

TABLE OF CONTENTS

CITY MANAGER MESSAGE - SECTION "B"

CITY MANAGER MESSAGE	1-3
----------------------	-----

SUMMARIES - SECTION "C"

BUDGET SUMMARY	1-2
PAY PLAN SUMMARY	3
POSITION SUMMARY	4-6
SALARY SUMMARY	7-8

GENERAL FUND - SECTION "D"

BUDGET REVENUES ESTIMATES	1-4
AUTHORIZED POSITIONS	5-9
PROPOSED BUDGET	10-20
BUDGET WORKSHEETS	21-22
FUND 10-4100, CITY COUNCIL	23-24
FUND 10-4101, ADMINISTRATION	25-29
FUND 10-4102, CITY ATTORNEY	30-32
FUND 10-4103, MUNICIPAL JUDGE	33-34
FUND 10-4104, INFORMATION TECHNOLOGY	35-36
FUND 10-4105, HUMAN RESOURCES	37-39
FUND 10-4106, C.A.T.S. BUS	40-41
FUND 10-4202, FINANCE	42-43
FUND 10-4204, NON-DEPARTMENTAL	44-45
FUND 10-4301, PUBLIC WORKS ADMINISTRATION	46-47
FUND 10-4302, PUBLIC WORKS CENTRAL SHOP & WAREHOUSE	48-49
FUND 10-4303, PUBLIC WORKS STREETS	50-51
FUND 10-4307, PUBLIC WORKS BUILDING MAINTENANCE	52-53
FUND 10-4401, COMMUNITY DEVELOPMENT	54-55
FUND 10-4410, COMMUNITY DEVELOPMENT-BUILDING CODE ENFORCEMENT	54-56
FUND 10-4601, POLICE ADMINISTRATION	57-60
FUND 10-4610, POLICE ANIMAL CONTROL	61-63
FUND 10-4615, POLICE 911 CENTER	64-66
FUND 10-4701 FIRE ADMINISTRATION	67-70
FUND 10-4710 FIRE CODE ENFORCEMENT	71
FUND 10-4815 ANCILLARY AGENCIES	72-73
FUND 10-4821 NON-PROFIT AGENCIES	74-75
FUND 10-4823 RAWLINS DDA/MAIN STREET	76-84
FUND 10-4850 CAPITAL IMPROVEMENTS	85-86
FUND 10-4990 OTHER FINANCING	87-88

ENTERPRISE FUND - SECTION "E"

FUND 51 WATER UTILITY FUND REVENUES	1-2
FUND 51 WATER UTILITY FUND AUTHORIZED POSITIONS	2-3
FUND 51 BUDGET WORKSHEET	4
FUND 51-4304 UTILITIES-DISTRIBUTION	5-7
FUND 51-4305 WATER TREATMENT	8-9
FUND 51 WATER UTILITY FUND CAPITAL PROJECTS LIST	10
FUND 51-4990 OTHER FINANCING USES	11-12
FUND 52 WASTE WATER UTILITY REVENUES	13-14
FUND 52 WASTE WATER FUND AUTHORIZED POSITIONS	14
FUND 52 BUDGET WORKSHEET	15
FUND 52-4303 UTILITIES-COLLECTIONS	16-18
FUND 52-4310 WASTE WATER TREATMENT	19-20
FUND 52-4990 OTHER FINANCING USES	21-22
FUND 52 WASTE WATER FUND CAPITAL PROJECTS LIST	23
FUND 53 SOLID WASTE LANDFILL FUND REVENUES	24-25
FUND 53 SOLID WASTE FUND AUTHORIZED POSITIONS	25
FUND 53 BUDGET WORKSHEET	26
FUND 53-4311 SOLID WASTE LANDFILL	27-28
FUND 53-4990 OTHER FINANCING USES	29-30
FUND 53 SOLID WASTE LANDFILL CAPITAL PROJECTS LISTS	31
FUND 54 SOLID WASTE RECYCLING REVENUES	32-33
FUND 54 SOLID WASTE RECYCLING AUTHORIZED POSITIONS	33
FUND 54 BUDGET WORKSHEET	34
FUND 54-4312 & 54-4990 RECYCLING FUND	35-39
FUND 54 SOLID WASTE RECYCLING CAPITAL PROJECTS LIST	40

RECREATION FUND - SECTION "F"

FUND 15 RECREATION SERVICES REVENUE BUDGET	1-4
FUND 15 BUDGET WORKSHEETS	5
FUND 15-4100 GOLF COURSE MAINTENANCE	6-8
FUND 15-4101 GOLF COURSE PRO SHOP	9-10
FUND 15-4506 RECREATION CENTER	11-13
FUND 15-4510 SHOOTING RANGE	14-16
FUND 15-4515 GREEN SPACES AND PARKS	17-19

DANGEROUS BUILDING FUND - SECTION "G"

FUND 11 - DANGEROUS BUILDINGS	1-3
-------------------------------	-----

HOUSING LOAN FUND - SECTION "H"

FUND 12 - HOUSING LOANS	1-3
-------------------------	-----

ROCHELLE RANCH RESTAURANT FUND - SECTION "I"

FUND 17 - ROCHELLE RANCH	1-5
--------------------------	-----

ECONOMIC DEVELOPMENT FUND - SECTION "J"

FUND 40 - ECONOMIC DEVELOPMENT 1-5

CAPITAL FACILITIES TAX #1 - SECTION "K"

FUND 47 - CAPITAL FACILITIES TAX #1 1-4

CAPITAL FACILITIES TAX #2 - SECTION "L"

FUND 48 - CAPITAL FACILITIES TAX #2 1-4

SPECIFIC PURPOSE TAX - SECTION "M"

FUND 49 - SPECIFIC PURPOSE TAX 1-5

SELF INSURANCE FUND - SECTION "N"

FUND 74 SELF INSURANCE FUND REVENUES 1-2

FUND 74 SELF INSURANCE FUND 3-4

FUND 74 BUDGET WORKSHEET 5

PRIVATE DONATIONS FUND - SECTION "O"

FUND 76 PRIVATE DONATION REVENUES 1-2

FUND 76 PRIVATE DONATION 3-4

FUND 76 OTHER FINANCING USES 5

FUND 76 BUDGET WORKSHEET 6-7

GRANTS - SECTION "P"

FUND 77 GRANT FUND 1-4

NON-PROFITS & ANCILLARY REQUESTS - SECTION "Q"

BOYS & GIRLS CLUB OF CARBON COUNTY SECTION 1

C. C. CHILD DEVELOPMENT SECTION 2

C. C. COVE SECTION 3

C.C. ECONOMIC DEVELOPMENT CORPORATION SECTION 4

C.C. CHAMBER OF COMMERCE SECTION 5

C.C. SENIOR SERVICES SECTION 6

C.C. YOUTH CRISIS CENTER-CATHEDRAL HOME FOR CHILDREN SECTION 7

PROJECT REACH SECTION 8

CHILDREN'S ADVOCACY PROJECT SECTION 9

PET PARTNERS OF CARBON COUNTY SECTION 10

C.C. COUNSELING CENTER SECTION 11

OLD PEN JOINT POWERS BOARD SECTION 12

NON-PROFITS & ANCILLARY REQUESTS - SECTION "Q" (CONT.)

RAWLINS AIRPORT BOARD
RAWLINS DDA/MAINSTREET

SECTION 13
SECTION 14



City Manager Fiscal Year 2017/2018

Budget Message

The City of Rawlins FY 2017/2018 budget adopted by the City Council on June 18th, 2017 is balanced in accordance with the definition set forth by Wyoming State Statute, and was prepared in accordance with federal, state and local legal requirements. Total appropriations for the fiscal year are \$31,325,375 which provides for the continuation of services Rawlins resident rely upon from their municipal government.

The total appropriation sets forth \$13,405,814 for General fund governmental services which includes \$4,000,000 in reserve funding, \$1,748,371 for Recreational Services Fund, and \$5,202 for the Rochelle Ranch Restaurant Fund. Total appropriation sets forth \$ 10,871,442 for Enterprise Fund governmental services which includes \$5,947,802 for the Water Utility Fund, \$2,070,350 for the Wastewater Utility Fund, \$2,603,250 in the Solid Waste Landfill Utility Fund, and \$250,040 for the Solid Waste Recycling Utility Fund. \$529,002 is budgeted for the Specific Purpose Tax # 1, along with \$171,010 in Economic Development Funds, \$40,750 for Capital Facility Tax # 1, \$31,965 Capital Facility Tax #2. City of Rawlins Self Insurance Fund is budgeted at \$5,202 with \$214,905 for the Private Donation Fund and \$1,013,000 for the Grant Fund.

Fiscal Year 2017/2018 budget represents the financial work and plans of the City of Rawlins as set forth in the adopted policy goals or the City Council, City of Rawlins Master Plan, Management Objectives, and public comment from the citizens of Rawlins. In order for the City of Rawlins to accomplish goals in a reasonable manner it is imperative that the City Council adopt a multi-year financial plan to achieve goals and develop the city in accordance with the master plan.

General Fund government Services

The General Fund accounts for the majority of services provided by the City of Rawlins which includes Police, Fire, Streets, City Managers' office, Attorneys' Office, Finance, Facility Maintenance, Municipal Court, Cemetery and Recreation. The City of Rawlins ability to provide the most basic of services to the residents of Rawlins is solely dependent upon two major revenue types which are comprised of Sales and Use tax. In the coming fiscal year based on the CREG estimates the City of Rawlins is anticipating further decline in revenue with a best case scenario of zero growth.

Since July 1, 2015 the City of Rawlins has experienced a 21.73% decline in sales and use tax which equates to just over \$1,000,000 dollars. For FY 2016 / 2017 the City has seen another 12% decline in revenue. Staff believes that while we may have finally hit the bottom recovery

forecasts are predicting an extremely slow to flat line recovery for the sales and use tax revenue stream. This would hold true to our ten year historical trend as we have seen virtually 0% growth in these revenues prior to the large decline in FY 2015 / 2016. Staff still remains confident with the strategic budget philosophy instituted in FY 2016 / 2017 of a “multiple year survival plan”. Basics of the survival plan included a methodology of conservation, cash management and planning for economic growth. With the goal of being in a solid financial position for FY 2017 / 2018 as we felt the decline would continue during the current fiscal year.

Year one of the plan set the priority on making it through FY 2016 / 2017 with our reserves intact, and utilizing the 5th penny monies that are traditionally utilized for capital purchase towards the cost of operations. Capital needs were addressed with cash carry forward and State of Wyoming supplemental funding that were presented and adopted by council in August. FY 2017 /2018 will again utilize this model to deliver a prioritization of capital projects to the City Council for approval.

Evaluating the past 15 years of revenue history it still remains imperative that the City of Rawlins needs to invest in the future of the community. Primary areas need to be the retention and recruitment of local business, housing, beautification and the continued effort to find shovel ready property for economic opportunities. This plan should identify local retail leakage and needs to improve the amount of money that is lost to outside communities.

Special purpose tax or the 6th penny will be reaching the finish line in June of 2018. The City of Rawlins in cooperation with the Council of Governments should begin preparing the question to the voters, and developing projects for the tax. In addition it should also be considered the timing of this as the 5th penny tax was just reinstated in 2014, and will be going back to the citizens for approval.

The City of Rawlins must continue to explore new sources of revenue for the maintenance and replacement of critical infrastructure. As the City nears, 10,000 in population the formal adoption of a storm water utility plan will be necessary. In addition the lack of a maintenance / replacement plan for the City streets has left us behind the curve as roadways in the community are in critical need of work at an estimated cost of over 65 million dollars.

Taxation will remain a constant theme as the City of Rawlins weighs the options of either pursuing legislation for the reinstatement of the food tax or develop a plan to utilize the 7th penny for sustaining operations and freeing up the 5th penny for the original intent of capital projects.

Utility Fund – Water and Sanitary Sewer

City staff needs to continue to work on the key elements of security for locations associated with Water and Wastewater treatment as these areas have been identified as critical infrastructure to the community. As water is the most precious asset that the City of Rawlins possesses it is absolutely critic to finish the Water Shed Protection plan to ensure the protection of our supply. Without the completion of this plan the moratorium on water delivery outside our service area will not be feasible.

The City of Rawlins to keep pace with capital projects in Water and Sewer will have to entertain the possibilities associated with increasing the monthly availability fee's as well as the cost per usage. Developing a multiple year financial plan has shown that in order to pay for these critical projects the City of Rawlins does not collect sufficient funds above operational expenditures to adequately provide the cash on hand to complete these projects.

FY 2016 / 2017 had the city in position to apply for a SLIB grant for a large infrastructure project to replace water lines however; this funding stream has been reduced to the point of it being applied in the same manner the minerals royalty grant program for emergency repairs. Despite the fact the City of Rawlins was bringing over a million dollars to the table in the form of a cash match we were not even considered for funding. As this trend continues it will be imperative for the City of Rawlins to adjust its rates accordingly to pay our own way as outside assistance is inconsistent, and short lived at best.

Solid Waste Fund – Landfill and Recycling

Fiscal Year 2016 / 2017 saw the completion of Phase I for the City of Rawlins Landfill closure plan, and the bidding for Phase II with constructed slated to start in May 2017. The plan to initiate flow control as a means to pay for the mandated closure of the facility is proving to do just as intended. This combined with project oversight, professional contractors, and a solid plan has so far kept the project approximately \$650,000 under budget and ahead of schedule.

The City of Rawlins will continue to work with the Wyoming Department of Environmental Quality to develop the future site for the collection of Construction and Demolition materials, and the eventual closure of the current area. This is why it remains imperative to pay off the debt service of the seven million dollar closure cost as soon as possible, to facilitate a sinking fund to revenue the closure and expansion of the C & D operation.

Evaluating the Recycling fund for the City of Rawlins it is going to be necessary to increase the monthly fee for availability by another \$1.00 per month. Presently each dollar generates approximately \$50,000 per year, for a present revenue of \$150,000 annually. This figure leaves \$13,000 in revenue over expenditure and does not allow any funding for the replacement of equipment or increase in benefits or salary to employees.

It is recommended that the City Council evaluate the cost effectiveness of the recycling program for the City of Rawlins. Staff has performed a cost analysis for the program, and from a business model standpoint it is not a profitable endeavor for the City. It would be good business to explore what alternatives exist for the continued operation of the recycling center.

In closing I would like to thank the Department heads for their continued management of budget expenditures as they continued to exercise financial responsibility to the highest level. This continued fiduciary diligence has made it possible for the City of Rawlins to survive the latest economic down turn with limited casualties. Additionally I would commend the Mayor and Rawlins City Council for their support and dedication to accomplishing the priorities and continued vision of the community.

Scott Hannum City Manager

BUDGET SUMMARY FY 2017-2018

Fund Number	Description	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Cur Year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
10-0000-000	GENERAL FUND					
	Revenue Total	9,857,899	15,992,152	7,251,514	15,844,314	13,405,814
	Expenditure Total	8,193,849	15,992,152	6,825,920	15,884,314	13,405,814
	Net Total	1,664,050	0	425,594	0	0
11-0000-000	DANGEROUS BUILDINGS FUND					
	Revenue Total	95,323	525,000	687	500,000	500,000
	Expenditure Total	54,812	525,000	80,851	500,000	500,000
	Net Total	40,511	0	80,164	0	0
12-0000-000	HOUSING LOAN FUND					
	Revenue Total	0	75,000	0	75,000	75,000
	Expenditure Total	0	75,000	144	75,000	75,000
	Net Total	0	0	144	0	0
15-0000-000	RECREATION SERVICES FUND					
	Revenue Total	972,872	2,194,824	1,416,762	1,872,394	1,748,371
	Expenditure Total	1,601,712	2,194,824	1,153,636	1,872,394	1,748,371
	Net Total	628,840	0	263,126	0	0
17-0000-000	CLUB HOUSE RESTAURANT FUND					
	Revenue Total	2,973	7,505	2,240	8,255	5,202
	Expenditure Total	3,489	7,505	2,604	8,255	5,202
	Net Total	516	0	364	0	0
40-0000-000	ECONOMIC DEVELOPMENT FUND					
	Revenue Total	164,117	205,283	10,651	183,010	171,010
	Expenditure Total	0	205,283	0	183,010	171,010
	Net Total	164,117	0	10,651	0	0
47-0000-000	CAP TAX #1 FUND					
	Revenue Total	61	40,550	58	38,050	40,750
	Expenditure Total	0	40,550	0	38,050	40,750
	Net Total	61	0	58	0	0
48-0000-000	CAP TAX #2 FUND					
	Revenue Total	16	30,015	15	31,015	31,965
	Expenditure Total	0	30,015	0	31,015	31,965
	Net Total	16	0	15	0	0
49-0000-000	SPECIFIC PURPOSE TAX FUND					
	Revenue Total	2	700,847	0	530,002	529,002
	Expenditure Total	0	700,847	11,570	530,002	529,002
	Net Total	2	0	11,570	0	0

Fund Number	Description	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Cur Year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
51-0000-000	WATER UTILITY FUND					
	Revenue Total	2,286,062	5,492,800	1,785,395	6,237,550	5,947,802
	Expenditure Total	2,035,786	5,492,800	2,266,871	6,237,550	5,947,802
	Net Total	250,276	0	481,476	0	0
52-0000-000	WASTEWATER UTILITY FUND					
	Revenue Total	1,152,686	2,083,200	825,579	1,929,300	2,070,350
	Expenditure Total	1,322,660	2,083,200	803,752	1,929,300	2,070,350
	Net Total	169,974	0	21,827	0	0
53-0000-000	SOLID WASTE LANDFILL FUND					
	Revenue Total	1,852,648	1,962,250	1,351,406	2,405,675	2,603,250
	Expenditure Total	1,590,704	1,962,250	916,699	2,405,675	2,603,250
	Net Total	261,944	0	437,707	0	0
54-0000-000	SOLID WASTE RECYCLING FUND					
	Revenue Total	169,004	250,288	130,253	301,030	250,040
	Expenditure Total	137,748	250,288	121,542	301,030	250,040
	Net Total	31,256	0	8,711	0	0
74-0000-000	SELF INSURANCE FUND					
	Revenue Total	2,596,658	2,975,545	1,408,205	3,060,963	2,718,914
	Expenditure Total	2,272,603	2,975,545	1,566,100	3,060,963	2,718,914
	Net Total	324,055	0	157,895	0	0
76-0000-000	DONATIONS FUND					
	Revenue Total	10,228	204,469	23,875	217,780	214,905
	Expenditure Total	1,915	204,469	19,398	217,780	214,905
	Net Total	8,313	0	4,477	0	0
77-0000-000	GRANTS FUND					
	Revenue Total	3,299,085	3,307,600	3,229,799	6,003,000	1,013,000
	Expenditure Total	3,303,596	3,307,600	4,472,144	6,003,000	1,013,000
	Net Total	4,511	0	1,242,345	0	0
TOTAL FY 2017-2018 REVENUE BUDGET IS						31,325,375
TOTAL FY 2017-2018 EXPENSE BUDGET IS						31,325,375

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2017-2018
BUDGET

City of Rawlins Pay Plan Summary FY 2017-2018 Budget

Changes to Pay Plan

The City of Rawlins Interim City Manager has brought to the City Council some shortcoming's in our current City Pay Plan. There is a single proposals within the FY 2017-2018 budget as proposed:

1. Based upon a review of public work job titles in the area a superintendent the City Manager is recommending the creation of the titles of Street Public Works Supervisor, Facilities Public Works Supervisor, and the Utilities Public Works Supervisor. All these position titles will be assigned on our current pay plan at grade 28. These titles and pay grade assignment match the MSEC Public Employers Compensation Report.
2. Based upon a review of the position DDA/Main Street Director in the City Pay Plan as compared to the position title in the MSEC Compensation study I am recommending the pay grade change of this position from a grade 25 to a grade 27. Grade 27 matches the pay recommended by MSEC.

Position Title Assigned to Pay Grade FY 2017-2018 (July 1, 2017)

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

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

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

Salary Grade Plan FY 2017-2018 (Effective Date July 1, 2017)

Grade	Increments		
	of 4.00% Base	18.0% Greater than Base	36.0% Greater than Base
	Base	Mid-Point	Maximum
1	\$ 1,497	\$ 1,767	\$ 2,036
2	\$ 1,557	\$ 1,838	\$ 2,118
3	\$ 1,620	\$ 1,912	\$ 2,204
4	\$ 1,685	\$ 1,989	\$ 2,292
5	\$ 1,753	\$ 2,069	\$ 2,385
6	\$ 1,824	\$ 2,153	\$ 2,481
7	\$ 1,897	\$ 2,239	\$ 2,580
8	\$ 1,973	\$ 2,329	\$ 2,684
9	\$ 2,052	\$ 2,422	\$ 2,791
10	\$ 2,135	\$ 2,520	\$ 2,904
11	\$ 2,221	\$ 2,621	\$ 3,021
12	\$ 2,310	\$ 2,726	\$ 3,142
13	\$ 2,403	\$ 2,836	\$ 3,269
14	\$ 2,500	\$ 2,950	\$ 3,400
15	\$ 2,600	\$ 3,068	\$ 3,536
16	\$ 2,704	\$ 3,191	\$ 3,678
17	\$ 2,813	\$ 3,320	\$ 3,826
18	\$ 2,926	\$ 3,453	\$ 3,980
19	\$ 3,044	\$ 3,592	\$ 4,140
20	\$ 3,166	\$ 3,736	\$ 4,306
21	\$ 3,293	\$ 3,886	\$ 4,479
22	\$ 3,425	\$ 4,042	\$ 4,658
23	\$ 3,562	\$ 4,204	\$ 4,845
24	\$ 3,705	\$ 4,372	\$ 5,039
25	\$ 3,854	\$ 4,548	\$ 5,242
26	\$ 4,009	\$ 4,731	\$ 5,453
27	\$ 4,170	\$ 4,921	\$ 5,672
28	\$ 4,337	\$ 5,118	\$ 5,899
29	\$ 4,511	\$ 5,323	\$ 6,135
30	\$ 4,692	\$ 5,537	\$ 6,382
31	\$ 4,880	\$ 5,759	\$ 6,637
32	\$ 5,076	\$ 5,990	\$ 6,904
33	\$ 5,280	\$ 6,231	\$ 7,181
34	\$ 5,492	\$ 6,481	\$ 7,470
35	\$ 5,712	\$ 6,741	\$ 7,769

	Increments of 4.00%	18.00% Greater than Base	36% Greater than Base
Grade	Base	Mid-Point	Maximum
36	\$ 5,941	\$ 7,011	\$ 8,080
37	\$ 6,179	\$ 7,292	\$ 8,404
38	\$ 6,427	\$ 7,584	\$ 8,741
39	\$ 6,685	\$ 7,889	\$ 9,092
40	\$ 6,953	\$ 8,205	\$ 9,457

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

GENERAL FUND BUDGET REVENUES ESTIMATES FOR FY 2017-2018

CASH:

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

TAXES:

801 Cigarette Tax: From FY 2006-2007 to FY 2015-2016 the history of this account indicates an annual decrease of some 2.9% per year. With the influx of "energy workers", we had an increase from FY 2005-2006 through FY 2007-2008. From the high of \$88,682.47 in FY 2007-2008 we have fallen to \$62,562.33 in FY 2015-2016. Our current YTD FY 2016-2017 amount of \$39,494.88 as compared to our YTD FY 2015-2016 amount of \$45,562.12 indicates a decrease of \$6,067.24 or 13.3%. Taking 13.3% off our FY 2015-2016 year-end amount provides a year-end estimate of \$54,231.27 for FY 2016-2017 approximately. Our current budget amount of \$66,000 does not look reachable at this time. With no figures above indicating the current budget is reachable and no increase is anticipated, the recommendation is **\$54,000**.

802 Sales Tax (4.0%): From FY 2005-2006 to FY 2015--2016 (ten years) this account history indicates a year-to-year decrease 4.2%. The problem as everyone knows is we peaked in FY 2008-2009 at \$3,835,603.05 and we fell to \$2,241,115.80 in FY 2010-2011, a loss of \$1,594,487.25 or 41.6% approximately for this account. The good news was the amount received in FY 2011-2012 (\$2,512,147.05) stopped the fall from our FY 2008-2009 amount above ending our economic recession for Carbon County and the City of Rawlins. Between FY 2011-2012 to FY 2014-2015 (4 years) our average was \$2,472,047, and we had little fluctuation. Then in FY 2015-2016 the revenue received dropped by \$406,886.26 or approximately 16.5% from the four year average above. FY 2015-2016 revenues also had a two correction made by the state eliminating this year as a normal trend. FY 2016-2017 has no corrections being made, so a comparison to our four average above creates a good comparison. Our comparison to this average indicates this account

is 8.81% or \$318,958.87 below budget for FY 2016-2017. Using a steady 8.81% reduction for April through June 2017 and assuming no increase in this rate of loss for the fiscal year creates a year-end estimate of \$1,994,937 approximately, which is approximately \$192,823 below budget. A second review method is to compare the shaky revenue earned in FY 2015-2016 to what we are earning in FY 2016-2017. We are earning 4.5% less in total through March 2017. Assuming a cut of 4.5% for the remainder of the fiscal year in sales taxes provides us a year-end amount of \$1,975,436 approximately for FY 2016-2017. This figure of \$1,975,436 as compared to budget is a loss of \$212,324 or 9.3%. The third trend to view is the fact that the rate of loss in sales taxes is increasing month-to-month and without a change in the rate of loss the year-end loss will be approximately 12.0% below our current budget. The rate of loss is fluctuating, a loss of 6.87% November 2016 to December 2016, the loss increase by 1.32% December 2016 to January 2017, the loss increase by 1.9% January 2017 to February 2017, the loss increased by 0.7% February 2017 to March 2017, and is below budget by 8.81% and the end of March 2017. The fact that the sales tax earned in the last three months of any fiscal year is the lowest quarter of the entire fiscal year also contributes to the increasing below budget forecast. A 12.0% decrease overall for sales tax takes into account our trend and the trend forecasted by CREG. The CREG estimate does not take into consideration that the Legislature passed a law to tax internet sales. The recommendation responds to our current downward trend possibly ending at 12.0%, the loss in local population and the CREG estimate. Recommend **\$1,925,230.**

803 County Option Sales Tax (1.0%): From FY 2005-2006 to FY 2014-2015 (ten years) this account history indicates a year-to-year decrease of 4.1%. The problem as everyone knows is we peaked in FY 2008-2009 at \$3,603,311.91 and we fell to \$2,135,029.31 in FY 2010-2011, a loss of \$1,468,282.60 or 40.7% approximately for this account. The good news was the amount received in FY 2011-2012 (\$2,395,684.42) stopped the fall from our FY 2008-2009 amount above ending our economic recession for Carbon County and the City of Rawlins. Between FY 2011-2012 to FY 2014-2015 (4 years) our average was \$2,391,114, and we had little fluctuation. Then in FY 2015-2016 the revenue received dropped by \$430,465 or approximately 17.6%. FY 2015-2016 revenues also had a two corrections made by the state eliminating this year as a normal trend. FY 2016-2017 has no corrections being made, so a comparison to our four average above creates a good comparison. The same three comparisons used in the state sales tax revenue account above works here. The recommendation here also follows this conclusion of a 12.0% reduction from the current budget as we have not reached bottom, continued loss in local population, and to follow the CREG estimate. The CREG estimate does not take into consideration that the Legislature passed a law to tax internet sales. Recommend **\$1,829,552.**

805 State Use Tax: From FY 2006-2007 to FY 2015-2016 this account history indicates a year-to-year decrease of 7.7%. The problem with all "use tax" revenue accounts is they vary year-to-year significantly more than sales and sometimes

not in relation to the economy, but to construction projects. Since the high in FY 2006-2007 of \$544,346.23 to FY 2012-2013 amount of \$156,552.03 this account has dropped \$387,794.20 or 71.2%. Our best estimate of what FY 2017-2018 is to be is to take the average of the previous four fiscal years (same as sales tax above), dropping FY 2015-2016 information and compare this history to FY 2016-2017. What we find with this comparison through March 2017 is a figure of 4.19% above budget in total for all use taxes. A much better number than what sales taxes are telling us. If we add the April 2016 through June 2016 figure to our YTD March 2017 amount our year-end amount is \$174,795 approximately for FY 2016-2017. We need take into consideration the CREG estimates indicating a state wide decrease but we also need fit our current trend into the picture. Recommend we play it safe and stay with the current budget. Recommend **\$176,000**.

- 807 Gas Taxes: From FY 2006-2007 to FY 2015-2016 the history of this account indicates a year-to-year increase of 8.3%. We have a new appropriation amount enacted in 2013 by the State of Wyoming increasing the municipal allocation of gas taxes so our history is a little misleading. The YTD FY 2016-2017 amount of \$290,306.47 as compared to the YTD FY 2015-2016 amount of \$273,905.01 provides us with an increase of \$16,401.46 or 5.65%. Assuming this positive trend continues to the end of FY 2016-2017 our year-end figure could be \$420,341 approximately, which exceeds our current year budget by \$9,491 approximately. The difficulty arises in the history, our FY 2014-2015 revenue amount was \$424,230.36, our FY 2015-2016 amount dropped to \$397,861.81. Are we going to see this same dip in FY 2017-2018? Recommend using only half the 5.65% increase we see in FY 2016-2017 above budget for the recommendation in FY 2017-2018. Recommend **\$415,600**.
- 808 State Supplemental Funding: This revenue account is to be considered one-time revenues (capital only expenses as defined by the State of Wyoming) as it can be turned off at will by the State in any year. The current state report on what the City of Rawlins is to receive in FY 2017-2018 for supplemental funding is \$734,000, which matches the FY 2016-2017 amount. Recommend **\$734,000**.
- 809 Federal Mineral Royalty: The State of Wyoming has decided to fix the amount going to Cities back in FY 2001-2002, thus taking any earned over this amount for State of Wyoming. The ten year average for this account is \$333,716.67, with a decrease year-to-year of 0.5%. Taking 0.5% off seems reasonable as we are \$2,745 less through January 2017 as compared to January 2016. Recommend **\$324,495**.
- 810 Severance Tax: The State of Wyoming has decided to fix the amount going to Cities back in FY 2001-2002, thus taking any earned over this amount for State of Wyoming. The ten year average for this account is \$369153.65, with a decrease year-to-year of 2.2%. Our January 2017 YTD figure virtually matches our January 2016 YTD figure, so no indication of earning less at this time. Last year

Summary of changes to the Authorized Positions:

From FY 2016-2017 to FY 2017-2018 we are cutting the ½ time Deputy City Clerk position, the Planner II position and a Green Space Technician position. This leaves 89.00 authorized positions within the General and Recreation funds.

The budget has additional cuts in funded positions. The Fire Battalion Chief position and the Police Officer I position are authorized but not funded within the FY 2017-2018 so we can balance our budget in the General Fund. If our sales taxes actual revenues exceed our projected budget we will be recommending filling these authorized positions during the fiscal year.

