AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL SPECIAL MEETING & WORK SESSION
CITY HALL
JUNE 14, 2016 6:00 pm

City Council Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.

1. PUBLIC HEARING

1.A. PUBLIC HEARING: 2016-2017 and 2017-2018 Budget Adoption for the City of Laramie

Documents: FY 17-18 Budget Public Notice.pdf

2. SPECIAL MEETING

2.A. SPECIAL MEETING NOTICE: 2016-2017 and 2017-2018 Budget Adoption for the City of Laramie

Documents: SPMtg-06-14-2016 Budget.pdf

2.B. Resolution 2016 - ____, making appropriations and authorizing expenditure of funds to cover expenditures of the City of Laramie, Wyoming for all funds for the fiscal year of July 1, 2016 to June 30, 2017 and for certain funds for the fiscal year of July 1, 2017 to June 30, 2018. [Jordan/Brown]

Documents: Budget Resolution Cover FY 2017-18.pdf, Budget Resolution FY 17-18.pdf, Budget Change Memo.pdf

2.C. Adjournment

3. WORKSESSION

3.A. Public Comments

3.B. WORK SESSION: Jacoby Golf Course Community Impact

A power point will be available at the meeting.
[Jordan/University of Wyoming]

3.C. City Council Updates/Council Comments

3.D. Agenda Review

3.E. Public Comments

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing on the budget for the City of Laramie, Wyoming, for all funds for the 2016-17 fiscal year ending June 30, 2017 and for the General Fund, Utility Fund, Solid Waste Fund, Recreation Center Fund, and Major Capital Construction Fund for the 2017-2018 fiscal year ending June 30, 2018, which is now being considered by the City Council of said City, will be held Tuesday, June 14, 2016, at 6:00 p.m. in Council Chambers of City Hall, 406 Ivinson, at which time any and all persons interested may appear and be heard respecting such budget.

Summary of the budget for FY 2017:

	Total Cash Allocated for Budget	Total Estimated Revenue Available for Budget	Estimated Total Cash and Revenues (Cols. 1 & 2)	Estimated Total Requirements for Appropriations
General Fund	**$ 2,513,884**	**$ 29,478,213**	**$ 31,992,097**	**$ 31,992,097**
Utility Fund	**$ 25,717,808**	**$ 23,487,470**	**$ 49,205,278**	**$ 49,205,278**
Solid Waste	**$ 753,967**	**$ 3,756,000**	**$ 4,509,967**	**$ 4,509,967**
Recreation Center Fund	**$ 117,045**	**$ 1,648,600**	**$ 1,765,645**	**$ 1,765,645**
Park & Recreation Development Fund	**$ 291,244**	**$ 208,925**	**$ 500,169**	**$ 500,169**
Major Capital Construction Fund	**$ 1,941,877**	**$ 19,984,158**	**$ 21,926,035**	**$ 21,926,035**
E911 Fund	**$ 144,304**	**$ 718,000**	**$ 862,304**	**$ 862,304**
Self Insurance	**$ 82,500**	**$ 2,812,500**	**$ 2,895,000**	**$ 2,895,000**
Economic Development	**$ 0**	**$ 149,667**	**$ 149,667**	**$ 103,607**
Special Purpose Tax - 2002	**$ 696,379**	**$ 0**	**$ 696,379**	**$ 696,379**
Special Purpose Tax - 2010	**$ 929,332**	**$ 3,015,000**	**$ 3,944,332**	**$ 3,944,332**
Cemetery	**$ 0**	**$ 17,000**	**$ 17,000**	**$ 12,200**

Summary of the Budget for FY 2018:

	Total Cash Allocated for Budget	Total Estimated Revenue Available for Budget	Estimated Total Cash and Revenues (Cols. 1 & 2)	Estimated Total Requirements for Appropriations
General Fund	**$ 3,748,258**	**$ 29,911,151**	**$ 33,659,409**	**$ 33,659,409**
Utility Fund	**$ 15,265,175**	**$ 21,585,000**	**$ 36,850,175**	**$ 36,850,175**
Solid Waste	**$ 528,675**	**$ 3,851,000**	**$ 4,379,675**	**$ 4,379,675**
Recreation Center Fund	**$ 144,713**	**$ 1,733,600**	**$ 1,878,313**	**$ 1,878,313**
Major Capital Construction Fund	**$ 412,000**	**$ 75,000**	**$ 487,000**	**$ 487,000**

