

DOUGLAS CITY COUNCIL MEETING

Douglas City Hall, Council Chambers
101 N. 4th Street, Douglas, WY

Monday, May 28, 2024
Regular Meeting 5:30 P.M.

Thank you for your cooperation in facilitating the public meeting process!

1. Call To Order, Roll Call And Pledge Of Allegiance

Kim Pexton, Mayor

Ron McNare, Councilperson/Council President

Perry Hershberger, Councilperson

Matt Schmidt, Councilperson

John Bartling, Councilperson

2. Disclosures By City Council Members

3. Approval Of General Agenda (Corrections Or Additions)

4. Public Comment

This section of the Agenda is reserved for comments from the General Public to the City Council on matters relating to Douglas Municipal Government.

Comments must be five (5) minutes or less. As a general practice, the Council does not discuss, debate, or take action on issues raised or comments made under public comment. Council may refer items to staff for follow-up. In order to be heard, please speak clearly and loudly. Please state your name and address for the record.

5. Consent Docket

All agenda items listed under the Consent Docket are considered to be routine items by the governing body and will be enacted upon by one motion unless a request is made to take up an individual item separately, in which case the item will be placed under Council Action Items.

5.I. Minutes

5.I.i. Minutes: Work Session: May 13, 2024

Documents:

[20240513 COUNCIL WORKSESSION MINUTES.PDF](#)

5.I.ii. Minutes: Council Meeting: May 13, 2024

Documents:

[20240513 COUNCIL MEETING MINUTES.PDF](#)

5.II. Ordinances: 3rd Reading - Consent

- 5.II.i. Ordinance 1040: An Ordinance Amending Chapter 5.16.100 (A)(1) Of Douglas Municipal Code Concerning The Fees Of Alcoholic Liquor Or Malt Beverages: Third And Final Reading

Documents:

[ORD 1040 - LIQUOR LICENSE FEES.PDF](#)
[NARRATIVE ORDINANCE 1040.PDF](#)

5.III. Ordinances: 2nd Reading - Consent

- 5.III.i. Ordinance 1041: An Ordinance Amending Section 2.04.090 Of The Municipal Code Of The City Of Douglas, Wyoming, Regarding Regular City Council Meetings: Second Reading

Documents:

[ORD 1041 CITY COUNCIL MEETING.PDF](#)

5.IV. Bills & Claims

5.V. Other Consent

6. Public Hearings

- 6.I. Public Hearing: Liquor License-Retail: Kota, LLC, DbA White Wolf Saloon

Documents:

[NARRATIVE 20240528.PDF](#)
[APPLICATION KOTA LLC.PDF](#)

7. Council Action Items

- 7.I. Resolution 2024-20: A Resolution Authorizing A Conditional Use Permit To Let'er Buck Car Wash, LLC For The Installation Of An Electronic Message Board Sign In A B-2 General Business Zone At 1155 East Richards Street (Old Airport Subdivision, Lot 2).

Documents:

[RESOLUTION 2024-20.PDF](#)
[20240524 NARRATIVE - CUP 01-24_EXPRESS CARE EMD.PDF](#)
[CNCL STAFFREPORT_CUP 01-24_EXPRESS CARE EMD.PDF](#)

7.II. Bid Award: Landfill Road Reconstruction Project

Documents:

[NARRATIVE FORM - LANDFILL ROAD RECONSTRUCTION.PDF](#)
[RECOMMENDATION FOR AWARD.PDF](#)
[BID TABULATION.PDF](#)

7.III. Memorandum Of Understanding: City Of Douglas Police Department And Converse County School District #1

Documents:

[24-25 SIGNED AGREEMENT.PDF](#)
[20240528 NARRATIVE -SROMOU.PDF](#)

7.IV. Fly Casper Support

Documents:

[CC.PDF](#)
[NARRATIVE FLYCASPER 20240528.PDF](#)

7.V. Audit Engagement Letter: FY 2024

Documents:

[CITY OF DOUGLAS AUDIT ENGAGEMENT LETTER 2024.PDF](#)
[NARRATIVE - AUDIT SERVICES 20240528.PDF](#)

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9. Council Information

9.I. Financial Report: April 2024

Documents:

[FINANCIAL REPORT APRIL 2024.PDF](#)

10. City Manager's Report

11. Good People Doing Good Things

12. Community Updates

12.I. Event Calendar

13. Executive Session

14. Adjourn

City Council Work Session Minutes
May 13, 2024

A Work Session of the Douglas City Council was held on May 13, 2024, at approximately 4:00 p.m. in the upstairs conference room at City Hall, 101 N. 4th Street, Douglas, Wyoming.

Councilmembers Present: Councilperson Matt Schmidt, Councilperson Ron McNare, Councilperson John Bartling, and Councilperson Perry Hershberger.

Others Present: JD Cox, City Manager; Mike Armstong, City Attorney; Clara Chaffin, Community Development Director; John Harbarger, Public Works Director; Todd Byerly, Chief of Police; Mary Nicol, Administrative Services Director/Treasurer; and Kendal Detwiler, Human Resources Director.

Discussion Items:

Hockey Presentation. Agenda review.

No action was taken. Work session adjourned at approximately 5:13 p.m.

Mary Nicol, City Clerk

City Council Regular Meeting Minutes
May 13, 2024

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Council President McNare called the meeting to order at approximately 5:30 p.m. Roll call was taken with the following City Council members present: Councilperson Ron McNare; Councilperson Perry Hershberger; Councilperson Matt Schmidt; and Councilperson John Bartling. Council President McNare led the assembly in the Pledge of Allegiance.

Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Clara Chaffin, Community Development Director; Todd Byerly, Chief of Police; John Harbarger, Public Works Director; Mary Nicol, Administrative Services Director/Treasurer; and Kendal Detwiler, Human Resources Director.

Disclosures by City Council Members: Councilperson McNare declared conflict of interest with Item 7h, Warrant Register: K&R Construction, April 2024.

General Agenda (Corrections/Additions): Councilperson Bartling moved to approve the general agenda as presented. Councilperson Hershberger seconded. Motion carried 4-0.

Public Comments: None.

Consent Docket: Minutes: City Council Work Session: April 22, 2024; **City Council Meeting:** April 22, 2024; **Special City Council Meetings:** May 2, 2024, and May 7, 2024; **Ordinance 1040:** An Ordinance Amending Chapter 5.16.100 (A)(1) of Douglas Municipal Code Concerning Fees of Alcoholic Liquor or Malt Beverages, Second Reading; **Warrant Register:** April 2024. Councilperson Hershberger moved to approve the Consent Docket as presented. Councilperson Schmidt seconded. Motion carried 4-0.

Presentation:

New Employee: Chad Jensen: City Manager Cox introduced Chad.

New Employee: Rachael Johnson: Council President McNare performed the swearing in of Rachael.

Arbor Day Proclamation: Councilperson Hershberger read the proclamation.

Council Action Items:

Ordinance 1041: An Ordinance Amending Section 2.04.090 of the Municipal Code of the City of Douglas, Wyoming, Regarding Regular City Council Meetings: First Reading. City Manager Cox provided an overview. Councilperson Schmidt moved to approve Ordinance 1041 as presented on 1st reading. Councilperson Bartling seconded. Brief discussion. Motion carried 4-0.

Resolution 2024-17: A Resolution Setting User Charges and Enacting Automatic Inflationary Measures for the Municipal Water, Sewer, Sanitation Collection and Solid Waste Disposal Systems of the City of Douglas: Director Nicol provided an overview. Councilperson Bartling moved to approve Resolution 2024-17 as presented. Councilperson Schmidt seconded. Brief discussion. Motion carried 4-0.

Resolution 2024-18: A Resolution Establishing an Open Container District within the Local Downtown Historic District and Guidelines for Enforcement within said District: Director Nicol provided an

overview. Councilperson Hershberger moved to approve Resolution 2024-18 as presented. Councilperson Schmidt seconded. Motion carried 4-0.

Resolution 2024-19: A Resolution Setting Charges for the Municipal Water, Sewer, Sanitation Collection and Solid Waste Disposal Systems of the City of Douglas, Wyoming, Effective June 1, 2024:

Director Nicol provided an overview. Councilperson Hershberger moved to amend Resolution 2024-19 Item C to read “up to 8 foot \$30.00 and Vehicles 8 foot and over \$150.00 per ton. Councilperson Bartling seconded. Motion carried 4-0. Council person Hershberger moved to approve Resolution 2024-19 as amended. Councilperson Bartling seconded. Motion carried 4-0.

Request for Qualifications Award: Community Facility: Director Harbarger provided an overview. Councilperson Hershberger moved to accept the proposal from Amundsen in the amount of \$834,600.00 as presented and further authorize the City Manager to sign all associated documents. Councilperson Schmidt seconded. Motion carried 4-0.

Request for Qualifications Award: Mural Artist: Director Cox, Arts and Culture Board of Trustees President Michelle Carter and Member Betsy Varland provided an overview and answered questions. Councilperson Bartling moved to approve the award of the request for qualifications to Josh Butts in the amount not to exceed \$15,000 as recommended by the Arts & Culture Board of Trustees and further authorize the City Manager to sign all associated documents. Councilperson Schmidt seconded. Motion carried 4-0.

Contingency allocation: Sanitation Fund: Director Harbarger provided an overview. Councilperson Schmidt moved to authorize the usage of \$3,048.00 from contingency account number 33-5600-9000 for the purchase of a set of tires for sanitation truck unit 701. Councilperson Bartling seconded. Motion carried 3-1.

Warrant Register: K&R Construction, April 2024: Director Nicol provided an overview. Councilperson Hershberger moved to approve the warrant register for K&R Construction for April 2024 as presented. Councilperson Schmidt seconded. Motion carried 3-0, Councilperson McNare abstained.

Public Comments: None.