Actual FY 2016-2017

Recommended FY 2017-2018

Job Title	Hours	Job Title	Hours
(Fire 10-4701)			
Fire Chief	40.0	Fire Chief	40.0
Fire Battalion Chief	40.0	Fire Battalion Chief	40.0
Shift Captain (3)	120.0	Shift Captain (3)	120.0
Fire Appratus Opr. II	40.0		
Fire Appratus Opr. I (5)	200.0	Fire Appratus Opr. I (6)	240.0
(Fire 10-4710)			
Code Enforcement Officer	40.0	Code Enforcement Officer	40.0
(DDA 10-4823)			
Main Street Executive	40.0	Main Street Executive	40.0
(Rec Services – Golf Course Maintenance 15-4100)			
Golf & Green Space Supr.	40.0	Golf & Green Space Supr.	40.0
Equipment Manager	40.0	Equipment Manager	40.0
(Rec.Services-Club House 15-4101)			
Golf Professional	40.0	Golf Professional	40.0
(Rec. Services-Recreation Center 15-4506)			
Recreation Director	40.0	Recreation Director	40.0
Recreation Superintendent	40.0	Recreation Superintendent	40.0
Recreation Programmer	40.0	Recreation Programmer	40.0
Front Desk Supervisor	40.0	Front Desk Supervisor	40.0
Recreation Assistant (2)	80.0	Recreation Assistant (2)	80.0
Municipal Service Wrk. I	40.0	Municipal Service Worker	40.0
Drop off Child Care Provider	30.0	Drop off Child Care Provider	30.0
(Rec. Services-Shooting Range 15-4510)			
Recreation Programmer	40.0	Recreation Programmer	40.0
(Rec. Services-Golf & Green Space Maintenance 15-4515)			
Green Space Assistant Supr.	40.0	Green Space Assistant Supr.	40.0
Green Space Technician III	40.0	Green Space Technician III	40.0
Green Space Technician II (2)	80.0	Green Space Technician II	40.0
No. of Authorized Positions	91.5	No. of Authorized Positions	89.00
(General & Recreation Fund)		(General & Recreation Fund)	

Actual FY 2016-2017

Recommended FY 2017-2018

Job Title Hours

Job Title Hours

(Public Works-Street 10-4303)
 Street Superintendent 40.0
 Street Foreperson 40.0
 Municipal Service Wrk. III 40.0
 Municipal Service Wrk. I (4) 160.0

Street Supervisor 40.0
 Municipal Service Wrk. IV 40.0
 Municipal Service Wrk. III 40.0
 Municipal Service Wrk. I (4) 160.0

(Public Works-Facilities 10-4307)
 Facilities Superintendent 40.0
 Facilities Foreperson 40.0
 Custodian/Alt Bus Driver 40.0
 Custodian (2) 80.0

Facilities Superintendent 40.0
 Facilities Foreperson 40.0
 Custodian/Alt Bus Driver 40.0
 Custodian (2) 80.0

(Community Development 10-4401)
 Planner II 40.0
 Admin Secretary II 40.0

Planner III (Senior) 40.0
 Admin Secretary II 40.0

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

Building Official 40.0

Building Official 40.0

(Police-Admin 10-4601)

Chief of Police 40.0
 Police Lieutenant (3) 120.0
 Police Sergeant (4) 160.0
 Police Officer II (9) 360.0
 Police Officer I (2) 80.0
 Admin Secretary III 40.0
 Victim Coordinator 40.0

Chief of Police 40.0
 Police Lieutenant (3) 120.0
 Police Sergeant (4) 160.0
 Police Officer II (9) 360.0
 Police Officer I (2) 80.0
 Admin Secretary III 40.0
 Victim Coordinator 40.0
 Victim Advocate 40.0
 Victim Advocate 20.0

(Police-Animal Control 10-4610)

Animal Control Officer II (2) 80.0

Animal Control Officer II (2) 80.0

(Police-911 Center 10-4615)

Communications Supervisor 40.0
 Senior Communications Opr. 40.0
 Comm. Operator I (5) 200.0

Communications Supervisor 40.0
 Senior Communications Opr. 40.0
 Comm. Operator I (5) 200.0

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS):

There are a few changes in the number of authorized positions for FY 2017-2018 as compared to the FY 2016-2017 budget for the General Fund to the Recreation Services Fund. Below you will find positions authorized but at the bottom of this list you will find the positions that are not budgeted due to lack of funds. Those positions not budgeted can be changed to budgeted positions if the revenue budget forecast is exceeded during the fiscal year, and we believe these new revenues will be forecasted in the following fiscal year.

Actual FY 2016-2017		Recommended FY 2017-2018	
Job Title	Hours	Job Title	Hours
(Manager's Office 10-4101)			
City Manager	40.0	City Manager	40.0
City Clerk	40.0	City Clerk	40.0
Deputy City Clerk	40.0	Deputy City Clerk	40.0
Deputy City Clerk	20.0		
(City Attorney 10-4102)			
City Attorney	40.0	City Attorney	40.0
Legal Secretary	40.0	Legal Secretary	40.0
(Municipal Judge 10-4103)			
Judge	As Needed	Judge	As Needed
Court Clerk	40.0	Court Clerk	40.0
Deputy Court Clerk	20.0	Deputy Court Clerk	20.0
(CATS Bus 10-4016)			
Bus Driver	30.0	Bus Driver	30.0
(Finance 10-4202)			
Finance Director	40.0	Finance Director	40.0
Assistant Finance Director	40.0	Assistant Finance Director	40.0
Account Clerk II (2)	80.0	Account Clerk II (2)	80.0
Account Clerk I	40.0	Account Clerk I	40.0
(Public Works-Admin 10-4301)			
P.W. Director	40.0	P.W. Director	40.0
Admin Secretary III	40.0		
		P.W. Operations Manager	40.0
(Public Works-Shop 10-4302)			
Shop Superintendent	40.0	Shop Superintendent	40.0
Equipment Mechanic (2)	80.0	Equipment Mechanic (2)	80.0

	FY 2016-2017 Adj. Budget	FY 2017-2018 Proposed Budget
Recreation Services Fund	<u>\$1,797,808</u>	<u>\$1,748,371</u>
TOTAL	\$9,964,609	\$9,718,484

The City Manager recommended an operating budget of **\$9,718,484** which is **\$246,125** below the operating revenues/expenditure of the FY 2016-2017 amount as stated above. The difference of \$246,125 is created primarily by not budgeting 4.5 employee positions and some cuts in the material & services budget. The city contribution to the employee insurance was also increased to enable better financial stability in this employee benefits fund. The Materials & Services expense category was decreased by \$43,938 from the total in this category in FY 2015-2016. Matching the loss percentage in the sales tax of 12% the non-profit/ancillary agencies cut is included in the \$43,938 figure above.

Capital Revenues by Group comparison

	Adopted FY 2016-2017	Proposed FY 2017-2018
General Fund:		
County Optional Sales Tax	\$0	
State Supplemental Funding	<u>\$0</u>	
TOTAL	\$0	

As proposed above in the summary, the City Manager is proposing no use of anticipated revenues for any additional capital expenses. The proposal to fund FY 2017-2018 capital is to use cash on hand. The City is to wait until we have a full picture of cash on hand at the end of the fiscal year 2016-2017. There will be some funds above the \$4,100,000 amount reserved for Contingency, Insurance Reserve, and Raining Day Reserve that will be available for capital. Based upon the solvency of the Employee Insurance Fund, the \$500,000 set aside in cash FY 2016-2017 could also become available to capital projects in FY 2017-2018. The authorized capital projects in the FY 2016-2017 not started will also bring back their appropriations for re-prioritization and re-appropriation if requested.

	Adjusted Budget <u>FY 2016-2017</u>	Proposed Budget <u>FY 2017-2018</u>
Police Operating Grant	<u>\$ 109,667</u>	<u>\$ 109,667</u>
Sub Totals	\$9,479,859	\$9,305,814
Recreation Fund:	<u>\$ 484,750</u>	<u>\$ 412,670</u>
TOTAL	\$9,964,609	\$9,718,484

The difference of **\$246,125** created by the comparison of the two fiscal years operating revenue budgets above represents the decrease of approximately **2.47%** in FY 2017-2018.

Operating Expenses by Department Comparison (table 2):

Operating Expenses by Cost Center:

	FY 2016-2017 <u>Adj. Budget</u>	FY 2017-2018 <u>Proposed Budget</u>
City Council	\$ 77,029	\$ 80,915
City Manager	\$ 359,301	\$ 350,748
City Attorney	\$ 214,046	\$ 213,897
Municipal Court	\$ 245,693	\$ 248,110
Information Technology	\$ 157,300	\$ 161,300
Human Resources	\$ 91,650	\$ 86,850
CATS Bus	\$ 57,192	\$ 58,990
Finance	\$ 447,662	\$ 433,476
Non Departmental	\$ 455,332	\$ 466,026
Public Works	\$1,665,884	\$1,660,648
Community Development	\$ 291,637	\$ 227,230
Police:	\$2,621,840	\$2,592,576
Fire:	\$1,079,186	\$1,007,393
Non Profit/Ancillary Agencies	\$ 195,105	\$ 171,692
Downtown Development Authority	<u>\$ 98,277</u>	<u>\$ 100,595</u>
	\$8,057,134	\$7,860,446
Police Operating Grant	<u>\$ 109,667</u>	<u>\$ 109,667</u>
Sub Totals	\$8,166,801	\$7,970,113

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2017-2018
BUDGET

General Fund Budget FY 2017-2018

PROPOSED BUDGET:

FY 2017-2018 Budget Summary for the General and Recreation Funds:

Our operating budget expenses for the General Fund (which includes the Recreation Fund) FY 2016-2017 is proposed at **\$9,718,484** and there is no recommendation to use our rainy-day reserve to fund any operations. Our insurance/rainy-day reserve is recommended at \$4,000,000 along with \$100,000 in the operating contingency. The proposed operating budget for FY 2017-2018 is **\$246,125** less than the adjusted budget for FY 2016-2017 as can be seen below in the 1st table.

The City of Rawlins for the second time is recommending the use of all of the Optional Sales Tax and for the first time all of the State Supplemental Funding (\$734,000) to balance recurring revenues to recurring expenses for general fund and recreation fund operations. The recession we are facing currently has taken approximately \$1,123,411 in sales tax in FY 2015-2016. We are estimating it will take an additional \$546,458 approximately in FY 2016-2017 from the City in recurring sales tax revenues. We are not anticipating “any recurring revenues” to be available for capital items, leasing or debt service for FY 2017-2018.

A remaining expense not budgeted in the operating expenses or operating revenues but in capital expenses is the amount of \$5,350 for the WAM capital loan debt service.

FY 2016-2017 Revenue Budget Summary for the General and Recreation Funds:

Operating Revenues by Group comparison (table 1):

	Adjusted Budget <u>FY 2016-2017</u>	Proposed Budget <u>FY 2017-2018</u>
General Fund:		
Taxes:	\$6,720,792	\$6,467,057
Franchises:	\$ 593,990	\$ 770,500
Charges for Services:	\$1,059,280	\$ 960,010
Police & Court:	\$ 310,950	\$ 249,400
Other:	\$ 8,000	\$ 72,000
Transfers In:	<u>\$ 677,180</u>	<u>\$ 677,180</u>
	\$9,370,192	\$9,196,147

the City earned \$343,909, not changing from this amount would help our FY 2017-2018 budget. Recommend **\$343,900**.

- 815 County Option Use Tax I/O: From FY 2006-2007 to FY 2015-2016 this account history indicates a year-to-year decrease of 7.6%. The problem with all “use tax” revenue accounts is they vary year-to-year significantly more than sales and sometimes not in relation to the economy, but to construction projects. Since the high in FY 2006-2007 of \$808,761.40 to FY 2012-2013 amount of \$240,894.76 this account has dropped \$576,867.21 or 70.2%. Our best estimate of what FY 2017-2018 is to be is to take the average of the previous four fiscal years (same as sales tax above), dropping FY 2015-2016 information and compare this history to FY 2016-2017. What we find with this comparison through February 2017 is a figure of 8.75% above budget in total for all use taxes. A much better number than what sales taxes are telling us. If we add the March 2016 through June 2016 figure to our YTD March 2017 amount our year-end amount is \$266,383 for FY 2016-2017, some \$5,000 dollars short for FY 2016-2017. We need take into consideration the CREG estimates indicating a state wide decrease but we also need fit our current trend into the picture. Recommend we play it safe and stay with the current budget. Recommend **\$270,350**.
- 816 State Use Tax-Out of State: From FY 2005-2006 to FY 2014-2015 this account history indicates a year-to-year increase of 6.1%. The problem with all “use tax” revenue accounts is they vary year-to-year significantly more than sales and sometimes not in relation to the economy, but to construction projects. Since the high in FY 2006-2007 of \$441,414.19 to FY 2012-2013 amount of \$122,819.76 this account has dropped \$318,594.43 or 72.1%. Our best estimate of what FY 2017-2018 is to be is to take the average of the previous four fiscal years (same as sales tax above), dropping FY 2015-2016 information and compare this history to FY 2016-2017. What we find with this comparison through February 2017 is a figure of 4.19% above budget in total for all use taxes. A much better number than what sales taxes are telling us. If we add the April 2016 through June 2016 figure to our YTD March 2017 amount our year-end is a few thousand dollars short for FY 2016-2017. We need take into consideration the CREG estimates indicating a state wide decrease but we also need fit our current trend into the picture. Recommend we play it safe and stay with the current budget. Recommend **\$141,300**.
- 819 Sales Tax-Out of State: From FY 2006-2007 to FY 2015-2016 (ten years) this account history indicates a year-to-year decrease of 4.1%. The problem as everyone knows is we peaked in FY 2008-2009 at \$503,314.39 and we fell to \$293,696.67 in FY 2010-2011, a loss of \$209,617.72 or 41.6% approximately for this account. The good news was the amount received in FY 2011-2012 (\$329,648.21) stopped the fall from our FY 2008-2009 amount above ending our economic recession for Carbon County and the City of Rawlins. Between FY 2011-2012 to FY 2014-2015 (4 years) our average was \$330,389.63, and we had little fluctuation. Then in FY 2015-2016 the revenue received dropped by

\$66,877.74 or approximately 19.8%. FY 2015-2016 revenues also had a two corrections made by the state eliminating this year as a normal trend. FY 2016-2017 has no corrections being made, so a comparison to our four average above creates a good comparison. The same three comparisons used in the state sales tax revenue account above works here. The recommendation also follows this conclusion of a 12.0% reduction from the current budget as our decline has not stopped and the CREG estimate statewide is continuing the downturn. The CREG estimate does not take into consideration that the Legislature passed a law to tax internet sales. Recommend **\$252,630**.

FRANCHISE:

- 821 Black Hills Energy Gas: From FY 2006-2006 to FY 2015-2016 we have a decrease in the revenue year-to-year of 0.5% or a ten year average of \$75,842.72. Basically Mother Nature determines the amount we earn year-to-year based upon the average winter temperatures. We have a change in the Franchise Fee in FY 2016-2017 that will increase this revenue line item significantly. The FY 2016-2017 year-end amount will not reflect a full fiscal year at \$105,136. The FY 2017-2018 recommended budget below will amount to a full year and the new franchise rate. The City must recognize that we are billing at least 200 less business and residential units combine when creating this budget. The two previous years generated \$62,745.12 and \$69,776.37 respectively, creating a simple average of \$66,260.74. Basing our franchise fee received on a gross receipts amount of \$5,000,000 instead of a natural gas therm creates an amount \$250,000 at 5%. Let's hope for cold winters. Recommend **\$250,000**.
- 822 Pacific Power and Light: From FY 2006-2007 to FY 2015-2016 we have an increasing trend of 14.8% per year or a ten year average of \$282,434.46. It is my opinion as the franchise fee is based upon gross sales and that as Pacific Power & Light increases rate charges, that we the City of Rawlins receive additional revenue. The City of Rawlins did increase the franchise rate for 3% to 5% in late FY 2012-2013. Mother Nature also plays a role here as the weather fluctuates day to day. I also believe our population decrease has had an effect. Our revenue totals for the three previous fiscal years read, \$398,995.51, 395,656.04, and \$402,060.11. These three fiscal years do not show any significant increase year-to-year. Our YTD FY 2016-2017 amount of \$216,336.17 as compared to the YTD FY 2015-2016 amount of \$216,653.29 are virtually matching. It is strange that the loss in local population did not have a negative effect as other accounts. Maybe it is colder this winter over the previous winter. There is no growth and the current budget of \$398,000 will likely be met. Recommend **\$401,000**.
- 823 Telephone Taxes: From FY 2006-2007 to FY 2015-2016 we have a declining revenues year-to-year of 1.8% and a ten year average of \$33,055.42. Our YTD FY 2016-2017 amount of \$14,724.68 (3 checks) as compared to our YTD FY 2015-2016 amount of \$16,320.85 (3 checks) indicates a decline of 9.8%. This decline is an indication of hard line phone usage and the rise of cell phone usage.

Also the drop in the local population has a bearing on this decline. Taking away 9.8% from the previous year total creates a year-end amount of \$19,417.18 for FY 2016-2017. Our budget of \$22,000 is just too high based upon current trends. Hope the downward trend stops in FY 2017-2018. Recommend **\$19,200**.

- 824 Charter Communications: From FY 2006-2007 to FY 2015-2016 we have an increasing trend of 1.1% per year and a ten year average of \$92,957.12. The YTD FY 2016-2017 amount of \$69,731.84 (3 checks) as compared to the YTD 2015-2016 amount of \$73,205.41 (3 checks) does indicate a decrease of 4.8%. Again, the economic decline and the drop in population I believe is the reason for the decline and the reason we will not make budget. Taking 4.8% off the previous year total of \$97,208.19 creates a year-end amount of \$92,542.19 for FY 2016-2017. Our budget of \$99,000 is just too high based upon the current trends. Hope the downward trend stops in FY 2017-2018. Recommend **\$92,200**.
- 825 FATBEAM LLC: A new fiber franchise. This entity is a private firm provide fiber connectivity to the schools and Carbon County. The quarterly fee received is approximately \$2,047.50. Recommend **\$8,100**.

CHARGES FOR SERVICES:

- 831 Liquor Licenses: From FY 2006-2007 through FY 2015-2016 we have a decreasing revenue trend of 0.4% per year or ten year average of \$29,285.35. Our YTD FY 2016-2017 amount of \$25,800.01 as compared to our YTD FY 2015-2016 amount of \$27,166.68 provides a decrease of \$1,366.67 or 5%. No additional liquor licenses payment were received after January 31, 2016 of FY 2015-2016. I believe our year-to-year information above and our current year trend point to a negative trend the loss of a single license. Recommend **\$26,000**.
- 832 City Licenses & Permits: This account's definition has been changed so the ten years of historical performance is no longer of value. What we have at this time is a five year average amount of \$8,048.84. Adding the March 2016 through June 2016 amount of \$2,211 to our current YTD amount of \$4,450 creates a year-end amount of \$6,661.00. The economic trend and loss of local population could be creating this reduction below our five-year average, so let's hope for no additional change downward. Recommend **\$6,600**.
- 833 Engineering/Building Permits: From FY 2006-2007 through FY 2015-2016 we have a decrease of 4.1% year-to-year or a ten year average of \$124,537.50. The ten year information indicates valleys and peaks in this revenue account year-to-year in the amount of \$75,000 plus. Our YTD FY 2016-2017 amount of \$21,466.12 amount as compared to our YTD 2015-2016 amount of \$59,548.05 indicates a decrease of \$38,079.93 or 63.9%. Adding the March 2016 through June 2016 amount of \$24,047.68 to our \$22,002.72 YTD FY 2016-2017 amount provides a year-end amount of \$46,050.40. A reduction of 64.4% to the previous year actual received creates a year-end amount of \$42,170.80 for FY 2016-2017.

Based upon the current year information from Public Works the budget of \$94,000 does not look reachable for FY 2016-2017. For FY 2017-2018, looking at 50% less than the FY 2015-2016 amount could be the best possibility and hoping for at least a single major project. Recommend **\$59,000**.

- 834 Street Cuts: From FY 2006-2007 through FY 2015-2016 we have a decreasing trend of 9.3% year-to-year or a ten year average amount of \$1,621.02. Looking at just the four previous years we have an average of \$467.00. Our YTD FY 2015-2016 amount is \$100.00. We have no indication of growth. A little less than our four year average seems to be the best bet. Recommend **\$350**.
- 835 Animal Licenses: From FY 2006-2007 through FY 2015-2016 we have an increasing trend of 3.0% year-to-year or a ten year average of \$2,922.03. Over the last two fiscal years we have not made the average above. The average over the previous two years is \$2,211. This is probably due to the decrease in the local population. The March YTD FY 2016-2017 amount of \$788.50 is significantly less than the prior year information and not close to the two-year average. Adding the March 2016 through June 2016 amount to our YTD total above creates a year-end amount of \$1,547 for FY 2016-2017. All of our information above is negative. Recommend **\$1,500**.
- 836 Contractor Licensing: This is the other part of the new definition for the City Licenses and permits account above. Our five year average is \$23,851.19 with little fluctuation year to year and our YTD information is positive as compared to the previous year same month. The five year average is providing the best number Recommend **\$24,000**.
- 837 Plan Reviews: A new account just started in FY 2013-2014. The three year average indicates \$76,369.88, with the previous year being only \$42,408.67. The YTD information (January 2017 \$6,073.91) is not even half of what it was last year for the same month. This account draws upon permits, and that account is also down significantly. With the two strikes above and there is no assumption of growth in the current economy. Recommend staying with a low budget amount. Recommend **\$18,000**.
- 839 Cemetery Lot Sales: This account was brought into the General Fund from the Donation Fund at the request of City Council in FY 2012-2013. We have an average over the first three years after the transfer of \$4,550 and a February 2017 amount of \$2,920. The average and the YTD information speak for themselves. Current budget should be good. Recommend **\$4,550**.
- 840 Land Leases/Sale & Rent: Our historical record is actually not of use in recommending a budget amount for this account. We have three recurring active leases. \$3,000 per month from Kum & Go, \$21,642 annual lease from Union for cell tower space, and \$2,400 annual lease from Lamar for billboard space. The

amount paid for cattle grazing (\$645) on City land also varies year-to-year. Recommend only what I know of, **\$59,800**.

- 841 Perpetual Care Fund: From FY 2005-2006 through FY 2014-2015 we have an increasing trend of 4.7% and a ten year average of \$2,721.04. Our current YTD FY 2016-2017 amount of \$1,670.00 as compared to the YTD FY 2015-2016 amount of \$5,500 is a significant drop. Prior to FY 2015-2016, our previous five-year average was \$3,122.80. Matching our recommendation to the ten-year average seems to be the safest bet. Recommend **\$2,700**.
- 842 Cemetery Fees: From FY 2005-2006 through FY 2014-2015 we have an increase of 7.4% per year and a ten year average of \$8,704.15. Our YTD FY 2016-2017 amount of \$7,950.00 is a virtual match to the YTD FY 2015-2016 amount. The previous three fiscal years create an average of \$10,115. The budget for FY 2016-2017 should easily be reached. A little increase over the current budget of \$8,600 is recommended. Recommend **\$10,000**.
- 843 Special Uses Permits/Variances: From FY 2006-2007 through FY 2015-2016 we have a decrease of 0.4% and a ten year average of \$789.50. We have \$228 more than the zero amount we had for the previous year same time, and our year-end amount for FY 2015-2016 was \$900. Recommend staying with the average. Recommend **\$780**.
- 844 Corral Permits: The corral permit revenues does not change year-to-year as there is a fixed amount of corrals available. The rates have not changed from what I can see over the previous ten years. Recommend **\$530**.
- 845 Planning & Zoning: Not a consistent account as it varies wildly year-to-year. The average over the previous ten-year period is 1,906.55 with the one year skyrocketed to 14,660.48. Over the previous six years the highest amount has been \$600.00. Last year we reached only \$500.00. Recommend **\$500**.
- 847 Prints: A wildly varying account with little revenue over the past four years. Recommend **\$0**.
- 848 Miscellaneous: From FY 2006-2007 through FY 2015-2016 we have a decrease of 3.1% year-to-year and a ten year average of \$64,229.96. A wildly varying account as we dump into this account what we do not have defined elsewhere. Our YTD FY 2016-2017 amount of \$8,861.21 is significantly less than the FY 2015-2017 amount, again the wild ride. I cannot believe we can reach the FY 2016-2017 budget of \$45,000. Over the previous ten years we have four fiscal years under our current year budget of \$45,000 with an approximate average of \$24,347. I believe we need to keep this account low. Recommend **\$24,300**.
- 849 County Ad Valorum Tax: From FY 2006-2007 through FY 2015-2016 we have an increase of 10.0% year-to-year and a ten year average of \$395,145.41. There

periods of time where there declines, and/or no growth. With the loss in population I would have to assume no growth or a decline. Our YTD FY 2016-2017 amount of \$319,125.53 is 1.5% less than the YTD FY 2015-2016 amount. Cutting 1.5% of the amount earned February 2016 through June 2016 and adding this amount to our YTD figure above creates a year-end figure of \$483,582 approximately. This \$483,582 figure does exceed our current budget of \$474,000, and we need to keep in mind that property tax must paid whether the residence or commercial building is occupied. It has been reported that the valuation of property could bring down this figure. Recommend **\$480,000**.

- 850 County Motor Vehicle Tax: Our historical record in my opinion is a bit unusual as the amount earned in FY 2011-2012 is over \$100,000 off from the average. The ten-year average is \$211,954.61 and over these ten years our year-to-year change is a positive 0.2%. Our population loss is having a negative effect here as there are less vehicles to license. Our YTD FY 2016-2017 amount of \$220,912.17 is 3.5% less than the YTD FY 2015-2016 amount. Historically the February check is the final for the fiscal year for this account. Should we anticipate additional losses in population, thus another reduction in FY 2017-2018 in this account? We have to assume the population loss will continue for another year, and stop when the Wind Project is started. A 3.5% reduction in the current amount of \$220,917.17 gives us a reduction to \$213,180 approximately for FY 2017-2018. Recommend **\$213,000**.
- 852 Government Channel Advertising: A little used revenue line item so we are dropping this line item and we cannot actually charge for these advertisements according to our franchise agreement with Charter. **\$0**.
- 855 Asphalt Materials: From FY 2006-2007 through FY 2015-2016 we have a decrease of 5.8% year-to-year and a ten year average of \$8,813.73. There was no revenues reported in FY 2010-2011. Our YTD FY 2016-2017 amount of \$3,854.10 is 45.4% less than our YTD FY 2015-2016 amount. Reaching the \$6,500 current year budget amount is at risk. Recommend a few dollars less as the City might discontinue this equipment thus the sales of asphalt. Recommend **\$2,000**.
- 856 Lodgers Tax: From FY 2006-2007 through FY 2015-2016 we have an increase of 0.4% year-to-year and a ten year average of \$28,228.74. The average over the five previous years of \$28,595.03, with only one year of the five breaking the \$30,000 amount. Our YTD FY 2016-2017 amount of \$18,712.62 is 24.4% less than our YTD FY 2015-2016 amount. Cutting the amount earned March 2016 through June 2016 by this 24.4% and adding this amount to our YTD amount above creates a year-end amount of \$22,608 approximately for FY 2016-2017. This estimated amount is \$9,392 less than our budget of \$32,000. We are continuing our economic decline at it is reflected in this revenue account and the CREG estimate. The bottom could have been reached at this time with the crews

for the wind development project starting up in 2017 and 2018. Recommend **\$22,600.**

- 859 Depot Receipts: From FY 2006-2007 through FY 2015-2016 we have an increase of 5.5% year-to-year or a ten year average of \$6,665.87. The problem is indicated in a review of the previous three fiscal years where our historical average drops to \$5,881 approximately. Our YTD FY 2016-2017 amount of \$1,850.00 as compared to the YTD FY 2015-2016 amount of \$3,685.00 indicates we are down by \$1,835 or 49.8% presently. Adding our March 2016 through June 2016 amount at 49.8% less to our YTD figure above creates a FY 2016-2017 year-end figure of \$3,953 approximately. I believe this downturn is a reflection of our population loss and the economic times. Is this downturn going to continue? Recommend **\$3,800.**

POLICE & COURT:

- 860 911 Surcharge: We cannot use our ten year historical facts as the definition of this account was changed in FY 2009-2010. Our average over the previous seven years for this account is \$75,409.98 and over the last two years the average is \$74,105.81. The loss in local population mean decrease in the number of phones in use which this tax is based upon. Our YTD FY 2016-2017 amount of \$46,458.26 is 10.2% less than the amount earned YTD FY 2015-2016 same time period. Adding what the City earned March 2016 through June 2016 to our YTD information above for FY 2016-2017 at 10.2% less creates a year-end amount of \$67,353 approximately. I believe the local population decrease is the responsible party here along with a decline in the use of hardline phones. Meeting the requirement of the FY 2016-2017 budget of \$76,000 does not look good at this time. The future unless there is an increase in local population does not look good for this revenue account. Recommend **\$67,000.**
- 861 Animal Shelter Fines: From FY 2006-2007 through FY 2015-2016 we have an increase of 13.2% year-to-year or a ten year average of \$9,951.48. The average over the past four years is \$12,027.50, beating the ten year average. With the loss in local population we do see a dip in the current year. Our YTD FY 2016-2017 amount of only \$8,406.00 is 23.2% less than the amount earned YTD FY 2015-2016. Adding what the City earned March 2016 through June 2016 at 23.2% less to our YTD information above for FY 2016-2017 creates a year-end amount of only \$10,788 approximately. This year-end estimate is short of our FY 2016-2017 budget. Recommend a shorter leash for FY 2017-2018. Recommend **\$10,700.**
- 862 VOCA Surcharge/Witness Funds: This account is relatively new and has a fixed amount given to us for the current and next year by the State of Wyoming. This revenue amount is basically used to fund the program and not the wages of the victim advocate. As of January 2017 we have "No" revenue in this account. Recommend **\$0.**

- 863 Restitution: From FY 2006-2007 through FY 2015-2016 we have an increase of 5.4% year-to-year or a ten year average amount of \$4,505.62. The history shows us lows at \$1,728.55 and a high of \$8,465.96 over the previous ten-years, so this account fluctuates wildly. The YTD FY 2016-2017 amount of \$4,275.15 is 34.0% less than the YTD FY 2015-2016 amount. But as stated above a wild ride is normal in this account and we have already exceeded by budget of \$4,000. I believe we can push a little here. Recommend **\$5,000**.
- 864 Municipal Judge: From FY 2006-2007 through FY 2015-2016 we have a decrease of 5.1% year-to-year and a ten year average amount of \$229,114.63. Our transients were very active at one point and not our locals as this revenue peaked with the boom in FY 2007-2008 at \$378,104.89. Since that time as the transient workforce left our community we have dropped 51.1% or down to \$184,813.58 for FY 2015-2016. Our YTD FY 2016-2017 amount of \$111,236 is 12.0% less than the amount earned YTD FY 2015-2016. Adding what the City earned March 2016 through June 2016 at 12.0% less to our YTD amount above creates a year-end amount of \$162,568 approximately for FY 2016-2017. This \$162,568 amount is \$47,432 less than our current year budget. I believe our earnings drop here is a reflection of the local population loss and economic downturn (less transients). The recommendation below is more than the City earned in FY 2010-2011 and FY 2012-2013. The recommendation assumes we have reached bottom as a new transient workforce will be forthcoming. Recommend **\$162,500**.
- 865 Record Checks: From FY 2006-2007 through FY 2015-2016 we have an increase of 1.6% year-to-year and a ten year average of \$311.50. Our YTD FY 2016-2017 amount of \$4,801.90 exceeds our average above the previous year YTD amount. Recommend **\$400**.
- 866 Tow Fee Reimbursements: This account is used little. We have an average over the previous two years of \$215 and our YTD FY 2016-2017 amount earned at \$560. Recommend **\$300**.
- 867 Advocate Grant State – The Police have received a two year grant for Victim Advocate support. The recommended below is the second year of this grant. Recommend **27,417**.
- 872 Court Bonds: This is not our money, but bail monies for the court. Our monies end up in the account above called Municipal Judge (Fines). Recommend **\$1,000**.
- 873 Crime Victims: This is not our money, but the court monies. Recommend **\$1,000**.
- 874 CATS Bus: We have to use average over the years as this is the best estimate. The previous ten fiscal years creates an average of \$1,143.07. Taking a shorter view

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

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

OTHER:

- 871 Interest Income: Interest income revenue is based upon what we have in the bank and the review of the previous ten years indicates sometimes we did not have much. Interest income is also based upon the interest rates as set by the Federal Reserve. They have increased their rates in FY 2016-2017. Last fiscal year the City reached \$13,001.47, it is likely based upon the changes made by the Federal Reserve the City will make more this year. The budget of \$8,000 has already be met through January 2017. Recommend **\$15,000**.

