 2022 Actual	FY 2023 Budget	Apr-23 Estimate	FY 2024 Proposed	% Change
Revenues					
Charges for Service	\$1,045,361	\$1,105,000	\$755,454	\$1,017,027	-7.96%
Miscellaneous	5,640	9,000	2,972	7,000	-22.22%
Grants	\$0	\$0	\$0	\$0	0.00%
Cash Reserves	0	253,843	0	595,573	134.62%
Total Revenues	\$1,051,002	\$1,367,843	\$758,426	\$1,619,600	18.41%
Expenditures					
Salaries and Wages	\$229,373	\$304,298	\$252,894	\$312,061	2.55%
Benefits	108,984	213,515	130,060	143,015	-33.02%
Contractual Services	131,613	160,100	85,753	149,500	-6.62%
Materials and Supplies	21,611	43,700	18,299	40,250	-7.89%
Other Expenses	341,486	376,230	328,609	181,775	-51.69%
Capital	327,804	270,000	0	793,000	193.70%
Total Expenditures	\$1,160,871	\$1,367,843	\$815,616	\$1,619,601	18.41%



Sewer
FY 2024 Proposed Adopted Summary Expenditure Budget



**FY 2024 Budget
Revenues
(Budget Basis)
Sewer Fund**

Operations	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Charges for Services					
Sewer Usage Fees	\$1,043,336	\$1,105,000	\$751,954	\$1,010,027	-8.59%
Sewer Tap Fees	2,025	0	3,500	7,000	0.00%
Total Charges for Services	\$1,045,361	\$1,105,000	\$755,454	\$1,017,027	-7.96%
Miscellaneous Revenue					
Interest Income	\$44	\$1,000	\$595	\$1,000	0.00%
Miscellaneous	5,596	8,000	2,377	6,000	-25.00%
Total Miscellaneous Revenue	\$5,640	\$9,000	\$2,972	\$7,000	-22.22%
Total Operating Revenue	\$1,051,002	\$1,114,000	\$758,426	\$1,024,027	-8.08%
Total Sewer Fund Revenue	\$1,051,002	\$1,114,000	\$758,426	\$1,024,027	-8.08%

**FY 2024 Budget
Expenses
(Budget Basis)
Sewer Collection Fund**

Expenses	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Personnel					
Salaries & Wages					
Full Time	\$128,130	\$188,965	\$152,852	\$188,299	-0.35%
Overtime	5,899	6,859	10,974	10,740	56.58%
Temporary	0	4,000	0	4,000	0.00%
Total Salaries and Wages	<u>134,030</u>	<u>199,824</u>	<u>163,825</u>	<u>203,039</u>	1.61%
Benefits					
Employee Benefits	46,414	139,299	59,134	74,426	-46.57%
Workers Compensation	4,440	11,077	9,607	8,811	-20.46%
Total Benefits	<u>50,854</u>	<u>150,376</u>	<u>68,742</u>	<u>83,237</u>	-44.65%
Contractual Services					
Consultant Contract - Engineer	0	4,000	0	0	-100.00%
Consultant Contract - Info Tech	0	4,000	0	0	-100.00%
Consultant Contract - Other	5,116	850	4,142	1,000	17.65%
Travel and Training	0	20,000	199	3,000	-85.00%
Utilities - Electrical	0	100	0	2,000	1900.00%
Utilities - Phone	213	0	0	0	0.00%
Utilities - Gas	2,329	1,000	2,682	1,000	0.00%
Dues and Publications	0	300	0	0	-100.00%
Building Grounds Maintenance	1,255	100	76	4,000	3900.00%
Equipment Maintenance	2,662	2,000	318	11,000	450.00%
Safety	161	500	1,127	1,500	200.00%
Vehicle Accessories	46	500	0	500	0.00%
Bad Debt Expense	0	1,000	0	0	-100.00%
Total Contractual Services	<u>11,783</u>	<u>34,350</u>	<u>8,546</u>	<u>24,000</u>	-30.13%
Materials and Supplies					
Tools	78	0	28	1,000	0.00%
Materials	42	7,500	61	5,000	-33.33%
Supplies	646	1,500	144	250	-83.33%
Equipment	0	5,000	75	5,000	0.00%
Vehicle Operations	12,447	18,000	12,627	12,000	-33.33%
Uniforms	380	1,500	789	1,500	0.00%
Total Materials and Supplies	<u>13,593</u>	<u>33,500</u>	<u>13,724</u>	<u>24,750</u>	-26.12%