Council Information:

Department Reports: Community Development, Police Department, Public Works Department. **Historic Preservation Committee Minutes:** April 17, 2024.

City Manager’s Report:

City Manager Cox provided an update on multiple recent and current items.

Good People Doing Good Things:

Councilperson Hershberger recognized Express Oil and Lube on Richards Street cleanup on the property. Councilperson Hershberger recognized City Manager Cox and Supervisor Palmer for their work addressing an issue with a traffic sign. Councilperson Bartling gave a shout out to Converse County School District #1 for the great job they do taking care of our youth.

Executive Session:

Councilperson Hershberger moved that the council adjourn into executive session for the purpose of considering the appointment, employment, right to practice, dismissal, complaints or charges against a public officer, professional person, or employee, in accordance W.S. §16-4-405(a)(ii). Councilperson Schmidt seconded. Motion carried 4-0.

Adjourn:

Meeting adjourned at approximately 6:36 p.m.

Kim Pexton, Mayor

ATTEST:

Mary Nicol, City Clerk
Published: June 5, 2024

ORDINANCE NO. 1040

AN ORDINANCE AMENDING CHAPTER 5.16.100 (A)(1) OF DOUGLAS MUNICIPAL CODE CONCERNING THE FEES OF ALCOHOLIC LIQUOR OR MALT BEVERAGES.

WHEREAS, the City of Douglas, pursuant to Wyoming Statutes §12-4-101 *et seq.*, licenses and regulates the manner in which liquor licenses and permit are issued; and

WHEREAS, there must be a balance struck between the rights of license holders, economic development, and the health, safety, and welfare of all residents and visitors to the City of Douglas; and

WHEREAS, the City has determined that the existing fees within our municipal code need to be revised; and

WHEREAS, after consideration by the governing body the following are recommended changes to Chapter 5.16.100 (A)(1) of the Douglas Municipal Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 5.16.100 of the Douglas Municipal Code is hereby amended to the following:

5.16.100 Annual License Fees.

5.16.100(A). The governing body is authorized to issue the following annual licenses pursuant to state law and this chapter. The fees shall be as per the following schedule.

1. Retail liquor license...\$1,500.00

PASSED AND APPROVED ON FIRST READING this 22nd **day of April, 2024.**

PASSED AND APPROVED ON SECOND READING this ____ **day of May, 2024.**

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ **day of May, 2024.**

Attest:

Kim Pexton, Mayor

Mary Nicol, City Clerk

Published: _____

ATTESTATION

I, Mary Nicol, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Mary Nicol, City Clerk

Item:

Ordinance 1040 Liquor License Fees

Responsible Staff Contact:

Mary Nicol

Recommendation:

Increase licensing fees for retail liquor licenses to \$1,500 to be in line with the bar and grill license.

Executive Summary:

With the limitations on licenses and looking at opportunities to attract businesses maintaining appropriate license type is important.

Background:

The City of Douglas is the licensing authority of liquor establishments located within city limits. State statute limits the number of retail and bar and grill licenses that can be issued in municipalities based on population. With no limitations on sales, allowing for off premise sales, and a lower annual fee the retail license is attractive over bar and grill licenses.

Type	Allowed	Issued	Off Premise Sales	Limitations	Current Fee	Min Fee	Max Fee
Retail	14	13	Yes	None	1,000	300	1,500
Restaurant	Unlimited	3	No	60% revenue from food services	500	500	3,000
Bar & Grill	4 6 (2028)	1	No	Food service permit 60% revenue from food or entertainment	1,500	1,500	10,500
Limited Club	Unlimited	2	No	Member & Accompanied Guests	500	100	1,500
Microbrewery	Unlimited	0	No		500	300	500

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

<u>Fund/Department</u>	General Fund Revenue
<u>Project/Line Item(s)</u>	Revenue – Liquor Licenses
<u>Budgeted Amount</u>	
<u>Anticipated Amount</u>	

Action Requested/Recommended Motion:

Approve Ordinance 1040, An Ordinance Amending Chapter 15.16.100 (A) (1) of Douglas Municipal Code Concerning the Fees of Alcoholic Liquor or Malt Beverages on first reading.

Reviewed/Approved

- | | |
|---|--|
| ☒ Community Development | ☐ Legal |
| ☒ Law Enforcement | ☒ Finance/City Clerk |
| ☒ City Manager | |
| ☒ Public Works | |

ORDINANCE NO. 1041

AN ORDINANCE AMENDING SECTION 2.04.090 OF THE MUNICIPAL CODE OF THE CITY OF DOUGLAS,
WYOMING, REGARDING REGULAR CITY COUNCIL MEETINGS

WHEREAS, the governing body desires to change the Municipal Code regarding regular City Council meetings.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING, that Section 2.04.090 of the Municipal Code of the City of Douglas, Wyoming, be amended to read as follows:

2.04.090 Meetings – Regular

Regular meetings of the governing body shall be held at City Hall on the second and fourth Monday in each month; provided that in all instances that Monday is observed as a legal holiday, the council regular meetings shall be held on the next succeeding business day or on the next scheduled regular meeting date. Regular meetings shall be held at the hour of ~~five-thirty (5:30) p.m~~ **four (4:00) pm**. The governing body, at the first regular meeting in January of each year, may adopt a resolution to establish the time of regular meetings.

NOW, THEREFORE, BE IT ALSO ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING, that Sections 1.04.050, 1.04.060 and 2.08.060, by reference, are incorporated herein and made a part hereof.

PASSED AND APPROVED ON FIRST READING this 13th day of May, 2024.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Mary Nicol, City Clerk

Published: _____

ATTESTATION

I, Mary Nicol, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Mary Nicol, City Clerk

Item: New Liquor License – Kota, LLC, White Wolf Saloon

Responsible Staff Contact: Mary Nicol

Recommendation: Approve Retail Liquor License for Kota, LLC, dba White Wolf Saloon for the licensing term ending March 31, 2025 with conditions outlined below.

Executive Summary: A retail liquor license application has been received from Kota, LLC, dba White Wolf Saloon at 318 E Center Steet, Douglas, WY. The applicants, Bruce Winton and Ronnie Gonzales, are in the process of purchasing the LLC in its entirety and the purchase would not be feasible without a retail liquor license. With only one retail liquor license currently available they have submitted an application for consideration. The application has been reviewed and the following requirements must be met: completion of purchase of Kota, LLC; obtaining a State of Wyoming Certificate of Good Standing and payment of licensing fee and publishing fee. The application was filed with the Wyoming Liquor Division. Public hearing notice newspaper publication was made on May 8th and 15th, 2024.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department

Project/Line Item(s)

Budgeted Amount

Anticipated Amount

Action Requested/Recommended Motion: Approve Retail Liquor License for Kota, LLC, dba White Wolf Saloon for the licensing term ending March 31, 2025, contingent upon the receipt of purchase verification; State of Wyoming Certificate of Good Standing and payment of licensing and publishing fees.

Reviewed/Approved

☐ Community Development

☐ Law Enforcement

☒ City Manager

☒ Public Works

☐ Legal

☒ Finance/City Clerk

NEW OR TRANSFER
LIQUOR LICENSE OR
PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY			
Customer #:			
Trf from:			
Reviewer:	Initials	Date	
Agent:		/	/
Mgr:		/	/

To be completed by City / Town / County Clerk

License Fees	Annual Fee: \$	Date filed with clerk: 04 / 12 / 2024
	Prorated Fee: \$	Advertising Dates: (2 Consecutive Weeks Prior to Hearing) 05/08/2024 & 05/15/2024
	Transfer Fee: \$	Public Hearing Date: 05 / 28 / 2024
	Publishing Fee: \$	
Publishing Fee Direct Billed to Applicant: ☐		
License Term:	Month / Day / Year	Through Month / Day / Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.

Applicant (Business Name):	White Wolf Saloon (KOTA) LLC		
Doing Business As (DBA) / Trade Name:	White Wolf Saloon		
Building to be licensed / Building Address:	318 E. Center St.		
	(Address Number, and Suite or Unit Number, and Street or Road Name)		
	Douglas WY 82633 Converse		
	City State Zip County		
Local Mailing Address:	712 HARRISON ST.		
	(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)		
	Douglas WY 82633 Converse		
	City State Zip County		
Local Business Telephone Number:	307-358-0540	Fax Number:	
Business E-Mail Address:	bruce.winton@gmail.com		
Business Primary Contact:	BRUCE	WINTON	
	First Name	Last Name	

FILING FOR ☒ NEW LICENSE ☐ TRANSFER OF LOCATION ☐ TRANSFER OF OWNERSHIP ☐ ASSIGNMENT LETTER MUST BE ATTACHED FORMERLY HELD BY:	FILING IN (CHOOSE ONLY ONE) ☒ CITY / TOWN OF: Douglas ☐ COUNTY OF:	FILING AS (CHOOSE ONLY ONE) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LP ☐ LLP ☐ LLLP ☒ LLC ☐ LC ☐ CORPORATION (INC) ☐ POLITICAL SUBDIVISION ☐ ORGANIZATION ☐ OTHER
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TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)		
☒ RETAIL LIQUOR LICENSE PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE) ☐ ON-PREMISE BAR ☐ OFF-PREMISE PACKAGE STORE ☒ ON & OFF PREMISE BAR & PACKAGE STORE	☐ RESTAURANT LIQUOR LICENSE ☐ BAR AND GRILL LIQUOR LICENSE ☐ RESORT LIQUOR LICENSE LIMITED RETAIL LIQUOR LICENSE (CLUB) ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ GOLF CLUB ☐ SOCIAL CLUB	☐ MICROBREWERY PERMIT ☐ WINERY PERMIT ☐ MANUFACTURER SATELLITE PERMIT ☐ WINERY SATELLITE PERMIT ☐ COUNTY MALT BEVERAGE PERMIT ☐ SPECIAL MALT BEVERAGE PERMIT

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)		
☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))	☐ RESORT (W.S. 12-4-401(iv) / 12-5-201(f))	
☐ GOLF CLUB (W.S. 12-5-201(f))	☐ GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))	
☐ GUEST RANCH (W.S. 12-5-201(f))	☐ Other:	

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))		
☒ FULL TIME	MONTHS OF OPERATION	from to ☒ All Year (Jan-Dec)
☐ SEASONAL	DAYS OF WEEK OF OPERATION	from Tues to SAT ☐ Every Day (Mon-Sun)
☐ NON-OPERATIONAL / PARKED	HOURS OF OPERATION	from 2pm to 2am ☐ 24 Hours a Day

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. *(if Granted)*

(b) The Applicant **LEASES** the licensed building.
- ☒ YES (own)
☐ YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

- (i) Lease term expiration date; located on page_____paragraph_____.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

- (ii) **Sales** provision for alcoholic or malt beverages: located, on page_____ paragraph_____.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building?