- 886 Arson Dog Activation – This revenue line has now been active for two years. We should account for it in the budget. Recommend **\$1,000**.

- 889 Lottery for Cities – The municipalities of the State of Wyoming according to the adopted law are to receive a portion of first \$6,000,000 until June 30, 2022. At present and based on what the city has received by quarter I recommend a budgeted amount of **\$56,000**.

TRANSFERS:

- 892 Central Shop Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With no citywide COLA increase in FY 2016-2017 there will be no increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **116,230**

- 894 Solid Waste Landfill: Debt service for inter-fund loan for three years has been completed in FY 2015-2016. Recommend **\$0**.

- 895 Water Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With no citywide COLA increase in FY 2016-2017 there will be no increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$188,984**.

- 896 Sewer Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With no citywide COLA increase in FY 2016-2017 there will be no increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$134,585**.

- 897 Landfill Fund: This revenue account is based upon a percentage of the expenses to be paid for by the Enterprise funds. With no citywide COLA increase in FY 2016-2017 there will be no increase in the revenues paid by the Enterprise account and the percentage will stay the same. Recommend **\$167,611.**
- 899 Murray Street Wastewater Project & Sewer Jet Reimbursement: This account was created to have the Sewer Fund payback the General Fund for the Murray Street Waste Water Project (\$861,035.94) and for the Sewer Jet Truck (\$253,806.00) as the Sewer Fund did not have the revenue stream to pay for these items when the expense was incurred. The payback is set up identically to an SRF loan with the terms of 2.5% and twenty (20) years of payments. This amount is **\$69,770.**

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
10-3000-800	BEGINNING FUND BALANCE	5,240,749	5,240,749	6,058,877	6,058,877	4,100,000
	TOTAL BEGINNING BALANCE	5,240,749	5,240,749	6,058,877	6,058,877	4,100,000
10-3100-801	CIGARETTE TAX	62,562	66,000	42,035	65,000	54,000
10-3100-802	SALES TAX	2,065,160	2,615,000	1,587,025	2,187,760	1,925,230
10-3100-803	COUNTY OPTION SALES TAX I/O	1,960,648	2,462,214	1,505,015	2,079,030	1,829,552
10-3100-805	STATE USE TAX	168,697	181,800	141,290	176,000	176,000
10-3100-807	GAS TAXES	397,862	485,000	315,663	410,850	415,600
10-3100-808	STATE SUPPLEMENTAL FUNDING	761,865	762,239	734,013	734,000	734,000
10-3100-809	FEDERAL MINERAL ROYALTY	326,588	332,079	170,794	332,000	324,495
10-3100-810	SEVERENCE TAX	343,910	329,898	171,901	343,000	343,900
10-3100-815	COUNTY OPTIONS USE TAX I/O	259,172	280,700	214,685	270,350	270,350
10-3100-816	STATE USE TAX - OUT OF STATE	136,637	147,300	114,438	141,300	141,300
10-3100-819	SALES TAX OUT OF STATE	270,994	343,000	208,252	287,080	252,630
	TOTAL TAXES:	6,754,095	8,005,230	5,205,113	7,026,370	6,467,057
10-3200-821	BLACK HILLS ENERGY	69,776	78,000	105,136	69,800	250,000
10-3200-822	ROCKY MOUNTAIN POWER	402,060	398,000	298,935	398,000	401,000
10-3200-823	TELEPHONE TAXES	21,527	27,000	14,725	22,000	19,200
10-3200-824	CHARTER COMMUNICATIONS	97,208	97,000	69,732	99,000	92,200
10-3200-825	FATBEAM LLC	5,270	5,190	3,865	5,190	8,100
	TOTAL FRANCHISE FEES:	595,841	605,190	492,393	593,990	770,500
10-3400-831	LIQUOR LICENSES	27,167	26,500	25,800	27,400	26,000
10-3400-832	CITY LICENSES AND PERMITS	11,530	5,500	4,795	11,000	6,600
10-3400-833	ENGINEERING/BUILDING PERMITS	118,457	94,000	29,198	94,000	59,000
10-3400-834	STREET CUTS	175	750	100	750	350
10-3400-835	ANIMAL LICENSES	2,597	2,500	805	2,800	1,500
10-3400-836	CONTRACTOR LICENSES	23,355	23,000	20,635	23,000	24,000
10-3400-837	PLAN REVIEWS	42,409	20,000	7,291	25,000	18,000
10-3400-839	CEMETERY LOT SALES	14,278	4,400	3,020	4,550	4,550
10-3400-840	LAND LEASES/SALE & RENT	40,410	59,800	41,153	59,800	59,800
10-3400-841	PERPETUAL CARE FUND	6,040	2,000	1,670	3,000	2,700
10-3400-842	CEMETERY FEES	11,045	8,600	9,740	10,000	10,000
10-3400-843	SPECIAL USE PERMITS/VARIANCES	900	700	228	500	780
10-3400-844	CORRAL PERMITS	520	530	460	530	530
10-3400-845	PLANNING AND ZONING	500	400	450	450	500
10-3400-847	PRINTS AND INSPECTIONS	50	0	450	0	0
10-3400-848	MISCELLANEOUS	112,401	40,000	8,997	45,000	24,300
10-3400-849	COUNTY AD VALORUM TAX	490,938	442,660	329,883	474,000	480,000
10-3400-850	COUNTY MOTOR VEHICLE TAX	228,893	218,000	221,566	234,000	213,000
10-3400-855	ASPHALT MATERIALS	13,354	6,000	3,854	6,500	2,000
10-3400-856	LODGERS TAX	29,917	30,000	20,032	32,000	22,600

10-3400-859	DEPOT RECEIPTS	7,876	8,000	2,950	5,000	3,800
TOTAL CHARGES & SERVICES:		1,182,812	993,340	733,076	1,059,280	960,010
10-3500-860	911 SURCHARGE	74,980	77,000	51,038	78,000	67,000
10-3500-861	ANIMAL SHELTER FEES	14,040	11,200	9,541	13,000	10,700
10-3500-862	DIVISION OF VICTIMS SRV FUNDS	0	10,000	0	0	0
10-3500-863	RESTITUTION	6,914	4,000	4,275	4,000	5,000
10-3500-864	MUNICIPAL JUDGE	184,814	212,000	131,546	210,000	162,500
10-3500-865	RECORD CHECKS	409	275	564	350	400
10-3500-866	TOW FEE REIMBURSEMENTS	200	200	560	200	300
10-3500-867	ADVOCATE GRANT - STATE	0	0	7,091	27,417	27,417
10-3500-868	POLICE COMPLIANCE GRANTS	0	100	0	0	0
10-3500-869	DUI/EUDL GRANTS	2,900	500	0	2,500	0
10-3500-870	PUBLIC RELATIONS PROGRAMS	0	200	0	0	0
10-3500-872	COURT BONDS	-4,562	1,000	1,591	1,000	1,000
10-3500-873	CRIME VICTIMS	6,162	400	6,040	400	1,000
10-3500-874	CATS BUS	1,519	1,500	960	1,500	1,500
10-3500-875	BALLISTIC VEST	4,196	0	1,299	0	0
10-3500-876	ADVOCATE GRANT - FEDERAL	0	0	10,665	82,250	82,250
TOTAL POLICE & COURT:		291,572	318,375	225,170	420,617	359,067
10-3600-871	INTEREST INCOME	13,001	6,500	18,238	8,000	15,000
10-3600-885	WILDLAND FIRE REIMBURSEMENT	0	0	24,085	0	0
10-3600-886	ARSON DOG ACTIVATION	1,267	0	1,468	0	1,000
10-3600-888	SALE OF FIXED ASSETS	3,995	0	0	0	0
10-3600-889	LOTTERY FOR CITIES	16,137	0	44,085	0	56,000
10-3600-890	SALES TAX IN ERROR	272,000	95,588	0	0	0
TOTAL OTHER:		306,400	102,088	87,876	8,000	72,000
10-3900-892	CENTRAL SHOP FUND	116,230	116,230	87,173	116,230	116,230
10-3900-894	SOLID WASTE LANDFILL-DEBT SERV	50,000	50,000	0	0	0
10-3900-895	WATER FUND	188,984	188,984	141,738	188,984	188,984
10-3900-896	SEWER FUND	134,585	134,585	100,939	134,585	134,585
10-3900-897	LANDFILL FUND	167,611	167,611	125,708	167,611	167,611
10-3900-899	MURRAY STREET REIMBURSEMENT	69,770	69,770	52,328	69,770	69,770
TOTAL TRANSFERS IN:		727,180	727,180	507,885	677,180	677,180
TOTAL GENERAL FUND REVENUES:		9,857,900	10,751,403	7,251,514	9,785,437	9,305,814

CITY OF RAWLINS, WYOMING

FISCAL YEAR 2017-2018 BUDGET

Fund: 10-4100

Department: General Government

Division: City Council

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

- Work through the changes in relationships with new council members.
- Select a new City Manager.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GENERAL GOVERNMENT						
10-4100-110	SALARIES	45,000	45,000	32,885	45,000	45,000
10-4100-130	EMPLOYEE BENEFITS	3,443	3,443	2,516	3,443	5,729
10-4100-190	WORKERS COMPENSATION	1,643	2,183	1,752	2,286	2,286
10-4100-207	CONSULTANT CONTR.-INFO TECH	0	0	1,549	1,800	2,400
10-4100-250	TRAVEL AND TRAINING	8,539	9,000	5,424	9,000	10,000
10-4100-270	DUES/PUBLICATIONS	14,196	15,000	13,520	15,000	15,000
10-4100-499	MISCELLANEOUS	363	1,000	0	500	500
TOTAL GENERAL GOVERNMENT:		73,184	75,626	57,645	77,029	80,915

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2017 – 2018 BUDGET

Fund: 10-4101

Department: City Manager

Division: Administration

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

Department Description: The City Manager is the Chief Operating Officer for the City of Rawlins. The Manager assists the democratic process of the representative local government. The City Code provides that this position is the administrative head of the city government, specifically mentioning personnel administration and the control and management of public utilities and property. Guided by the vision and goals for the City Council, it is the City Manager's charge to accomplish the direction set by the City Council. This often performed by facilitating public processes, hearing and responding to the issues of concerned citizens, offering alternative solutions, representing the position of the governing body, and offering education regarding the provision of public services and infrastructure.

Fiscal Year 2016-2017 Accomplishments / Comments

- **City of Rawlins Landfill**
- ***Casper Agreement*** was reviewed with no changes at this time remains in effect has originally presented to the City. There may be some language changes in regard to minimum insurance requirements however; the City of Rawlins is insured at twice the minimum rate so staff feels this proposed language will have no impact to the City of Rawlins.
- ***Credit Card fee's within Franchise Agreement*** this was addressed in the agreement with the haulers that if they utilized a credit card to pay their monthly bills that the City of Rawlins would charge them for the credit card fees associated with processing the bill. We have had very little trouble with this policy change and feel that it has been a cost saving mechanism for the City.
- ***Sage Creek Agreement*** was reviewed and it was discovered that Sage Creek Excavation was not interested in renewing the agreement. This decision was based on a change of staffing for the company and had no bearing on the working relationship with the City of Rawlins or the Casper landfill. To date a pre bid meeting was conducted and bids are being submitted and are scheduled to open on March 22, 2017.
- ***Landfill Closure*** at this time bidding for phase II is scheduled to open on March 21, 2017 with work to begin in April 2017. Phase I was an overall success with work being completed ahead of schedule and under the projected budget. Staff is looking forward to having the closure completed by August or September of this year.
- ***Flow Control*** has proven to be successful in meeting the financial obligation placed onto the City of Rawlins by the Administrative order of Consent by the Wyoming Department of Environmental Quality. At this time it appears that a rate increase to our customers will not be necessary to fund the landfill operational expenses.
- **City of Rawlins Street Master Plan**
- ***Needs assessment review*** after reviewing the 2009 needs assessment staff has determined that streets were only included in this plan when they were affected by the sewer or water replacement. As of today other than the slurry seal plan put together by City Staff we do not have a Master plan for street maintenance or replacement. It is the recommendation of the City Manager that we seek out funding to support the development of such a plan as a foundation to move forward to identify and secure a funding source.
- **City of Rawlins Financial Plan**
- The City Manager and Finance Director have been putting together a multiple year financial plan for the City of Rawlins. This lack of extended year planning has been identified as a contributing factor in the

inability to accomplish goal orientated tasks. A comprehensive review of this plan will be conducted with the City Council as we review the FY 2017/ 2018 budget.

-
- **Storm Water Utility Plan**
- Once the City of Rawlins reaches the 10,000 population mark we will be required to have in place a plan to maintain and replace storm water utilities within the City service area. Staff has worked with our engineer to identify areas that are deficient and has a preliminary plan that would meet the standard. We are excited that the redevelopment of the tin can hill area will not only provide a tremendous beautification opportunity it will also serve as Phase 1 of our storm water utility plan.
- **Local Lodging Tax**
- Legislative action this session included a proposed increase to the lodging tax up to 6% however, this bill did not survive the process. Staff still feels that increasing the present lodging tax from 2% to 4% would provide opportunity for revenue in the General fund. In addition staff still recommends going after legislation to remove the exemption on the 28 day rule for the lodging tax.
-
- **WAM Resolutions**
- We recommended the reinstatement of the food tax, removal of the 28 day lodging tax exemption along with the liens on dangerous buildings. Staff again would recommend these items continue to move forward, in addition it would be beneficial to draft the language and see if our local representatives would like to sponsor some bills. I feel this would be more effective than the very limited job displayed by WAM.
- **Beautification of the City of Rawlins**
- ***Public Art Project*** phase I of the pedestrian underpass art tour on Washington Street is complete and staff is working on phase II for the Washington Street location. Future planning and funding needs to be discussed if this project is desired at the 6th street pedestrian tunnel.
- ***Dangerous Building Abatement*** several buildings have been taken down during FY 2016 /2017 these included primarily residential structures however we did get some commercial properties abated. We were successful in getting the property of Orville Kluver cleanup however, the structures still remain and have been boarded up. Uptown Motel is progress and other buildings will be coming down before the end of the month.
- Staff is working with the family of Joan Lawrence to abate the issues at her remaining properties, and is hopeful this will be cleaned up by early summer. In addition other properties have been placed for sale such as the old purple sage motel and other properties belonging to Tom Gerome. The old china house a.k.a Kentucky Fried Chicken is a no go as the owner will not move off his asking price of \$299K and has no interest in cleaning the property. Staff will continue to work with these property owners to find solutions, to lessen the impacts of this eye sore. One thought is to paint these dangerous buildings with City of Rawlins themed colors to make them more visually appealing to lessen the impact they have on our community image, more on this later.
- ***Walking Path / Bike Path Airport Road to Golf Course and to Sinclair*** Presently there has been no movement on this other than discussion.
- ***Tin Can Hill Development*** this project is moving forward and we are just about ready to go public with the plan for development. I will provide a briefing at executive session under land.
- ***Green Spaces*** reassignment of responsibilities for the green belts will occur possibly in the next month, in addition staff has been directed to develop a property owner program or adopt a green belt will have more as this materializes. We have also looked at xeriscape alternatives however, at this time a cost for redevelopment has not been established.
- ***Composting solution for the City of Rawlins*** Staff is looking into possible solutions for this in conjunction with the Waste Water Treatment Facility, this is in the preliminary assessment stage. The vision is to utilize materials and by products at the plant to make a composting area where the public could benefit.
- ***Beautification of the Railroad corridor*** at this time no specific plan has been identified.

- **Clean up of City of Rawlins properties** this will continue to be a work in progress with City of Rawlins staff.
- **Airport Road** urban systems will be reviewing the Higley Boulevard corridor study during a meeting on March 23, at 12:00 p.m. This study includes the airport road and what possibilities exist with future improvements.
- **City of Rawlins employee dress code** this will be addressed during the review of the City of Rawlins Policy Manual in the fall of 2017.
- **Quality of Life**
- **Trailer park compliance regarding paved roads** at this time staff has not moved forward on this, we should develop a realistic compliance date with the City Council before proceeding.
- **Dog Park** working on land acquisition in combination with new Fire Station location.
- **Curbs, gutter and sidewalk replacement program** presently the City of Rawlins has ordinances in place requiring citizens to maintain their sidewalks. We have not looked into a funding mechanism or incentives for a program at this time.
- **Higley Boulevard extension road paving and dust control** at this time no action has taken place on this item.
- **Davis Street Extension** no action at this time.
- **Formal adoption of Martinez Park** staff is awaiting a date from City Council for the event.
- **Improve the overall image of the City of Rawlins** City staff has completed several long standing projects such as the way finding, gateway signage and through the efforts of code enforcement we are slowly making the town look better. In addition \$54,000 was expended during last years' clean-up activities.
- **Outlaw Bowl Amphitheater** no new updates from Paul Zamora.
- **Energy efficient culture** this is ongoing and has involved simple tasks such as shutting the lights out as you leave the room, bringing layers to wear at work in the winter instead of turning up the heat. We have not pursued anything since the energy audit as the return on investment at this point is very long term and is a negligible amount.
- **Utilization of technology** remote council access was a great first step along with integration of Board Documents. We are looking at this same platform for other boards within the City, we also continue to improve our wireless network. In addition we just went out to bid for internet services and was able to increase our data speed while saving approximately \$35,000 annually.
- Electronic citations should launch in the coming months for the Police Department which will save a considerable amount of time for both the officers and the court system. Fire Department is also evaluating a more user friendly software for daily business to replace the present firehouse software.
- **Replacement of Fire Station #1** work is continuing with the State of Wyoming to acquire the location at the corner of 7th and Walnut as a future site for the fire station and community dog park to the north.
- **Airport Business Park** work continues to move this property to the forefront with Carbon County Economic Development and the Wyoming Business Council as an opportunity to support future business development.
- **Traffic Control New High School** work still continues as the project enters the demolition phase, improvements to the traffic pattern at the middle school have eased some of the congestion and problems with this corridor. Staff will continue to work with CCSD#1 officials to improve this during and post demolition.
- **Evaluation of City of Rawlins Parks Facilities** city staff constantly monitors the safety of the playground equipment at all City of Rawlins Facilities to insure their safety and security. Members of staff just received refresher training on conducting these inspections.

Fiscal Year 2017 / 2018 Goals, Projects

- Construction of a Community Fishing Pond in conjunction with the Phase I of the Storm Water Utility Plan and Master Plan identification of blighted area at tin can hill.
- Completion of the City of Rawlins Landfill Closure.
- Façade Easement program will be underway.

- Higley Boulevard Corridor Study and continued planning.
- Gateway entry signs and continued improvement of the City of Rawlins Appearance.
- West end Clean up.
- Development of a multiple year street maintenance and replacement plan.
- Completion of the Water Conservation Plan.
- Possible Water Service Area Expansion Project.
- EPA Water Treatment Plant quality testing.
- Completion of Phase I Cemetery Irrigation project.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
CITY MANAGER						
10-4101-110	SALARIES	219,280	219,044	149,683	218,568	206,958
10-4101-130	EMPLOYEE BENEFITS	70,489	77,850	61,638	98,880	102,327
10-4101-190	WORKERS COMPENSATION	7,522	10,624	7,755	11,103	10,513
10-4101-207	CONSULTANT CONTR-INFO TECH	12,499	12,500	12,499	12,500	12,500
10-4101-210	CONSULANT CONTR-OTHER	1,619	20,000	0	0	0
10-4101-250	TRAVEL AND TRAINING	4,145	12,500	8,114	11,000	12,500
10-4101-256	UTILITIES-PHONE/INTERNET	2,596	3,000	1,489	3,000	2,500
10-4101-270	ADS/DUES/PUBLICATIONS	872	3,300	1,018	3,300	2,500
10-4101-430	SUPPLIES	537	750	0	750	750
10-4101-480	UNIFORMS	127	200	0	200	200
10-4101-705	FA-EQUIPMENT	1,531	123,750	0	0	0
10-4101-730	FA-FACILITIES	0	0	4,543	50,000	0
10-4101-735	FA-GRANT MATCH	0	0	0	180,000	0
TOTAL CITY MANAGER:		321,217	483,518	246,738	589,301	350,748

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

Fund: 10-4102

Department: Legal

Division: City Attorney

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

Department Description: The City of Rawlins Attorney's Office provides legal guidance to the Council, City Manager and Department Heads relating to Human Resource Law; Contract Law; Statutory and Constitutional limitations; Public Hearing and Public Records; Police Power; Planning and Zoning and Procedural Rules for Governing Bodies. The City Attorney's Office also prosecutes criminal offenses, city ordinance violations and represents the city in non-insurance civil litigation. The City Attorney's office attends city board meetings and advises boards on requirement of the Administrative Procedures Act. The City Attorney's Office represents the city in contract negotiations and appears on behalf of the City in appeals of administrative decisions of city staff. The City Attorney's Office also represents the City in Workers Compensation Claims, Unemployment Claims and Department of Labor litigation.

2017-2018 Goals, Projects and Highlights:

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

- To assist in the operations of the City by serving as legal advisor to the City Council, Mayor, Department Heads, operating personnel and Boards and

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

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

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
CITY ATTORNEY						
10-4102-110	SALARIES	140,443	140,820	102,601	140,804	140,804
10-4102-130	EMPLOYEE BENEFITS	38,414	31,032	27,925	39,219	40,040
10-4102-190	WORKERS COMPENSATION	5,030	6,830	5,449	7,153	7,153
10-4102-206	CONSULTANT CONTRACTS-LEGAL	6,222	8,000	3,404	7,000	7,000
10-4102-220	COURT AND LEGAL FEES	2,209	9,000	255	10,000	10,000
10-4102-250	TRAVEL AND TRAINING	1,766	4,000	1,256	4,000	3,000
10-4102-256	UTILITIES-PHONE/INTERNET	191	500	172	500	400
10-4102-270	DUES/PUBLICATIONS	1,893	4,000	1,735	4,000	4,500
10-4102-430	SUPPLIES	635	1,370	132	1,370	1,000
TOTAL CITY ATTORNEY:		196,803	205,552	142,927	214,046	213,897

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

Fund: 10-4103

Department: Legal

Division: Municipal Judge

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

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

2016-2017 Goals, Projects and Highlights:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
MUNICIPAL COURT						
10-4103-110	SALARIES	107,917	112,413	83,613	112,414	112,414
10-4103-130	EMPLOYEE BENEFITS	52,798	60,452	36,301	58,988	62,585
10-4103-190	WORKERS COMPENSATION	3,628	5,452	4,376	5,711	5,711
10-4103-206	CONSULTANT CONTR-LEGAL	210	800	315	1,000	750
10-4103-207	CONSULTANT CONTR-INFO TECH	0	9,000	0	0	0
10-4103-210	CONSULTANT CONTR-OTHER	0	0	15	0	0
10-4103-215	JAILING EXPENSES	36,480	50,000	28,500	50,000	50,000
10-4103-220	COURT AND LEGAL FEES	2,435	12,500	2,334	12,500	11,000
10-4103-227	CC EXPENSE BOND ACCOUNT	3,538	2,500	1,819	3,500	4,000
10-4103-250	TRAVEL AND TRAINING	355	30	0	30	100
10-4103-270	ADS/DUES/PUBLICATIONS	439	550	542	550	550
10-4103-430	SUPPLIES	748	800	510	1,000	1,000
10-4103-440	EQUIPMENT	0	0	119	0	0
TOTAL MUNICIPAL COURT:		208,548	254,497	158,444	245,693	248,110

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

Fund: 10-4104

Department: General Government

Division: Information Technology

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

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

2017-2018 Goals, Projects and Highlights:

- Maintain the “campus” network to all facilities for the data and phone communication connectivity through a professional contract for support and maintenance of IT equipment.
- Meet the goals of the City Council and Staff on providing Video Surveillance on City Facilities and other areas of concern.
- Move the City if funding is possible to fewer servers using what is called the VM environment.

2016-2017 Accomplishments/Comments:

- We have replaced approximately 12 old PC’s and upgraded the City phone system to the newest version.
- Moved to new vendor providing all outside communications (phone & internet) to City Hall and through the network all city facilities.
- Maintained the “campus” network connecting fourteen (14) facilities together for both data and voice without failure.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
INFORMATION TECHNOLOGY						
10-4104-207	CONSULTANT CONTR-INFO TECH	128,046	125,000	91,510	125,000	130,000
10-4104-250	TRAVEL AND TRAINING	299	1,500	0	1,500	500
10-4104-430	SUPPLIES	0	800	488	800	800
10-4104-440	EQUIPMENT	35,260	30,000	16,990	30,000	30,000
10-4104-715	FA-INFORMATION TECHNOLOGY	123,964	165,928	42,859	49,645	0
TOTAL INFORMATION TECHNOLOGY:		287,569	323,228	151,847	206,945	161,300

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

Fund: 10-4105

Department: City Manager

Division: Human Resources

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

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

2017-2018 Goals, Projects and Highlights:

- Continuing support of the hiring process.
- As changes in employment with the City continue we will seek to find out how to enhance the work environment by contracting the exit interviews with a third party.
- We are pursuing the training of City employees on the use of the new Caselle Human Resources application purchased in FY 2015-2016. Training is being provided in June 2016.
- We have proposed changes in the City pay plan to enable employees to climb the ladder within their respective jobs and to pay those employees locked at the top of their salary ranges.

2016-2017 Accomplishments/Comments:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
HUMAN RESOURCES						
10-4105-210	CONSULTANT CONTR-OTHER	6,592	15,000	14,314	10,000	10,000
10-4105-225	UNEMPLOYMENT INSURANCE	8,730	35,000	4,859	33,000	31,700
10-4105-250	TRAVEL AND TRAINING	840	5,000	0	5,000	4,500
10-4105-251	DRUG/ALCOHOL SCREENING	4,643	2,000	4,364	5,000	5,000
10-4105-252	PERSONNEL TESTING	9,941	8,000	5,244	8,000	8,000
10-4105-253	MEDICAL	9,983	17,000	2,944	16,000	15,000
10-4105-254	EDUCATION REIMBURSEMENT	0	650	0	650	650
10-4105-270	ADS, DUES, PUBLICATIONS	8,138	12,000	783	10,000	10,000
10-4105-322	SAFETY	0	8,000	0	4,000	2,000
TOTAL HUMAN RESOURCES:		48,867	102,650	32,507	91,650	86,850

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

Fund: 10-4106

Department: City Manager

Division: C.A.T.S. Bus

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

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

2017-2018 Goals, Projects and Highlights:

- Continue training of the current CATS Bus driver and backup drivers to ensure all driving safety regulations and passenger safety regulation are followed. More training due to newer bus.

- Have enough trained drivers cover primary driver when absent.

2016-2017 Accomplishments/Comments:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
CATS BUS						
10-4106-110	SALARIES	25,287	24,905	18,774	24,904	24,904
10-4106-130	EMPLOYEE BENEFITS	22,845	22,845	16,495	24,323	26,121
10-4106-190	WORKERS COMPENSATION	1,392	1,208	1,005	1,265	1,265
10-4106-250	TRAVEL AND TRAINING	0	500	0	500	500
10-4106-270	ADS/DUES/PUBLICATIONS	75	200	75	200	200
10-4106-470	VECHICLE OPERATION	3,718	6,400	2,746	6,000	6,000
TOTAL CATS BUS:		53,317	56,058	39,095	57,192	58,990

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

Fund: 10-4202

Department: General Government

Division: Finance

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

- Refresher training on all Caselle applications.
- Training on Caselle Human Resources application.
- Re-train two new finance department employees.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
FINANCE						
10-4202-110	SALARIES	241,793	262,608	183,108	254,702	252,956
10-4202-115	MISCELLANOUS PAY	0	0	0	0	0
10-4202-130	EMPLOYEE BENEFITS	99,206	111,702	77,742	142,571	129,220
10-4202-180	OVERTIME PAY	462	0	0	0	0
10-4202-190	WORKERS COMPENSATION	8,783	12,736	9,711	12,939	12,850
10-4202-207	CONSULTANT CONTR-INFO TECH	26,646	29,000	28,308	29,000	31,000
10-4202-210	CONSULTANT CONTR-OTHER	1,750	1,000	1,250	1,750	1,750
10-4202-250	TRAVEL AND TRAINING	3,642	5,000	2,935	5,000	4,000
10-4202-270	ADS/DUES/PUBLICATIONS	0	200	24	200	200
10-4202-430	SUPPLIES	100	500	0	500	500
10-4202-440	EQUIPMENT	852	1,000	0	1,000	1,000
10-4202-480	UNIFORMS	-8	750	0	0	0
TOTAL FINANCE:		383,226	424,496	303,078	447,662	433,476

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

Fund: 10-4204

Department: General Government

Division: Non Departmental

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

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

2017-2018 Goals, Projects and Highlights:

- The City continues to hold expenses to less than budgeted for FY 2016-2017 in the proposed FY 2017-2018 budget.
- The City continues to send to the Recreation Fund the revenues appropriations needed to support this department expense appropriations.
- The City proposed a significant increase in the to support council goals on beautification and promotion of the City.