**FY 2024 Budget
Expenses
(Budget Basis)
Sewer Collection Fund**

Expenses (Contintued)	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Other Expense - Debt Service					
Debt Service - State Street	73,531	73,531	73,531	73,531	0.00%
Debt Service - Spruce Street	0	0	0	0	0.00%
Debt Service - Murray	69,770	69,770	58,142	69,770	0.00%
Debt Service - SRF Loan #145	0	16,974	16,974	16,974	0.00%
Total Other Expense	143,301	160,275	148,646	160,275	0.00%
Interdepartmental					
Transfer to Central Shop	13,768	9,323	7,769	9,500	1.90%
Total Interdepartmental	13,768	9,323	7,769	9,500	1.90%
Capital - New					
Equipment	0	0	0	50,000	0.00%
Infrastructure	277,884	0	0	193,000	0.00%
Total Capital - New	277,884	0	0	243,000	0.00%
Total Expenses	\$645,212	\$587,648	\$411,252	\$747,801	27.25%

**FY 2024 Budget
Expenses
(Budget Basis)
Wastewater Department**

Expenses	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Personnel					
Salaries & Wages					
Full Time	\$91,627	\$98,101	\$86,909	\$100,312	2.25%
Overtime	3,717	6,373	2,161	8,710	36.67%
Temporary	0	0	0	0	0.00%
Total Salaries and Wages	<u>95,344</u>	<u>104,474</u>	<u>89,069</u>	<u>109,022</u>	4.35%
Benefits					
Employee Benefits	54,940	58,419	56,114	56,045	-4.06%
Workers Compensation	3,190	4,720	5,204	3,733	-20.92%
Total Benefits	<u>58,130</u>	<u>63,139</u>	<u>61,319</u>	<u>59,777</u>	-5.32%
Contractual Services					
Consultant Contract - Engineer	0	2,500	0	5,000	100.00%
Consultant Contract - Info Tech	1,244	2,000	0	0	-100.00%
Consultant Contract - Govern	0	250	0	0	-100.00%
Consultant Contract - Other	2,084	2,000	1,964	0	-100.00%
Travel and Training	251	4,000	348	4,000	0.00%
Utilities - Electrical	57,873	90,000	46,750	60,000	-33.33%
Utilities - Phone	13,854	7,500	15,669	5,000	-33.33%
Building Grounds Maintenance	3,422	7,000	12,436	30,000	328.57%
Equipment Maintenance	40,517	10,000	0	20,000	100.00%
Safety	585	500	40	1,500	200.00%
Total Contractual Services	<u>119,830</u>	<u>125,750</u>	<u>77,208</u>	<u>125,500</u>	-0.20%
Materials and Supplies					
Software Purchases	0	0	0	0	0.00%
Tools	402	0	110	1,500	0.00%
Supplies	453	1,000	204	8,000	700.00%
Equipment	1,180	1,500	731	1,500	0.00%
Vehicle Operations	5,714	7,000	3,430	4,000	-42.86%
Uniforms	269	700	100	500	-28.57%
Total Materials and Supplies	<u>8,018</u>	<u>10,200</u>	<u>4,575</u>	<u>15,500</u>	51.96%

**FY 2024 Budget
Expenses
(Budget Basis)
Wastewater Department**

Expenses (Continued)	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Interdepartmental					
Transfer to General Fund	167,358	195,081	162,568	0	-100.00%
Transfer to Central Shop	17,059	11,551	9,626	12,000	3.89%
Total Interdepartmental	<u>184,417</u>	<u>206,632</u>	<u>172,193</u>	<u>12,000</u>	-94.19%
Capital - New					
Vehicles	0	50,000	0	60,000	0.00%
Equipment	0	45,000	0	300,000	0.00%
Facilities	49,920	75,000	0	75,000	0.00%
Infrastructure	0	100,000	0	115,000	15.00%
Total Capital - New	<u>49,920</u>	<u>270,000</u>	<u>0</u>	<u>550,000</u>	103.70%
Total Expenses	<u>\$515,659</u>	<u>\$780,195</u>	<u>\$404,364</u>	<u>\$871,800</u>	11.74%