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.
- ☐ YES ☒ NO

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for?

(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business?

(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?

(d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.
- ☐ YES ☒ NO
☐ YES ☒ NO
☐ YES ☒ NO

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? . 1 ☐ YES ☐ NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted?

1. If **YES**, is a copy of the food and beverage contract or lease attached?
- ☐ YES ☒ NO
☐ YES ☐ NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)

(b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)

(d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv)

(e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)

1. If **YES** to (e), is a copy of the food and beverage contract or lease attached?
- ☐ YES ☐ NO
☐ YES ☐ NO
☐ YES ☐ NO
☐ YES ☐ NO
☐ YES ☐ NO
☐ YES ☐ NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler?

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.
- ☐ YES ☐ NO

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a)

Has the fraternal organization been actively operating in at least thirty-six (36) states?

☐ YES

☐ NO
- (b)

Has the fraternal organization been actively in existence for at least twenty (20) years?

☐ YES

☐ NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a)

Does the Veteran's organization hold a charter by the Congress of the United States?

☐ YES

☐ NO
- (b)

Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?

☐ YES

☐ NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a)

Does the golf club have more than fifty (50) bona fide members?

☐ YES

☐ NO
- (b)

Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse?

☐ YES

☐ NO
- (c)

Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course?

☐ YES

☐ NO
1.

Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e)

☐ YES

☐ NO
2.

If YES, is a copy of the food and beverage contract or lease attached?

☐ YES

☐ NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a)

Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located?

☐ YES

☐ NO
- (b)

Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?

☐ YES

☐ NO
- (c)

Is the club qualified as a tax-exempt organization under the Internal Revenue Service?

☐ YES

☐ NO
- (d)

Has the club been in continuous operation for a period of not less than one (1) year?

☐ YES

☐ NO
- (e)

Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?

☐ YES

☐ NO
- (f)

Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?

☐ YES

☐ NO
- (g)

Is a true copy of the club bylaws attached to this application?

☐ YES

☐ NO
- (h)

Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached)

☐ YES

☐ NO

13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other:
W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
BRUCE WINTEN	09/23/87	712 Harrison ST. Douglas, WY	307-359- 0662	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒
Ronnie J. Gonzales	01/19/84	1540 meadow LN	307-277 3062	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
Bruce Winton	09/23/1997	712 Harrison Douglas wy.	307-359-0662	0	53%	YES ☐ NO ☒	YES ☐ NO ☒
Ronnie J. Gonzales	01/17/81	1540 madow LN. Douglas wy	307-277-3062	0	47%	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☐ If transferring a license or permit to another Applicant, attach a form of assignment from the current licensee to the new Applicant authorizing the transfer. W.S. 12-4-601(b).
- ☐ A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- ☐ If filing for a Golf Club or Social Club liquor license attach a copy of the club's bylaws W.S. 12-4-301(c)

OATH OR VERIFICATION

Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers. W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
COUNTY OF Converse) SS.

Signed and sworn to before me on this 12th day of APRIL, 2024 that the facts alleged in the foregoing instrument are true by the following:

- 1) [Signature]
(Signature)

Bruce Winton
(Printed Name)

owner
Title
- 2) [Signature]
(Signature)

Ronald Gonzales
(Printed Name)

owner
Title
- 3) _____
(Signature)

(Printed Name)

Title
- 4) _____
(Signature)

(Printed Name)

Title
- 5) _____
(Signature)

(Printed Name)

Title

(SEAL)

KATHERINE L ROBERTS
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 92123
MY COMMISSION EXPIRES: 08/09/2028

Witness my hand and official seal:
My commission expires: 8-9-28

[Signature]
Signature of Notary Public

Financial Statement for Liquor License Applicants

Applicant: BRUCE WINTEN (KOTA LLC) (at completion) Date: 4/1/18 120241
Ronnie Gonzalez

Assets

Current Assets

+ Cash	\$	_____
Investments	\$	_____
Inventory	\$	_____
Prepaid Expenses	\$	_____
Other Current Assets	\$	_____
TOTAL CURRENT ASSETS	\$	_____

Fixed Assets

+ Land	\$	<u>150,000</u>
+ Buildings	\$	<u>150,000</u>
+ Leasehold Improvements	\$	_____
+ Furniture & Fixtures	\$	<u>50,000</u>
Other Fixed Assets	\$	_____
TOTAL FIXED ASSETS	\$	_____

\$	Less- Accumulated Depreciation	\$	_____
	NET FIXED ASSETS	\$	_____

TOTAL ASSETS (LINE 1) \$ 350,000

Liabilities

Current Liabilities

Accounts Payable	\$	_____
Note Payable	\$	_____
Accrued Expenses (Interest, taxes, wages, etc.)	\$	_____
+ Installment Loans Payable	\$	<u>329,500</u>
Other Current Liabilities	\$	_____

TOTAL CURRENT LIABILITIES (Line 2) \$ 329,500

Capital

Capital

Sole Proprietor	\$	_____
-----------------	----	-------

Corporation

Capital Stock	\$	_____
Treasury Stock	\$	_____
Retained Earnings	\$	_____

LLC/Partnership

Name of Partner

<u>BRUCE WINTEN</u>
<u>RONNIE GONZALEZ</u>

Capital

<u>\$(53%) 10,865</u>
<u>\$(47%) 9,635</u>

TOTAL CAPITAL (LINE 3) \$ 20,500

TOTAL LIABILITIES & CAPITAL

(Line 2 = Line 3) Must equal line 1

\$ 350,000

Hello,

My name is Bruce Winton and on behalf of Ronnie Gonzales and myself we are producing this letter for some insight, intentions, goals and plans that relate to the liquor license we are applying for. We will be purchasing the White Wolf Saloon, in direct correlation to the approval or acceptance of the liquor license we have applied for. Upon approval (if granted) we would re décor the exterior of the saloon to provide a cleaner, more eye catching, welcoming vision not only for our saloon but also for the community, adding to the beauty of the downtown area. We have created a business plan, acquired accounting services, legal representation and last but not least, financial options for immediate purchase and action for this wonderful community business. Also, we plan to create an outside area for weather permitting activities and space to socialize peacefully as well. We would like to provide a welcoming social and memory making experience to all legal adults seeking great beverage, fun event and entertainment opportunities. We are both Douglas Wyoming locals, and have dreamed of giving back to the community that has always provided such a welcoming, supportive and loving town to grow up in and continuing the legacy of doing our part to keep this town amazing on so many levels and worth remembering to all those who live here and pass through. We plan on always working closely and directly with the city and community to provide any services we can to accommodate yearly upcoming events and activities to create magical township experiences to all those involved. We understand that adding new attraction to the town (especially in the downtown area) are essential to the towns growth, revenue, and locals overall day to day experience. We would love to be part of this growth and benefit to the city and continue the history of being the towns oldest bar with all its historical landmarks and accompanying historical feats. We hope the committee feels as we do in allowing us to do the best we can in giving back to them and all that are proud to call Douglas Wyoming our home. Thank you all for your time and consideration in not only this application, but also for the possibility of future adventures, endeavors, and the opportunity to expand this amazing town and to provide services to its amazing people.

April 12, 2024

To Whom It May Concern:

Ronnie Gonzales and Bruce Winton of Douglas, Wyoming have put together an extensive business plan and proposal to purchase The White Wolf Saloon in Douglas, Wyoming. We have applied for a retail liquor license as well as retained legal counsel from Hardee Law Office as well as accounting and financial guidance from H&R Block. The White Wolf Saloon and Kota, LLC shall be formed as a partnership under Wyoming State laws and headed by Ronnie Gonzales and Bruce Winton.

Our business mission is to provide a great social gathering environment for one of the county's oldest and most historic establishments. We are very driven and professional individuals that aim to purchase the historic saloon and plan to revive it with a healthy business environment for the Jackalope City's nightlife scene downtown.

The White Wolf Saloon will have strategic marketing plans set in place to ensure a profitable business that will be entertaining and exciting and will add to the existing fabric of downtown Douglas, Wyoming.

We have included an executive summary, business proposal, and marketing strategies, as well as promotional materials to show that we take this endeavor very seriously.

If everything goes according to plan and we are awarded a commercial liquor license, we aim to open our turnkey establishment between the months of May and June 2024.

Respectfully submitted,

Ronnie Gonzales

Bruce Winton

White Wolf Saloon BUSINESS PLAN

Prepared by:

Bruce Winton , Ronnie Gonzales

318 E Center St
Douglas, Wyoming 82633
3073580540
Brucewinton@gmail.com

Gonzohopper@gmail.com

I. EXECUTIVE SUMMARY

White Wolf Saloon (referred to from hereon in as the "Company") is intended to be established as a Partnership at 318 E Center St, Douglas, Wyoming 82633 with the expectation of rapid expansion in the bar/ saloon industry. The Company solicits financial backing in order to be able to introduce its new product (described below).