2016-2017 Accomplishments/Comments:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
NON DEPARTMENTAL						
10-4204-208	CONSULTANT CONTR-GOVERN	-8	1,000	895	500	750
10-4204-210	CONSULTANT CONTR-OTHER	37,854	40,000	35,229	40,000	41,000
10-4204-214	BEAUTIFICATION/PROMOTIONS	17,032	20,619	45,395	28,832	22,276
10-4204-255	UTILITIES-ELECTRICAL	13,496	15,000	10,614	15,000	15,000
10-4204-256	UTILITIES-PHONE/INTERNET	58,705	63,000	44,405	62,000	28,000
10-4204-257	UTILITIES-GAS	6,132	8,500	5,576	8,000	8,000
10-4204-270	ADS/DUES/PUBLICATIONS	31,009	30,000	22,328	30,000	32,000
10-4204-290	POSTAGE	29,808	31,000	16,574	31,000	32,000
10-4204-305	LAND	877	1,000	51,301	1,000	50,000
10-4204-320	EQUIPMENT LEASE & RENTAL	34,906	36,000	28,808	36,000	36,000
10-4204-350	INSURANCE	145,860	140,000	2,624	145,000	147,000
10-4204-360	ELECTIONS	0	5,500	3,939	5,000	5,000
10-4204-390	REFUNDS/REIMBURSEMENTS	-50	5,000	6	0	0
10-4204-430	SUPPLIES	13,629	29,000	9,542	29,000	25,000
10-4204-440	EQUIPMENT	1,156	0	0	0	0
10-4204-550	EVENTS COMMITTEE	9,000	9,000	9,000	9,000	9,000
10-4204-580	FIREWORKS	14,467	15,000	0	15,000	15,000
10-4204-725	FA-MISC. STUDIES	66,839	0	0	0	0
10-4204-960	TRANSFER- RECREATION SERVICES	500,000	1,724,824	1,173,821	1,387,644	1,335,701
TOTAL NON DEPARTMENTAL:		980,712	2,174,443	1,460,054	1,842,976	1,801,727

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

Fund: 10-4301

Department: Public Works

Division: Administration

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

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

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

2017-2018 Goals, Projects and Highlights:

- Continue to improve GIS information

2016-2017 Accomplishments/Comments:

- Implemented a contract reminder system

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
PUBLIC WORKS ADMINISTRATION						
10-4301-110	SALARIES	30,381	30,480	25,039	34,991	34,382
10-4301-130	EMPLOYEE BENEFITS	13,198	12,977	10,004	14,603	15,288
10-4301-190	WORKERS COMPENSATION	1,023	1,478	1,292	1,778	1,747
10-4301-250	TRAVEL AND TRAINING	1,320	4,000	380	3,800	3,500
10-4301-256	UTILITIES-PHONE/INTERNET	0	0	76	0	300
10-4301-270	ADS/DUES/PUBLICATIONS	15	750	425	750	750
10-4301-320	EQUIPMENT LEASE & RENTAL	0	140	0	0	0
10-4301-322	SAFETY	0	350	0	250	250
10-4301-430	SUPPLIES	1,282	1,200	756	1,800	1,800
10-4301-470	VEHICLE OPERATION	534	1,500	314	1,000	1,000
10-4301-480	UNIFORMS	139	750	0	1,000	1,000
TOTAL PW ADMINISTRATION:		47,892	53,625	38,287	59,972	60,017

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

Fund: 10-4302

Department: Public Works

Division: Central Shop and Warehouse

Division Mission: Service & Repair Equipment & Vehicles

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017-Accomplishments/ Comments:

- Continued to keep all equipment and vehicles operational

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
PUBLIC WORKS SHOP						
10-4302-110	SALARIES	121,305	152,280	112,426	151,313	151,013
10-4302-130	EMPLOYEE BENEFITS	72,428	84,802	51,365	74,649	79,019
10-4302-190	WORKERS COMPENSATION	4,109	7,211	6,218	7,687	7,671
10-4302-210	CONSULTANT CONTR-OTHER	16,729	8,000	5,033	8,000	9,000
10-4302-250	TRAVEL AND TRAINING	0	500	0	500	500
10-4302-310	VEHICLE/EQUIPMENT MAINTENANCE	58,089	62,000	51,339	62,000	64,000
10-4302-322	SAFETY	0	300	0	300	300
10-4302-420	TOOLS	320	1,000	0	1,000	900
10-4302-430	SUPPLIES	224	800	153	800	400
10-4302-440	EQUIPMENT	0	400	0	400	400
10-4302-470	VEHICLE OPERATIONS	383	700	328	700	700
10-4302-480	UNIFORMS	1,401	2,000	1,803	2,000	2,500
10-4302-705	FA-EQUIPMENT	0	10,000	7,695	13,500	0
TOTAL PW SHOP:		274,988	329,993	236,360	322,849	316,403

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

Fund: 10-4303

Department: Public Works

Division: Street Department

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

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

2017-2018 Goals, Projects, and Highlights:

- Keep up on street cuts and pot holes
- Overlay Project

2016-2017 Accomplishment/ Comments:

- Repaired signs throughout Rawlins
- Worked on improving snow removal
- Addressed the snow removal plan

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
PUBLIC WORKS STREETS						
10-4303-110	SALARIES	268,667	291,036	200,329	290,142	287,724
10-4303-130	EMPLOYEE BENEFITS	135,821	150,280	102,580	168,205	185,349
10-4303-170	TEMPORARY PAY	3,081	7,500	342	7,500	5,000
10-4303-180	OVERTIME PAY	13,647	6,704	5,877	4,452	5,554
10-4303-190	WORKERS COMPENSATION	9,439	14,804	10,802	15,346	15,153
10-4303-205	CONSULTANT CONTRACTS-ENGINEER	28,819	35,000	5,851	45,000	35,000
10-4303-207	CONSULTANT CONTR-INFO TECH	3,470	3,000	3,470	1,500	4,500
10-4303-210	CONSULTANT CONTR-OTHER	689	1,100	370	1,100	1,000
10-4303-250	TRAVEL AND TRAINING	146	1,000	0	1,000	1,000
10-4303-255	UTILITIES-ELECTRICAL	2,652	0	1,581	0	0
10-4303-257	UTILITIES-GAS	1,517	0	1,657	0	0
10-4303-270	ADS/DUES/PUBLICATIONS	0	300	180	300	250
10-4303-322	SAFETY	98	500	73	500	250
10-4303-400	TRAFFIC CONTROL MATERIAL	5,512	10,000	2,382	10,000	9,000
10-4303-420	TOOLS	282	500	179	500	500
10-4303-422	MATERIALS	28,566	25,000	21,772	16,500	60,000
10-4303-425	HOT MIX PLANT	1,227	20,000	298	20,000	0
10-4303-430	SUPPLIES	1,481	10,000	6,088	10,000	2,500
10-4303-470	VEHICLE OPERATION	21,399	38,000	18,100	38,000	34,250
10-4303-480	UNIFORMS	694	1,000	1,178	1,000	1,500
10-4303-485	Sales Tax	268	0	682	0	0
10-4303-700	FA-VEHICLES	0	0	0	275,000	0
10-4303-705	FA-EQUIPMENT	0	30,000	6,306	95,000	0
10-4303-740	FA-STREET INFRASTRUCTURE	36,899	584,187	15,462	400,000	0
TOTAL PW STREETS:		564,374	1,229,911	405,559	1,401,045	648,530

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

Fund: 10-4307

Department: Public Works

Division: Facilities - Building Maintenance

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

- Continued to bring HVAC back up into working condition
- New Bathroom at Rob Roy park

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
PUBLIC WORKS FACILITIES						
10-4307-110	SALARIES	206,441	205,296	151,651	205,279	205,799
10-4307-130	EMPLOYEE BENEFITS	101,492	102,520	67,837	109,811	94,644
10-4307-170	TEMPORARY PAY	5,735	0	0	0	0
10-4307-180	OVERTIME PAY	1,140	0	223	0	0
10-4307-190	WORKERS COMPENSATION	7,687	9,957	7,764	10,428	10,455
10-4307-205	CONSULTANT CONTRACTS-ENGINEER	0	0	0	5,000	500
10-4307-208	CONSULTANT CONTR-GOVERN	600	800	600	800	800
10-4307-210	CONSULTANT CONTR-OTHER	37,468	40,500	33,942	45,500	46,000
10-4307-212	SERVICE CONTRACTS	1,223	2,800	950	2,800	2,500
10-4307-250	TRAVEL AND TRAINING	645	1,200	663	1,200	1,000
10-4307-255	UTILITIES-ELECTRICAL	26,381	25,000	12,690	20,000	23,000
10-4307-257	UTILITIES-GAS	13,368	22,500	13,066	17,500	18,500
10-4307-260	UTILITIES-OTHER	6,386	2,000	4,688	8,500	7,500
10-4307-270	ADS, DUES, PUBLICATIONS	40	500	0	500	500
10-4307-280	BUILDING/GROUNDS MAINTENANCE	43,522	50,000	13,844	60,000	50,000
10-4307-320	EQUIPMENT LEASE & RENTAL	0	0	0	0	0
10-4307-322	SAFETY	1,241	2,000	90	3,000	3,000
10-4307-340	STREET LIGHTS	124,232	155,000	99,244	141,000	141,500
10-4307-420	TOOLS	266	500	243	500	500
10-4307-422	MATERIALS	0	1,000	427	1,000	500
10-4307-430	SUPPLIES	17,582	25,100	10,456	21,600	20,000
10-4307-440	EQUIPMENT	1,778	4,500	627	4,500	4,000
10-4307-470	VEHICLE OPERATION	2,713	5,500	1,935	5,500	4,000
10-4307-480	UNIFORMS	913	1,100	431	1,100	1,000
10-4307-730	FA-FACILITIES	67,321	82,100	959	154,000	0
TOTAL PW FACILITIES:		668,174	739,873	422,330	819,518	635,698

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

Fund: 10-4401 & 10-4410

Department: Community Development

Division: Community Development

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

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

2017-2018 Goals, Projects and Highlights:

- Title 19 Updates
- Continue to build relationships and work with the Contractors

2016-2017 Accomplishments/Comments:

- Updated Title 15

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
COMMUNITY DEVELOPMENT						
10-4401-110	SALARIES	43,106	83,861	23,020	97,676	31,501
10-4401-130	EMPLOYEE BENEFITS	21,002	37,338	3,803	42,191	5,204
10-4401-190	WORKERS COMPENSATION	1,561	4,067	1,058	4,962	1,600
10-4401-206	CONSULTANT CONTR-LEGAL	26,029	0	17,966	10,000	21,500
10-4401-208	CONSULTANT CONTR-GOVERNMENT	0	0	0	0	29,198
10-4401-210	CONSULTANT CONTR-OTHER	28,002	15,500	2,161	16,000	20,000
10-4401-250	TRAVEL AND TRAINING	304	4,000	0	4,000	1,000
10-4401-270	ADS/DUES/PUBLICATIONS	932	1,200	1,704	1,200	2,000
10-4401-430	SUPPLIES	1,006	2,000	203	1,500	1,500
10-4401-440	EQUIPMENT	0	500	0	0	0
10-4401-470	VEHICLE OPERATION	81	1,200	0	500	0
10-4401-480	UNIFORMS	349	500	0	1,000	500
TOTAL COMMUNITY DEVELOPMENT:		122,372	150,166	49,915	179,029	114,003

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
COMMUNITY DEVELOPMENT - BUILDING CODE ENFORCEMENT						
10-4410-110	SALARIES	49,087	59,760	44,803	60,899	60,899
10-4410-130	EMPLOYEE BENEFITS	20,894	18,046	24,763	36,115	38,434
10-4410-190	WORKERS COMPENSATION	1,703	2,898	2,524	3,094	3,094
10-4410-210	CONSULTANT CONTR-OTHER	4,299	0	0	0	0
10-4410-250	TRAINING & TRAVEL	0	4,000	18	4,000	3,000
10-4410-256	UTILITIES-PHONE/INTERNET	988	1,250	949	1,000	1,500
10-4410-270	ADS/DUES/PUBLICATIONS	878	1,000	325	0	500
10-4410-430	SUPPLIES	1,838	2,000	450	1,500	2,500
10-4410-440	EQUIPMENT	1,311	2,000	429	3,000	1,800
10-4410-470	VEHICLE OPERATION	485	2,500	625	2,500	1,000
10-4410-480	UNIFORMS	290	500	0	500	500
TOTAL CD BLDG CODE ENFORCEMENT:		81,773	93,954	74,886	112,608	113,227

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

Fund: 10-4601

Department: Rawlins Police Department

Division: Administration

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

Department Description: The Rawlins Police Department currently is staffed with 19 Sworn Officers, seven Dispatchers, including a Records Division, two full time and one part time Victim Advocate (Grant provided one and one half positions), two Animal Control Officers and one administrative secretary. The RPD has a state-wide reputation for excellence that provides innovative and equitable police service to our community through a motivated and engaged workforce.

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Goals Accomplished:

- E-Citation installed and program completed.
- Continue Tactical Training for School Response issues.
- Continue records retention compliance with State statute process.
- Purchased five (5) new patrol vehicles.
- Purchased one (1) new administrative vehicle (investigations).
- Received Victims Advocate Grant for 1 ½ positions.
- Purchased new locking system for Police and Fire.
- Added a second certified drug K-9.
- Received new tactical armor for all sworn personnel.
- Upgraded server.
- Personnel training updates including:
 1. Armed Aggressor training to all sworn officers.
 2. Firearms training, qualifications and policy updates.
 3. Developed and implemented a yearly training calendar.
- Public Relations:
 1. Armed Aggressor Training
 - Carbon County School District #1
 - Provided continued support with lockdown drills
 - Attended Welcome New Teacher BBQ to educate new teachers on RPD programs and school crises plan.
 2. Annual Nation Night Out – Rob Roy Park
 3. Quarterly TIPS Training
 4. Career Day at the Rawlins High School

CONTINUING PROGRAMS:

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

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

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
POLICE ADMINISTRATION						
10-4601-110	SALARIES	1,086,504	1,088,825	795,576	1,081,179	1,035,836
10-4601-111	SALARIES-VOCA GRANT	0	0	21,621	55,750	55,750
10-4601-130	EMPLOYEE BENEFITS	425,340	400,419	290,579	448,079	428,094
10-4601-131	EMPLOYEE BENEFITS-VOCA GRANT	0	0	3,871	33,931	33,931
10-4601-150	POLICE PENSION CONTRIBUTION	90,254	91,119	65,932	91,869	87,005
10-4601-160	EXTRA LIFE-POLICE	4,858	6,000	4,188	6,000	6,000
10-4601-180	OVERTIME PAY	44,025	65,328	26,605	66,537	56,842
10-4601-181	OVERTIME PAY-VOCA GRANT	0	0	35	2,340	2,340
10-4601-190	WORKERS COMPENSATION	41,251	55,242	45,418	58,304	55,508
10-4601-191	WORKERS COMPENSATION	0	0	57	2,951	2,951
10-4601-207	CONSULTANT CONTR-INFO TECH	26,721	35,000	31,803	31,500	39,500
10-4601-210	CONSULTANT CONTR-OTHER	7,508	5,000	6,051	5,000	7,500
10-4601-250	TRAVEL AND TRAINING	16,016	20,500	11,230	20,500	17,000
10-4601-255	UTILITIES-ELECTRICAL	11,270	10,000	9,742	10,000	12,000
10-4601-256	UTILITIES-PHONE/INTERNET	9,732	10,500	7,935	10,500	12,000
10-4601-257	UTILITIES-GAS	4,269	5,010	4,045	5,010	5,500
10-4601-260	UTILITIES-OTHER	1,508	1,200	1,346	1,200	1,500
10-4601-270	ADS/DUES/PUBLICATIONS	4,615	4,000	2,992	4,000	4,800
10-4601-276	CANINE UNIT	676	1,000	756	2,500	1,500
10-4601-320	EQUIPMENT LEASE & RENTAL	0	300	0	300	300
10-4601-330	PUBLIC ASSISTANCE PROGRAM	232	6,158	8	6,158	5,000
10-4601-430	SUPPLIES	14,391	17,868	7,478	17,000	14,500
10-4601-440	EQUIPMENT	5,202	10,000	4,135	10,000	9,000
10-4601-470	VEHICLE OPERATION	31,314	42,500	23,988	39,000	35,000
10-4601-480	UNIFORMS	4,409	4,000	2,222	5,000	5,000
10-4601-483	VICTIM ADVOCATE GRANT	0	0	922	14,695	14,695
10-4601-490	PUBLIC RELATIONS PROGRAM	2,469	9,000	1,738	8,000	8,000
10-4601-700	FA-VEHICLES	0	201,009	103,150	213,795	0
10-4601-705	FA-EQUIPMENT	55,061	189,564	0	8,000	0
10-4601-715	FA-INFORMATION TECHNOLOGY	0	0	17,666	45,161	0
10-4601-730	FA-FACILITIES	0	40,000	0	53,000	0
TOTAL POLICE ADMINISTRATION:		1,887,625	2,319,542	1,491,087	2,357,259	1,957,052

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2017-2018 BUDGET

Fund: 10-4610

Department: Rawlins Police Department

Division: Animal Control

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

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

2017-2018 Goals, Projects and Highlights:

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

CONTINUING PROGRAMS:

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

2016-2017 Goals, Projects and Highlights:

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

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

- Sprinkler system for grounds.
- Continue upgrades to grounds.
- Security system for building (video and alarm).
- New Software upgrade for Shelter Pro Software, making it available on the server.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
POLICE ANIMAL CONTROL						
10-4610-110	SALARIES	63,348	63,360	47,958	63,349	65,896
10-4610-130	EMPLOYEE BENEFITS	44,378	34,376	36,527	44,789	58,099
10-4610-180	OVERTIME PAY	1,181	914	0	1,827	1,901
10-4610-190	WORKERS COMPENSATION	2,771	3,117	3,185	3,311	3,444
10-4610-210	CONSULTANT CONTR-OTHER	6,243	0	3,758	5,128	6,678
10-4610-250	TRAVEL AND TRAINING	1,422	1,500	525	1,500	1,600
10-4610-255	UTILITIES-ELECTRICAL	2,117	2,000	1,543	2,000	2,100
10-4610-257	UTILITIES-GAS	2,117	5,000	1,896	5,000	3,000
10-4610-260	UTILITIES-OTHER	898	1,000	445	1,000	1,000
10-4610-270	DUES/PUBLICATIONS	60	200	35	200	200
10-4610-280	BUILDING/GROUNDS MAINTENANCE	0	1,000	-1,872	1,000	1,000
10-4610-380	EQUIPMENT MAINTENANCE	0	530	0	500	500
10-4610-430	SUPPLIES	5,687	6,200	5,326	6,000	6,500
10-4610-440	EQUIPMENT	333	1,530	649	1,500	1,000
10-4610-470	VEHICLE OPERATION	1,220	4,500	995	2,500	2,500
10-4610-480	UNIFORMS	110	500	0	500	750
10-4610-700	FA-VEHICLES	0	50,000	0	0	0
10-4610-705	FA-EQUIPMENT	2,100	8,000	0	0	0
TOTAL POLICE ANIMAL CONTROL:		133,985	183,727	100,970	140,104	156,168

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

Fund: 10-4615

Department: Rawlins Police Department

Division: 911 Center

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

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

2017-2018 Goals, Projects and Highlights:

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

CONTINUING PROGRAMS:

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

GOALS ACCOMPLISHED 2016-2017

- Completion of dispatch remodel.
- Hired and successfully trained one dispatcher.
- One dispatcher was selected dispatcher of the year for APCO and WPOA.
- Updated, started, and continuing on the training program.
- DCI Audit was completed and standards were met.
- Dispatchers attended training in order to stay certified.
- Continued with the digitalization of the arrest records
- Created logs with the CAD system to eliminate handwritten logs.
- Carbon County Coroner's Conference

The 911 center was still down two communication officers for the majority of the 2016-2017 fiscal year. Communication concentrated on maintaining the level service necessary to accomplish the responsibilities for the citizens of City of Rawlins the agencies we serve.

Major concerns for the next 5-10 years

- New combined dispatch to services all of Carbon County

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
POLICE 911 CENTER						
10-4615-110	SALARIES	224,651	278,604	169,006	286,176	286,176
10-4615-130	EMPLOYEE BENEFITS	96,780	127,134	56,262	103,511	136,087
10-4615-150	POLICE PENSION CONTRIBUTIONS	21,654	25,515	16,248	26,208	26,386
10-4615-180	OVERTIME PAY	33,275	18,082	20,695	18,574	20,638
10-4615-190	WORKERS COMPENSATION	8,471	14,389	10,166	15,481	15,586
10-4615-207	CONSULTANT CONTR-INFO TECH	40,740	40,500	38,609	44,000	47,000
10-4615-250	TRAVEL AND TRAINING	6,268	7,260	1,898	7,000	7,000
10-4615-255	UTILITIES-ELECTRICAL	2,012	2,000	0	2,000	0
10-4615-270	DUES/PUBLICATIONS	361	500	331	750	750
10-4615-370	911 SYSTEM	32,771	42,000	29,442	42,000	41,000
10-4615-430	SUPPLIES	3,198	4,900	2,341	4,900	4,900
10-4615-440	EQUIPMENT	510	1,500	756	1,500	1,500
10-4615-480	UNIFORMS	644	2,000	0	2,000	2,000
10-4615-715	FA-INFORMATION TECHNOLOGY	3,927	47,500	38,471	43,516	0
TOTAL POLICE 911 CENTER:		475,262	611,884	384,224	597,616	589,023

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

Fund: 10-4701

Department: Rawlins Fire Department

Division: Fire Administration

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

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

2017-2018 Goals, Projects and Highlights:

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

- Continue with City Beautification through code enforcement.
- Maintain all facilities and initiate the process to construct a new Main Fire Station.
- Continue to develop city paid staff and volunteer staff through training opportunities, recruitment and retention programs.
- Ensure the health and safety of all member through the establishment of NFPA 1500 compliant Physical Fitness Program for all member of the fire department.
- Reduce the number and severity of emergency incidents.
- Promote craftsmanship throughout the organization.
- Continue partnership development with internal departments and external organizations.

FY 2016-2017 Accomplishments/Comments:

- Maintained the safety of the public and property of the City of Rawlins.
- Maintained the ISO rating of 3 for the community.
- Continued to develop the training ground as a regional training facility as outlined in the State of Wyoming training study.
- Through a cooperative effort the department has improved working relationships with other emergency service organizations in the City and the County.
- All of the paid staff attained nationally accredited certification as Apparatus Operator Pumper and Aerial.
- All of the paid staff are Certified Emergency Medical Technicians.

Continuing Programs:

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

Considerations for next 5 years:

- The air packs are out of compliance for the new NFPA standard. New packs are roughly \$6000.00 each and an extra air bottle is approximately \$1200.00 each.
- The departments first out pumper is a 2006 model. Debatably it has reached half of its life expectancy. Our oldest pumper is a 1989 model. It is 28 years old. A replacement pumper is a priority for the department.
- The department is working on standard operating guidelines regarding decontamination after fire incidents in order to limit cancer causing exposures. Continuing to rotate turnout gear is imperative to lessen exposure to carcinogens.
- Cancer screenings are in our future. It is predicted all of our members will have to have a pre-employment cancer screening and one annually thereafter.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
FIRE						
10-4701-110	SALARIES	469,329	598,942	418,824	572,700	504,309
10-4701-112	WILDLAND SALARIES	0	0	4,823	0	0
10-4701-130	EMPLOYEE BENEFITS	156,382	186,652	102,824	154,967	181,482
10-4701-140	FIREMANS PENSION CONTRIBUTION	58,955	77,274	47,130	73,924	64,461
10-4701-165	EXTRA LIFE-FIREMAN	4,461	6,000	5,431	6,000	6,000
10-4701-170	TEMPORARY PAY	5,048	0	0	0	0
10-4701-180	OVERTIME PAY	21,642	33,152	17,985	31,999	22,979
10-4701-182	WILDLAND OVERTIME PAY	0	0	6,802	0	0
10-4701-190	WORKERS COMPENSATION	20,702	30,657	23,394	30,719	26,786
10-4701-207	CONSULTANT CONTR-INFO TECH	1,395	0	1,395	0	0
10-4701-210	CONSULTANT CONTR-OTHER	3,051	3,000	1,129	3,000	3,000
10-4701-250	TRAVEL AND TRAINING	10,591	9,000	4,162	9,000	11,000
10-4701-255	UTILITIES-ELECTRICAL	8,712	8,000	7,638	8,000	9,000
10-4701-256	UTILITIES-PHONE/INTERNET	1,692	1,800	1,405	1,800	1,800
10-4701-257	UTILITIES-GAS	6,717	10,000	6,227	10,000	9,000
10-4701-260	UTILITIES-OTHER	2,967	2,400	2,209	3,000	3,000
10-4701-270	ADS/DUES/PUBLICATIONS	3,858	4,750	2,869	4,750	5,000
10-4701-276	ARSON CANINE	253	1,000	-2,394	1,000	1,000
10-4701-310	VEHICLE/EQUIPMENT MAINTENANCE	19,021	21,000	16,036	20,000	19,350
10-4701-420	TOOLS	188	750	396	750	800
10-4701-430	SUPPLIES	4,512	4,750	2,953	4,750	5,000
10-4701-435	HAZMAT	1,620	5,000	1,284	5,000	0
10-4701-440	EQUIPMENT	10,271	21,000	14,176	20,000	20,000
10-4701-470	VEHICLE OPERATION	8,324	12,000	7,645	12,000	12,000
10-4701-480	UNIFORMS	7,570	7,000	7,754	8,400	8,500
10-4701-700	FA-VEHICLES	25,045	75,000	27,921	25,620	0
10-4701-705	FA-EQUIPMENT	28,406	353,848	14,787	58,470	0
10-4701-730	FA-FACILITIES	0	0	5,800	23,365	0
10-4701-735	FA-GRANT MATCH	0	15,000	0	0	0
TOTAL FIRE:		880,712	1,487,975	750,604	1,089,214	914,467

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
FIRE CODE ENFORCEMENT						
10-4710-110	SALARIES	35,426	41,040	33,785	46,232	46,232
10-4710-130	EMPLOYEE BENEFITS	27,619	30,478	19,006	27,846	29,645
10-4710-190	WORKERS COMPENSATION	957	1,990	1,636	2,349	2,349
10-4710-230	CODE ENFORCEMENT (ABATEMENT)	0	7,000	989	7,000	5,000
10-4710-250	TRAVEL AND TRAINING	0	4,000	0	4,000	3,000
10-4710-256	UTILIITES-PHONE/INTERNET	0	1,500	137	1,500	200
10-4710-270	DUES/PUBLICATIONS	1,100	750	2,475	1,500	3,000
10-4710-430	SUPPLIES	272	2,000	18	2,000	1,000
10-4710-440	EQUIPMENT	510	2,000	0	2,000	1,000
10-4710-470	VECHICLE OPERATION	307	2,500	0	2,500	1,000
10-4710-480	UNIFORMS	0	500	167	500	500
TOTAL FIRE CODE ENFORCEMENT:		66,191	93,758	58,212	97,427	92,926

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

Fund: 10-4815

Department: General Government

Division: Ancillary agencies

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
ANCILLARY INFRASTRUCTURE AGENCIES						
10-4815-520	CHAMBER ALLOCATION	10,000	10,000	\$7,500	10,000	8,800
10-4815-560	CCEDC ALLOCATION	15,000	15,000	\$11,250	15,000	13,200
10-4815-565	JPB - OLD PENITENTIARY	15,000	15,000	\$11,250	15,000	13,200
10-4815-570	DOWNTOWN DEVELOPMENT AUTHORITY	70,000	70,000	\$52,500	70,000	61,600
10-4815-585	AIRPORT	32,105	32,105	\$8,026	32,105	28,252
TOTAL ANCILLARY INFR AGENCIES:		142,105	142,105	90,526	142,105	125,052

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

Fund: 10-4821

Department: General Government

Division: Non Profit Agencies

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

- We maintained the funding to these agencies.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
NON PROFIT AGENCIES						
10-4821-510	SENIOR CITIZENS	10,000	10,000	7,500	10,000	8,800
10-4821-530	CHILD DEVELOPMENT	10,000	10,000	7,500	10,000	8,800
10-4821-535	PROJECT REACH	7,000	7,000	5,250	7,000	6,160
10-4821-540	C.O.V.E.	10,000	10,000	7,500	10,000	8,800
10-4821-542	BOYS & GIRLS CLUB OF CARBON CO	10,000	10,000	7,500	10,000	8,800
10-4821-545	CATHEDRAL HOME FOR CHILDREN	3,000	3,000	2,250	3,000	2,640
10-4821-546	C.C. COUNSELING CENTER	0	0	2,250	3,000	2,640
10-4821-549	CHILDREN'S ADVOCACY PROJECT	3,000	3,000	0	0	0
TOTAL NON PROFIT AGENCIES:		53,000	53,000	39,750	53,000	46,640

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

Fund: 10-4823

Department: City Manager

Division: Rawlins DDA/Main Street

Department Creation:

The Downtown Development Authority (DDA) was established October 19, 1991 by city ordinance 10c-91. The DDA was created under the Urban Renewal Guidelines and state statute W.S. 15-9-201 et seq.

In February 2006, Rawlins DDA adopted the “Main Street” approach and became a certified Main Street community in as part of the statewide Wyoming Main Street family. Main Street is a national program of the National Trust for Historic preservation that focuses on revitalizing a downtown economic district through the four-point approach: Design, Organization, Promotion (MARS), and Economic Vitality. In 2015, Rawlins DDA/Main Street won The Great American Main Street Award from the National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Department Mission:

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

Department Vision:

Our vision is to maintain the friendly atmosphere and promote a positive spirit through beautification, historic preservation, and promotions, which support economic growth. The Rawlins Downtown Development Authority/ Main Street District will serve as the heart of the community where people come together to enjoy the convenience and friendliness of hometown businesses, local services, specialty and convenience shopping, and unique recreational and cultural activities. To revitalize the Rawlins’ Downtown Development Authority/Main Street District to preserve our history and build our future through the Design, Organization, Marketing and Retail Strategies and Economic Restructuring committees.