Landfill Fund

Landfill Staffing Summary

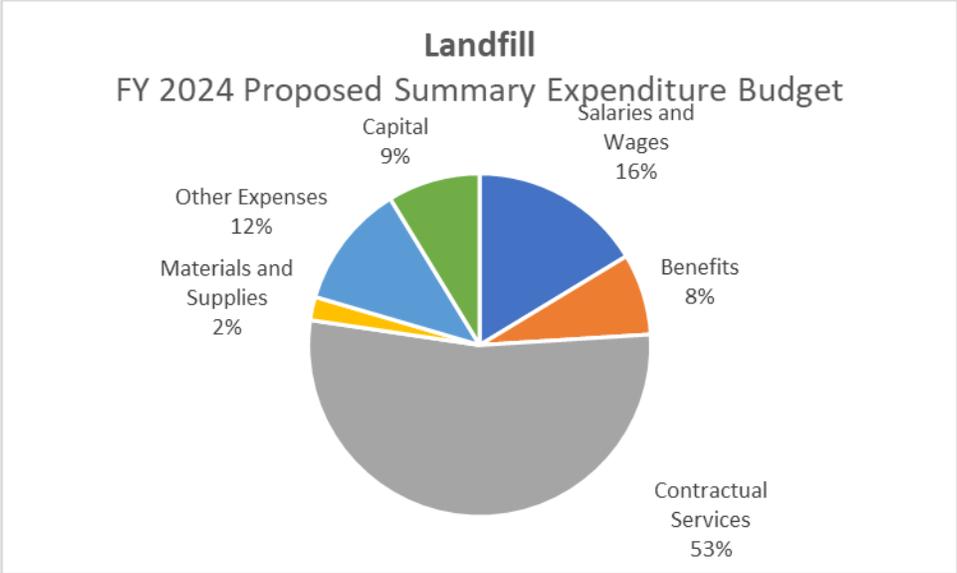
	FY 2021	FY 2022	FY 2023
Full Time Positions			
Landfill			
Community Development Director	0.25	0.25	0.25
Administrative Secretary II	0.25	0.25	0.25
Human Resource Director	0.04	0.04	0.04
Landfill Superintendent	1.00	1.00	0.75
Landfill Foreman	1.00	1.00	1.00
Municipal Service Worker II	1.00	1.00	1.00
Municipal Service Worker I	1.00	1.00	1.00
Landfill Clerk	1.00	1.00	1.00
Total	5.54	5.54	5.29

Landfill Fund FY 2024 Capital Summary

Landfill	
Scale Building / Scale	34,000

Landfill Budget Summary

	FY 2022 Actual	FY 2023 Budget	Apr-23 Estimate	FY 2024 Proposed	% Change
Revenues					
Charges for Service	\$1,738,938	\$1,717,000	\$1,186,504	\$1,733,500	0.96%
Miscellaneous	131	800	2,008	800	0.00%
Working Capital Reserve	0	100,000	0	0	0.00%
Cash Reserves	0	0	0	0	0.00%
Total Revenues	\$1,739,070	\$1,817,800	\$1,188,512	\$1,734,300	-4.59%
Expenditures					
Salaries and Wages	\$248,339	\$268,267	\$213,628	\$250,619	-6.58%
Benefits	116,445	136,148	102,983	117,690	-13.56%
Contractual Services	584,739	845,760	483,645	818,260	-3.25%
Materials and Supplies	22,595	28,750	29,890	33,750	17.39%
Other Expenses	283,885	315,914	217,938	179,980	-43.03%
Capital	154,401	222,961	0	134,000	-39.90%
Total Expenditures	\$1,410,403	\$1,817,800	\$1,048,083	\$1,534,299	-15.60%