Business Description

The Company shall be formed as Partnership under Wyoming state laws and headed by Bruce Winton , Ronnie Gonzales .

Some assisting qualifications and experience would include 2 associates degrees, and recipient of professional bar owners certificate, upstanding citizen of the state of wyoming and converse county

Business Mission

To provide and maintain a great social place and memory creator for all of those who enter.

Product

The Company's primary product will be Liquor : Liquor, wine, beer, events and entertainment

Funding Request

The Company requests a total loan of \$329,500.00 over the course of 4 yrs, to be used for the following purposes:

Purchase buisness including all land, permits, licenses, building, LLC and all funished equipment and interior stock and a small financial emergency buffer amount to cover start up and emergency repairs if needed.

Purpose	Loan Amount
----------------	--------------------

Long-term debt payment is a key feature of the Company's financial plan. We expect to break even within a 3 -4 yrs time period following the introduction of our product. Financial predictions suggest a minimum 8%% return on investment by the conclusion of the financing period.

II. BUSINESS SUMMARY

Industry Overview

In the United States, the bar/ saloon industry presently makes 150,000 minimum dollars in sales.

Current trends include providing games nights, open mics, entertainment experiences , specials and discount hours modern and desired beverages etc.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

Evolving entertainment, exciting weekly events and or games, modern payment methods, current stock of desired beverages, welcoming environment.

Business Goals and Objectives

Short Term:

Create a great buisness, provide pay off in 3-4 yrs, build community relations in all positive ways.

Long Term:

Provide a buisness that provides the town and community with beauty and opportunity for amazing experiences, life lasting memories, jobs, and the ability to grown with its people.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

Legal adults, socially active people, fun seekers, etc.

The estimated number of potential clients within the Company's geographic scope is 5,000.00.

Promotional Strategy

The Company will promote sales using the following methods:

Marketing plans are to include, internet, social media, word of mouth and community event specials for all attending.

SWOT Analysis

Strengths

Continuing history of being the towns oldest bar, unique decore and one of a kind experience, competitive pricing, evolved entertainment and payment options (previously cash only) current and growing beverage choices.

Weaknesses

Small food options.

Opportunities

Exterior remodel including outdoor patio, color scheme and decore to promote beauty and professionalism.

Threats

Troubled economy

Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$5,400.00
Revenue and sales for first year of business (projected):	\$144,000.00
Gross profit for first year of business (projected):	\$79,200.00

Fwd: Letter C&D

From: Ronnie Gonzales ronnie@bisonpumpandsupply.com

To: Ronnie Gonzales ronnie@bisonpumpandsupply.com

Date: Sun, Mar 31, 2024, 10:49 AM

I Carl Strode and my wife Diane are the owners of The White Wolf Saloon. We purchased the saloon in June 2008. Renovations and improvements started right away. August 2008 was our grand opening during State Fair. Renovations continued throughout the years adding to the historic feel of the oldest saloon in town. Theodore Pringle built our saloon in 1887. He also built the College Inn Bar in 1906.

Our doors were closed in August 2022 due to health issues. We would love nothing more than to pass the bar off to a few Douglas Wyoming locals and very aggressive business minded individuals to help the bar survive and continue to serve several of our former customers and community friends.

We believe that it is time to turn the keys over to Douglas residents Ronnie Gonzales and Bruce Winton.

Ronnie and Bruce plan on keeping the integrity of the historic building and adding their new ideas. We believe that they will be an asset to downtown Douglas and we are looking forward to the transition.

We aim to sign over everything with the agreement to buy the White Wolf Saloon.

This includes:

The Building and Spaces connected to The area of land with the bar included.

This is the structure of the building and the lot connected. All permits connected to the saloon as well as the business will be included. All codes connected to the business and LLC will be. Included as well.

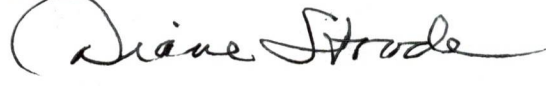
Kota LLC will also be added to the agreement.

This is Absolutely EVERYTHING connected to the Whitewolf Saloon and Kota LLC.

All of the above is to be signed over to Bruce and Ronnie as they are the ones that we want to buy the building and all of the assets. They are our #1 choice and only people we see fit at the moment to buy and restore the environment for the local downtown community.

The community of Douglas and the White Wolf Saloon as well as the downtown area of our favorite Jackalope city will be thrilled to welcome the new owners and excited to see what this new business can do for our little town. This bar has a heart and soul and we have no doubts that Ronnie/Bruce can keep the lights on with a respectful and profitable business going forward. The white wolf saloon can absolutely live to see another day.

Sincerely, Carl & Diane Strode

Ronnie Gonzales

Outside Sales/Service

 BISON PUMP AND SUPPLY

(C) 307.277.3062

Douglas Wy, 82633



From: Ronnie Gonzales ronnie@bisonpumpandsupply.com

Date: Sun, Mar 31, 2024, 11:18 AM

From: Ronnie Gonzales ronnie@bisonpumpandsupply.com

To: Ronnie Gonzales ronnie@bisonpumpandsupply.com

Date: Sun, Mar 31, 2024, 11:19 AM

Ronnie Gonzales

Outside Sales/Service

 BISON PUMP AND SUPPLY

(C) 307.277.3062

Douglas Wy, 82633



3 Emails



RESOLUTION NO. 2024-20

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO LET’ER BUCK CAR WASH, LLC FOR THE
INSTALLATION OF AN ELECTRONIC MESSAGE BOARD SIGN IN A B-2 GENERAL BUSINESS ZONE AT 1155
EAST RICHARDS STREET (OLD AIRPORT SUBDIVISION, LOT 2).

WHEREAS, Let’er Buck Car Wash, LLC wishes to install an electronic message board sign at 1155 East Richards Street; and

WHEREAS, the message board sign would be utilized to provide information regarding products and services provided by the Let’er Buck Car Wash, LLC, as well as special events; and

WHEREAS, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in a B-2 Zone for electronic message board signs; and

WHEREAS, the Douglas Municipal Code requires the proposed use obtain prior approval by the City Council as part of the conditional use permit review and approval process; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact on the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on May 20, 2024, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, the following conditions are recommended by City staff and the Planning and Zoning Commission, as stated in the Unified Land Development Code of the Douglas Municipal Code:

1. The sign may not exceed the proposed twenty-one (21) square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that Let’er Buck Car Wash, LLC is granted a conditional use permit to allow for the installation of an electronic message board sign in a B-2 General Business Zone at 1155 East Richards Street (Old Airport Subdivision, Lot 2).

PASSED, APPROVED, AND ADOPTED this 28th day of May 2024.

Kim Pexton, Mayor

Attest:

Mary Nicol, City Clerk

Item

Approval of a Conditional Use Permit to install an Electronic Message Display sign at 1155 East Richards Street.

Responsible Staff Contact

Clara Chaffin

Recommendation

Approval of Resolution 2024-20 to issue a Conditional Use Permit to install an Electronic Message Display sign at 1155 East Richards Street.

Executive Summary

Let'er Buck Car Wash has submitted an application to install an Electronic Message Display sign in a B-2 General Business Zone at 1155 East Richards Street, Old Airport Subdivision, Lot 2. The applicant wishes to install the EMD on the existing monument sign.

Background

There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. Total signage in a B-2 General Business Zone is limited to a maximum area of four hundred (400) square feet, unless otherwise allowed by the City Council. The proposed sign is just under nineteen (19) square feet and the electronic message unit is approximately twenty-one (21) square feet.
2. Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.

The proposed location of the message sign is on the northwest corner of the property on an existing nonconforming monument sign, providing good visibility to area pedestrian and vehicle traffic on East Richards.

The sign is not within the zone setbacks (10 feet from the property line); however, it is considered legally nonconforming as it predates the changes to the Municipal Code. The modification does not meet the definition of a "Substantial Alteration" and therefore can be approved.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome

Engaged & Informed Neighbors (EIN)

SD24 Strategy

Strategy #2: Increase volume and diversity of high-quality information shared with community.

SD24 KPI

EIN-02 Install electronic message displays and coordinate messaging with businesses.

2014 Master Plan

n/a

2015 Downtown Master Plan

n/a



Agenda Item Report City Council – May 28, 2024

Budget/Fiscal Impact

<u>Fund/Department</u>	n/a
<u>Project/Line Item(s)</u>	n/a
<u>Budgeted Amount</u>	n/a
<u>Anticipated Amount</u>	n/a

Action Requested/Recommended Motion

I move to approve Resolution 2024-20 as presented.