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

2017-2018 Goals, Projects and Highlights:

Please see work plans attached



Design Committee

Get downtown into top physical shape while preserving its historic integrity

Transformation Strategy: Family-Friendly		
Improve and maintain public spaces	Timeline	Funding Source
<ul style="list-style-type: none"> • Depot Park Area Revitalization, including Kids Korner, perhaps additional flower pots and fixing sign 	Summer 2017	Designated Funds
<ul style="list-style-type: none"> • Games painted downtown, in partnership with Uplift Artists Guild 	Summer 2017	Designated Funds
<ul style="list-style-type: none"> • Light up the downtown (Light post snowflakes) 	More by Holidays 2017	Sponsors
<ul style="list-style-type: none"> • 2014 Passion & Pride Money, designated for permanent +/- rotating artwork 	BEGIN work Fall 2017	P&P Ball Money from 2014
<ul style="list-style-type: none"> • Splash Pad in Depot Park 	Waiting	P&P Funds/Grants
Encourage historic preservation and beautification throughout downtown		
<ul style="list-style-type: none"> • Sign program for current public restrooms 	Spring 2017	Designated Funds
<ul style="list-style-type: none"> • Flower pot program, including identifying/moving pots to interested businesses and taking (if needed) remaining to Depot Park area for a low maintenance solution 	Summer 2017	Designated Funds
<ul style="list-style-type: none"> • Judge window decorating contest 	Homecoming & Holidays	MARS
Transformation Strategy: Dining & Entertainment		
Improve and maintain public spaces	Timeline	Funding Source
<ul style="list-style-type: none"> • Solar Lights on tops of buildings 	Install in Fall 2017	P&P Funds 2012 and 2013
<ul style="list-style-type: none"> • Art and Architecture Interpretation 	Fall 2018	TBA
Other/ Multiple		
Improve and maintain public spaces	Timeline	Funding Source
<ul style="list-style-type: none"> • 2-volunteer days 	June and November	Designated Funds
<ul style="list-style-type: none"> • Maintenance and Inventory of all assets – to get all inventories using volunteers 	Spring 2017	
Encourage historic preservation and beautification throughout downtown		
<ul style="list-style-type: none"> • Paint Program 	Ongoing	Designated Funds
<ul style="list-style-type: none"> • Façade Program 	By Late Fall 2017	Designated Funds
<ul style="list-style-type: none"> • HAAF and other historic preservation assistance and education 	Ongoing	N/A



2017-2018 Committee Workplan

Economic Vitality Committee

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

Transformation Strategy: Family-Friendly		
Retain and Strengthen Existing Businesses	Timeline	Funding Source
<ul style="list-style-type: none"> Bring Public Restrooms to downtown in conjunction with Design 	Start in Fall 2017	TBD
Transformation Strategy: Dining & Entertainment		
Recruit New Businesses while Improving the Business Mix	Timeline	Funding Source
<ul style="list-style-type: none"> Depot – Certified Kitchen for rental to be used by caterers or Pop-Up Restaurant 	Spring 2017	Designated Funds
<ul style="list-style-type: none"> Strand – Conversation with Cain's 	Summer 2017	N/A
Other/ Multiple		
Retain and Strengthen Existing Businesses	Timeline	Funding Source
<ul style="list-style-type: none"> Business Improvement District <ul style="list-style-type: none"> - Apply for Technical Assistance Funds for a Feasibility Study - Special District Presentation from County Clerk 	April May	N/A WMS TA Funds N/A
<ul style="list-style-type: none"> Video Series: Post through Facebook and on Website - Live, National Speakers, WBC, SBDC etc... 	Ongoing – once a week	Designated Funds if Needed
<ul style="list-style-type: none"> Leadership Carbon County – DDA is a partner with this program 	Ongoing	N/A
<ul style="list-style-type: none"> Main Street Young Professionals – TBD 		
Recruit New Businesses while Improving the Business Mix	Timeline	Funding Source
<ul style="list-style-type: none"> Pop-Up Market in downtown – Potential Partners– Marketing Support 	Summer 2017	
<ul style="list-style-type: none"> Building Better Businesses Program – Shadow Program and/or FBLA 	Fall 2017	Designated Funds
<ul style="list-style-type: none"> Rent/Sell Ready List – work with Property Owners/Realtors 	Ongoing	Designated Funds
<ul style="list-style-type: none"> Assist Other Business Development in Empty Buildings – Wyoming Bar, Larson building, 1880 Coco's, Bach Building, Bi-Rite Building etc... 	Ongoing	TA, WBC, USDA, HAAF or other as needed
<ul style="list-style-type: none"> Downtown Retention & Recruitment Resource Packet – work with CCEDC (Focus on both strategies & Downtown Living) 	Ongoing	Designated Funds
<ul style="list-style-type: none"> Pronghorn Pantry – Resource Support 	Ongoing	N/A



Organization Committee

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

Transformation Strategy: Family-Friendly		
Raise funds to sustain the organization and it's projects	Timeline	Funding Source
<ul style="list-style-type: none"> TBD per other committee work plans 	Ongoing	TBD
Develop and Strengthen our volunteers and perception in the community		
<ul style="list-style-type: none"> July Volunteer Appreciation 	July 2017	Designated Funds
<ul style="list-style-type: none"> Passion & Pride September Thank You 	September 2017	Designated Funds
Transformation Strategy: Dining & Entertainment		
Raise funds to sustain the organization and it's projects	Timeline	Funding Source
<ul style="list-style-type: none"> Passion & Pride Event 	September 2017	P&P Budget
Develop and Strengthen our volunteers and perception in the community		
<ul style="list-style-type: none"> January Volunteer Appreciation 	January 2018	Designated Funds
Other/ Multiple		
Raise funds to sustain the organization and it's projects	Timeline	Funding Source
<ul style="list-style-type: none"> Review Annual Giving Campaign/Who to mail 	Ongoing	Designated Funds
<ul style="list-style-type: none"> Thermometer for Splash Pad 	Spring 2017	Designated Funds
<ul style="list-style-type: none"> Research Additional Revenue Avenues 	TBD	
Develop and Strengthen our volunteers and perception in the community		
<ul style="list-style-type: none"> Merge Brochures for Annual Report and Who We Are 	Ongoing	Designated Funds
<ul style="list-style-type: none"> Recognize Volunteers --Public Recognition of Volunteers (Awards or other ideas 	September 2017	Designated Funds
<ul style="list-style-type: none"> Rubber Chicken Circuit 	Ongoing	N/A
<ul style="list-style-type: none"> Volunteer Recruitment Campaign 	TBD	
<ul style="list-style-type: none"> Review Thinkers 'N Drinkers/Fab 5 	TBD	

2017-2018 MARS (Marketing and Retail Strategies) Committee Workplan

Initiative #1: Develop and implement a marketing plan to reach targeted audiences

Project	Transformation Strategy	Timeline	Funding Source
<u>Physical Marketing Pieces:</u> <ul style="list-style-type: none"> Map and Business List in 2 Downtown Kiosks Event Rack Card (don't print very many), include where to find list of businesses (our website) Shop Saturday clings in windows Main Street Money Explore Carbon County magazine 8 hotel blinders advertising City-wide rack card(s) hotels and statewide visitors centers 	General	Ongoing	Designated Funds, Sponsors
<u>Online Marketing Pieces:</u> <ul style="list-style-type: none"> Business Info on website (make more comprehensive?) Event Info on website General Facebook posts <ul style="list-style-type: none"> Businesses Events Community Updates Online Advertising for Summer Travelers (funded by CCVC) "Meet our businesses" video series? 	General	Ongoing	Designated Funds, Sponsors
<u>New Marketing Campaign Options (under consideration):</u> <ul style="list-style-type: none"> Where can I find parking? Downtown: 3rd Street and Beyond How many businesses are downtown? Wow! Shop Saturday ads Explore Downtown History, Art & More (TravelStorys tour, Interpretive Trail, Art Tour) What should my kids do this summer (advertise classes) 	General	Ongoing	Designated Funds, Sponsors
<u>Staff Communication with Downtown Businesses:</u> <ul style="list-style-type: none"> Parking Options Annual overview letter/handout Facebook group New business packet (make a mini-booklet?) Specific timing of Info (i.e. newsletter), waiting to see what Org/Board decide about communication with volunteers/public 	General	Ongoing	Designated Funds
Throughout Year: Do welcome info/coupon book tied to community activities	General	Ongoing	Designated Funds
In Consideration: When entertainment happens downtown, collect and advertise specials associated with it	Dining & Entertainment	Ongoing	Designated Funds?

Marketing Campaign: "Pardon Our Dust" or similar for façade construction	General	May-November	Designated Funds, Sponsors
Homecoming Window Decorating Contest (decorated by High Schoolers to win cash for their clubs), with People's Choice Awards 1 st -3 rd	Family-Friendly	Week Before Homecoming (October 13 th)	Donation: Ukely Steve Sanger
Holiday Window Decorating Contest	Dining & Entertainment	November-December	Designated Funds, Sponsors

Initiative #2: Host events, giveaways, campaigns and promotions to draw people into downtown and businesses

Project	Transformation Strategy	Timeline	Funding Source
Run specific "in-business" events for targeted audiences: Current Ideas **Could be list of events/sales/specials like Cupid Stroll, or shopping to be entered to win a gift basket <ul style="list-style-type: none"> • Home Improvement/Spring Clean • Fair • Eclipse • Hunting and/or Hunter's Widows • Date Nights/Valentine's 	Both	Late Spring August August October February	Designated Funds
SummerFest, including great new ideas for more kids activities <ul style="list-style-type: none"> • More all-day activities at booths • Juggler/Fire/Unicycle performance and classes • Rethink pong palooza, perhaps scavenger hunts • Expanded Outhouse races • Motorcycle Show and Car Show • Teen dance inside Rawlins Music Academy Saturday night • Street dance and food Saturday night • Friday night tours at Old Pen 	Both	July 7 th and 8 th	Designated Funds, Sponsors, Grants (CCVC, WAC)
In consideration: Street Dance series downtown (SummerFest, Eclipse?, June?, Elks?)	Dining & Entertainment	Summer 2017	Sponsors
In Consideration: Movie Nights - Need Funding/Volunteers	Both	Summer 2017	Unknown
ArtBeat, in partnership with Uplift Artists Guild <ul style="list-style-type: none"> • Week(s) Before: Art Classes in Businesses • Friday Night: Art (and wine?) Walk • Saturday 11-3: Kids Art Walk • 3-4: Reception • 4p: Dance and music show (at Jeffrey Center?) 	Both	One of last two weekends in September?	Designated Funds, CCVC Grant, Sponsors
Trick or Treat on Downtown Streets <ul style="list-style-type: none"> • Followed by Chamber/Cedar Street Studio Thriller Zombie Crawl 	Family-Friendly	October 31 st	Designated Funds

Small Business Saturday – amplify according to transformation strategies	Both	November 25, 2017	Designated Funds, Sponsors
One week of Holiday Events, combining Main Street Money winnings for shoppers, WinterFest and extended shopping hours <ul style="list-style-type: none"> Different evenings could have different focuses 	Both	Likely Dec. 1 st -10 th	Designated Funds, Sponsors, Grants (CCVC, WAC)
150 th Celebration of Rawlins and Transcontinental Railroad -TBD	Both	2018	TBD

Tie-Ins from Other Committees:

Project	Transformation Strategy	Timeline	Funding Source
<ul style="list-style-type: none"> Public Restroom Awareness (Design) 	Family Friendly	Ongoing	Designated Funds
<ul style="list-style-type: none"> Pop-Up Market (Economic Vitality) 	Both	Summer 2017	Designated Funds

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
DOWNTOWN DEVELOPMENT AUTHORITY						
10-4823-110	SALARIES	59,392	59,400	43,402	59,393	59,393
10-4823-130	EMPLOYEE BENEFITS	33,977	35,419	23,494	35,867	38,185
10-4823-170	TEMPORARY PAY	2,218	0	0	0	0
10-4823-190	WORKERS COMPENSATION	2,177	2,881	2,312	3,017	3,017
10-4823-250	TRAVEL AND TRAINING	-301	0	0	0	0
TOTAL DOWNTOWN DEV AUTHORITY:		97,463	97,700	69,208	98,277	100,595

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

Fund: 10-4850

Department: General Government

Division: Capital Improvements

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

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

2017-2018 Goals, Projects and Highlights:

- Debt service expenses are identified by expense line items to be paid during the fiscal year.
- Budgeting those capital items not related to an operating department such as the Way-finding Sign project, Airport Capital, etc.

2016-2017 Accomplishments/Comments:

- Two WAM debt service expense items are being paid.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
CAPITAL IMPROVEMENT						
10-4850-699	AIRPORT BOARD CAPITAL CONSTR	34,767	60,783	0	0	0
10-4850-700	WAYFINDING SIGN-MATCHING FNDS	0	132,884	0	149,197	0
10-4850-701	ENTRYWAY SIGN PROJECT	0	0	0	64,608	0
10-4850-702	FACADE EASMENT- CITY MATCH	0	0	0	2,500	0
10-4850-703	HIGLEY BOULEVARD	0	0	5,451	14,500	0
10-4850-704	OLD PEN BOARD-CAPITAL	1,525	1,525	0	0	0
10-4850-892	WAM ENERGY LEASE PROGRAM #2	3,935	3,950	2,951	3,950	0
10-4850-894	WAM ENERGY LEASE PROGRM #3	1,401	1,400	1,051	1,400	0
TOTAL CAPITAL IMPROVEMENTS:		41,628	200,542	9,453	236,155	0

CITY OF RAWLINS, WYOMING

FISCAL YEAR 2017-2018 BUDGET

Fund: 10-4990

Department: General Government

Division: Other Financing Uses

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

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

2017-2018 Goals, Projects and Highlights:

- The economic uncertainties of FY 2015-2016 are continuing and are leading us into FY 2017-2018.
- The State is forecasting a decrease in the all-important sales and use taxes of the municipalities and the City of Rawlins is responding by proposing no increase in the number of personnel and no increase in material & services expense to protect its reserves.
- The rainy-day and insurance reserves continue to be budgeted at \$2,000,000 apiece.
- The operating contingency continues to be budgeted at \$100,000.

2016-2017 Accomplishments/Comments:

- The City budgeted in FY 2016-2017 no use of its rainy-day-reserve and even with the loss of over \$500,000 in our sale taxes in the current year we managed to cut expenses to ensure the reserve was intact as the recession extends beyond one fiscal year.
- The operating contingency easily covered those unanticipated operating expenses that we know happen year-to-year.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
OTHER FINANCING USES						
10-4990-995	SELF INSURANCE RESERVE	0	0	0	2,000,000	2,000,000
10-4990-998	CONTINGENCY	65,360	104,329	12,212	100,000	100,000
10-4990-999	WORKING CAPITAL RESERVE	37,500	4,000,000	0	2,265,642	2,000,000
TOTAL OTHER FINANCING USES:		102,860	4,104,329	12,212	4,365,642	4,100,000

CITY OF RAWLINS, WYOMING

FISCAL YEAR 2017-2018 BUDGET

Enterprise Revenues for the Water Utility Fund for FY 2017-2018

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

Water Revenues:

- 800 Beginning Fund Balance: The actual monies available (in bank-beginning fund balance) July 1, 2016 are \$3,254,643 (Wyostar included) according to our audit of FY 2015-2016. The additional figure of \$845,302 is restricted as it represents a legal requirement of the State of Wyoming. The total available cash at the beginning of FY 2016-2017 was \$3,254,643. The adopted budget FY 2016-2017 placed \$2,687,500 of this total into projects and reserves. The estimated cash balance including Wyostar account balances effective January 31, 2017 is \$4,717,220.84. Additional revenue possible is what we earned February 2016 through June 2016. The amount of \$721,988.03 less \$100,000 (falling revenues) added to the \$4,717,220.84 creates an amount of \$5,339,208.87 in available cash for the remainder of the fiscal year. Our estimate expenses at \$2,179,680.40 (Operating and Capital only) covering February 2017 through June 2017 subtracted from the available cash creates a year-end balance of \$3,159,528 approximately. It is not possible to spend all the budgeted expenses allocated and revenue earned February through June has a lot to do with the amount of precipitation received. Estimated cash at year-end is \$2,900,000 plus WWDC. Recommend **\$3,745,302**.
- 871 Interest Income: We have ten years of history available for review. Interest income revenue is based upon how much we have in the bank at the beginning of the year and what the interest rates are anticipated to be during the fiscal year. The Federal Reserve has been holding the interest rates down since 2009-2010, but in FY 2016-2017 they have been allowed to increase. Based upon our YTD 2016-2017 amount and expanding this amount over twelve month we have a year-end figure of approximately \$2,529.48. Recommend **\$2,500**.
- 879 Miscellaneous: This account is made up from a lot of little items that accumulate into a large figure at year-end. We have a year-to-year increase of 3.60% over the previous ten years. Our average over these same ten years is \$138,592.32 approximately. Our current year YTD 2016-2017 amount of \$81,692.18 as compared to the YTD 2015-2016 amount of \$101,647.11 indicates a decrease of

19.6%. This account varies wildly year-to-year as can be seen on the 10-year history report. I also believe the downward trend since FY 2013-2014 is directly related to the loss in the number of water accounts and local population. The current year loss of 19.6% taken from our year-end FY 2015-2016 amount provides us with a year-end FY 2016-2017 amount of only \$97,112 approximately. The year-to-year downward trend and the current year trend above does not speak to an increase or making the current year budget. Recommend **\$95,000**.

881 Water Usage Fees: Our ten years of history indicates what we already know. As we increased the number of users and have changed our rates we have a definite increase in revenue. This steady revenue increase stopped in FY 2013-2014 and we have been in decline since this period. Our year-to-year increase even with the number of users changing and our rates changing is 4.8%. Our current year YTD FY 2016-2017 amount of \$1,558,432.56 as compared to the YTD FY 2015-2016 amount of \$1,570,765.94 for the same time period provides us as decrease of \$12,333.38 or 0.7% approximately. The City has not changed the rate per thousand or monthly fee in FY 2015-2016 or FY 2016-2017. Taking 0.7% from the FY 2015-2016 year-end total creates a FY 2016-2017 total of \$2,146,722 approximately. Adding what was earned from March 2016 through June 2016 to our YTD total above at 0.7% less creates a FY 2016-2017 year-end total of \$2,135,548 approximately. The current budget amount of \$2,300,000 will not be met at year-end based upon the information above. This negative year-to-year trend and the current year trend above could continue as we lose local population. Our loss per year over the previous two fiscal years is approximately \$80,000 per year. Maybe the loss in the local population is slowing down. Recommend **\$2,095,000**.

882 Water Meter Tap Fees: This revenue line item has fluctuated over the previous ten years from a high of \$69,150.00 in FY 2006-2007 to a low of \$1,750 in FY 2002-2003. This revenue account is truly based upon the issuance of building permits year to year and we were lucky in FY 2009-2010 because of the school being built. The permits being issued in FY 2011-2012 (a no growth period) earned this account only \$5,600.00. Our YTD FY 2016-2017 amount of \$2,935.30 does not compare well the \$11,500.04 amount earned for the same time period in FY 2015-2016. The average over the previous ten years is \$26,430.14 and too risky for the FY 2017-2018 budget. Recommend **\$10,000**.

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

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2016-2017

Recommended FY 2017-2018

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

Water Utility-Distribution (51-5304)

Water/Sewer Dis/Coll Super	40.0	Water/Sewer Dis/Coll Super	40.0
Municipal Service Wrk. III (2)	80.0	Municipal Service Wrk. III (2)	80.0
Municipal Service Wrk. I (1)	40.0		
Utility Systems Wrk II (1)	40.0	Utility Systems Wrk II (1)	40.0
Utility Systems Wrk I (1)	40.0	Utility Service Wrk. I (1)	40.0

Water Utility-Water Treatment Plant (51-4305)

WA/WW Superintendent	40.0	WA/WW Superintendent	40.0
Water Plant Operator I (2)	80.0	Water Plant Operator I (2)	80.0
Waste Water Plant Operator II (2)	80.0	Waste Water Plant Operator II (2)	80.0
No. of Authorized Positions	11.0	No. of Authorized Positions	10.0

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WATER UTILITY FUND						
REVENUES						
51-3000-800	BEGINNING FUND BALANCE	0	3,036,000	0	3,785,750	3,745,302
	TOTAL BEGINNING FUND BALANCE:	0	3,036,000	0	3,785,750	3,745,302
51-3700-871	INTEREST INCOME	6,123	2,600	2,126	1,800	2,500
51-3700-879	MISCELLANEOUS	113,132	130,000	91,755	130,000	95,000
51-3700-881	WATER USAGE FEES	2,148,226	2,300,000	1,688,579	2,300,000	2,095,000
51-3700-882	WATER METER TAP FEES	18,500	24,000	2,935	20,000	10,000
51-3700-885	L.E.A.P.	80	200	0	0	0
	TOTAL OTHER REVENUES:	2,286,061	2,456,800	1,785,395	2,451,800	2,202,500
	TOTAL WATER UTILITY FUND REV:	2,286,061	5,492,800	1,785,395	6,237,550	5,947,802

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2017-2018 BUDGET

Fund: 51-4304

Department: Public Works

Division: Utilities-Distribution

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

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

2017-2018 Goals, Projects and Highlights:

- Purchase a new backhoe to replace the existing 2006 John Deere.
- Purchase a new service truck to replace an existing service truck.
- Purchase a portable cement batch plant.
- Purchase leak detection equipment in lieu of a leak detection study.
- Water line replacement on the south side of West Spruce St. from 16th St. to (radio station) west of 23rd St.
- Water line replacement between Heath St. and Kendrick St. from Arizona St. to Colorado St.(Designed & ready for bid)(re-budgeted)
- Water line replacement on Frontage RD. from Walmart to Seldomridge.(re-budgeted)
- Water line replacement between Murray St. and Heath St. from Montana St. to Colorado St.
- Replace fire hydrants as needed.
- Replace water line between Buffalo St. & Pine St. from 3rd St. to 4th St. (re-budgeted).
- Continue upgrading our needs assessment program.

2016-2017 Accomplishments/Comments:

- Ongoing implementation of our valve exercising program.
- Ongoing continuation of all documentation and record keeping.
- Continued upgrading our needs assessment program.
- Replaced fire hydrants as needed with new 3 Port hydrants at various locations both in house and in water line replacement projects.
- Replaced a water line in the alley south of Daley St. between Colorado St. and Rodeo St.
- Replaced the water line on Murray St. from Stanford St. to Koontz St.
- Replaced the water line on Stanford St. from Ryan St. to Murray St.
- Installed a fixed base radio read system for the water meters.
- Purchased a new service truck.
- Purchased a new trailer for hauling our mini excavator.
- Purchased a new front end loader.

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

- Condition of the water lines not replaced in the Highland Hills Subdivision in the 2010 project.
- The 12-inch CIP water line on the Southside of UPRR is over 100 years old.
- The only means of supplying water to our high pressure zone is a 20" ductile iron pipe. This could be an issue if the line ever goes down any length of time for major repairs. This line is approximately 41 years old.
- Loop and increase the line size of the water system from 23rd St. and Elm to La Paloma in order to have circulation and adequate fire protection.
- Identify all 4" water mains and look into upsizing them in order to have adequate fire protection and volume for customer services.
- Install a water dispensing unit for construction and RV use.
- Identify and reduce un-accounted for monthly water loss per leak detection study.
- Replace the 3 pressure reducing valves in our high pressure system. (They are over 40 yrs old).

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WATER UTILITY FUND						
DISTRIBUTION						
51-4304-110	SALARIES	334,022	309,370	246,423	333,304	295,314
51-4304-130	EMPLOYEE BENEFITS	173,178	160,643	128,835	175,826	169,121
51-4304-170	TEMPORARY PAY	288	8,000	0	4,000	4,000
51-4304-180	OVERTIME PAY	8,062	7,509	5,292	8,213	6,865
51-4304-190	WORKERS COMPENSATION	11,799	15,757	13,603	17,552	15,554
51-4304-205	CONSULTANT CONTR-ENGINEER	11,118	25,000	2,772	20,000	15,000
51-4304-207	CONSULTANT CONTR-INFO TECH	5,857	7,500	6,863	7,500	7,500
51-4304-208	CONSULTANT CONTR-GOVERN	744	1,000	720	1,000	1,000
51-4304-210	CONSULTANT CONTR-OTHER	44,382	27,500	27,211	32,500	34,000
51-4304-250	TRAVEL AND TRAINING	4,354	6,000	2,115	6,000	5,500
51-4304-255	UTILITIES-ELECTRICAL	656	1,000	377	1,000	1,000
51-4304-257	UTILITIES-GAS	0	1,500	0	1,500	1,000
51-4304-270	ADS, DUES, PUBLICATIONS	72	1,000	520	500	1,000
51-4304-280	BUILDING/GROUND MAINTENANCE	655	1,000	0	500	500
51-4304-310	VEHICLE/EQUIPMENT MAINTENANCE	2,223	1,500	169	1,500	1,500
51-4304-322	SAFETY	710	1,000	156	1,000	1,000
51-4304-381	VEHICLE ACCESSORIES	819	1,000	0	1,000	1,000
51-4304-390	REFUNDS/REIMBURSEMENTS	-313	0	0	0	0
51-4304-420	TOOLS	3,619	5,000	2,497	5,000	4,000
51-4304-422	MATERIALS	63,294	45,000	34,573	48,000	54,000
51-4304-430	SUPPLIES	11,604	15,000	3,830	15,000	13,000
51-4304-440	EQUIPMENT	1,850	4,000	3,027	2,000	3,000
51-4304-470	VEHICLE OPERATION	9,399	16,000	6,092	16,000	13,000
51-4304-480	UNIFORMS	1,062	2,000	1,893	2,000	2,000
51-4304-492	WATER METER SERVICE	26,692	30,000	13,672	30,000	30,000
51-4304-495	BACKFLOW PREVENTION	0	1,000	0	1,000	1,000
51-4304-700	FA-VEHICLES	0	0	33,179	40,000	0
51-4304-705	FA-EQUIPMENT	0	255,000	103,407	205,000	50,000
51-4304-715	FA-INFORMATION TECHNOLOGY	0	0	0	10,000	0
51-4304-730	FA-FACILITIES	0	0	136,373	500,000	0
51-4304-735	FA-GRANT MATCH	0	0	217,912	500,000	2,114,000
51-4304-750	FA-WATER INFRASTRUCTURE	105,921	719,945	165,750	270,000	0
51-4304-900	DEBT SERVICE-WATER TANKS	25,077	25,077	25,077	25,077	25,077
51-4304-901	DEBT SERVICE-SPRUCE STREET	25,260	25,260	25,260	25,260	25,260
51-4304-905	DEBT SERVICE - DW147	0	0	13,446	0	0
51-4304-950	TRANSFER TO CENTRAL SHOP	23,685	23,685	17,764	23,685	23,685
TOTAL WA UTILITY DISTRIBUTION EXP:		896,089	1,743,246	1,238,808	2,330,917	2,918,876

**CITY OF RAWLINS, WYOMING
BUDGET 2017-2018 FY**

Fund: 51-4305

Department: Public Works

Division: Water Treatment

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

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

2017-2018 Goals, Projects and Highlights:

- Cross Train all personnel at both plants
- Finish Fiber optic improvements to water treatment plant
- Work with EPA on deficiencies
- Work with Engineers to improve flow from Sage Creek Basin
- Inspect Water tanks

2016-2017 Accomplishments/Comments:

- Completed Actiflow
- Upgraded to three phase power at Miller Hill Wells
- Survey Springs for improvements
- Installed VFD's to improve pump and motor efficiencies at Miller Hill wells
- Installed new air dryer

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WATER UTILITY FUND						
WATER TREATMENT PLANT						
51-4305-110	SALARIES	184,698	174,771	126,019	168,890	166,241
51-4305-130	EMPLOYEE BENEFITS	105,227	106,093	72,605	117,804	111,523
51-4305-180	OVERTIME PAY	1,192	3,272	405	5,850	5,723
51-4305-190	WORKERS COMPENSATION	6,480	8,635	6,746	8,877	8,736
51-4305-205	CONSULTANT CONTR-ENGINEER	11,541	20,000	25,890	20,000	20,000
51-4305-207	CONSULTANT CONTR-INFO TECH	4,060	5,000	3,580	5,000	5,000
51-4305-210	CONSULTANT CONTR-OTHER	7,421	5,000	3,519	6,000	7,000
51-4305-223	RIGHT OF WAY - PUBLIC INFRA	0	2,500	3,781	2,500	2,500
51-4305-250	TRAVEL AND TRAINING	2,208	2,500	1,165	2,500	2,500
51-4305-255	UTILITIES-ELECTRICAL	144,322	225,000	103,071	213,500	190,000
51-4305-256	UTILITIES-PHONE/INTERNET	4,467	4,000	3,701	4,500	5,000
51-4305-270	ADS/DUES/PUBLICATIONS	1,409	1,500	0	1,500	2,000
51-4305-280	BUILDING/GROUNDS MAINTENANCE	2,200	3,000	1,821	3,000	3,000
51-4305-322	SAFETY	0	500	211	500	500
51-4305-380	MAINTENANCE - EQUIPMENT	25,068	35,000	25,424	35,000	32,500
51-4305-397	L.E.A.P. PAYMENT	115	500	0	0	0
51-4305-420	TOOLS	60	400	57	400	400
51-4305-422	MATERIALS	8,713	10,000	112	20,000	10,000
51-4305-423	CHEMICALS	23,448	60,000	30,551	60,000	30,000
51-4305-430	SUPPLIES	2,715	5,000	1,917	5,000	5,000
51-4305-440	EQUIPMENT	1,764	3,000	604	3,000	3,000
51-4305-470	VEHICLE OPERATION	3,594	8,000	1,721	8,000	6,000
51-4305-480	UNIFORMS	466	900	384	900	900
51-4305-705	FA-EQUIPMENT	26,179	40,000	0	0	70,000
51-4305-715	FA-INFORMATION TECHNOLOGY	0	0	14,485	30,000	0
51-4305-725	FA-MISCELLIANCE STUDIES	34,433	0	65,610	165,000	0
51-4305-730	FA-FACILITIES	0	0	5,988	256,000	0
51-4305-750	FA-WATER INFRASTRUCTURE	0	50,000	0	105,750	0
51-4305-910	DEBT SERVICE-SAGE CREEK	150,279	150,279	150,279	150,279	150,279
51-4305-911	DEBT SERVICE-RAWLINS PIPELINE	50,023	50,023	50,023	50,023	50,023
51-4305-912	DEBT SERVICE-ATLANTIC RIM RES	113,971	131,835	113,971	131,835	113,972
51-4305-940	TRANSFER TO GENERAL FUND	188,984	188,984	132,672	188,984	188,984
51-4305-945	TRANSFER TO WWDC RESERVE	0	60,000	60,000	60,000	60,000
51-4305-950	TRANSFER TO CENTRAL SHOP	29,000	29,000	21,750	29,000	29,000
TOTAL WA TREATMENT PLANT EXP:		1,134,037	1,384,692	1,028,063	1,859,592	1,279,781

CAPITAL BUDGET FY 2017-2018

(04/14/2017)

Department/ Division	Description	FY 17-18 Dept. Request	FY 17-18 City Mgr. Recommend	FY 17-18 Council Approved
Enterprise:				
Water Distribution:				
51-4304-700	Service Truck Replacement	\$40,000	\$0	
51-4304-705	4x4 Backhoe Replacment	\$125,000	\$0	
51-4304-705	Portable Concrete Batch Plant	\$50,000	\$0	
51-4304-705	Leak Detection Equipment	\$50,000	\$50,000	
51-4304-735	Grant Match-Water Line Spruce St fr 16th to radio station west of 23rd st.	\$685,000	\$685,000	
51-4304-735	Grant Match-Water Line Alley between Heath st. & Kendrick St. from Arizona to Colorado St.	\$382,000	\$382,000	
51-4304-735	Grant Match-Water Line Alley between Murray St. &Heath St. fr Montana St. to Colorado St.	\$357,000	\$357,000	
51-4304-735	Grant Match-Water Line Alley between Pine St. & Buffalo St. fr 3rd St. to 4th St.	\$225,000	\$225,000	
51-4304-735	Grant Match-Water lline on Koontz St. fr Ryan St. to Daley St.	\$275,000	\$275,000	
51-4304-735	Grant Match-Water Line on Frontage Rd. fr Walmart to Seldomridge Trucking (remaining bal)	\$190,000	\$190,000	
Water Treatment Plant:				
51-4305-705	Brush Hog and Tractor	\$60,000	\$60,000	
51-4305-705	New Analytical Equipment	\$10,000	\$10,000	

CITY OF RAWLINS, WYOMING

FISCAL YEAR 2017-2018 BUDGET

Fund: 51-4990

Department: Public Works

Division: Other Financing Uses

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

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

2017-2018 Goals, Projects, and Highlights:

- Maintain WWDC reserve as required by the Water Development Commission. We are to add \$60,000 a fiscal year until we reach the required amount of \$1,250,000. We have \$845,302 on hand July 1, 2017.
- Maintain a minimum contingency (\$100,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, repairing vehicles, or just simply covering other operating expense short of budget.
- Identify the estimated working capital reserve within the Water Utility Fund.