**Landfill
Income Statement
(Budget Basis)
FY2024**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Estimate</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Operating Activity					
Revenues					
Charges for Services	\$1,738,938	\$1,717,000	\$1,186,504	\$1,733,500	0.96%
Miscellaneous Revenue	131	800	2,008	800	0.00%
Total Revenue	<u>\$1,739,070</u>	<u>\$1,717,800</u>	<u>\$1,188,512</u>	<u>\$1,734,300</u>	0.96%
Expenses					
Landfill Department					
Salaries & Wages	\$248,339	\$268,267	\$213,628	\$250,619	-6.58%
Benefits	116,445	136,148	102,983	117,690	-13.56%
Contractual Services	584,739	845,760	483,645	818,260	-3.25%
Materials and Supplies	22,595	28,750	29,890	33,750	17.39%
Other Expense - Debt Service	54,389	54,389	0	54,389	0.00%
Interdepartmental Services	229,496	261,525	217,938	25,591	-90.21%
Total Landfill Department Expenses	<u>\$1,256,002</u>	<u>\$1,594,839</u>	<u>\$1,048,083</u>	<u>\$1,300,299</u>	-18.47%
Other Financing Uses					
Contingency	\$0	\$100,000	\$0	\$100,000	0.00%
Working Capital Reserve	0	88,961	0	0	-100.00%
Total Other Financing Uses	<u>\$0</u>	<u>\$188,961</u>	<u>\$0</u>	<u>\$100,000</u>	-47.08%
Total Expenses	<u>\$1,256,002</u>	<u>\$1,783,800</u>	<u>\$1,048,083</u>	<u>\$1,400,299</u>	-21.50%
Operating Income (Loss)	<u>\$483,068</u>	<u>(\$66,000)</u>	<u>\$140,430</u>	<u>\$334,001</u>	-606.06%
Capital Activity					
Sources					
Working Capital Reserve	0	100,000	0	0	-100.00%
Total Sources	<u>\$0</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	-100.00%
Uses					
Landfill Department	154,401	34,000	0	134,000	294.12%
Total Uses	<u>\$154,401</u>	<u>\$34,000</u>	<u>\$0</u>	<u>\$134,000</u>	294.12%
Capital Income (Loss)	<u>(\$154,401)</u>	<u>\$66,000</u>	<u>\$0</u>	<u>(\$134,000)</u>	-303.03%
Net Income (Loss)	<u>\$328,667</u>	<u>\$0</u>	<u>\$140,430</u>	<u>\$200,001</u>	0.00%

**FY 2024 Budget
Revenues
(Budget Basis)
Landfill Fund**

Operations	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Charges for Services					
Solid Waste Fees	\$639,422	\$635,000	\$480,855	\$650,000	2.36%
Gate Fees	\$1,091,692	\$1,075,000	\$704,479	\$1,075,000	0.00%
Salvage	7,824	7,000	1,170	8,500	21.43%
Total Charges for Services	\$1,738,938	\$1,717,000	\$1,186,504	\$1,733,500	0.96%
Miscellaneous Revenue					
Interest Income	\$131	\$800	\$2,008	\$800	0.00%
Miscellaneous	0	0	0	0	0.00%
Total Miscellaneous Revenue	\$131	\$800	\$2,008	\$800	0.00%
Total Operating Revenue	\$1,739,070	\$1,717,800	\$1,188,512	\$1,734,300	0.96%
Total Landfill Fund Revenue	\$1,739,070	\$1,717,800	\$1,188,512	\$1,734,300	0.96%

**FY 2024 Budget
Expenses
(Budget Basis)
Landfill Fund**

Expenses	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Personnel					
Salaries & Wages					
Full Time	\$230,493	\$249,912	\$205,819	\$232,264	-7.06%
Overtime	2,684	6,915	2,053	6,915	0.00%
Temporary	15,162	11,440	5,757	11,440	0.00%
Total Salaries and Wages	\$248,339	\$268,267	\$213,628	\$250,619	-6.58%
Benefits					
Employee Benefits	\$108,089	\$121,444	\$90,502	\$106,688	-12.15%
Workers Compensation	8,355	14,704	12,481	11,002	-25.18%
Total Benefits	\$116,445	\$136,148	\$102,983	\$117,690	-13.56%
Contractual Services					
Consultant Contract - Transport	\$218,744	\$225,000	\$167,484	\$225,000	0.00%
Consultant Contract - Engineer	55,065	40,000	31,772	50,000	25.00%
Consultant Contract - Info Tech	300	3,000	0	3,000	0.00%
Consultant Contract - Govern	0	500	0	0	-100.00%
Consultant Contract - Other	23,945	10,000	14,886	1,000	-90.00%
Casper Dump Fees	263,431	300,000	231,438	300,000	0.00%
Landfill Closure of Cells	453	30,000	0	0	-100.00%
Recycling - Tire	6,893	50,000	10,682	50,000	0.00%
Used Oil	870	3,000	1,070	3,000	0.00%
Travel and Training	875	4,000	1,716	4,000	0.00%
Utilities - Electrical	4,469	5,000	4,021	5,000	0.00%
Utilities - Phone	0	5,000	0	5,000	0.00%
Utilities - Gas	6,796	6,000	10,763	6,000	0.00%
Dues and Publications	0	1,000	0	1,000	0.00%
Building Grounds Maintenance	1,235	3,000	4,345	5,000	66.67%
Equipment Maintenance	1,375	4,500	2,730	4,500	0.00%
Equipment Lease	0	152,760	2,740	152,760	0.00%
Safety	289	1,000	0	1,000	0.00%
Bad Debt Expense	0	2,000	0	2,000	0.00%
Total Contractual Services	\$584,739	\$845,760	\$483,645	\$818,260	-3.25%
Materials and Supplies					
Tools	\$160	\$1,000	\$331	\$1,000	0.00%
Materials	122	2,500	1,532	2,500	0.00%
Supplies	282	1,000	363	1,000	0.00%
Equipment	0	2,500	8	2,500	0.00%
Vehicle Operations	21,407	20,000	26,813	25,000	25.00%
Uniforms	624	1,750	843	1,750	0.00%
Total Materials and Supplies	\$22,595	\$28,750	\$29,890	\$33,750	17.39%