Publish: June 1, June 5, June 7

NOTICE OF CITY COUNCIL
SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Laramie City Council will be held Tuesday, June 14, 2016, 6:00 p.m., in Council Chamber of City Hall, 406 Ivinson Street, for the following purpose:

1. Consideration of adoption of 2016-2017 and 2017-2018 City of Laramie Budget Resolution.

/s/ David A. Paulekas, Mayor
Attest:/s/Angie Johnson

Publish: June 8, 2016
####

CITY OF LARAMIE COUNCIL SPECIAL MEETING June 14, 2016

LARAMIE 1868	**Agenda Item: Resolution** **Title: Resolution 2016 - making appropriations and authorizing expenditure of funds to cover expenditures of the City of Laramie, Wyoming for all funds for the fiscal year of July 1, 2016 to June 30, 2017 and for certain funds for the fiscal year of July 1, 2017 to June 30, 2018.**

Recommended Council MOTION: Move to approve Resolution No. 2016- making appropriations and authorizing expenditure of funds to cover expenditures of the City of Laramie, Wyoming for all funds for the fiscal year of July 1, 2016 to June 30, 2017 and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund and Major Capital Construction Fund for the fiscal year of July 1, 2017 to June 30, 2018 and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Administrative Goal:

Design, Recommend, Implement and Manage Strategic Budgets and Maintain 5-Year Capital Improvement Plan (CIP).

Adopted City Council Goals for 2016 & 2017:

Establish financial strategy for long-term community stability.

Background:

As required by Wyoming Statute, the City Manager prepared and filed with the City Council prior to May 15, 2016, a tentative city budget together with a budget message in explanation of the recommended budget, for all funds for the 2016-2017 fiscal year (ending June 30, 2017) and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and Major Capital Construction Fund for the fiscal year of July 1, 2017 to June 30, 2018.

The proposed budgets were duly entered in the City Council's record with both hard and electronic copies made available for public inspection at the Office of the City Clerk, and on the City of Laramie website.

Notice of public hearing on the budget together with the summary of the budget and required notices concerning mill levy and expenditures, was published in the *Laramie Daily Boomerang*, a legal newspaper published and of general circulation in Albany County, on June 1, June 5, and June 7, 2016 as required by law. As allowed by Wyoming Statute 39-13-104 (c), the FY 2017 General Fund budget includes a property tax levy of 8 mills projected to collect approximately $1,750,000. A public hearing is being held this evening at 6:00 p.m. in the Council Chambers of City Hall, 406 Ivinson, at which time any and all persons interested may appear and be heard respecting the proposed budget.

City of Laramie staff and elected officials held four work sessions on May 10, May 12, May 16, and May 19, 2016 and one special meeting on May 24, 2016 to hear presentations, gather information, make inquiries, review, and change the recommended budget (see attached memo of summary of budgetary changes during budget work sessions).

Legal/Statutory Authority: Wyoming Statutes Title 16, Chapter 4 Uniform Municipal Fiscal Procedures

Responsible Staff:

Malea Brown	721-5223
Dave Derragon	721-5304
Janine Jordan	721-5226

Future dates are subject to change.

Work Session(s)	May 10 May 12 May 16 May 19
Special Meeting	May 24
Public Hearing (PH) Held	6/14/2016
PH Advertised	June 1, June 5, June 7

Attachments: Resolution
Notice of Public Hearing
Memo – Summary of Budgetary Changes

_____ City Manager _____ City Attorney _____ Administrative Services Director

RESOLUTION NO. 2016 -

A RESOLUTION MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURE OF FUNDS TO COVER EXPENDITURES OF THE CITY OF LARAMIE, WYOMING, FOR ALL FUNDS FOR THE FISCAL YEAR OF JULY 1, 2016 TO JUNE 30, 2017 AND FOR THE GENERAL FUND, UTILTY FUND, RECREATION CENTER FUND, SOLID WASTE FUND, AND THE MAJOR CAPITAL CONSTRUCTION FUND FOR THE FISCAL YEAR OF
JULY 1, 2017 TO JUNE 30, 2018

FINDINGS:

As of May 2, 2016, the City Manager had prepared and filed with the City Council a tentative city budget, together with a budget message in explanation of the tentative budget, for all funds for the 2016-2017 fiscal year (ending June 30, 2017) and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and the Major Capital Construction Fund for the 2017-2018 fiscal year (ending June 30, 2018).

The proposed budget was duly entered in the City Council's record with a copy made available for public inspection at the Office of the City Clerk.