2016-2017 Accomplishments/Comments:

- The creation of the Self Insurance Reserve to insure those items not fully insured (roll stock).
- The City did not spend any of the contingency do to any unforeseen events.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WATER UTILITY FUND						
WATER OTHER FINANCING USES						
51-4990-990	WWDC RESERVE	0	781,325	0	781,325	845,302
51-4990-995	SELF INSURANCE RESERVE	0	0	0	500,000	500,000
51-4990-998	CONTINGENCY	5,664	100,000	0	100,000	100,000
51-4990-999	WORKING CAPITAL RESERVE	0	1,483,537	0	665,716	303,843
TOTAL WA OTHER FINANCING USES:		5,664	2,364,862	0	2,047,041	1,749,145

CITY OF RAWLINS, WYOMING FISCAL YEAR 2017-2018 BUDGET

Enterprise Revenues for the Wastewater Utility Fund for FY 2017-2018

The process of review below is to estimate all revenues of the Wastewater Utility Fund based upon “no” increase in rates to cover recurring expenses, debt service expenses, or capital expense requirements. What our statistical information provides us is a decrease in the number of active customers from December 2013 to December 2016 of two hundred plus customers. From December 2015 to December 2016 the decrease in customers is ninety-five. Our revenues reflect this loss in the number of customers being served.

Revenues:

- 800 Beginning Fund Balance: The actual monies available (in bank beginning fund balance) as of July 1, 2016 are \$1,369,526 according to our audit of FY 2015-2016. Our current balance within the cash account as estimated by the Caselle computer systems as of January 31, 2017 is \$1,347,303 approximately. Adding to our Caselle estimate for January 31, 2017 our revenue earned February 2016 through June 2016 less \$50,000 (falling revenues) creates a year-end estimate for FY 2016-2017 of \$1,732,576 approximately. Our best estimate in expenses to be incurred between February 2017 and June 2017 which includes all operating and capital expenses is approximately \$702,548 approximately. Subtracting this \$702,548 from our available cash above creates a year-end balance of \$1,030,003 approximately. Assuming no expenses in the contingency and reserves, and knowing the City does not spend 100% of its operating and capital budget we can estimate a more conservative year-end balance below the estimated year-end balance above. Recommend **\$1,000,000**.
- 871 Interest Income: The average for the last ten years is approximately \$448 per year. The revenues in this account will always vary with how much we have on hand at the beginning of the year and what is the average balance month-to-month. The Federal Reserve also play’s a significant role on what is earned as they control the interest rates. Our current year YTD FY 2016-2017 amount of \$205.25 is a little less than anticipated, so we are not likely to reach our budget of \$400.00. Recommend **\$350**.
- 879 Miscellaneous: This account is similar to the water fund miscellaneous revenue account; wild variation year to year is the norm. The ten year average for this account is \$60,611 approximately. The current year YTD FY 2016-2017 figure is \$11,708.85 which is very low when compared to the YTD FY 2015-2016 figure of \$43,045.65. Our current year budget figure of \$15,000 looks good so a little increase looks good at this time. Recommend **\$20,000**.

- 882 Sewer Tap Fees: Like water fund tap fees, this account moves with the economic expansion on the City. The previous year total was \$20,800 and in FY 2013-2014 the figure was \$6,000. The current year YTD FY 2016-2017 total is \$3,000 as compared to the YTD FY 2016-2016 of \$9,900. The average over the previous ten years is \$16,023, so again this points to the economic factors as controlling this revenue account. The average is the only safe bet for a budget, but our current YTD amount is low. Recommend **\$10,000**.
- 883 Sewer Usage Fees: This account is the primary revenue generating account for this fund. Its previous years of history indicating a growth in revenue is directly accountable to the increase in the number of users to the sewer utility and increasing rates. Our problem as already indicated above is we have lost more than 200 customers since FY 2013-2014. The city received approximately \$1,058,940 in the previous year as compared to our figure of \$1,110,912 in FY 2013-2014. Our current year YTD FY 2016-2017 amount of \$644,115.26 as compared the YTD FY 2015-2016 amount of \$665,477.84 indicates a loss of \$11,362.58 or 1.7% approximately. With no anticipated increase in the current year and a year-to-year decrease covering the previous three years there is no recommendation to increase this budget. Recommend **\$1,040,000**.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2016-2017		Recommended FY 2017-2018	
Job Title	Hours	Job Title	Hours
Wastewater Utility-Collection (52-4303)			
Utility Foreperson	40.0	Utility Foreperson	40.0
Utility Systems Worker I (3)	120.0	Utility Systems Worker I (3)	120.0
Wastewater Utility-Plant (52-4310)			
WA/WW Superintendent	40.0	WA/WW Superintendent	40.0
Water Plant Operator I (2)	80.0	Water Plant Operator I (2)	80.0
Wastewater Plant Operator II (2)	80.0	Wastewater Plant Operator II	40.0
No. of Authorized Positions	9.0	No. of Authorized Positions	9.0

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WASTEWATER UTILITY FUND						
REVENUES						
52-3000-800	BEGINNING FUND BALANCE	0	950,000	0	800,000	1,000,000
	TOTAL BEGINNING FUND BALANCE:	0	950,000	0	800,000	1,000,000
52-3700-871	INTEREST INCOME	422	300	267	400	350
52-3700-879	MISCELLANEOUS	72,524	34,000	13,835	15,000	20,000
52-3700-882	SEWER TAP FEES	20,800	8,900	3,000	13,900	10,000
52-3700-883	SEWER USAGE FEES	1,058,940	1,090,000	808,478	1,100,000	1,040,000
	TOTAL OTHER REVENUE	1,152,686	1,133,200	825,579	1,129,300	1,070,350
	TOTAL WASTEWATER UTIL. FUND REV:	1,152,686	2,083,200	825,579	1,929,300	2,070,350

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

Fund: 52-4303

Department: Public Works

Division: Utilities-Collection

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

- Continued our on-going preventive maintenance plan as designed for cleaning the sewer system and adhered to established protocols.
- Ongoing continuation of record keeping of sewer cleaning, complaints and litigations.
- Assisting in efforts to establish an industry wide standard for frequency of sewer cleaning.
- Performed video inspections on our sewer system as needed.
- Manhole infrastructure Installation and replacement project-various locations.
- Continued upgrading our needs assessment program.
- Replaced the brackwell pump at the collection shop.
- Replaced the sewer line on Airport Rd. From Murray St. to Clover Leaf.
- Replaced the storm sewer pump on E. Cedar St.
- Purchased a new service truck.

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

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WASTEWATER UTILITY FUND						
WASTEWATER COLLECTION						
52-4303-110	SALARIES	208,824	205,438	131,251	208,008	202,548
52-4303-130	EMPLOYEE BENEFITS	84,267	92,933	47,410	99,680	98,449
52-4303-170	TEMPORARY PAY	0	0	0	4,000	4,000
52-4303-180	OVERTIME PAY	6,435	6,314	6,278	6,175	6,072
52-4303-190	WORKERS COMPENSATION	7,109	10,270	6,924	10,982	10,801
52-4303-205	CONSULTANT CONTRACTS-ENGINEER	1,972	5,000	4,316	4,000	4,000
52-4303-207	CONSULTANT CONTR-INFO TECH	4,949	3,500	3,470	3,500	4,250
52-4303-208	CONSULTANT CONTRACTS-GOVERN	0	750	0	750	500
52-4303-210	CONSULTANT CONTR-OTHER	1,150	750	58	750	750
52-4303-250	TRAVEL AND TRAINING	2,572	5,000	2,404	5,000	4,000
52-4303-255	UTILITIES-ELECTRICAL	0	300	0	300	300
52-4303-257	UTILITIES-GAS	1,046	0	947	500	500
52-4303-270	DUES/PUBLICATIONS	0	300	57	300	300
52-4303-280	BUILDING/GROUND MAINTENANCE	0	1,000	225	500	500
52-4303-310	VEHICLE/EQUIPMENT MAINTENANCE	0	1,000	59	1,000	1,500
52-4303-322	SAFETY	284	500	147	1,000	500
52-4303-381	VEHICLE ACCESSORIES	108	500	68	500	500
52-4303-420	TOOLS	2,081	500	595	1,500	1,500
52-4303-422	MATERIALS	2,340	6,000	3,045	6,000	5,000
52-4303-430	SUPPLIES	943	2,000	583	2,000	2,500
52-4303-440	EQUIPMENT	1,735	1,000	260	500	1,500
52-4303-470	VECHICLE OPERATION	7,666	15,000	5,342	15,000	12,500
52-4303-480	UNIFORMS	840	1,000	1,689	1,000	1,200
52-4303-700	FA-VEHICLES	0	0	29,702	40,000	0
52-4303-705	FA-EQUIPMENT	0	0	0	225,000	225,000
52-4303-715	FA-INFORMATION TECHNOLOGY	0	0	0	10,000	0
52-4303-735	FA-GRANT MATCH	0	0	13,873	85,188	220,000
52-4303-760	FA-SEWER INFRASTRUCTURE	135,974	725,000	61,860	110,000	121,000
52-4303-902	DEBT SERVICE-STATE STREET	73,531	73,531	73,531	73,531	73,531
52-4303-903	DEBT SERVICE-SPRUCE STREET	52,267	52,268	52,267	52,268	52,268
52-4303-904	DEBT SERVICE-MURRAY & SWR TRCK	69,770	69,770	40,699	69,770	69,770
52-4303-950	TRANSFER TO CENTRAL SHOP	12,750	12,750	9,563	12,750	12,750
TOTAL WASTEWATER COLL EXPENSES:		678,613	1,292,374	496,621	1,051,452	1,137,989

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

Fund: 52-4310

Department: Public Works

Division: Wastewater Treatment

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

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

2017-2018 Goals, Projects and Highlights:

- Build a drying bed for human waste and grit
- Cross train all personnel in both plants

2016-2017 Accomplishments/Comments:

- Total rehab of Waste water plant
- Added VFD's to improve power consumption of motors and blowers in compressor building

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WASTEWATER UTILITY FUND						
WASTEWATER TREATMENT PLANT						
52-4310-110	SALARIES	61,567	57,951	42,007	56,297	55,414
52-4310-130	EMPLOYEE BENEFITS	35,085	35,662	24,201	39,912	37,805
52-4310-180	OVERTIME PAY	397	3,254	135	5,850	5,723
52-4310-190	WORKERS COMPENSATION	2,170	2,968	2,245	3,157	3,106
52-4310-205	CONSULTANT CONTRACTS-ENGINEER	2,032	7,000	716	7,000	5,000
52-4310-207	CONSULTANT CONTR-INFO TECH	0	2,000	0	2,000	2,000
52-4310-208	CONSULTANT CONTRACTS-GOVERN	0	250	0	250	250
52-4310-210	CONSULTANT CONTR-OTHER	1,136	5,000	58	5,000	4,500
52-4310-250	TRAVEL AND TRAINING	226	1,000	340	1,000	1,000
52-4310-255	UTILITIES-ELECTRICAL	54,727	95,000	59,309	40,000	75,000
52-4310-256	UTILITIES-PHONE/INTERNET	3,501	3,600	2,504	4,000	4,000
52-4310-270	ADS/DUES/PUBLICATIONS	0	200	0	200	200
52-4310-280	BUILDING/GROUNDS MAINTENANCE	2,057	2,000	1,409	2,000	2,000
52-4310-322	SAFETY	0	250	723	500	500
52-4310-380	EQUIPMENT MAINTENANCE	496	10,000	4,477	10,000	10,000
52-4310-420	TOOLS	59	500	106	500	500
52-4310-430	SUPPLIES	2,337	1,500	526	3,000	3,000
52-4310-440	EQUIPMENT	0	1,000	0	1,000	1,000
52-4310-470	VEHICLE OPERATION	5,022	4,000	1,332	9,000	7,000
52-4310-480	UNIFORMS	331	800	394	800	900
52-4310-705	FA-EQUIPMENT	0	0	0	0	6,000
52-4310-730	FA-FACILITIES	163,239	120,000	34,127	36,000	50,000
52-4310-940	TRANSFER TO GENERAL FUND	134,585	134,585	106,443	134,585	134,585
52-4310-950	TRANSFER TO CENTRAL SHOP	15,797	15,797	11,848	15,797	15,797
TOTAL WASTEWATER TREAT PLT EXP:		484,764	504,317	292,900	377,848	425,280

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

Fund: 52-4990

Department: Public Works

Division: Other Financing Uses

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

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

2017-2018 Goals, Projects, and Highlights:

- Maintain a minimum contingency (\$100,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, replacement of broken vehicles, or just simply covering other operating expense short of budget.
- Identify the estimated working capital reserve within the Wastewater Utility Fund.

2016-2017 Accomplishments/Comments:

- All reserves are unspent thus carried forward into FY 2017-2018.
- The creation of the Self Insurance to cover those items that are not fully insured (rolling stock).

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
WASTEWATER UTILITY FUND						
WASTEWATER OTHER FINANCING USES						
52-4990-995	SELF INSURANCE RESERVE	0	0	0	300,000	250,000
52-4990-998	CONTINGENCY	8,359	100,000	14,231	100,000	100,000
52-4990-999	WORKING CAPITAL RESERVE	150,923	186,509	0	100,000	157,081
TOTAL OTHER FINANCING USES EXP:		159,282	286,509	14,231	500,000	507,081

CAPITAL BUDGET FY 2017-2018

(04/14/2017)

Department/ Division	Description	FY 17-18 Dept. Request	FY 17-18 City Mgr. Recommend	FY 17-18 Council Approved
Enterprise:				
Wastewater Collection:				
52-4303-700	Service Truck Replacement	\$40,000	\$0	
52-4303-705	Combination Sewer Jet Truck (\$225,000 approved in FY 2016-17 budget, \$450,000 total)	\$225,000	\$225,000	
52-4303-760	Manhole Installations and Repairs	\$121,000	\$121,000	
52-4303-735	Grant Match-Sewer Line E. Front St. & N Side of Railroad Tracks fr Colorado St. to Airport Rd.	\$1,500,000	\$0	
52-4303-735	Grant Match-Sewer Line Colorado St. between Walnut St. & Mahoney	\$190,000	\$220,000	
52-4303-735	Grant Match-Sewer Line 10th St. fr Pine to Buffalo & Buffalo St. fr 10th to 9th St.	\$360,000	\$0	
Wastewater Treatment Plant:				
52-4310-705	New steam Cleaner	\$6,000	\$6,000	
52-4310-730	Muffin Monster	\$40,000	\$40,000	
52-4310-730	Rebuild #1 Pump	\$10,000	\$10,000	

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

Enterprise Revenues for the Solid Waste Landfill Fund for FY 2017-2018

The process of review below is to estimate all revenues of the Solid Waste Landfill Utility Fund based upon “no” increase in rates to cover recurring expenses or debt service expenses at this time. The Landfill Closure Capital project will have its revenue and expenses recorded in the Grant Fund. What our statistical information provides us is a decrease in the number of active customers from December 2013 to December 2016 of two hundred plus customers. Within calendar year 2016, the crease in customers is ninety-five (95). Our revenues reflect this loss in the number of customers being served.

Revenues:

- **800-Beginning Fund Balance:** The actual monies available (in bank beginning fund balance) as of July 1, 2016 are \$715,417 according to our audit of FY 2015-2016. Our current balance within the cash account as estimated by the Caselle computer systems as of January 31, 2017 is approximately \$1,058,431. Adding to our Caselle estimate for January 31, 2017 our revenue earned February 2016 through June 2016 less \$100,000 (falling revenues) creates a year-end estimate of \$1,718,960 approximately. Our best estimate in expenses to be incurred between February 2017 and June 2017 which includes all operating and capital expense is approximately \$843,090 approximately. Subtracting this \$843,080 from out available cash above creates a year-end balance of approximately \$875,870. Assuming no expense in contingency and reserves, and knowing the City does not spend 100% of its operating and capital budget we can estimate conservatively as we have an un-known. How much interest payment to Bank of the West will be paid by the end of the fiscal year? This interest payment expense was not budgeted. With the problem above, going out for bid on MSW hauling to Casper, and with the population falling we will estimate a little lower. Recommend **\$800,000**.
- **839-Salvage:** This account varies year-to-year wildly as we have a high of \$33,047.90 in FY 2008-2009 and a low of \$0.00 in FY 2015-2016 over the past ten (10) years. The average over the previous ten year period is \$19,968 approximately. Our current year YTD FY 2016-2017 amount is \$0. As this account varies wildly it is difficult to gage the year-end balance or budget. Recommend just a holding amount. Recommend **\$1,000**.
- **841-Solid Waste Fees:** This is the fixed rate portion of the utility bill for this fund. It will only vary if the number of users goes up or down, or the rate goes up or down. The growth we see in our history is a reflection of the rate being changed. Our recurring monthly amount is down to \$53,001.66 in January 2017, which is a reflection of our customer base being less than the previous year as explained above. Expanding this December figure over twelve months give us a year-end figure of \$636,019 approximately. This \$636,019 amount is 1.8% less than what was made in FY 2015-2016.

Making the current budget amount of \$645,000 is unlikely based upon the trends above and the decreasing month-to-month amount could continue. Recommend **\$635,000**.

- 842-Recycling Tires: New account set up in FY 2009-2010 to capture the revenue from the buyer of recycled tires. Our last year total was only \$0 and our current YTD FY 2016-2017 amount is \$0. Based upon the current figures and last year's figure the budget will be zero. Recommend **\$0**.
- 871-Interest Income: This account is new in FY 2006-2007 so there is less history to review. Based upon the last ten years of history we do have the average is \$542 approximately. Based upon our current YTD FY 2016-2017 figure of \$154.69 and the Federal Reserve increasing the rates at this time we can expect a few dollars more. **Recommend \$250**.
- 879-Gate Fees: The history of this account has varied wildly as the amount of municipal solid waste being processed at the landfill can vary week to week based upon the weather, based upon what the City decides on the rate per ton, and who is to dump MSW at our facility. The past history is not being used to estimate the budget as the City of Rawlins has now fixed the rate per ton and we have consistent solid waste being processed in September of 2015 with flow control. Comparing our current year YTD FY 2016-2017 amount of \$691,808.66 and comparing it to the YTD FY 2015-2016 amount of \$714,238.71 we discover a percent decrease of 3.1%. Again this decrease more than likely is a result of our shrinking customer base. A 3.1% cut in last year amount received of \$1,204,900 creates a year-end amount \$1,189,236. Adding the February 2016 through June 2016 revenues in this account to our YTD amount above creates a year-end FY 2016-2017 amount of \$1,182,470 approximately. Subtracting 3.1% from the February 2016 through June 2016 revenues in this account and then adding it to our YTD amount above creates a FY 2016-2017 year-end amount of \$1,167,260 approximately. With a decreasing customer base and a decreasing volume we need to be a little more conservative. Recommend **\$1,167,000**.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2016-2017		Recommended FY 2017-2018	
Job Title	Hours	Job Title	Hours
Solid Waste-Landfill (53-4311)			
Landfill Superintendent	40.0	Landfill Superintendent	40.0
Landfill Foreperson	40.0	Landfill Foreperson	40.0
Municipal Service Work. II	40.0	Municipal Service Work. I	40.0
Municipal Service Work. I	40.0	Municipal Service Work. I	40.0
Landfill Clerk	40.0	Landfill Clerk	40.0
No. of Authorized Positions	5.0	No. of Authorized Positions	5.0

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SOLID WASTE LANDFILL FUND						
REVENUES						
53-3000-800	BEGINNING FUND BALANCE	0	300,000	0	550,000	800,000
		0	300,000	0	550,000	800,000
53-3700-839	SALVAGE	0	17,000	11,866	7,500	1,000
53-3700-841	SOLID WASTE FEES	647,595	645,000	481,678	648,000	635,000
53-3700-842	RECYCLING TIRES	0	100	0	0	0
53-3700-848	MISCELLANEOUS	-30	0	0	0	0
53-3700-871	INTEREST INCOME	182	150	204	175	250
53-3700-879	GATE FEES	1,204,901	1,000,000	857,657	1,200,000	1,167,000
	TOTAL OTHER REVENUES	1,852,648	1,662,250	1,351,406	1,855,675	1,803,250
	TOTAL SOLID WASTE LANFILL REV:	1,852,648	1,962,250	1,351,406	2,405,675	2,603,250

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

Fund: 53-4311

Department: Public Works

Division: Solid Waste Landfill

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

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

2017-2018 Goals, Projects and Highlights:

- Rebuild wall in MSW Building
- Get Wind fence up around Construction
- Put in culvert and build road into new Landfill areas
- Build building for new oil tank and secondary containment
- Put up fencing around Phase Two after it is complete
- Put up Snow fence to designate new areas and signage for new areas
- Remove oil tank and all barriers and open third door for MSW Waste
- Started hauling Steel to be recycled to Green River

2016-2017 Accomplishments/Comments:

- Completed Phase 1
- Built building for Paints and oils
- Ordered New truck for Landfill
- Ordered fencing for Wind Fence in Construction
- Purchased new Oil Tank and Secondary containment
- Completed cleanup of problem areas in MSW Building
- Completed working on Shop and cleanup and organization of shop

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SOLID WASTE LANDFILL FUND						
LANDFILL						
53-4311-110	SALARIES	223,679	230,220	155,932	233,533	228,843
53-4311-130	EMPLOYEE BENEFITS	108,669	113,170	56,295	86,165	111,451
53-4311-170	TEMPORARY PAY	4,682	0	630	11,440	11,440
53-4311-180	OVERTIME PAY	864	2,081	1,350	5,734	5,616
53-4311-190	WORKERS COMPENSATION	7,918	11,267	8,226	12,736	12,492
53-4311-204	CONSULTANT CONTR.-TRANSPORT.	333,512	346,000	235,786	425,000	210,000
53-4311-205	CONSULTANT CONTR-ENGINEER	9,497	35,000	630	30,000	25,000
53-4311-207	CONSULTANT CONTR-INFO TECH	2,888	2,700	2,787	1,500	3,000
53-4311-208	CONSULTANT CONTRACTS-GOVERN	1,064	1,250	25	1,000	1,000
53-4311-210	CONSULTANT CONTR-OTHER	8,349	600	374	500	1,000
53-4311-216	CASPER DUMP FEES	330,305	310,000	219,543	425,000	375,000
53-4311-219	LANDFILL CLOSURE OF CELLS	45,765	30,000	32,649	30,000	30,000
53-4311-220	LANDFILL CLOSURE	23,255	97,000	0	0	0
53-4311-236	RECYCLING-TIRES	7,500	10,000	0	10,000	10,000
53-4311-237	USED OIL	0	0	590	0	500
53-4311-250	TRAVEL AND TRAINING	1,929	2,500	1,130	2,500	2,500
53-4311-255	UTILITIES-ELECTRICAL	3,548	6,000	2,855	3,000	4,000
53-4311-256	UTILITIES-PHONE/INTERNET	3,357	4,000	2,716	4,000	4,000
53-4311-257	UTILITIES-GAS	6,300	9,000	3,432	6,000	7,000
53-4311-270	ADS/DUES/PUBLICATIONS	276	3,000	240	1,500	1,500
53-4311-280	BUILDING/GROUNDS MAINTENANCE	1,716	9,000	1,872	5,000	5,000
53-4311-310	VEHICLE/EQUIPMENT MAINTENANCE	1,137	2,000	852	4,000	3,000
53-4311-322	SAFETY	228	1,000	317	1,000	1,000
53-4311-380	EQUIPMENT MAINTENANCE	5,296	500	116	500	1,000
53-4311-420	TOOLS	207	500	45	500	600
53-4311-422	MATERIALS	199	500	27	500	500
53-4311-430	SUPPLIES	1,747	3,500	930	1,500	2,000
53-4311-440	EQUIPMENT	778	1,500	1,471	1,500	1,500
53-4311-470	VEHICLE OPERATION	5,818	18,000	4,618	15,000	14,000
53-4311-480	UNIFORMS	1,196	3,000	507	1,500	2,000
53-4311-700	FA-VEHICLES	0	0	0	45,000	30,000
53-4311-705	FA-EQUIPMENT	183,670	230,000	0	0	10,000
53-4311-730	FA-FACILITIES	0	5,000	0	45,000	0
53-4311-765	FA-INTERFUND LOAD DEBT SERVICE	50,000	50,000	31,497	0	0
53-4311-905	DEBT SERVICE-BANK OF WEST	0	0	5,290	10,000	193,807
53-4311-940	TRANSFERS - GENERAL FUND	167,611	167,611	109,401	167,611	167,611
53-4311-950	TRANSFER TO CENTRAL SHOP	34,998	34,998	26,249	34,998	34,998
TOTAL LANDFILL EXPENSES:		1,577,958	1,740,897	908,381	1,623,217	1,511,358

CITY OF RAWLINS, WYOMING FISCAL YEAR 2017-2018 BUDGET

Fund: 53-4990

Department: Public Works

Division: Other Financing Uses

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

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

2017-2018 Goals, Projects, and Highlights:

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

2016-2017 Accomplishments/Comments:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SOLID WASTE LANDFILL FUND						
LANDFILL OTHER FINANCING USES						
53-4990-995	SELF INSURNANCE RESERVE	0	0	0	100,000	100,000
53-4990-998	CONTINGENCY	0	100,000	8,317	100,000	100,000
53-4990-999	WORKING CAPITAL RESERVE	12,747	121,353	0	582,458	891,892
TOTAL OTHER FINANCING USES		12,747	221,353	8,317	782,458	1,091,892

CAPITAL BUDGET FY 2017-2018

(04/14/2017)

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

Enterprise:

Solid Waste-Landfill:

53-4311-700	Pickup Truck	\$50,000	\$30,000	
53-4311-705	Video Surveillance Cameras for Landfill Shack	\$10,000	\$10,000	
53-4311-730	New Shop for Equipment	\$220,000	\$0	

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

Enterprise Revenues for the Solid Waste Recycling Fund for FY 2017-2018

The process of review below is to estimate all revenues of the Solid Waste Recycling Utility Fund. The Recycling Monthly Fee was increased by \$1.00 (September 2015) to cover recurring expenses, debt service expenses, or capital expense requirements of this fund. What our statistical information provides us is a decrease in the number of active customers from December 2013 to December 2016 of two hundred plus customers. Within calendar year 2016, the decrease in customers being billed over 2015 is ninety-five (95). Our revenues reflect this loss in the number of customers being served.

Revenues:

- 800-Beginning Fund Balance: The actual monies available (in bank beginning fund balance) as of July 1, 2016 are \$136,810 according to our audit of FY 2015-2016. Our current balance within the cash account as estimated by the Caselle computer systems as of January 31, 2017 is \$140,945 approximately. Adding to our Caselle estimate for January 31, 2017 our revenue earned February 2016 through June 2016 less \$5,000 (falling revenues) creates a year-end estimate for FY 2016-2017 of \$202,163 for available cash approximately. Our best estimate in expenses to be incurred between February 2017 through June 2017 which includes all operating and capital expense is approximately \$111,175 approximately. Subtracting this \$111,175 from our available cash above creates a year-end balance of approximately 90,988. Assuming no expense in the contingency and reserves, and knowing the City does not spend 100% of its operating and capital budget we can estimate a little lower or higher than our estimated year-end balance above. With the population falling I cannot estimate increasing the estimated balance. Recommend **\$90,000**
- 841-Recycling Monthly Fee: As stated above the City increased the monthly fee by \$1.00 in September 2015 to expand services and hours the city was offering. The FY 2016-2017 will reflect a full year of the rate increase done in FY 2015-2015. Based upon our recurring monthly income for January 2017, the City should receive approximately \$151,068 at year-end. This \$151,068 is only a few dollars short of budget, but we do not know is the current population base will shrink some more. Recommend **150,000**.
- 842-Recycling: This account was removed from the Solid Waste Landfill fund and placed into this fund. This account has ten (10) years of history which indicate an average of \$25,687.27, but the previous three fiscal years indicate an average of only \$16,792 approximately. The current year YTD FY 2016-2017 amount is \$5,730.15 and the YTD FY 2015-2016 amount was \$8,514.80, which indicates a decrease of 32.7%. Again I believe some of this decrease is the loss to our customer base we have incurred. Recommend **\$10,000**.

- 871-Interest Income: Four years of history provide and average revenue amount of \$34.30, but with the increase rates created by the Federal Reserve we should squeeze out a few more dollars. Recommend \$40.

YEARROUND EMPLOYEE "COUNT" (AUTHORIZED POSITIONS)

Adopted FY 2016-2017		Recommended FY 2017-2018	
Job Title	Hours	Job Title	Hours
Recycling Foreperson	40.0	Recycling Foreperson	40.0
Recycling Operator (1.5)	60.0	Recycling Operator (1.5)	60.0
No. of Authorized Positions	2.5	No. of Authorized Positions	2.5

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SOLID WASTE RECYCLING FUND						
REVENUES						
54-3000-800	BEGINNING FUND BALANCE	0	78,000	0	135,000	90,000
	TOTAL BEGINNING FUND BALANCE:	0	78,000	0	135,000	90,000
54-3700-841	RECYCLING MONTHLY FEE	149,501	137,250	114,372	152,000	150,000
54-3700-842	RECYCLING	12,047	20,000	7,538	14,000	10,000
54-3700-856	COLLECTION OF RECYCLING	7,600	15,000	0	0	0
54-3700-857	DONATIONS	-181	0	0	0	0
54-3700-871	INTEREST INCOME	38	38	31	30	40
54-3700-879	MISCELLANEOUS	0	0	8,312	0	0
	TOTAL OTHER REVENUES	169,005	172,288	130,253	166,030	160,040
	TOTAL SOLID WASTE RECYCLING REV:	169,005	250,288	130,253	301,030	250,040

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

Fund: 54-4312

Department: Recycling Center

Division: Public Works

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

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

2017-2018 Goals, Projects and Highlights:

- **Switched Companies for Recycling Commodities**
- **Get building fixed for damage by Customer**
- **New Truck for Recycling**
- **Work on better awareness with the public**
- **Update our Facebook Website for recycling**
- **Try to break a million pounds in recycling**
- **Have 4th Annual recycle day**

2016-2017 Accomplishments/Comments

- Ordered new recycle bin for grass
- Ordered new totes for handling recycling
- Had 3rd Annual Recycle Day
- Broke record for recycling in 1 year million pounds
- Got award from Wyoming Solid Waste and Recycling for town of 5000 to 10,000
- Came up with new process to handle recycling from recycling bins.