**FY 2024 Budget
Expenses
(Budget Basis)
Landfill Fund (Continued)**

Expenses	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Other Expense - Debt Service					
Debt Service - Bank of the West	\$0	\$0	\$0	\$0	0.00%
Debt Service - Landfill Loan	54,389	54,389	0	54,389	0.00%
Total Other Expense	<u>\$54,389</u>	<u>\$54,389</u>	<u>\$0</u>	<u>\$54,389</u>	0.00%
Interdepartmental					
Transfer to General Fund	\$191,703	\$235,934	\$196,612	\$0	-100.00%
Transfer to Central Shop	37,793	25,591	21,326	25,591	0.00%
Total Operating Transfers	<u>\$229,496</u>	<u>\$261,525</u>	<u>\$217,938</u>	<u>\$25,591</u>	-90.21%
Capital - New					
Working Capital Reserve	\$154,401	\$0	\$0	\$100,000	#DIV/0!
Facilities	0	222,961	0	34,000	0.00%
Total Capital - New	<u>\$154,401</u>	<u>\$222,961</u>	<u>\$0</u>	<u>\$134,000</u>	-39.90%
Total Expenses	<u>\$1,410,403</u>	<u>\$1,817,800</u>	<u>\$1,048,083</u>	<u>\$1,434,299</u>	-21.10%

Recycling Fund

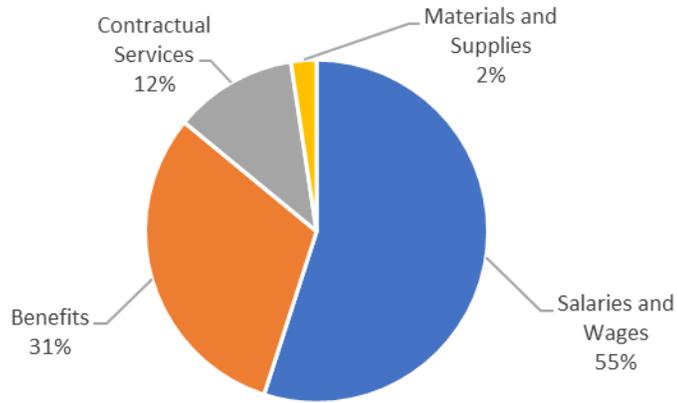
Solid Waste Recycling Staffing Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Full Time Positions			
Landfill			
Community Development Director	0.25	0.25	0.25
Landfill Supervisor	0.00	0.00	0.25
Administrative Secretary II	0.25	0.25	0.25
Human Resource Director	0.03	0.03	0.03
Recycling Center Foreperson	1.00	1.00	1.00
Recycling Center Operator	1.50	1.50	1.50
Total	<u>3.03</u>	<u>3.03</u>	<u>3.28</u>