Notice of public hearing on the budget together with the summary of the budget and required notices concerning mill levy and expenditures, was published in the *Laramie Daily Boomerang*, a legal newspaper published and of general circulation in Albany County, on June 1, June 5, and June 7, 2016 as required by law.

As allowed by Wyoming Statute 39-13-104 (c), the FY 2017 General Fund budget includes a property tax levy of 8 mills projected to collect approximately $1,750,000.

A public hearing was held on the proposed budget at the time and place specified in the published notice. All interested parties were given an opportunity to be heard.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:

The tentative budget for all funds for fiscal year 2016-2017 and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and the Major Capital Construction Fund for fiscal year 2017-2018, as amended by the City Council, is hereby adopted. The following appropriations, subject to future amendment, are made for all funds for the fiscal year ending June 30, 2017 and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and the Major Capital Construction Fund for the fiscal year ending June 30, 2018; and the expenditures of each officer, department or spending agency are authorized, limited to the amounts herein appropriated or as established by future amendment.

DETAILS OF GENERAL FUND REQUIREMENTS	***FY 2017***	***FY 2018***
City Manager	$ 685,312	$ 685,312
City Attorney	468,438	468,438
Municipal Court	352,274	352,274
City Clerk	221,965	221,965
City Council	189,080	189,080
General Accounts	2,073,461	2,066,943
Safety	8,960	8,960
Police Administration	4,894,746	4,840,580
Records & Communications (LARC)	1,680,255	1,680,255
Police Grants	404,887	404,887
Animal Control	418,163	418,163
Fire	2,642,030	2,642,030
E.M.S.	2,294,312	2,065,312
Fire Operations	1,447,605	290,048
Fire Prevention	286,022	286,022
Fire Training	40,900	40,900
Emergency Management	13,650	13,650
Fire – Grants	90,520	90,520
Public Works Administration	360,849	360,849
Engineering	1,375,128	541,585
Facilities Management	641,015	386,015
Street	4,815,769	9,946,804
Fleet Services	335,990	326,990
Parks	1,240,328	769,806
Cemetery	278,100	275,100
Mosquito Control	607,785	574,555
Recreation	193,452	193,452
Ice & Events Center	383,726	353,727
Parks & Recreation Administration	225,445	225,445
Community Development Administration	234,730	203,184
Planning	348,466	213,466
Code Administration	547,582	471,536
Finance	1,088,908	935,808
Human Resources	438,582	438,582
Information Technology	690,166	677,166
TOTAL GENERAL FUND REQUIREMENTS	32,018,601	33,659,409

RECREATION FUND REQUIREMENTS	***FY 2017***	***FY 2018***
Recreation Center Fund	1,765,645	1,878,313
TOTAL RECREATION FUND REQUIREMENTS	1,765,645	1,878,313

UTILITY FUND REQUIREMENTS	FY 2017	FY 2018
Water Fund	27,736,657	23,028,290
Wastewater Fund	21,641,452	13,821,885
TOTAL UTILITY FUND REQUIREMENTS	49,378,109	36,850,175

TOTAL SOLID WASTE FUND REQUIREMENTS	4,509,967	4,379,675

TOTAL MAJOR CAPITAL CONSTRUCTION FUND	26,262,558	487,000

DETAILS OF OTHER FUND REQUIREMENTS	
E911 Fund	862,304
Self Insurance Fund	2,895,000
Parks and Recreation Development Fund	500,169
Specific Purpose Tax Fund - 2002	696,379
Specific Purpose Tax Fund - 2010	3,944,332
Cemetery Fund	12,200
Economic Development Fund	103,607
TOTAL OTHER FUNDS	9,013,991

Passed, approved and adopted on June 14, 2016.

_____
David Paulekas, Mayor and President
of the City Council

Attest:

_____
Sue Morris-Jones, MMC
City Clerk

City of Laramie
P.O. Box C
Laramie, Wyoming 82073

(307) 721-5200
FAX (307) 721-5211

Date: June 3, 2016

To: Honorable Mayor and City Councilors
Janine Jordan, City Manager
David Derragon, Assistant City Manager
City of Laramie Department Directors

From: Malea Brown, Administrative Services Director

Subject: Changes to the Recommended Budget

Each year, there are potential revisions to the City Manager's Recommended Budget for a) rebudgets of which the budget team was not previously informed b) additional staff budget recommendations c) amendments recommended and approved by the City Council and d) administrative corrections for interfund transfers. This memo provides a complete summary of the changes to the City Manager's Recommended Budget. As a reminder, rebudgets do not increase spending authority; rather, they transfer spending authority between periods.