- Completed bid for Recycling Steel
- Started hauling Steel to be recycled to Green River
-

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SOLID WASTE RECYCLING FUND						
RECYCLING CENTER						
54-4312-110	SALARIES	79,728	72,567	58,135	79,630	79,630
54-4312-130	EMPLOYEE BENEFITS	20,622	20,392	15,068	22,837	23,659
54-4312-180	OVERTIME PAY	755	1,838	1,644	2,705	2,705
54-4312-190	WORKERS COMPENSATION	2,820	3,609	3,173	4,183	4,183
54-4312-207	CONSULTANT CONTR-INFO TECH	0	600	0	0	0
54-4312-250	TRAVEL & TRAINING	0	750	0	750	750
54-4312-255	UTILITIES-ELECTRICAL	5,542	0	4,542	2,500	5,000
54-4312-257	UTILITIES-GAS	4,595	6,000	4,747	3,500	5,000
54-4312-260	UTILITIES-OTHER	2,913	5,000	1,701	4,000	3,500
54-4312-270	ADS,DUES,PUBLICATIONS	549	1,000	48	750	750
54-4312-280	BUILDING/GROUND MAINTENANCE	1,070	900	0	1,000	1,000
54-4312-320	EQUIPMENT RENTAL	137	0	0	0	0
54-4312-322	SAFETY	206	500	14	500	500
54-4312-380	EQUIPMENT MAINTENANCE	141	1,800	0	2,000	1,500
54-4312-390	CUSTOMER PAYOUTS	7,975	6,500	6,231	7,300	7,300
54-4312-420	TOOLS	356	200	122	500	400
54-4312-422	MATERIALS	179	1,200	31	750	500
54-4312-430	SUPPLIES	690	2,200	322	2,000	1,950
54-4312-440	EQUIPMENT	2,172	3,000	0	4,000	2,000
54-4312-470	VEHICLE OPERATION	1,525	3,600	1,130	3,600	3,000
54-4312-480	UNIFORMS	412	400	531	500	500
54-4312-700	FA-VEHICLES	0	45,000	0	45,000	0
54-4312-705	FA-EQUIPMENT	0	0	20,902	27,000	0
54-4312-730	FA-FACILITIES	0	0	3,200	4,000	0
TOTAL SOLID WASTE RECYCLING EXP:		132,387	177,056	121,542	219,005	143,827

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

Fund: 54-4990

Department: Public Works

Division: Other Financing Uses

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

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

2017-2018 Goals, Projects, and Highlights:

- Maintain a minimum contingency (\$50,000) to handle unforeseen operating expenses. Expenses can be deductibles on insurance, repairing broken vehicles, or just simply covering other operating expenses short of budget.
- Identify the self-insurance reserve to cover those items not insured fully.
- Identify the estimated working capital reserve within the Solid Waste-Recycling Utility Fund.

2016-2017 Accomplishments/Comments:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SOLID WASTE RECYCLING FUND						
OTHER FINANCING USES						
54-4990-995	SELF INSURANCE RESERVE	0	0	0	25,000	25,000
54-4990-998	CONTINGENCY	0	50,000	0	50,000	50,000
54-4990-999	WORKING CAPITAL RESERVE	5,361	23,232	0	7,025	31,213
		5361	73232	0	82,025	106,213

CAPITAL BUDGET FY 2017-2018

(04/14/2017)

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

Enterprise:

Solid Waste-Recycling:

54-4312-705	Video Surveillance Cameras	\$10,000	\$0	
54-4312-705	Small Bailers	\$8,000	\$0	
54-4312-730	Paving Parking Lot	\$100,000	\$0	

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

Fund: 15 – Recreation Services

Department: Recreation Services

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

Revenue Budget:

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

GOLF COURSE Revenues FY 2017-2018

- 803 Memberships: The membership revenue history is complete for the previous ten fiscal years with an average per year of \$68,557.36. The year-to-year decrease over this ten year period is 0.6%. From FY 2007-2008 to FY 2008-2009 we experienced a drop of approximately \$10,000 and from FY 2008-2009 forward the line item has not reached the \$70,000 amount. The average from FY 2008-2009 forward to FY 2015-2016 is \$66,944.43. With no change anticipated in the rates and the multi-year trend indicating no real growth the average from FY 2008-2009 forward looks to be the best bet. With the loss in local population I believe we should recommend a few dollars less than the most current average above. Recommend **\$66,000**.
- 804 Pro Shop: The Pro Shop revenue line item has generated over the previous eight years an average of \$176,050.96. This average was not being reached in FY 2016-2017 and we needed to understand why? We have broken out this revenue stream into it three major components. The estimates provided covering this item in total for FY 2017-2018 and is not meeting the average above. Starting with FY 2016-2017 we have broken this account into Pro Shop (retail sales Pro Shop), Green Fees (golf course), and Cart Rental Fees. Pro Shop Retail Sales is recommended at **\$40,000**.
- 805 Cart Rental: The Pro Shop revenue line item has generated over the previous eight years an average of \$176,050.96. This average was not being reached in FY 2016-2017 and we needed to understand why? We have broken out this revenue stream into it three major components. The estimates provided covering this item in total is for FY 2017-2018 and is

not meeting the average above. Starting with FY 2016-2017 we have broken this account into Pro Shop (retail sales Pro Shop), Green Fees (golf course), and Cart Rental Fees. Cart Rental Fees are recommended at **\$65,000**.

- 806 Green Fees: The Pro Shop revenue line item has generated over the previous eight years an average of \$176,050.96. This average was not being reached in FY 2016-2017 and we needed to understand why? We have broken out this revenue stream into it three major components. The estimates provided covering this item in total is for FY 2017-2018 and is not covering the average above. Starting with FY 2016-2017 we have broken this account into Pro Shop (retail sales Pro Shop), Green Fees (golf course), and Cart Rental Fees. Green Fees are recommended at **\$50,000**.
- 811 Golf Concessionaire Fees: We have a new account for FY 2007-2008, and this account will receive our fees from the concessionaire of the “ranch” restaurant at the golf facility. The history from FY 2007-2008 moved up and down with the changes in who the concessionaire is and when the restaurant facility will be opened. The City received \$8,000 in FY 2015-2016. I would have to assume same for FY 2016-2017. Recommend **\$9,000**.
- 848 Miscellaneous: We have an inconsistent account here. Our current year YTD FY 2016-2017 amount is \$199.59. The previous year total was \$125.08. Inconsistent year to year. Recommend **\$50**.
- 871 Interest Income: There should be interest income as the General Fund is placing some \$500,000 plus dollars in the checking account at the beginning of the year. What history we have over the previous five years indicates an average of \$285.63. Our current year YTD of \$137.03 is matching the previous year amount. Recommend **\$250**.
- 891 Transfer from General Fund: This account identifies the shortfall in golf revenues to support the Golf program and Golf Course Maintenance expenses. The City Manager has directed the Golf Course Maintenance expenses be broken out from the Green Space Maintenance to better identify and manage the maintenance of the golf facility. Recommend **\$325,879**.
- 999 Sales Tax: There should be a sales tax account as we collect these taxes from the sales of goods and services (rental of carts) at the Pro-Shop. We see a high of \$7,166.22 and a low of \$5,147.23 in FY 2013-2014. With the recommendation above from the employee in charge of the golf program drop the taxable revenues, we must have a drop in this account. Recommend **\$5,000**.

RECREATION CENTER Revenues FY 2014-2015:

- 835 Shooting Range: A new account in FY 2006-2007 with a total of \$25,243.55 which does not look true. The amount received from FY 2007-2008 through FY 2015-2016 creates an average of \$18,507.12. The drop in our local population could be having an effect. Our YTD FY 2016-2017 amount is approximately 8% less than our YTD FY 2015-2016 amount received. Taking 8% off what we earned in FY 2015-2016 leaves us with a year-end amount of \$22,000 approximately for FY 2016-2017. With a possibility of continuing downturn recommend same budget as current year budget. Recommend **\$20,000**.
- 857 Recreation Center Receipts: Some variance year-to-year reviewing the previous ten years of history. The average annual increase over the previous ten years is 2.43%. The problem is revealed in just looking at the previous three years of history, maybe we have reached our maximum possibly. The previous three year average is \$216,113.71. Our YTD FY 2016-2017 amount of \$113,942.10 compared to the three year average amount leaves the city 25.67% less than budget. Reviewing two views; view 1 is to add up what was earned March 2016 through June 2016 and add this amount to our YTD FY 2016-2-17 amount of \$113,942.10 creating a year-end figure of \$172,034.70, \$43,965.3 less than budget, or view 2, reduce the amount earned between March 2016 through June 2016 by the 25.67% decrease above and add this amount to our YTD amount above creating a year end amount of \$157,122.33, \$58,877.67 less than budget. The City has no chance currently of making the current year budget of \$216,000 even with the 10% increase in rates charged by the City Council. With little response to changing fees for all activities/programs by the Recreation Department I can only recommend view 2 above. Recommend **\$157,120**.
- 858 Recreation Center Sponsorship: This new account is kept low as the donations are very inconsistent. Recommend **\$250**.
- 892 Transfer from General Fund: This will be the difference between the Expense Budget for Golf Pro Shop, Recreation Center and Shooting Range and the total Revenues for Golf and Recreation Center budgeted above. Based upon the recommended budget from the City Manager this amount is **\$648,240**.

MISCELLENOUS Revenues FY 2017-2018:

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

maintenance of the City has been moved to the Recreation Director from the Public Works Director. The amount here covers all expenses of green space maintenance. Recommend **\$361,582.**

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
RECREATION SERVICES FUND						
REVENUES						
15-3100-803	MEMBERSHIPS	69,947	62,850	8,741	66,500	66,000
15-3100-804	PRO SHOP	175,649	146,800	18,754	167,100	40,000
15-3100-805	CART RENTAL	0	0	23,605	0	65,000
15-3100-806	GREEN FEES	0	0	26,833	0	50,000
15-3100-811	RESTAURANT CONCESSIONARE FEES	8,000	12,000	7,200	8,000	9,000
15-3100-848	MISCELLANEOUS	125	100	200	50	50
15-3100-871	INTEREST INCOME	213	300	179	250	250
15-3100-872	DONATIONS	-1,060	0	500	0	0
15-3100-891	TRANSFER FROM GENERAL FUND	0	0	332,258	332,258	325,879
15-3100-999	SALES TAX	6,927	6,000	2,829	6,600	5,000
	TOTAL GOLF COURSE REVENUES:	259,801	228,050	421,097	580,758	561,179
15-3400-848	MISC RECREATION CENTER	-100	0	-353	0	0
15-3400-853	SHOOTING RANGE	24,378	17,700	15,785	20,000	20,000
15-3400-857	RECREATION CENTER RECEIPTS	183,347	224,000	137,950	216,000	157,120
15-3400-858	RECREATION CTR SPONSORSHIP	1,095	250	500	250	250
15-3400-859	MUSIC IN THE PARK	790	0	211	0	0
15-3400-872	RECREATION CTR DONTATIONS	3,560	0	8	0	0
15-3400-892	TRANSFER FROM GENERAL FUND	176,335	608,295	452,292	570,715	648,240
	TOTAL RECREATION/GUN RANGE REV:	389,405	850,245	606,393	806,965	825,610
15-3600-880	TRANSFER FROM GENERAL	323,665	1,116,529	389,271	484,671	361,582
	TOTAL GREEN SPACE REVENUES:	323,665	1,116,529	389,271	484,671	361,582
	TOTAL RECREATION FUND REVENUES:	972,871	2,194,824	1,416,762	1,872,394	1,748,371

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

Fund: 15-4100

Department: Parks & Recreation

Division: Golf Course Maintenance

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/ Comments

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

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

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GOLF COURSE MAINTENANCE						
15-4100-110	SALARIES	0	0	76,967	100,864	100,864
15-4100-130	EMPLOYEE BENEFITS	0	0	38,489	46,657	58,842
15-4100-170	TEMPORARY PAY	0	0	20,431	49,000	49,000
15-4100-190	WORKERS COMPENSATION	0	0	4,568	7,613	7,613
15-4100-205	CONSULTANT CONTRACTS-ENGINEER	0	0	0	4,000	2,500
15-4100-207	CONSULTANT CONTR-INFO TECH	0	0	0	1,800	1,800
15-4100-210	CONSULTANT CONTRACT-OTHER	0	0	0	5,000	1,000
15-4100-212	SERVICE CONTRACT	0	0	757	2,400	2,800
15-4100-250	TRAVEL AND TRAINING	0	0	2,469	3,000	3,000
15-4100-255	UTILITIES-ELECTRICAL	0	0	18,898	18,000	26,000
15-4100-256	UTILITIES-PHONE/INTERNET	0	0	0	1,500	0
15-4100-257	UTILITIES-GAS	0	0	1,686	2,800	2,800
15-4100-260	UTILITIES-OTHER	0	0	1,964	1,500	2,900
15-4100-270	ADS/DUES/PUBLICATIONS	0	0	665	1,200	1,300
15-4100-278	GOLF CART MAINTENANCE	0	0	1,114	2,000	4,000
15-4100-280	BUILDING/GROUND MAINTENANCE	0	0	722	2,000	2,400
15-4100-310	VEHICLE/EQUIPMENT MAINTENANCE	0	0	22,231	20,000	24,200
15-4100-320	EQUIPMENT LEASE & RENTAL	0	0	2,109	4,250	3,700
15-4100-322	SAFETY	0	0	244	650	650
15-4100-380	EQUIPMENT MAINTENANCE	0	0	448	1,500	1,500
15-4100-420	TOOLS	0	0	1,042	2,400	2,000
15-4100-422	MATERIALS	0	0	424	4,200	4,200
15-4100-430	SUPPLIES	0	0	2,568	4,000	4,500
15-4100-431	SUPPLIES-FERTILIZER/CHEMICALS	0	0	2,879	18,000	18,500
15-4100-433	SUPPLIES-SAND	0	0	0	12,500	12,500
15-4100-434	INVENTORY-IRRIGATION MATERIAL	0	0	239	5,000	6,000
15-4100-440	EQUIPMENT	0	0	0	1,000	1,000
15-4100-470	VECHICLE OPERATION	0	0	6,472	14,000	11,500
15-4100-480	UNIFORMS	0	0	256	800	750
TOTAL GOLF COURSE MAINTENANCE:		0	0	207,641	337,634	357,819

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

Fund: 15-4101

Department: Parks & Recreation

Division: Pro Shop

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

Division Description: Rochelle Ranch Golf Course is a municipal golf course open to the public offering daily fees and memberships. The Ken Kavanaugh design is a links style. The course was open in the fall of 2004. Rochelle Ranch Golf Course is acknowledged consistently ranking in the top 5 public courses in Wyoming and one of the best courses to play in America for under \$50.00. Golf Digest ranked the course as the 29th most challenging in America. Rochelle Ranch Golf Course is a fully operational golf course with putting & chipping greens, practice range, pro shop, and a full service restaurant and bar. The staff includes a Superintendent, Golf Professional, and support staff.

2017-2018 Goals, Projects and Highlights:

- Increase Memberships, green fees, cart fees, and pro shop sales by 10%
- Finding ways to increase spring and fall usage of golf course.
- Promote the game of golf as a healthy alternative for physical exercise.
- Continue a friendly and professional facility and promote the game of golf for families.
- Secure funding for golf cart batteries.
- Host the men's senior state and the Wyoming amateur golf tournament in 2018 and 2019
- Solar eclipse golf tournament and viewing of the August solar eclipse

2016-2017 Accomplishments/Comments

- Carbon County School District #1 Grant for Range Ball machine and driving range mats
- Awarded the 2018 Wyoming Men's Senior Golf Tournament
- Facility multi use access to community events
- Expansion of out of county marketing through state tourism publications

Major issues of concern in the next 5 years

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GOLF CLUB HOUSE						
15-4101-110	SALARIES	63,117	62,640	46,093	62,638	62,638
15-4101-130	EMPLOYEE BENEFITS	24,510	19,770	14,970	21,228	22,050
15-4101-170	TEMPORARY PAY	27,331	21,500	16,333	21,500	21,500
15-4101-190	WORKERS COMPENSATION	2,795	3,838	3,538	4,274	4,274
15-4101-210	CONSULTANT CONTRACTS-OTHER	3,977	2,500	1,841	2,500	3,000
15-4101-240	RECREATION PROGRAMS	488	1,500	650	1,500	1,500
15-4101-246	RECREATION TOURNAMENTS	0	3,000	0	3,000	3,000
15-4101-250	TRAVEL AND TRAINING	0	2,500	97	2,500	2,500
15-4101-255	UTILITIES-ELECTRICAL	13,191	12,000	9,488	12,000	13,000
15-4101-256	UTILITIES-PHONE/INTERNET	1,083	1,300	748	1,300	1,300
15-4101-257	UTILITIES-GAS	5,547	9,000	5,271	9,000	8,750
15-4101-260	UTILITIES-OTHER	1,409	5,000	0	5,000	0
15-4101-270	ADS/DUES/PUBLICATIONS	5,250	7,000	2,134	7,000	7,000
15-4101-280	BUILDING/GROUNDS MAINTENANCE	980	5,000	0	5,000	4,000
15-4101-281	BUILDING MAINT-ROCHELLE RESTR.	3,801	4,000	3,393	4,000	4,000
15-4101-322	SAFETY	0	100	0	100	100
15-4101-380	EQUIPMENT MAINTENANCE	8	500	0	500	250
15-4101-430	SUPPLIES	851	4,000	494	4,000	3,000
15-4101-440	EQUIPMENT	0	2,046	315	2,262	2,262
15-4101-480	UNIFORMS	460	716	0	500	500
15-4101-484	MERCHANDISE	23,730	32,736	12,583	32,736	32,736
15-4101-485	SALES TAX	9,821	6,000	10	6,000	6,000
15-4101-705	FA-EQUIPMENT	34,586	34,586	0	34,586	0
TOTAL GOLF CLUB HOUSE:		222,935	241,232	117,958	243,124	203,360

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

Fund: 15-4506

Department: Parks & Recreation

Division: Recreation

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/Comments:

- Expand the marketing/advertising for the Music in the Park Concert series
- Facility improvement through painting, repair and replacement and continued care.
- Complete purchase of updated sports equipment for the youth programs with the continuing help of the Carbon County School District #1 Recreation Board grant system.
- Partner to bring new events into the Rec Center introducing the community to the facility.
- Safe, warm environment for family Halloween celebration
- Secure sponsorship relationships for youth and tournament events

- Grow stronger relationships with senior community members through the expansion of the morning fitness programming.
- Introduce new marketing and advertising avenues with lower cost
- Develop partnerships creating health awareness throughout the community
- Strengthen our presence within the tourism industry
- Take programming out to the community with other organizers. Examples include events such as the Jingle Dash at Winterfest and the Watermelon Eating Contest at Summerfest.
- Partner with nonprofits to aid in fund raising through the fun run promotions at the Golf Course.

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

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
RECREATION CENTER						
15-4506-110	SALARIES	311,757	316,997	233,286	316,887	316,887
15-4506-130	EMPLOYEE BENEFITS	156,552	173,925	109,406	170,165	183,796
15-4506-170	TEMPORARY PAY	46,027	49,500	27,857	49,500	49,500
15-4506-180	OVERTIME PAY	909	0	0	0	0
15-4506-190	WORKERS COMPENSATION	12,950	17,339	14,179	18,612	18,612
15-4506-207	CONSULTANT CONTR-INFO TECH	2,750	0	0	0	0
15-4506-210	CONSULTANT CONTR-OTHER	4,007	6,500	2,419	6,500	6,500
15-4506-240	RECREATION PROGRAMS	12,084	14,500	5,920	14,500	14,000
15-4506-241	REC PROGRAM MATERIALS	5,444	9,000	5,392	10,000	9,000
15-4506-243	BASEBALL PROGRAM SUPPORT	9,628	15,000	5,604	15,000	14,000
15-4506-246	RECREATION TOURNAMENTS	3,775	7,500	1,669	5,500	5,500
15-4506-250	TRAVEL AND TRAINING	1,979	5,589	50	5,020	4,209
15-4506-255	UTILITIES-ELECTRICAL	27,732	25,000	20,281	25,000	28,000
15-4506-256	UTILITIES-PHONE/INTERNET	1,874	1,600	1,325	1,600	2,000
15-4506-257	UTILITIES-GAS	14,044	16,995	14,639	16,995	18,000
15-4506-260	UTILITIES-OTHER	3,016	2,575	2,245	2,575	3,500
15-4506-270	ADS/DUES/PUBLICATIONS	6,780	10,500	6,888	11,069	11,000
15-4506-280	BUILDING/GROUNDS MAINTENANCE	2,632	4,425	189	4,425	4,425
15-4506-320	EQUIPMENT LEASE & RENTAL	0	300	0	300	300
15-4506-322	SAFETY	0	250	313	250	300
15-4506-380	EQUIPMENT MAINTENANCE	411	3,100	208	3,100	3,600
15-4506-390	REIMBURSEMENT	837	4,000	92	4,000	3,000
15-4506-430	SUPPLIES	4,207	8,000	2,235	8,000	8,000
15-4506-440	EQUIPMENT	2,303	1,500	1,065	2,500	3,500
15-4506-470	VEHICLE OPERATION	1,626	3,500	2,099	3,500	3,500
15-4506-480	UNIFORMS	0	1,000	426	1,000	1,000
15-4506-590	MUSIC IN THE PARK	15,565	20,000	10,927	20,000	20,000
15-4506-705	FA-EQUIPMENT	9,494	12,000	0	0	0
TOTAL RECREATION CENTER:		658,383	730,595	468,713	715,998	732,129

CITY OF RAWLINS, WYOMING
FISCAL YEAR 2017-2018 BUDGET

Fund: 15-4510

Department: Parks & Recreation

Division: Shooting Range

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

Division Description: The Shooting Range includes the indoor and outdoor facilities. The indoor range, located in the Rawlins Family Recreation Center, consists of 9 fully automated lanes. This range is available for pistol, .22 rifle and archery. The outdoor shooting complex, located on East Gun Club road north of Rawlins, consists of a 1000 yard long range, 300 yard rifle range, pistol bays, trap and skeet, five stand and 65 yard archery area that also includes an elevated platform.

2017-2018 Goals, Projects and Highlights:

- Continue developing the 1000 yard long range working toward the July Wyoming State Championship shoot and the August Governors Shoot.
- Develop archery programming utilizing the indoor range facility
- Replace indoor shooting range lane dividers and flooring
- Certify 1000 yard long range with the NRA
- Expand archery range outdoors to 100 yards with donation from Wyoming Game and Fish (Pittman/Robertson funds)
- Continue to actively seek marketing and advertising avenues throughout Wyoming
- Enhancing partnerships with tourism groups and committees to promote the range throughout the region

2016-2017 Accomplishments/Comments:

- Participating as an outdoor facility in the Wyoming 100 shoot sponsored by the Wyoming Game and Fish in coordination with the office of the Governor
- Paint the pistol bays
- Increase programming to include the annual June 5-stand Tigner Memorial Shoot and the annual July Farver Trap shoot.
- Secure grants for advertising and tournaments
- Replacement of entry signage
- Acknowledgement of sponsorships through on site signage
- Move and create berms on the 1000 yard long range with grant funds
- Donation secured and target system purchased for 1000 yard range
- Grant secured for expansion of archery range through NRA
- Partnerships with Wyoming Game and Fish enhancing the Hunters Safety testing day
- Assist the local 4-H shooters and archery clubs by providing scholarships for memberships and safe environment for practice.

- Promote the Outdoor Shooting Complex with active involvement in the Friends of the NRA fund raising banquet.
- Purchase through donation the steel targets for the outdoor pistol and rifle range
- Partner with the Great Divide Shooting Club and the American Trap Association Red Dessert Club to bring tournaments to the ranges
- Partner with local law enforcement to make ranges available for training
- Successful replacement of speaker system for indoor facility

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

- Replacement of outdoor range transportation system
- Expand archery area
- Continue working towards the Master plan at outdoor facility
- Parking area improvements and road repairs

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GUN RANGES						
15-4510-110	SALARIES	38,535	42,744	32,485	44,454	44,454
15-4510-130	EMPLOYEE BENEFITS	29,485	30,751	16,647	24,355	25,869
15-4510-190	WORKERS COMPENSATION	1,409	2,073	1,360	2,258	2,258
15-4510-210	CONSULTANT CONTR-OTHER	0	0	5	0	0
15-4510-240	RECREATION PROGRAMS	1,125	1,300	836	1,300	2,000
15-4510-246	RECREATION TOURNAMENTS	3,070	800	1,507	800	1,450
15-4510-250	TRAVEL AND TRAINING	116	500	90	500	400
15-4510-255	UTILITIES-ELECTRICAL	799	2,000	748	2,000	1,750
15-4510-270	ADS/DUES/PUBLICATIONS	3,121	3,000	4,468	3,000	3,200
15-4510-280	BUILDING/GROUND MAINTENANCE	414	500	160	500	500
15-4510-320	EQUIPMENT LEASE & RENTAL	0	0	60	0	0
15-4510-322	SAFETY	445	500	391	500	300
15-4510-380	EQUIPMENT MAINTENANCE	760	2,500	737	2,500	2,000
15-4510-390	REIMBURSEMENT	0	0	70	0	0
15-4510-430	SUPPLIES	5,232	4,000	2,498	4,000	5,750
15-4510-440	EQUIPMENT	362	1,000	443	1,000	500
15-4510-470	VECHICLE OPERATION	126	300	57	300	300
15-4510-482	SHOOTING RANGE MAINTENANCE	3,174	3,500	2,583	3,500	2,750
15-4510-730	FA-FACILITIES	0	25,000	0	0	0
TOTAL GUN RANGES:		88,173	120,468	65,146	90,967	93,481

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

Fund: 15-4515

Department: Parks & Recreation

Division: Parks

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

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

2017-2018 Goals, Projects and Highlights:

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

2016-2017 Accomplishments/ Comments

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

- Stripped, painted and refurbished Washington Park bathrooms.
- Removed dead, dying and hazardous trees in the Cemetery, Parks and Right of Ways and pruned trees for safety and health of the tree.
- Removed brush and trees around the building at Martinez Park.
- Worked with Cemetery Sexton and Public Works to transfer the responsibility for burials to Public Works.
- Replaced worn belts, seats, hoses, bearings and tires on equipment to extend useful life.
- Repaired wood chipper that had its blades improperly installed.
- Worked with Carbon County Weed and Pest to control Thompson Ground Squirrels at the Memorial Fields including setting up and monitoring bait stations.

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

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GREEN SPACE MAINTENANCE						
15-4515-110	SALARIES	257,862	292,980	112,662	164,538	128,196
15-4515-130	EMPLOYEE BENEFITS	125,023	146,143	62,884	93,920	65,019
15-4515-170	TEMPORARY PAY	83,235	98,500	30,444	68,000	68,000
15-4515-180	OVERTIME PAY	118	0	0	0	0
15-4515-190	WORKERS COMPENSATION	10,595	19,666	8,288	11,813	9,967
15-4515-210	CONSULTANT CONTR-OTHER	946	15,000	379	7,500	5,000
15-4515-212	SERVICE CONTRACTS	763	4,300	1,129	500	1,500
15-4515-250	TRAVEL & TRAINING	2,997	5,000	2,446	3,000	3,000
15-4515-255	UTILITIES-ELECTRICAL	32,590	35,000	8,955	22,000	15,000
15-4515-256	UTILITIES-PHONE/INTERNET	0	0	0	1,500	0
15-4515-257	UTILITIES-GAS	3,060	7,000	1,470	2,800	2,000
15-4515-260	UTILITIES-OTHER	3,053	2,000	0	1,500	1,200
15-4515-270	ADS/DUES/PUBLICATIONS	1,969	1,700	512	700	900
15-4515-278	GOLF CART MAINTENANCE	126	3,000	0	0	0
15-4515-280	BUILDING/GROUNDS MAINTENANCE	7,688	8,000	5,536	3,500	7,700
15-4515-310	VEHICLE/EQUIPMENT MAINTENANCE	16,496	2,000	8,970	13,000	13,000
15-4515-320	EQUIPMENT LEASE & RENTAL	1,116	5,250	0	500	500
15-4515-322	SAFETY	900	1,350	246	500	600
15-4515-380	EQUIPMENT MAINTENANCE	3,458	29,701	195	0	2,000
15-4515-420	TOOLS	1,990	6,000	785	1,000	1,100
15-4515-422	MATERIALS	3,677	4,500	5,466	13,300	4,000
15-4515-430	SUPPLIES	10,384	11,000	2,070	3,500	4,000
15-4515-431	SUPPLIES-FERTILIZER/CHEMICALS	13,964	35,000	0	3,200	3,700
15-4515-433	SUPPLIES-SAND	11,698	12,000	0	0	0
15-4515-434	INVENTORY-IRRIGATION MATERIAL	7,952	12,000	45	0	2,800
15-4515-440	EQUIPMENT	514	3,000	0	1,000	1,000
15-4515-450	TREE MAINTENANCE	1,500	5,000	0	10,000	10,000
15-4515-470	VEHICLE OPERATION	14,218	35,000	4,266	16,000	10,000
15-4515-480	UNIFORMS	719	2,300	689	1,400	1,400
15-4515-705	FA-EQUIPMENT	0	7,900	0	0	0
15-4515-730	FA-FACILITIES	13,611	292,239	36,741	40,000	0
TOTAL GREEN SPACE MAINTENANCE:		632,222	1,102,529	294,179	484,671	361,582

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

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

Goals:

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

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

Revenues:

11-3000-800 Beginning Fund Balance: The beginning balance is made up of the cash on hand balance. As of July 1, 2016 the balance was approximately \$611,410. Through January 2017 the cash balance has changed to approximately \$583,180. We do know that a \$50,000 sum will be paid the Carbon County in February 2017, after this transaction we not know what will happen over the next five months as we continue to incur revenues and expenses. Recommend **\$500,000**.

11-3600-890 Housing Revenues: The account is used as an all encompassing revenue account for receiving revenue for this fund during the fiscal year. We are assuming that as expenses are incurred we are either selling these properties, placing a lien against these properties, or billing the property owners for services rendered that mitigate the nuisance or dangerous condition. No monies can be anticipated for the FY 2017-2018 year with any certainty. Recommend **\$0**.

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

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

Goals:

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

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

Expenses:

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

11-4109-217: This account is used to fund all housing expenses, whether it is to be torn down or rehabbed. Recommend **\$440,000**.

11-4109-235: This account is used to pay the Landfill its gate fee for those buildings that are torn down and the City provides a discount. Recommend **\$50,000**.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
DANGEROUS BUILDING FUND						
REVENUES						
11-3000-800	BEGINNING FUND BALANCE	0	525,000	0	500,000	500,000
	TOTAL BEGINNING FUND BALANCE:	0	525,000	0	500,000	500,000
11-3600-890	HOUSING REVENUES	95,323	0	687	0	0
	TOTAL DANGEROUS BLDG REVENUES:	95,323	525,000	687	500,000	500,000
EXPENSES						
11-4109-205	CONSULTANT CONTRACTS-ENGINEER	1,900	10,000	0	10,000	10,000
11-4109-217	HOUSING EXPENSES	28,210	465,000	72,386	440,000	440,000
11-4109-235	LANDFILL CREDIT	24,701	50,000	8,465	50,000	50,000
	TOTAL DANGEROUS BLDG EXPENSES:	54,811	525,000	80,851	500,000	500,000

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

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

Goals:

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

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

Revenues:

12-3000-800 Beginning Fund Balance: The beginning balance as of July 1, 2016 was \$75,482. Through January 2017 no revenues and only one expense have been recorded leaving our balance at the \$75,338 amount. We have no anticipated revenues/expenses for the next six months of this fiscal year. Recommend **\$75,000**.