Reviewed/Approved

- ☒ Community Development
- ☐ Law Enforcement
- ☒ City Manager
- ☐ City Clerk

- ☒ Public Works
- ☐ Legal
- ☒ Finance

**CITY COUNCIL
STAFF REPORT
MAY 20, 2024**

**1155 EAST RICHARDS STREET
ELECTRONIC MESSAGE DISPLAY SIGN – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 001-24

PREPARED BY: Heidi McCullough, Planning Technician

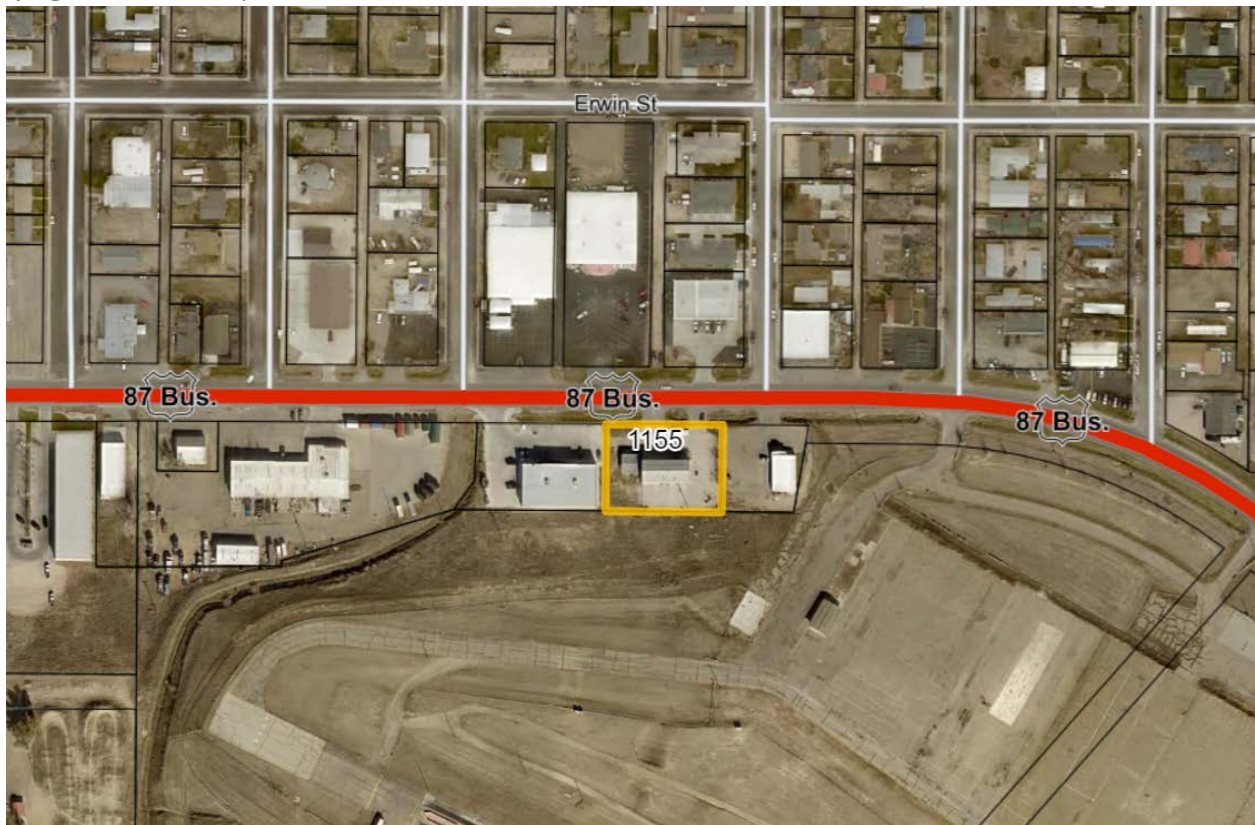
MEETING DATES: May 20, 2024 – Planning Commission
May 28, 2024 – City Council

REQUEST: Conditional Use Permit, B-2 General Business Zone

PURPOSE: To install an electronic message display sign.

RECOMMENDATION: The Community Development Department recommends approval of this conditional use permit to allow for the installation of an electronic message board sign in a B-2 General Business zone at 1155 East Richards Street with staff recommendations.

VICINITY MAP:



OWNER: Let'er Buck Car Wash, LLC
David Wills (Partner)
21 Mountain Brook #4
Sheridan, WY 82801

APPLICANT: Sign Products, Inc.
Tom Gross
1425 Monad Road
Billings, MT 59101

LOCATION:

- (1) Legal Description: Old Airport Subdivision, Lot 2
- (2) General Location: The proposed site is located on the south side of East Richards Street between Jackson Street and South 11th Street.
- (3) Address: 1155 East Richards Street, Douglas, WY

SIZE: 0.69 Acres

ZONING: B-2 General Business



ZONING DATA: The property is currently zoned B-2 General Business Zoning District. This district is *“intended to provide for commercial uses that create a use intensity transition between residential neighborhoods and light industrial uses.”*

Council approval of a conditional use permit for this type of sign is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties or as a distraction to vehicle traffic.

EXISTING LAND USE: Commercial

PROPOSED USE: Same

SURROUNDING LAND USE:	ZONING	ANNEXATION STATUS
North: Commercial Retail	B-2	City
South: Commercial Vacant	B-2	City
East: Commercial Retail	B-2	City
West: Commercial Retail	B-2	City

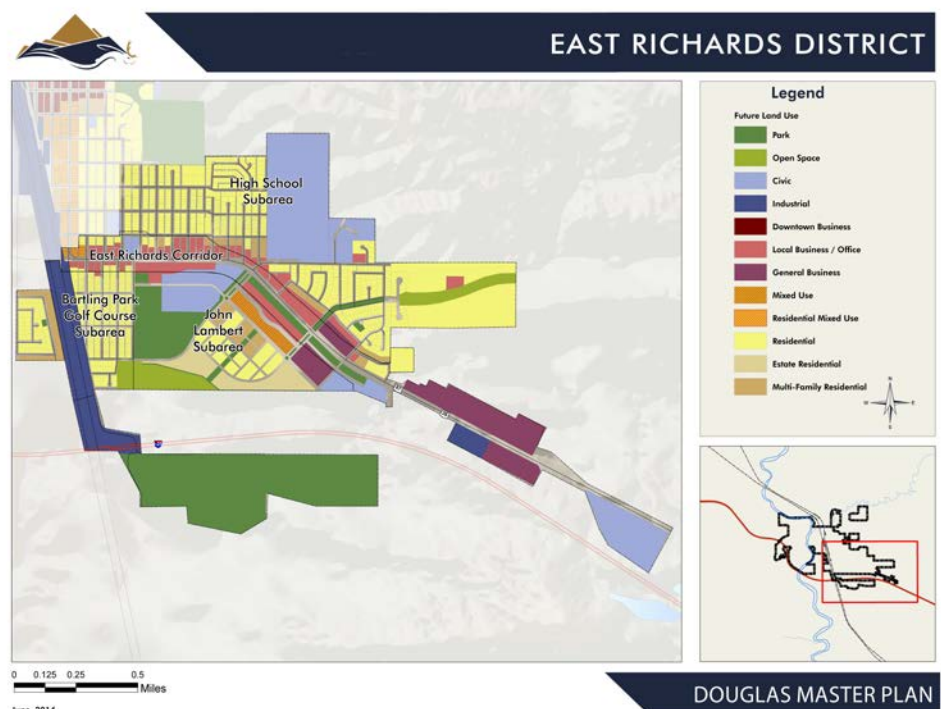
DESCRIPTION OF SITE: The property has been vacant recently, but in the past operated as a car wash and lube facility. There was previously an Electronic Message Display sign in this location.

2014 MASTER PLAN:

The property is designated as part of East Richards Corridor Subarea of the East Richards District.

Per the Master Plan, this area *“serves as the southern entryway to the Douglas. The area includes an eclectic mix of highway commercial, residential neighborhoods, civic uses, parks and large areas of vacant lands.”*

The proposed use of this property conforms to the future land use designation.



FY2023 STRATEGIC DOING: Electronic message signs, outside of City use, are not referenced in the FY2023 Strategic Doing as Key Performance Indicator (KPI).

STAFF ANALYSIS: The existing electronic message unit will be used and the sign on top will be refaced.

The proposed message board must meet the conditions attached to signs of this type as defined by the Unified Land Development Code and enumerated in the staff recommendation, per written confirmation from the sign contractor.

There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. Total signage in a B-2 General Business Zone is limited to a maximum area of four hundred (400) square feet, unless otherwise allowed by the City Council. The proposed sign is just under nineteen (19) square feet and the electronic message unit is approximately twenty-one (21) square feet.
2. Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.



The proposed location of the message sign is on the northwest corner of the property on an existing nonconforming monument sign, providing good visibility to area pedestrian and vehicle traffic on East Richards Street.

The sign is not within the zone setbacks (10 feet from the property line); however, it is considered legally nonconforming as it predates the changes to the Municipal Code. The modification does not meet the definition of a “Substantial Alteration” and therefore can be approved.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the request for a conditional use permit to allow the installation of an electronic message board sign at the subject property with the following conditions:

1. The sign may not exceed the proposed 21 square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

PLANNING & ZONING COMMISSION RECOMMENDATION: At their regular meeting on May 20, 2024, the Douglas Planning and Zoning commission voted unanimously to recommend approval of the request for a conditional use permit to allow the installation of an electronic message board sign at the subject property with the following conditions:

6. The sign may not exceed the proposed 21 square feet for the electronic message display.
7. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
8. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
9. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
10. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

Item

Landfill Road Reconstruction Project

Responsible Staff Contact

Toby Porter
Blake Palmer
John Harbarger

Recommendation

Recommend accepting the bid from Wayne Coleman Construction in the amount of \$810,307 for the Landfill Road Reconstruction Project.

Executive Summary

The City Of Douglas solicited bids for the Landfill Road Reconstruction project. On May 21st the city clerk opened 5 bids. The following is what was received.

Wayne Coleman Construction - \$810,307
Croell Inc. - \$901,675
Ramshorn Construction - \$952,300
JTL Group Inc - \$927,981
Installation & Services Co. - \$864,937

Background

The landfill road is used daily by residents of both the city and county and is in dire need of being reconstructed. The Converse County commissioners have committed \$500,000 towards this project along with a commitment from the city council in the amount of \$500,000. Along with the reconstruction the road will also be widened for safer travel for all traffic.

Alignment to Strategic Doing (SD) and/or Other Plans

<u>SD24 Outcome</u>	Well Connected City
<u>SD24 Strategy</u>	#1 – Invest in infrastructure.
<u>SD24 KPI</u>	WCC - 01
<u>2014 Master Plan</u>	Continued Investment and Extension of Life in Infrastructure.
<u>2015 Downtown Master Plan</u>	N/A

Budget/Fiscal Impact

<u>Fund/Department</u>	Improvements Other than Buildings.
<u>Project/Line Item(s)</u>	Olds Road
<u>Budgeted Amount</u>	\$1,000,000
<u>Anticipated Amount</u>	\$810,307



Agenda Item Report City Council – May 28, 2024

Action Requested/Recommended Motion

Recommend to accept the bid from Wayne Coleman construction in the amount of \$810,307 and furthermore authorize the city manager to sign all associated documents.