I. General Fund

Changes primarily include amendments recommended and approved by the City Council and rebudgets. There is one additional staff budget recommendation due to an unanticipated staffing transition in Administrative Services.

Description	FY 17 Amount	FY 18 Amount	Justification
Allocate Funding for Laramie Youth Council	$ 1,000	$ 1,000	Approved amendment by City Council - transfer from Council Reserve
Allocate Funding for Laramie Youth Council	(1,000)	(1,000)	Approved amendment by City Council - transfer from Council Reserve
Reduce Park Bench Replacement	(3,000)	(3,000)	Approved amendment by City Council
Reallocate Undine Gazebo Funding to Road Materials; Move Undine Gazebo Project to FY 2019	97,905	-	Approved amendment by City Council - transfer from Major Capital Construction Fund
Rebudget Amendment to Fire Station 2 Bay Project	20,404	-	Bid awarded in excess of recommended budget on April 19, 2016; rebudget required spending authority
Rebudget Executime Timekeeping Equipment	6,100	-	Rebudget remaining equipment expenditures allocated in FY 2016 due to project delays caused by staffing shortages in Accounting division
Admin Services Personnel Support	31,000	-	This one-time request for personnel funding will provide critical assistance for the Business Operations division in maintaining minimum service levels and providing adequate training in the face of an unanticipated employee resignation and a 1.0 FTE reduction in staffing.
Total General Fund Changes	$ 152,409	$ (3,000)	

Additions to revenue include interfund transfers from the Utility Fund for the City Aerial Photography project ($50,000) and an interfund transfer from the Major Capital Construction Fund for road materials ($97,905).

II. Major Capital Construction Fund

Changes include amendments recommended and approved by the City Council, as well as administrative funding transfers, and additional staff recommendations fully offset by project revenue.

Description	FY 17 Amount	FY 18 Amount	Justification
Reallocate Undine Gazebo Funding to Road Materials; Move Undine Gazebo Project to FY 2019	$ (90,000)	$ -	Approved amendment by City Council - remove current City match for project and reschedule for FY 2019
Transfer Water Portion of Linford School Drainage Improvements Project	500,000	-	Move budget allocation between funds to decrease project administration
Transfer Water PRV Portion of Bill Nye Improvements Project	250,000	-	Move budget allocation between funds to decrease project administration
Bright Agrotech Economic Development Project	3,565,824	-	On March 10, 2016, Council approved application for a Business Ready Community grant and loan to support the growth of Bright Agrotech. This funding establishes the project budget contingent on the award and Council approval of grant and loan funding.
Increase Linford School Drainage Improvement Project Budget	20,699	-	This funding increase is an adjustment to reflect actual contributions from the Albany County School District.
Total Major Capital Constr Fund Changes	$ 4,246,523	$ -	

Additions to revenue include interfund transfers received from the Utility Fund for project support ($750,000), Albany County School District contributions ($20,699), and grant, loan, and donation proceeds related to a potential economic development project ($3,565,824).

III. Water Fund

Changes include administrative transfers omitted during budget preparation.

Description	FY 17 Amount	FY 18 Amount	Justification
Transfer Funding to Turner Tract Water Project	$ 84,563	$ -	Administrative transfer omitted during budget preparation; funding necessary for approved project in Major Capital Construction Fund
Transfer Funding to Aerial Photography Project	25,000	-	Administrative transfer omitted during budget preparation; transfer recommended by Public Works Director due to benefit derived by Water Utility
Total Water Fund Changes	$ 109,563	$ -	

There is no additional revenue to offset these transfers, which were planned for in the recommended budget cash forecasts.

IV. Wastewater Fund

Changes include rebudgets and administrative transfers omitted during budget preparation

Description	FY 17 Amount	FY 18 Amount	Justification
SCADA Replacement Rebudget	$ 36,012	$ -	Rebudget of FY 2016 funding for SCADA replacement project at Wastewater Treatment Plant
S Laramie Sewer Replacement Amendment Rebudget	2,256	-	Contract awarded in excess of recommended budget on May 3, 2016; rebudget required spending authority
Transfer Funding To Aerial Photography Project	25,000	-	Administrative transfer omitted during budget preparation; transfer recommended by Public Works Director due to benefit derived by Sewer Utility
Total Wastewater Fund Changes	$ 63,268	$ -	

There is no additional revenue to offset these requests. The transfer was planned for in recommended budget cash forecasts.