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

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

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

Goals:

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

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

Revenues:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
HOUSING LOAN FUND						
REVENUES						
12-3000-800	BEGINNING FUND BALANCE	0	75,000	0	75,000	75,000
	TOTAL BEGINNING FUND BALANCE:	0	75,000	0	75,000	75,000
12-3600-877	HOUSING REVENUES	0	0	0	0	0
	TOTAL HOUSING FUND REVENUES:	0	75,000	0	75,000	75,000
EXPENSES						
12-4108-213	HOUSING LOANS	0	75,000	144	75,000	75,000
	TOTAL HOUSING FUND EXPENSES:	0	75,000	144	75,000	75,000

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

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

Goals:

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

17-3000-800 Beginning Fund Balance: The beginning cash balance was \$3,892 approximately as of 07/01/2016. We have on hand as of 01/31/2017 approximately \$3,175. I do expect expenses to exceed revenues in the next five months of this fiscal year as that is what history has shown us. An issue of timing. Recommend **\$2,500**.

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

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

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

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

Goals:

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

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

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

17-4990-998 Contingency: This account will hold the remaining balance of this fund for the purpose of funding the liquor license fee expense for future years. Recommend **\$1,702**.

RAWLINS RESTAURANT FUND FY 2017-2018

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
17-3000-800	BEGINNING FUND BALANCE	6,000	6,000	<u>2,500</u>
RESTAURANT:				
17-3100-801	REIMBURSE FOR SALES TAX	1,500	2,250	<u>2,700</u>
17-3100-848	MISCELLANEOUS	0	0	<u>0</u>
17-3100-871	INTEREST INCOME	5	5	<u>2</u>
	TOTAL RESTAURANT:	<u>1,505</u>	<u>2,255</u>	<u>2,702</u>
	TOTAL RESTAURANT FUND	7,505	8,255	5,202

RESTAURANT FY 2017-2018

RESTAURANT

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
MATERIALS & SERVICES:				
17-4100-485	SALES TAX	3,000	3,000	2900
17-4100-487	LIQUOR LICENSE	1,000	1,000	600
TOTAL MATERIALS & SERVICES:		4,000	4,000	3,500
RESERVES & CONTINGENCY:				
17-4990-998	CONTINGENCY	3,505	4,255	1702
TOTAL RESERVES & CONTINGENCY:		3,505	4,255	1,702
TOTAL EXPENSES		7,505	8,255	5,202

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GOLF CLUB HOUSE RESTAURANT						
17-3000-800	BEGINNING FUND BALANCE	0	6,000	0	6,000	2,500
TOTAL BEGINNING BALANCE:						
17-3100-801	REIMBURSE FOR SALES TAX	2,971	1,500	2,138	2,250	2,700
17-3100-848	MISCELLANOUS	0	0	100	0	0
17-3100-871	INTEREST INCOME	2	5	2	5	2
TOTAL RESTAURANT OPERATING REV:		2,973	1,505	2,240	2,255	2,702
TOTAL GOLF CLUB HOUSE RESTR. REV:		2,973	7,505	2,240	8,255	5,202
17-4100-485	SALES TAX	2,936	3,000	2,104	3,000	2,900
17-4100-487	LIQUOR LICENSE	553	1,000	500	1,000	600
TOTAL RESTAURANT OPERATING EXP:		3,489	4,000	2,604	4,000	3,500
17-4990-998	CONTINGENCY	0	3,505	0	4,255	1,702
TOTAL GOLF CLUB HOUSE RESTR. EXP:		3,489	7,505	2,604	8,255	5,202

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

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

Goals (FY 2016-2017):

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

Goals (FY 2017-2018):

The assumption at this time is the impact assistance monies from the installation of the wind turbine project will be deposited to this fund building it significantly over the next 6 to 7 years. The monies received in FY 2016-2017 into this fund were from this project.

Revenues:

300 Beginning Fund Balance: This cash balance was approximately \$211,348 as of 07/01/2016. There has been impact assistance monies from July 2016 through January 2017 and no expenses have been incurred. The City has approximately \$218,528 in the bank as of 01/31/2017. If nothing changes we will **recommend \$218,540.**

870 Impact Assistance: With little knowledge of when the monies from the wind turbine project start up again the budget will remain at zero. Recommend **\$0.**

871 Interest Income: This revenue account will accumulate monies until the fund balance (the cash account) has no monies. Recommend **\$50.**

Expenses:

205 Consultant Contracts-Engineering: At this time the use of this fund has shifted to economic

development. Usually, we start with engineering services to develop a plan. Recommend **\$10,000.**

210 Consultant Contracts-Other: At this time the use of this fund has shifted to economic development. After a plan of action is created, we will use these funds as an in-kind match or hire private sector companies to perform work for us. **Recommend \$208,950.**

ECONOMIC DEVELOPMENT FUND FY 2017-2018

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
40-3000-800	BEGINNING FUND BALANCE	30,000	183,000	<u>218,540</u>
OTHER INCOME:				
40-3600-870	IMPACT ASSISTANCE	175,273	0	<u>0</u>
40-3600-871	INTEREST INCOME	<u>10</u>	<u>10</u>	<u>50</u>
	TOTAL OTHER INCOME:	175,283	10	50
	TOTAL RAWLINS RESTAURANT FUND:	205,283	183,010	218,590

ECONOMIC DEVELOPMENT FY 2017-2018

ECONOMIC DEVELOPMENT

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
MATERIALS & SERVICES:				
40-4100-205	CONSULTANT CONTR-ENGINEER	40,000	10,000	<u>10,000</u>
40-4100-210	CONSULTANT CONTRACTS-OTHER	<u>165,283</u>	<u>173,010</u>	<u>208,950</u>
TOTAL MATERIALS & SERVICES:		205,283	183,010	218,950

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
ECONOMIC DEVELOPMENT FUND						
40-3000-800	BEGINNING FUND BALANCE	0	30,000	0	183,000	171,000
	TOTAL BEGINNING FUND BALANCE	0	30,000	0	183,000	171,000
40-3600-870	IMPACT ASSISTANCE	164,083	175,273	10,594	0	0
40-3600-871	INTEREST INCOME	34	10	57	10	10
	TOTAL OTHER REVENUE:	164,117	175,283	10,651	10	10
	TOTAL ECON DEVELOPMENT REV:	164,117	205,283	10,651	183,010	171,010
40-4100-205	CONSULTANT CONTR-ENGINEER	0	40,000	0	10,000	10,000
40-4100-210	CONSULTANT CONTRACTS-OTHER	0	165,283	0	173,010	161,010
	TOTAL ECON DEVELOPMENT EXP:	0	205,283	0	183,010	171,010

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

FUND 47 – Capital Facilities Tax #1

Department: Finance

Division: Revenue

Goals:

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

Revenues:

47-3000-800 Beginning Fund Balance: The beginning balance as of 07/01/2016 is the cash balance of approximately \$40,714. Only interest income revenue is expected to be received during the fiscal year. Through 01/31/2017 our estimated balance is at \$40,745 and no expenses are anticipated through June 30, 2017. Recommend **\$40,700**.

47-3100-871 Interest Income: The fund has its own interest bearing checking account as no capital facilities tax monies are comingled with the other funds. The account is to receive the interest income from the checking account. Recommend **\$50**.

Expenses:

47-4100-210 Water Project Construction: The total revenue budget is appropriated in this expense account. Recommend **\$40,750**.

CAP TAX #1 FY 2017-2018

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
47-3000-800	BEGINNING FUND BALANCE	40,500	38,000	<u>40,700</u>
TAXES:				
47-3100-871	INTEREST INCOME	<u>50</u>	<u>50</u>	<u>50</u>
	TOTAL CAP #1:	40,550	38,050	40,750

CAPITAL FACILITY TAX #1 FY 2017-2018

CAP TAX #1 WATER

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
MATERIALS & SERVICES:				
47-4100-210	WATER PROJECT CONSTRUCTION	40,550	38,050	40,750
	TOTAL MATERIALS & SERVICES:	40,550	38,050	40,750

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
CAPITAL FACILITIES TAX #1						
47-3000-800	BEGINNING FUND BALANCE	0	40,500	0	38,000	40,700
	TOTAL BEGINNING FUND BALANCE:	0	40,500	0	38,000	40,700
47-3100-871	INTEREST INCOME	61	50	58	50	50
	TOTAL OTHER INCOME:	61	50	58	50	50
	TOTAL CAP FACILITIES TAX #1 REV:	61	40,550	58	38,050	40,750
47-4100-210	WATER PROJECT CONSTRUCTION	0	40,550	0	38,050	40,750
	TOTAL CAP FACILITIES TAX #1 EXP:	0	40,550	0	38,050	40,750

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

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

Goals:

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

Revenues:

48-3000-800 Beginning Fund Balance: The beginning cash balance as of 07/01/2016 was approximately \$31,930. Only a small amount of revenue from interest income has been incurred through 01/31/2017 creating a balance of approximately \$31,942. No expenses are anticipated through June 30, 2017 at this time. **Recommend \$31,950.**

48-3100-871 Interest Income: The fund has it own interest bearing checking account as no capital facilities tax monies are comingled with the other funds. The account is to receive the interest income from the checking account. **Recommend \$50.**

Expenses:

48-4100-609 Other Street Infrastructure: The total entire revenue budget is appropriated to this expense account to be used at the request of Public Works. **Recommend \$32,000.**

CAP TAX #2 FY 2017-2018

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
48-3000-800	BEGINNING FUND BALANCE	30,000	31,000	31,950
TAXES				
48-3100-801	CAPITAL FACILITIES TAX	0	0	0
48-3100-871	INTEREST	15	15	50
	TOTAL TAXES:	15	15	50
	TOTAL CAP TAX #2	30,015	31,015	32,000

CAPITAL FACILITY TAX #2 FY 2017-2018

CAP TAX #2 6TH STREET BRIDGE

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
MATERIALS & SERVICES:				
48-4100-609	OTHER STREET INFRASTRUCTURE	30,015	31,015	32,000
	TOTAL MATERIALS & SERVICES:	30,015	31,015	32,000

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
CAPITAL FACILITIES TAX #2						
48-3000-800	BEGINNING FUND BALANCE	0	30,000	0	31,000	31,950
	TOTAL BEGINNING FUND BALANCE:	0	30,000	0	31,000	31,950
48-3100-871	INTEREST	16	15	15	15	15
	TOTAL OTHER INCOME:	16	15	15	15	15
	TOTAL CAP FACILITIES TAX #2 REV:	16	30,015	15	31,015	31,965
48-4100-609	OTHER STREET INFRASTRUCTURE	0	30,015	0	31,015	31,965
	TOTAL CAP FACILITIES TAX #2 EXP:	0	30,015	0	31,015	31,965

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

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

Goals:

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

Revenues:

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

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

49-3100-802 Specific Tax Bond Revenue: This account is required by the bond holder to show monies being collected by Carbon County for the express purpose of paying of the bond of \$7,000,000. **Recommend \$529,001**.

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

Expenses:

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

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

49-4850-600 Bond Principle & Interest: This account is required by the bond holder to show monies be paid to the bond holder when required. It is of equal dollar amount to the amount collected. Recommend **\$529,001**.

SPECIFIC PURPOSE TAX FY 2017-2018

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
49-3000-800	BEGINNING FUND BALANCE	10,000	1,000	1
TAXES				
49-3100-801	SPECIFIC PURPOSE TAX	0	0	0
49-3100-802	SPECIFIC TAX BOND REVENUE	690,846	529,001	529,001
49-3100-871	INTEREST	1	1	0
	TOTAL TAXES	690,847		529,001
	TOTAL SPECIFIC PURPOSE FUND	700,847	1,000	529,002

SPECIFIC PURPOSE TAX FY 2017-2018

SPECIFIC PURPOSE, WATER/SEWER/STREETS

Account Number	Account Title	2015-16 Pri Year Budget	2016-17 Cur Year Budget	FY 2017-2018 Requested Budget
MATERIALS & SERVICES:				
49-4100-609	STREET INFRASTRUCTURE	1	1	1
49-4100-610	WATER INFRASTRUCTURE	10,000	1,000	0
	TOTAL MATERIALS & SERVICES:	10,001	1,001	1
DEBT SERVICE & TRANSFERS:				
49-4850-600	BOND PRINCIPLE	690,846	529,001	529,001
	TOTAL DEBT SERVICE & TRANSFERS:	690,846	529,001	529,001
	TOTAL EXPENSES SPEC PURP TAX	700,847	530,002	529,002

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SPECIFIC PURPOSE TAX						
49-3000-800	BEGINNING FUND BALANCE	0	10,000	0	1,000	1
	TOTAL BEGINNING FUND BALANCE:	0	10,000	0	1,000	1
49-3100-802	SPECIFIC TAX BOND REVENUE	0	690,846	0	529,001	529,001
49-3100-871	INTEREST	2	1	0	1	0
	TOTAL OTHER INCOME:	2	690,847	0	529,002	529,001
	TOTAL SPEC PURPOSE TAX REV:	2	700,847	0	530,002	529,002
49-4100-609	STREET INFRASTRUCTURE	0	1	11,570	1	1
49-4100-610	WATER INFRASTRUCTURE	0	10,000	0	1,000	0
49-4850-600	BOND PRINCIPLE	0	690,846	0	529,001	529,001
	TOTAL SPEC PURPOSE TAX EXP:	0	700,847	11,570	530,002	529,002

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

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

Goals:

This fund purpose is to handle “all” revenues and expenses related to the City of Rawlins self-insurance fund as it supports the benefits of City personnel. This fund experienced a very good year in FY 2011-2012 as our reserve reached its highest on the cash balance of this fund. In FY 2014-2015 our cash reserve as of December 31, 2014 was at \$1,234,547.39. From this December 31, 2014 date the revenues maintained their budgeted amount but it was not enough as the reserve was down to \$305,022.20 at June 30, 2015 as claims outweighed our recurring revenues available during this period of time. The reserve was used to fund the shortfall in recurring revenues and reached its lowest level in July 2015 which forced the City Council to transfer \$1,000,000 into this account. As of January 31, 2016 the reserve increased to \$447,531.99 above the \$1,000,000 placed into this account in July 2015. The goal is to have a minimum of \$700,000 at the beginning of the fiscal year.

Revenues:

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

74-3400-871 Interest Income: The fund has two interest bearing checking accounts and through January 2017 we have an amount of \$205.03 received. We will not reach our budget of \$600 as our budgeted cash balance was not maintained. Recommend **\$375**.

74-3400-880 Flexible Spending: This account is used to collect monies from the employees for possible pre-paid medical expenses during the year on a tax deferred basis. We had a total of \$35,919.27 in FY 2014-2015 and reached \$38,193.97 in FY 2015-2016. The YTD January 2017 amount of \$27,409.75 indicates that we will not make our current budget amount of \$38,000. A

small cut is necessary with a reduction in the number of full-time employees. Recommend **\$35,000**.

74-3400-881 Insurance Premiums: This account is an accumulation of City paid benefits for medical, dental, life, and vision for City employees. We did not increase the monthly fee the City pays into our insurance premium reserve for FY 2012-2013 through FY 2014-2015. The increase of 10% in FY 2015-2016 was in response to the loss in the reserve in FY 2014-2015. To help with maintaining a viable reserve the City increased its insurance premium paid to this fund by 9% in FY 2016-2017. We are recommending an increase to the monthly amount contributed to this account in FY 2016-2017 so we can maintain our reserve. Recommend **\$1,835,039**.

74-3400-882 Reimbursements: This account is used to record the reimbursement from the stop loss insurance carrier for claims we paid in advance. As our claims exceeded what we had set aside for this fund, the amount of reimbursement exceeded our budget. This wild claim history has subsided in FY 2016-2017 thus our reimbursements has been reduced. The average over the previous nine years is \$348,732. Recommend **\$348,000**.

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

CITY OF RAWLINS, WYOMING FISCAL YEAR 2017-2018 BUDGET

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

Goals:

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

Expenses:

74-4822-210 Contractual Services: Here the City is paying for contractual services to UMR, COBECON, Simply Well, Stop Loss Carrier, etc. and a few other expenses for year round services related to employee insurances. The average over the previous three years (FY 2013-2014 through FY 2015-2016) is \$395,991 with an incremental growth rate of 1.6%. This history is good information but the City changed the Plan Document in FY 2015-2016 and FY 2016-2017 creating additional expenses. Based upon these changes being added on top of the incremental increase changes need to be made. Recommend **\$415,000**.

74-4822-351 Flexible Spending: This is the account that records expenditures made by employees through the City of Rawlins for those medical, dental, vision expense that are set aside by the employee through payroll deduction. The average over the previous three years is \$33,308.11. With fewer employees the average looks good. Recommend **\$35,000**.

74-4822-352 Claims: This account is used to pay the City share of medical, dental, and life insurance premiums and claims made on behalf of the City employee and dependents when incurred. This account has varied by over \$1,000,000 one year to the next. The change from FY 2014-2015 to FY 2015-2016 was \$306,874 approximately. Through the budget process the city increased the contribution to employees by 10.0% in FY 2015-2016. The City added another 9% increase in FY 2016-2017. We again are recommending an increase in this account in FY 2016-2017 to cover anticipated expenses. Recommend **\$1,745,914**.

74-4822-354 Vision Care Premiums: The City contracts with the VSP insurance company separate from the premiums paid for medical/dental paid to UMR. The amount here is the annual

premium for employees and dependents. The average over the previous ten years is \$24,473. Recommend **\$23,000**.

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
SELF INSURANCE FUND						
74-3000-800	BEGINNING FUND BALANCE	0	700,000	0	700,000	500,000
	TOTAL BEGINNING FUND BALANCE:	0	700,000	0	700,000	500,000
74-3400-871	INTEREST INCOME	785	600	255	600	375
74-3400-880	FLEXIBLE SPENDING	38,194	38,000	27,068	38,000	35,000
74-3400-881	INSURANCE PREMIUMS	1,832,664	1,805,945	1,161,955	1,921,363	1,835,039
74-3400-882	REIMBURSEMENTS	725,015	430,000	218,926	400,000	348,000
74-3400-883	COBRA	0	1,000	0	1,000	500
	TOTAL OTHER INCOME:	2,596,658	2,275,545	1,408,205	2,360,963	2,218,914
	TOTAL SELF INSURANCE FUND REV:	2,596,658	2,975,545	1,408,205	3,060,963	2,718,914
74-4822-210	CONTRACTUAL SERVICES	405,693	400,000	302,116	425,000	415,000
74-4822-351	FLEXIBLE SPENDING	33,330	38,000	21,937	38,000	35,000
74-4822-352	CLAIMS	1,812,288	1,811,545	1,223,249	1,871,963	1,745,914
74-4822-354	VISION CARE PREMIUMS	21,292	26,000	18,798	26,000	23,000
	TOTAL OTHER EXPENSES:	2,272,603	2,275,545	1,566,100	2,360,963	2,218,914
74-4990-998	CONTINGENCY	0	700,000	0	700,000	500,000
	TOTAL OTHER FINANCING USES:	0	700,000	0	700,000	500,000
	TOTAL SELF INSURANCE FUND EXP:	2,272,603	2,975,545	1,566,100	3,060,963	2,718,914

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

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

Goals:

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

Revenues:

76-3000-800 Beginning Fund Balance: The beginning balance is the cash balance of \$105,296.03 as of 07/01/2016 and with revenue/expense transactions through January 2016 are cash balance is now \$116,991.02. The Bolton Park CD valued at \$100,000 is also part of the beginning fund balance. As additional revenue and expense transactions can take place in the in next five months of FY 2016-2017 our recommendation is **\$205,000**.

76-3400-845 Animal Control Donations: We have received revenue in this line item for a number of years. Our current year YTD FY 2016-2017 total is \$1,159.00 which is \$78.00 more than what we received through the same YTD FY 2015-2016 time period of the previous year. Last fiscal year total was only \$1,419.00. Recommend **\$1,500**.

76-3400-853 Tree Donation: This account captures the donation of monies to purchase trees for the parks of the City of Rawlins. This donation is not park specific. Recommend **\$25**.

76-3400-870 Carol McTee Interest: This account captures year-to-year the interest income from the \$100,000 certificate given to the City to fund “Bolton Park” infrastructure. The base amount received month-to-month is approximately \$33.00 so a year-end figure would be \$396.00 approximately. Recommend **\$350**.

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

76-3400-875 Wildland Firefighting: The City fire department has created revenue for their department by leasing their personnel and equipment out to fight wildland fires. This account did average about \$8,555.15 prior to last fiscal year when we receive \$0.00. The YTD FY 2016-2017 amount has been billed for but not received through February 2017. The process has changed significantly, the labor expense is billed to the General Fund and only equipment rental expense is billed to this account. Recommend **\$5,000**.

76-3400-876 Police National Night Out: This account accumulates donations to the police department to have a special event called National Night Out that is put annually. Recommend **\$3,000**.

76-3400-877 Lions Park Fees: This account accumulates the “fees” collected for the rental of facilities at Lions Park. Sometimes these fees are returned because of weather or other changes in schedules. Recommend **\$0**.

76-3400-878 Roch. Ranch Advisory Board: This account is used to accumulate donation to the Board for activities directly related to the golf course. Recommend **\$0**.

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

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

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

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

2017-2018 Goals, Projects, and Highlights:

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

2016-2017 Accomplishment/Comments:

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

Expenses:

76-4510-241 Recreation Service Donations: This account expenses all items in relation to donation revenues received for the Recreation Services Department. First time use was in FY 2016-2017. Recommend **\$1,000**.

76-4510-244 Animal Control: This account expenses all items in relation to donation revenues received for the express purpose on animal control and the animal control facility. Recommend **\$10,000**.

76-4510-245 Rochelle Ranch Advisory Board: This account expenses all items in relation to donation/monies collected by the Advisory Board deposited into this fund. Recommend **\$1,000**.

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

76-4510-248 National Night Out: The police department accumulates revenue to provide for a special public relations program called national night out. This expense account is provided to track those expenses. Recommend **\$5,000**.

76-4510-250 Police Seizures Expense: The Police Department collected monies from illegal/criminal activities. This account enables them to provide for extra services or tool to fight criminal activities. Recommend **\$5,000**.

Bolton Park Division:

76-4511-440 Equipment: Expenses related to the Bolton Park Facility only. Recommend **\$4,000**.

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

FUND: 76-4990

Department: Finance

Division: Other Financing Uses

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

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

2016-2016 Goals, Project and Highlights:

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

2015-2016 Accomplishment/Comments:

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

Expenses:

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

Recommend \$100,000.

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

Recommend \$83,905.

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
DONATIONS FUND						
76-3000-800	BEGINNING FUND BALANCE	0	175,000	0	203,600	205,000
		0	175,000	0	203,600	205,000
76-3400-845	ANIMAL CONTROL DONATIONS	1,419	2,000	1,159	1,800	1,500
76-3400-847	POLICE SEIZURES	5,915	4,329	2,029	0	0
76-3400-853	TREE DONATIONS	-15	50	15	50	25
76-3400-869	RECREATION SERVICES DONATIONS	0	0	16,525	0	0
76-3400-870	CAROL MCTEE - INTEREST	392	300	265	300	350
76-3400-871	INTEREST INCOME	31	40	25	30	30
76-3400-874	GOLF DONATIONS	1,060	0	0	0	0
76-3400-875	WILDLAND FIREFIGHTING	0	20,000	0	10,000	5,000
76-3400-876	POLICE NATIONAL NIGHT OUT	1,006	2,000	3,437	2,000	3,000
76-3400-877	LIONS PARK FEES	420	0	420	0	0
76-3400-878	ROCH. RANCH ADV. BRD-DONTATION	0	750	0	0	0
	TOTAL OTHER INCOME:	10,228	29,469	23,875	14,180	9,905
	TOTAL DONATIONS FUND REV:	10,228	204,469	23,875	217,780	214,905

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
DONATION FUND EXPENSES						
76-4510-241	RECREATION SERVICES DONATIONS	0	0	12,599	0	1,000
76-4510-244	ANIMAL CONTROL EXPENSES	0	10,000	1,523	1,800	10,000
76-4510-245	ROCHELLE RANCH ADV. BOARD	0	2,000	0	380	1,000
76-4510-247	WILDLAND FIREFIGHTING	75	20,000	212	10,000	5,000
76-4510-248	NATIONAL NIGHT OUT	1,788	2,000	4,050	2,000	5,000
76-4510-250	POLICE SEIZURES EXPENSE	0	4,329	1,015	5,554	5,000
	TOTAL DONATIONS EXPENSES:	1,863	38,329	19,399	19,734	27,000
76-4511-440	EQUIPMENT	0	0	0	0	4,000
	TOTAL BOLTEN PARK EXPENSES:	0	0	0	0	4,000
76-4990-991	BOLTEN PARK INVESTMENT	0	100,000	0	100,000	100,000
76-4990-998	CONTINGENCY	52	66,140	0	98,046	83,905
	TOTAL OTHER FINANCING USES EXP:	52	166,140	0	198,046	183,905
	TOTAL DONATIONS FUND EXP:	1,915	204,469	19,399	217,780	214,905

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

Fund: 77-3300

Department: Finance

Division: Grants Administration

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

Revenues:

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

CITY OF RAWLINS
 FY 2017-2018 RECOMMENDED BUDGET

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
GRANTS FUND						
REVENUES						
	BEGINNING FUND BALANCE	0	0	0	0	0
77-3300-509	WY COMMUNITY GAS	5,951	3,000	0	3,000	3,000
77-3300-519	HOMELAND SECURITY	18,654	0	45,389	0	10,000
77-3300-520	WY SUPREME CRT-ECITIATION GR	12,133	0	0	0	0
77-3300-571	FY 09-10,RAINBOW TETON	11,029	0	0	0	0
77-3300-702	2011 WATER SYSTEM IMPROVEMENTS	0	10,000	0	0	0
77-3300-724	CLEARLOGX CONTROL SYSTEM	48,460	0	0	0	0
77-3300-726	CCSD#1 REC BOARD (CBI)	37,821	0	0	0	0
77-3300-728	CCVC-BASKETBALL GRANT	1,563	0	0	0	0
77-3300-729	CCVC-SHOOTING RANGE GRANT	2,000	0	0	0	0
77-3300-733	NRA GRANT-OUTDOOR SHOOTING RNG	0	10,000	0	0	0
77-3300-734	FRONTAGE ROAD EXTENSION PROJ	258,381	133,000	6,847	0	0
77-3300-736	FY 14-15 WA/SWR CWSRF 145	202,570	1,790,000	33,211	0	0
77-3300-737	FY 14-15 WWTP REPAIR SLIB	673,353	678,000	0	0	0
77-3300-738	FY 14-15 WA/SWR DWSRF 147	568,951	0	90,056	0	0
77-3300-739	FY 14-15 WA/SWR MRG 13348	542,764	0	142,781	0	0
77-3300-740	REC BOARD-POWER TOOLS 2015.16	0	0	5,454	0	0
77-3300-779	CONCENSUS GRANT-DOZER	683,670	683,600	0	0	0
77-3300-780	REC BOARD-SPORTS EQUIPMENT	3,261	0	4,887	0	0
77-3300-781	REC BOARD-SPORTS EQUIPMENT	649	0	0	0	0
77-3300-784	REC BOARD-MOWER	0	0	49,319	0	0
77-3300-786	REC BOARD - NAT'L NIGHT OUT	1,991	0	0	0	0
77-3300-788	LANDFILL MSW CLOSURE	49,528	0	2,395,222	6,000,000	1,000,000
77-3300-789	WBC-FACADE EASEMENT FEDERAL	63,605	0	0	0	0
77-3300-790	WBC-FACADE EASEMENT PRIVATE	110,250	0	88,751	0	0
77-3300-791	WAYFINDING SYSTEM	2,500	0	292,431	0	0
77-3300-792	OUTDOOR RANGE DEVELOPMENT	0	0	20,000	0	0
77-3300-793	HIGLEY BLVD STUDY	0	0	55,451	0	0
	TOTAL GRANTS FUND REVENUES	3,299,084	3,307,600	3,229,799	6,003,000	1,013,000

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

Fund: 77-4830

Department: Finance

Division: Grants Administration

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

Expenses:

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

Account Number	Account Title	2015-16 Prior year Actual	2015-16 Pri Year Budget	2016-17 Current year Actual	2016-17 Cur Year Budget	2017-18 City Manager Budget
EXPENSES						
77-4830-509	WYOMING COMMUNITY GAS	1,713	3,000	6,345	3,000	3,000
77-4830-519	HOMELAND SECURITY	49,869	0	15,900	0	10,000
77-4830-702	2011 WATER SYSTEM IMPROVEMENTS	923	10,000	0	0	0
77-4830-719	REC BRD-INDOOR SHOOTING RANGE	2,990	0	0	0	0
77-4830-724	CLEARLOGX CONTROL SYSTEM	20,463	0	0	0	0
77-4830-727	CCVC-RACQUETBALL	1,563	0	1,075	0	0
77-4830-729	CCVC-SHOOTING	2,000	0	400	0	0
77-4830-732	DOWNTOWN MULTIMODAL PLAN	564	0	22,456	0	0
77-4830-733	NRA GRANT-OUTDOOR SHOOTING RNG	7,656	10,000	0	0	0
77-4830-734	FRONTAGE ROAD EXTENSION PROJ.	132,894	133,000	71,929	0	0
77-4830-735	WBC-FACADE EASEMENT	0	0	0	0	0
77-4830-736	FY 14-15 WA/SWR CWSRF 145	231,808	1,790,000	1,343	0	0
77-4830-737	FY 14-15 WWTP BUILDING REPAIR	678,808	678,000	0	0	0
77-4830-738	FY 14-15 WA/SWR DWSRF 147	615,402	0	47,805	0	0
77-4830-739	FY 14-15 WA/SWR MRG 13348	602,118	0	73,859	0	0
77-4830-740	REC BOARD-POWER TOOLS 2015.16	5,454	0	0	0	0
77-4830-742	REC BOARD-MOWER GRANT 2015.15	49,319	0	0	0	0
77-4830-779	CONCENSUS GRANT-DOZER	683,670	683,600	0	0	0
77-4830-780	REC BOARD-SPORTS EQUIPMENT	11,577	0	0	0	0
77-4830-788	LANDFILL MSW CLOSURE	92,455	0	3,605,335	6,000,000	1,000,000
77-4830-789	WBC-FACADE EASEMENT PROJ	112,351	0	65,556	0	0
77-4830-791	WAYFINDING SYSTEM	0	0	472,933	0	0
77-4830-792	OUTDOOR RANGE DEVELOPMENT	0	0	20,000	0	0
77-4830-793	HIGLEY BLVD. STUDY	0	0	57,418	0	0
77-4830-796	2017 WATER GRANT EXPENSES	0	0	9,789	0	0
TOTAL GRANTS FUND EXPENSES:		3,303,597	3,307,600	4,472,144	6,003,000	1,013,000