Reviewed/Approved

- ☒ Community Development
- ☒ Law Enforcement
- ☒ City Manager
- ☒ Public Works

- ☐ Legal
- ☒ Finance/City Clerk



May 22, 2024

JD Cox, City Manager
City of Douglas
P.O. Box 1030
Douglas, Wyoming, 82633

Re: Recommendation of Award – City of Douglas Landfill Road Reconstruction Project

Dear Mr. Cox:

Bids were received for the City of Douglas Landfill Road Reconstruction Project on May 21, 2024 at 2:00 PM MDT. A total of five (5) bids were received ranging in price from \$810,307.00 to \$967,300.00 for the Total Base Bid. A detailed breakdown of the bids is provided in the enclosed bid tabulation. The low bidder was Wayne Coleman Construction, Inc with a total base bid of \$810,307.00. There were no alternate bid items on this project. The engineer's estimate for this project was \$958,850.00.

We have thoroughly reviewed the bid provided by Wayne Coleman Construction, Inc. The bid was accurate and complete. There are no discrepancies in their bid and the documents were completed properly. Civil Engineering Professionals, Inc. (CEPI) recommends award of the contract for the City of Douglas Landfill Road Reconstruction Project to Wayne Coleman Construction, Inc. in the full amount of \$810,307.00.

Please feel free to contact me if you have any questions or concerns.

Sincerely,
Civil Engineering Professionals, Inc.

A handwritten signature in blue ink, reading "Nick Larsen", is positioned above the printed name.

Nick Larsen, P.E.

Cc: John Harbarger, Public Works Director
Enclosure: Bid Tabulation

BID TABULATION
CITY OF DOUGLAS LANDFILL ROAD RECONSTRUCTION PROJECT
Bid Date: May 21st, 2024 @ 2:00PM MDT

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in this schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with the costs of other related items. The following is a list of abbreviations for this bid schedule.

LS = Lump Sum	EA = Each	LF = Linear Feet	AC = Acre
SY = Square Yard	SF = Square Foot	CY = Cubic Yard	Ton = Ton

				Wayne Coleman Construction, Inc		Installation and Service Company, Inc		Croell, Inc		JTL Group, Inc. dba Knife River		Ramshorn Construction, Inc	
Item	Description	Unit	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization and Bonds	LS	1	\$29,117.00	\$29,117.00	\$49,000.00	\$49,000.00	\$58,000.00	\$58,000.00	\$75,500.00	\$75,500.00	\$50,000.00	\$50,000.00
2	Demlition and Removal	LS	1	\$37,000.00	\$37,000.00	\$49,651.00	\$49,651.00	\$110,000.00	\$110,000.00	\$78,000.00	\$78,000.00	\$40,000.00	\$40,000.00
3	Earthwork	LS	1	\$30,500.00	\$30,500.00	\$38,300.00	\$38,300.00	\$60,000.00	\$60,000.00	\$44,235.00	\$44,235.00	\$70,000.00	\$70,000.00
4	18-inch Class III RCP Storm Sewer	LF	45	\$210.00	\$9,450.00	\$250.00	\$11,250.00	\$185.00	\$8,325.00	\$154.00	\$6,930.00	\$100.00	\$4,500.00
5	18-inch Flared End Section	EA	2	\$1,850.00	\$3,700.00	\$2,500.00	\$5,000.00	\$975.00	\$1,950.00	\$978.00	\$1,956.00	\$2,500.00	\$5,000.00
6	Concrete Curb and Gutter	LF	60	\$56.00	\$3,360.00	\$70.00	\$4,200.00	\$120.00	\$7,200.00	\$72.00	\$4,320.00	\$100.00	\$6,000.00
7	5" Asphalt / 8" Grading "W" Base Course	SY	8,600	\$63.00	\$541,800.00	\$64.00	\$550,400.00	\$59.50	\$511,700.00	\$67.00	\$576,200.00	\$75.00	\$645,000.00
8	Geotextile Fabric	SY	8,600	\$6.80	\$58,480.00	\$6.00	\$51,600.00	\$7.00	\$60,200.00	\$6.75	\$58,050.00	\$6.00	\$51,600.00
9	Subgrade Repair	CY	200	\$67.00	\$13,400.00	\$58.00	\$11,600.00	\$107.50	\$21,500.00	\$133.00	\$26,600.00	\$1.00	\$200.00
10	Seeding	LS	1	\$6,000.00	\$6,000.00	\$13,000.00	\$13,000.00	\$7,800.00	\$7,800.00	\$7,590.00	\$7,590.00	\$10,000.00	\$10,000.00
11	Traffic Control	LS	1	\$62,500.00	\$62,500.00	\$65,936.00	\$65,936.00	\$40,000.00	\$40,000.00	\$33,600.00	\$33,600.00	\$70,000.00	\$70,000.00
12	Force Account	FA	15,000	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
				Total Cost Estimate		\$810,307.00		\$864,937.00		\$901,675.00		\$927,981.00	

\$967,300.00

MEMORANDUM OF UNDERSTANDING BETWEEN
City of Douglas Police Department AND
Converse County School District #1
For School Resource Officer Program

Parties. This Memorandum of Understanding (hereinafter referred to as “MOU”) is made by and between Converse County School District #1 (hereinafter referred to as School District), City of Douglas Police Department (hereinafter referred to as Law Enforcement Agency).

Purpose. The purpose of this MOU is to establish the terms, conditions and expectations under which the Law Enforcement Agency will assign two law enforcement officers to serve as School Resource Officers (hereinafter referred to as “SROs”) within the School District. The intent is to establish a clear understanding of roles and responsibilities between the parties, which are designed to enhance school safety and provide a positive law enforcement presence in the school community.

Terms of MOU. The term of this agreement is for the academic school year of 2024/2025 commencing on the effective date through May 30, 2025. The terms of the MOU are as follows:

1. **Payment:** Cost related to this agreement shall be paid as follows:
 - 1.01 District shall pay to the Law Enforcement Agency an amount not to exceed \$103,398.00 for the school year 2024-2025 subject to ongoing appropriation of said amount as provided herein, for the SRO services described in this MOU. These payments shall be made monthly for so long as this MOU is in effect.
 - 1.02 Law Enforcement Agency shall be responsible for all costs in excess of the District’s payment for SRO services hereunder. Nothing herein, including School District payments, reporting requirements, and close cooperation between officers and the School District shall be deemed to make any SRO an employee of the School District for any purpose, including but not limited to the Wyoming Governmental Claims Act.
 - 1.03 District shall have the right to provide input by participating in the interview process for the selection of the School Resource Officer(s) assigned to work within the District.
2. **Responsibilities of Law Enforcement Agency:** The Law Enforcement Agency shall be responsible for the following:
 - 2.01 Law Enforcement Agency shall provide two fully trained and certified Peace Officers assigned to Converse County School District #1 as SROs for the entire 2024-2025 school year.
 - 2.02 Each SRO shall be an employee of the Law Enforcement Agency and said Law Enforcement Agency shall have the right to remove any Peace Officer appointed to serve as SRO. Law Enforcement Agency shall determine which Peace Officers are assigned as SROs in consultation with a representative from School District, whose input must be considered in the selection process.
 - 2.03 The SROs, or any Peace Officer of the Law Enforcement Agency assigned and performing duties pursuant to this MOU, are subject to the direction and control of Law Enforcement Agency. Nothing in this MOU shall be interpreted to authorize any SRO or Peace Officer of the Law Enforcement Agency to exercise power that the Law Enforcement Agency is not authorized to exercise. Specifically, SROs are prohibited from participating in school disciplinary processes or requesting that school officials search a student or his/her belongings except when called as a witness if the SRO does not have a legally sufficient basis for conducting such a search.
 - 2.04 Law Enforcement Agency shall be responsible for providing SROs with the necessary law enforcement related equipment.

2.05 Law Enforcement Agency shall be responsible for ensuring that the SROs receive specialized police training, while the District is responsible for providing school-related training to the SROs.

3. Duties of SROs: The SROs' duties include all Peace Officer duties of the Law Enforcement Agency and the following additional duties:

3.01 The SROs shall provide law enforcement and school security services to School District consistent with training and Law Enforcement Agency policy to help promote the safety and welfare of the students and employees as follows:

3.01.01. The SROs shall help to protect the lives and property of students, employees and the School District on or adjacent to School District property.

3.01.02. The SROs should not be involved in school discipline processes for typical adolescent behaviors occurring within the school unless school safety is at risk or reporting is required by law.

3.02 SROs' involvement with students with disabilities shall be in accordance with the Americans with Disabilities Act.

3.03 The SROs shall be made aware of the school's policies on crisis intervention and shall assist or intervene only when appropriate.

3.04 The SROs will become familiar with other resources and agencies in the community that can be used as resources for District students.

3.05 SROs shall follow these conditions for interviewing students suspected of criminal activity at school:

3.05.01. When questioning a student at school about subjects that may result in criminal prosecution for a crime, it is expected that should be handled by law enforcement and is not an SRO activity. When it is necessary to involve law enforcement and/or an SRO in interviewing a student, notice of such questioning shall be given to the Principal or designee in advance and the interview shall be conducted in accordance with School District policy unless exigent circumstances exist, in which case the notice shall be given to the Principal or designee as soon as reasonably possible.

3.05.02. If the student to be questioned is under the age of 18, the student's parent or guardian must be notified prior to questioning unless there are exigent circumstances involving health or safety or an allegation of abuse or neglect by a parent.