Solid Waste Recycling Budget Summary

	<u>FY 2022</u>	<u>FY 2023</u>	<u>Apr-23</u>	<u>FY 2024</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>% Change</u>
Revenues					
Charges for Service	\$175,810	\$307,000	\$225,755	\$301,625	-1.75%
Miscellaneous	8	0	105	0	0.00%
Working Capital Reserve	0	83,292	0	0	0.00%
Total Revenues	<u>\$175,818</u>	<u>\$390,292</u>	<u>\$225,860</u>	<u>\$301,625</u>	<u>-22.72%</u>
Expenditures					
Salaries and Wages	\$105,482	\$128,010	\$99,088	\$148,714	16.17%
Benefits	49,275	89,782	55,980	83,842	-6.62%
Contractual Services	24,819	31,000	23,686	31,500	1.61%
Materials and Supplies	2,828	6,500	2,591	6,500	0.00%
Other Expenses	0	0	0	0	0.00%
Capital	23,608	135,000	8,800	0	-100.00%
Total Expenditures	<u>\$206,012</u>	<u>\$390,292</u>	<u>\$190,145</u>	<u>\$270,557</u>	<u>-30.68%</u>

Recycling
FY 2024 Propose Summary Expenditure Budget



**FY 2024 Budget
Revenues
(Budget Basis)
Recycling**

Operations	FY 2022	FY 2023	Apr-23	FY 2024	% Change
	Actual	Budget	Actual	Proposed	
Charges for Services					
Recycling Montly Fee	\$151,655	\$300,000	\$213,443	\$277,000	-7.67%
Recycling Montly Fee	24,155	7,000	12,312	24,625	251.78%
Total Charges for Services	\$175,810	\$307,000	\$225,755	\$301,625	-1.75%
Miscellaneous Revenue					
Interest Income	\$8	\$0	\$105	\$0	0.00%
Total Miscellaneous Revenue	\$8	\$0	\$105	\$0	0.00%
Total Operating Revenue	\$175,818	\$307,000	\$225,860	\$301,625	-1.75%
Total Recycling Revenue	\$175,818	\$307,000	\$225,860	\$301,625	-1.75%

**FY 2024 Budget
Expenses
(Budget Basis)
Recycling Center**

Expenses	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>Apr-23 Actual</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Personnel					
Salaries & Wages					
Full Time	\$98,741	\$124,664	\$97,872	\$139,390	11.81%
Overtime	2,684	3,346	444	4,824	44.19%
Temporary	4,057	0	773	4,500	0.00%
Total Salaries and Wages	<u>\$105,482</u>	<u>\$128,010</u>	<u>\$99,088</u>	<u>\$148,714</u>	16.17%
Benefits					
Employee Benefits	\$45,788	\$82,772	\$50,186	\$77,511	-6.36%
Workers Compensation	3,487	7,010	5,794	6,331	-9.69%
Total Benefits	<u>\$49,275</u>	<u>\$89,782</u>	<u>\$55,980</u>	<u>\$83,842</u>	-6.62%
Contractual Services					
Travel and Training	\$0	\$5,000	\$0	\$4,000	-20.00%
Utilities - Electrical	4,068	5,500	3,465	5,500	0.00%
Utilities - Gas	7,873	5,000	10,631	7,500	50.00%
Utilities - Other	2,770	3,500	2,164	3,500	0.00%
Dues and Publications	0	500	0	500	0.00%
Building Grounds Maintenance	2,866	2,500	3,541	2,500	0.00%
Equipment Maintenance	1,137	2,000	0	1,000	-50.00%
Safety	13	500	126	500	0.00%
Customer Payouts	6,092	6,000	3,760	6,000	0.00%
Bad Debt Expense	0	500	0	500	0.00%
Total Contractual Services	<u>\$24,819</u>	<u>\$31,000</u>	<u>\$23,686</u>	<u>\$31,500</u>	1.61%
Materials and Supplies					
Tools	\$204	\$1,000	\$125	\$1,000	0.00%
Supplies	154	500	16	500	0.00%
Equipment	114	0	0	0	0.00%
Vehicle Operations	2,087	3,000	2,251	3,000	0.00%
Uniforms	270	2,000	199	2,000	0.00%
Total Materials and Supplies	<u>\$2,828</u>	<u>\$6,500</u>	<u>\$2,591</u>	<u>\$6,500</u>	0.00%
Capital - New					
Vehicles	\$1,108	\$0	\$0	\$0	0.00%
Equipment	22,500	20,000	8,800	0	0.00%
Facilities	0	65,000	0	0	0.00%
Total Capital - New	<u>\$23,608</u>	<u>\$85,000</u>	<u>\$8,800</u>	<u>\$0</u>	-100.00%
Total Expenses	<u>\$206,012</u>	<u>\$340,292</u>	<u>\$190,145</u>	<u>\$270,557</u>	-20.49%

Funds

General
Fund

Capital
Projects
Funds

Special
Revenue
Funds

Enterprise
Funds

Internal
Service
Fund

- Health Insurance Fund

Internal Service Fund

Internal Service Funds are used to manage the costs of goods or services provided by Internal Service departments to other departments on a cost-reimbursement basis.