3.05.03. If there are exigent circumstances that prevent prior parental notification, parent shall be notified as soon as reasonably possible.

3.06 Absent exigent circumstances, a principal or designee shall be consulted before the SRO conducts a search on a student's person, possessions, or locker to allow time to express any concerns about the reasonableness of the search and to notify parents.

3.07 The SROs may conduct a search at school of a student's person, possessions, or locker without notice to school personnel or parents only when there is probable cause that a crime has been committed. SROs will make a reasonable effort to reduce the stigmatizing event of the search for the student.

3.08 The SROs shall not request that school officials conduct a search of a student's person, possessions, or locker to evade the probable cause standard required of law enforcement.

- 3.09** The SROs in their official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event, who issues a summons, ticket, or other notice requiring the appearance of a student in court or at a police station for an offense allegedly committed on school grounds, in a school vehicle, or at a school activity or sanctioned event, shall notify the principal of the school or his or her designee of the issuance of the summons, ticket, or other notice as soon as possible unless the information is determined to be confidential pursuant to law.
- 3.10** Physical restraints (handcuffs, Tasers, Mace, pepper spray, or other physical and chemical restraints) shall only be used for conduct that poses a serious and immediate threat to an individual or the broader school community and where less intrusive measures of restraint have failed.
- 3.11** Strip searches of students by SROs or school officials are prohibited.
- 3.12** It is recognized that every situation cannot be predicted or determined by these guidelines, and SROs may rely on Law Enforcement Agency policies, their training and experience in choosing alternate actions that are reasonable and appropriate for the circumstances and to the extent possible are consistent with this agreement.
- 3.13** If an SRO wears a body-worn camera (BWC), the BWC shall generally be kept inactive while the SRO is performing duties as an SRO, unless otherwise requested by the District. The SRO shall not record any special education setting. If the SRO does record any scenario involving District business, the Law Enforcement Agency shall share and provide a copy of that video recording to District upon the request of the District pursuant to W.S. 16-4-203(d)(xviii).
- 4. SRO Activities:** The SROs become a part of the school community and an asset to help create a positive school environment for students and faculty.

 - 4.01** The SROs are members of the school safety teams. SROs are liaisons to help gather and share information about emergency planning, improving access to safety or security resources, and are partners in developing effective prevention strategies and other related duties determined by the School Board.
 - 4.02** Role as an educator:

 - 4.02.01.** Provide in-service training for school staff on emergency preparedness, crisis intervention, crime trends, law enforcement policies and intervention methods.
 - 4.02.02.** Educate students through guest lectures about laws, constitutional protections, conflict resolution, information on youth-relevant crimes such as dating violence, and to teach crime prevention using evidence-based course curriculum.
 - 4.03** Role as a participant of Restorative Justice processes:

 - 4.03.01.** Participate in restorative justice processes that occur within the school setting if appropriate, pursuant to school policy.
 - 4.04** Role as an informal mentor:

 - 4.04.01.** Create a visible and positive presence in the school community to promote respect, trust for law enforcement and a positive relationship between students, parents and the District.

- 4.04.02.** In partnership with a formal counselor or other school staff designated by the school, SROs can provide referral information for additional resources relating to criminal justice and prevention of youth involvement in the juvenile justice system.

5. Responsibilities of School District: The School District shall be responsible for the following:

- 5.01** Provide SROs with the authority to access School District premises for the purpose of performing the law enforcement duties described herein and provide SROs with a private workspace (when possible) that allows for storage of confidential information.
- 5.02** Inform the SROs of the school's crisis response and de-escalation techniques.
- 5.03** Administer school discipline processes for typical adolescent behaviors occurring within the school without involving or referring the matter to an SRO unless school safety is at risk or reporting is required by law.
- 5.04** Requesting SRO involvement in school-based incidents should be limited to situations when it is:
- 5.04.01.** Necessary to protect the physical safety of students and staff from imminent harm; or
- 5.04.02.** Fits the criteria of behaviors listed in paragraph 6.01, which the parties have agreed will be referred to law enforcement.
- 5.04.03.** Involves criminal behavior of persons other than students.
- 5.05** Ensure that the decision to involve an SRO or law enforcement in any school-based incident is made by a principal or designee, absent exigent circumstances.
- 5.06** Cooperate with law enforcement-initiated investigations and actions without hindering or interfering with the Police Department's or the assigned SRO's official duties consistent with the District's obligations under existing laws and District policies to investigate and handle school disciplinary matters.
- 5.07** Immediately notify the SRO or officers responding to a school-based incident if a referred student has a disability that requires special treatment or accommodations as allowed by law.
- 5.08** Provide ongoing feedback to the Police Department designee for evaluation purposes.

6. Law Enforcement Referrals:

- 6.01** The parties agree that school code of conduct violations will be handled through school policies and procedure and will not be referred to law enforcement for formal criminal justice action.
- 6.02** The parties agree that behaviors that are related to a student's disability will be handled through school policies and procedure and not referred to law enforcement.
- 6.03** Law Enforcement referral will always be made for the following incidents:
- 6.03.01.** *Fights involving serious bodily harm that requires medical treatment for any of the participants.*
- 6.03.02.** *Other serious or violent offenses, such as robbery, arson, or sexual assault.*
- 6.03.03.** *Use or possession of dangerous weapons, such as guns. Other items which could be used weapons shall only result in police referral if school staff believes there was a clear intention to use the item as a weapon.*
- 6.03.04.** *The sale, possession, or use of illegal drugs or alcohol.*

7. **Confidentiality and Information Sharing/Disclosure of Student Education Records:** The parties agree to the following procedures to ensure that information disclosure and sharing between parties to the agreement comply with all legal requirements.
- 7.01 School District disclosure of confidential educational records:
- 7.01.01. The parties agree that any disclosure of student education records that is made by the School District to the Law Enforcement Agency or its employees or agents of any parties, shall be made only (1) to appropriate parties in connection with a health or safety emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual and (2) as the law may otherwise permit. Reasonable steps will be taken to prevent further dissemination to an unauthorized third party of information exchanged hereunder.
- 7.01.02. The parties also agree that, if the School District makes any disclosure of a student's educational records pursuant to this agreement, the person requesting the records will sign an Acknowledgement for Release and/or Information from Education Records form provided by the School District which states that the records will not be disclosed to any other person or party, except as permitted by law and as necessary to carry out the purposes of this Agreement. A Permission for Release and/or Information from Records form provided by the School District shall be developed by the parties.
- 7.01.03. The parties also agree that they will comply with all applicable laws, including privacy and criminal history laws.
8. **Evaluation:**
- 8.01 In the event that the School District should be dissatisfied with the performance of an SRO assigned to the School District by the Law Enforcement Agency, the SRO's immediate supervisor and the Human Resources Director shall meet to try to resolve the problem. Should further discussion be needed, the Superintendent and Police Chief shall meet to discuss resolution.
- 8.02 The District and the Law Enforcement Agency agree to meet annually to evaluate the performance of the school resource officer and discuss continuance of the MOU.
9. **General Provisions:**
- 9.01 **Amendments.** Either party may request changes to this Agreement. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties shall be incorporated by written instrument and effective when executed by all parties to this MOU.
- 9.02 **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties and the venue shall be the Eighth Judicial District, Converse County, Wyoming.
- 9.03 **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

- 9.04 **Liability.** Any assigned Douglas police officer acting under this MOU shall be deemed to be acting within the scope of his or her duties for purposes of the Wyoming Governmental Claims Act and the local government liability self-insurance program, Wyo. Stat. § 1-42-101 through § 1-42-207. All privileges and immunities from liability and all benefits which normally apply to assigned Douglas police officers while in the performance of their duties in their own jurisdiction shall also apply to them when acting pursuant to this MOU.
- 9.05 **Termination.** Either party may terminate upon thirty (30) day written notice may terminate this MOU, without cause, which notice shall be delivered by hand or by certified mail to the addresses listed above.
- 9.06 **Indemnification.** Each party to this MOU shall assume the risk of liability arising from its own conduct. Neither Party agrees to insure, defend, or indemnify the other.
- 9.07 **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect and either party may renegotiate the terms affected by the terms affected by the severance.
- 9.08 **Governmental Immunity.** The parties do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the District and the City specifically reserve the right to assert any and all rights, immunities, and defenses they may have pursuant to the Wyoming Governmental Claims Act.
- 9.09 **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third-party beneficiary and this MOU shall not be construed so as to create that status. The rights, duties, and obligations contained in this MOU shall operate only between the parties to this MOU and inure solely to the benefit of the parties of this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to the MOU intend and expressly agree that only parties' signatory to this Agreement shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring any action for the breach of this MOU.

This agreement shall become effective on the date last executed by the parties and shall remain in full force and effect until such time as the agreement is modified by the consent of the parties. The agreement may be modified at any time by amendment to the agreement.

In witness whereof, the parties hereto, intending to cooperate with one another, have set their signatures to this document on this day.

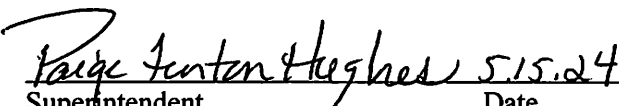
CITY OF DOUGLAS, WYOMING

Mayor Date

Police Chief

City Clerk

CONVERSE COUNTY SCHOOL DISTRICT #1



Superintendent Date

Item

Memorandum of Understanding (MOU) between the City of Douglas Police Department and Converse County School District #1, to provide two (2) dedicated School Resource Officers (SRO's).

Responsible Staff Contact

Chief Todd Byerly

Recommendation

Approve and sign the MOU between the City of Douglas Police Department and Converse County School District #1.