Internal Service Fund

Self-Insurance

**Insurance Fund
Income Statement
(Budget Basis)
FY2024**

	<u>FY 2022 Actual</u>	<u>FY 2023 Budget</u>	<u>FY 2023 Estimate</u>	<u>FY 2024 Proposed</u>	<u>% Change</u>
Operating Activity					
Revenues					
Charges for Services	\$1,976,815	\$2,002,500	\$1,947,450	\$2,327,212	16.22%
Miscellaneous Revenue	3,984	8,500	7,959	10,612	24.84%
Total Revenue	<u>\$1,980,799</u>	<u>\$2,011,000</u>	<u>\$1,955,409</u>	<u>\$2,337,823</u>	16.25%
Expenses					
Contractual Services	<u>\$1,600,799</u>	<u>\$2,011,000</u>	<u>\$1,637,993</u>	<u>\$2,337,824</u>	16.25%
Total Landfill Department Expenses	<u>\$1,600,799</u>	<u>\$2,011,000</u>	<u>\$1,637,993</u>	<u>\$2,337,824</u>	16.25%
Total Expenses	<u>\$1,600,799</u>	<u>\$2,011,000</u>	<u>\$1,637,993</u>	<u>\$2,337,824</u>	16.25%
Operating Income (Loss)	<u>\$380,000</u>	<u>\$0</u>	<u>\$317,416</u>	<u>(\$0)</u>	0.00%
Net Income (Loss)	<u>\$380,000</u>	<u>\$0</u>	<u>\$317,416</u>	<u>(\$0)</u>	0.00%

**FY 2024 Budget
Revenues
(Budget Basis)
Insurance Fund**

Operations	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Charges for Services					
Flexible Spending	\$35,599	\$37,000	\$38,153	\$46,126	24.66%
Insurance Premiums	1,636,475	1,601,500	1,707,664	2,021,264	26.21%
Reimbursements	241,289	300,000	134,475	179,143	-40.29%
COBRA	0	0	0	0	0.00%
Vision Care Premiums	20,068	21,000	20,932	25,127	19.65%
Dental Care Premiums	43,384	43,000	46,226	55,551	29.19%
Total Charges for Services	\$1,976,815	\$2,002,500	\$1,947,450	\$2,327,212	16.22%
Miscellaneous Revenue					
Interest Income	\$3,984	\$8,500	\$7,959	\$10,612	24.84%
Miscellaneous	0	0	0	0	0.00%
Total Miscellaneous Revenue	\$3,984	\$8,500	\$7,959	\$10,612	24.84%
Total Operating Revenue	\$1,980,799	\$2,011,000	\$1,955,409	\$2,337,823	16.25%
Total Landfill Fund Revenue	\$1,980,799	\$2,011,000	\$1,955,409	\$2,337,823	16.25%

**FY 2024 Budget
Expenditures
(Budget Basis)
Insurance Fund**

Expenditures	FY 2022 Actual	FY 2023 Budget	Apr-23 Actual	FY 2024 Proposed	% Change
Contractual Services					
Contractual Services	\$507,991	\$410,000	\$451,468	\$535,813	30.69%
Flexible Spending	25,830	25,000	30,384	46,126	84.50%
Claims	993,026	1,500,000	1,073,500	1,654,433	10.30%
Vision Care Premiums	20,382	21,000	18,955	101,452	383.10%
Dental Care Premiums	53,570	55,000	63,687	0	-100.00%
Total Contractual Services	<u>\$1,600,799</u>	<u>\$2,011,000</u>	<u>\$1,637,993</u>	<u>\$2,337,824</u>	16.25%
Total Expenditures	<u>\$1,600,799</u>	<u>\$2,011,000</u>	<u>\$1,637,993</u>	<u>\$2,337,824</u>	16.25%