Executive Summary

A MOU between the school district and City of Douglas has been in place several years. In 2021, the Douglas Police Department capitalized on a Department of Justice COPS grant, therefore adding a second SRO, Sherry Evans, in the school. The total funding amount from the DOJ COPS grant was for \$125,000 total for a period of three (3) years. The MOU outlines the terms of the MOU including payment, responsibilities of the law enforcement agency, duties of the SRO, SRO activities, responsibilities of the school district, law enforcement referrals, confidentiality and information sharing/disclosure of student education records, evaluation, and general provision. This MOU outlines the payment amount from CCSD #1 to the City of Douglas in the amount of \$103,398.00 for two (2) School Resource Officers in the schools. This is a shared cost between the City of Douglas Police Department and Converse County School District #1.

Background

A MOU between the school district and City of Douglas has been in place several years. In 2021, the Douglas Police Department capitalized on a COPS grant, therefore adding a second SRO, Sherry Evans, in the school. The MOU outlines the terms of the MOU including payment, responsibilities of the law enforcement agency, duties of the SRO, SRO activities, responsibilities of the school district, law enforcement referrals, confidentiality and information sharing/disclosure of student education records, evaluation, and general provision.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome

Appealing and Safe Community

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department

SRO PROGRAM - REVENUE

Project/Line Item(s)

13-5830-1001

Budgeted Amount

Anticipated Amount

\$103,398.00



Agenda Item Report City Council – May 28, 2024

Action Requested/Recommended Motion

Council approve MOU between the City of Douglas Police Department and Converse County School District #1.

Reviewed/Approved

- ☒ Community Development
- ☒ Law Enforcement
- ☒ City Manager
- ☒ Public Works
- ☐ City Clerk

- ☐ Legal
- ☒ Finance

Kaycee Wiita
Board Chair
Fly Casper Alliance (FCA)
139 W. 2nd St. Suite 1-D
Casper, Wyoming 82601

Converse County Commissioners
Douglas City Council
Community Leadership Representatives
Douglas City Hall
101 N. 4th St.
Douglas, WY 82633

May 17, 2024

Dear Commissioners, Councilors and Leadership Representatives,

I'm writing to you today to ask Converse County and the City of Douglas to consider participating in the minimum revenue guarantee (MRG) requested by SkyWest Airlines as the Delta Connection flying into the Casper/Natrona County International Airport starting July 1, 2024 through June 30, 2025.

The total MRG request from SkyWest as The Delta Connection for 2024-2025 is \$1,984,733. Typically, the county commits to 60% of the request and the state commits to 40% of the request through the state air serve enhancement program, (ASEP). In considering this MRG request, both Natrona County and the state requested that Fly Casper Alliance bring in more participants i.e. the city, surrounding cities, private business etc. Subsequently, the City of Casper has committed up to \$400,000 toward the MRG and the private sector has also committed funds.

Throughout the state, communities with commercial air service partner with nearby communities that use the air service and who don't have a commercial airport to support their MRGs and to sustain and grow their economies. For example, Southwest Wyoming Regional Airport in Rock Springs partners with Sweetwater County (45%) City of Rock Springs (33%) and City of Green River (22%) to cover their MRG. Central Wyoming Airport in Riverton receives funding from the City of Riverton, Lander, Shoshoni, Pavillion, Dubois & Fremont County. (Each municipality receives their share from the optional sales tax. They then remit a portion of their receipts to Riverton to cover the obligation.

- Total MRG for July 1, 2024 through June 30 2025 is \$1,984,733.
- True market passengers in Converse County = 48,955
- Douglas has 35,610 true market passengers
- Glenrock has 13,345 true market passengers

We hope that the City of Douglas and Converse County will see the value of the inbound flight from Salt Lake City which supports Memorial Hospital, the oil & gas industry and keeps local businesses thriving.

Fly Casper Alliance has aggressively marketed the flight using a national aviation marketing company to run an inbound campaign from communities where data says people live who fly to east central Wyoming. Additionally, FCA has done ticket giveaways from Salt Lake City to Casper and Casper to Salt Lake City to show how easy it is to fly in and out of Casper and, FCA has worked with a national social media consultant to educate stakeholders on the MRG and to also promote the flight. FCA used Spectrum Reach to run a local marketing campaign on cable and streaming channels. FCA also participated in local podcasts and talked to several civic groups. Subsequently, we are seeing increased ridership, which in the long term will help reduce the MRG.

Last November, Fly Casper Alliance asked the State of Wyoming to conduct a “return on investment study” (ROI) which concluded that from July of 2022 through June of 2023, the Delta Connection flight brought \$11M into the economy. That is an impressive 11:1 return.

There are several economic development projects in the works including the Wyoming Sports Ranch, The Reno Air Races and the Shooting Complex that will have a positive impact on Converse County and the City of Douglas if they come to fruition. These projects need direct access to Salt Lake City to be successful. FCA is asking municipalities who benefit from C/NCIA to rally and participate in the MRG to not only continue to bolster the economy, but to push these other economic development projects over the finish line, which will have an economic impact of more than \$150M a year. With those numbers, the MRG will be significantly reduced to a manageable amount or go away.

Would Converse County and the City of Douglas join us in sustaining and growing the economy in east central Wyoming and getting these terrific economic development projects off the ground?

I’m happy to talk or provide you with more information.

Thank you for your consideration,



Kaycee Wiita
Board Chair
Fly Casper Alliance



c: Fly Casper Alliance

Item

FlyCasper Support

Responsible Staff Contact

J. D. Cox, City Manager

Recommendation

Approve FlyCasper Alliance Support of \$25,000 for Minimum Revenue Guarantee (“MRG”) for Delta Airlines/SkyWest Air Service.

Executive Summary

The City of Douglas has been requested by the FlyCasper Alliance to consider contributing toward the Minimum Revenue Guarantee that Delta Airlines/SkyWest is needing to continuing operating its Casper-Salt Lake City air service. In return for the contribution, Casper Airport has offered to provide advertising to Douglas/Converse County as needed and FlyCasper Alliance has offered a seat on their board.

The total MRG request for July 1, 2024- June 30, 2025, is \$ 1,984,733, and the remaining shortfall is approximately \$200,000. The balance has been committed by Natrona County \$595,420 (30%) and the City of Casper \$400,000 - 20%).

Other organizations being asked for contributions include:

- State of Wyoming
- Advance Casper
- Community Businesses
- Converse County

The State and Natrona County have asked Fly Casper Alliance to bring more community partners into the equation.

Background

On Tuesday, 21 May 2024, the Douglas City Council held a joint meeting with the Converse County Commission and representatives from the FlyCasper Alliance to discuss the Minimum Revenue Guarantee “MRG” that the Casper/Natrona County Airport needed to reach to maintain Delta/SkyWest service to Salt Lake City. MRGs are part of the business model for SkyWest’s at-risk markets. MRG funds are only paid to the airline when there is a revenue shortfall. The State and Natrona County have asked Fly Casper Alliance to bring more community partners into the equation.

The MRG request for our route can be reduced through INCREASED RIDERSHIP.

- SkyWest only bills on the difference between the number of people budgeted to fly each month and the actual number. In March of 2024, ridership exceeded the budget by 210 passengers.

Commitments

Thus, far we have commitments from the following:

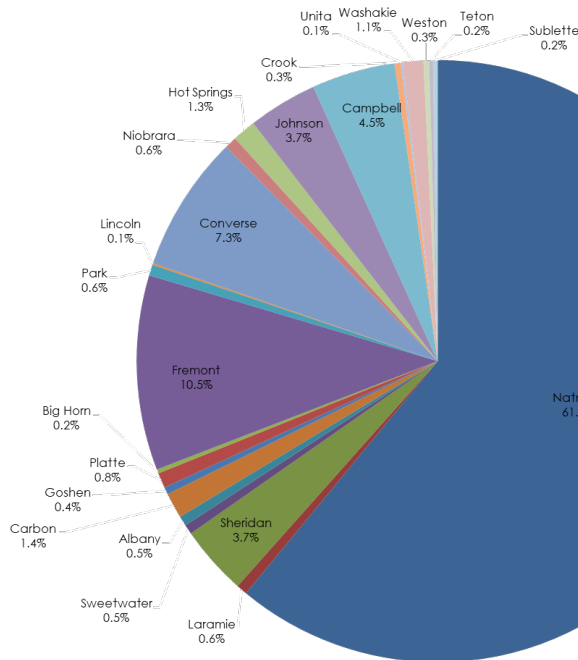
- Natrona County \$595,420 - 30%
- City of Casper \$400,000 - 20%

To secure the shortfall, we are seeking monetary support from:

- State of Wyoming
- Advance Casper
- Community Businesses
- Converse County
- City of Douglas

Converse County Ridership

Converse County has 52,522 True Market Passengers, of which 1/3 or approximately 17,507 use Casper Airport. Further, according to license plate data at the airport 7.3% of the cars in our parking lot are from Converse County (see chart below).



Reasons Identified as to Why Our Region Needs a Flight to Salt Lake City?

- C/NCIA is a pivotal hub to get people to medical care and to bring medical personnel to central Wyoming.
- Small businesses, tourism, entrepreneurs, and the energy industry benefit from having direct access to Salt Lake City.

- C/NCIA needs two airlines serving the market to keep prices competitive. Additionally, it is the only Foreign Trade Zone and International Airport in Wyoming. Both of these assets enhance global business growth in central Wyoming.
- From July 1, 2022 – June 30, 2023, the Delta Connection brought \$11 Million into central Wyoming's economy. That's an astonishing 11:1 return on investment for the MRG.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome

SD24 Strategy

SD24 KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

<u>Fund/Department</u>	47-5410-2158
<u>Project/Line Item(s)</u>	Economic Development
<u>Budgeted Amount</u>	\$1,458,300
<u>Anticipated Amount</u>	\$25,000

Action Requested/Recommended Motion

Approve FlyCasper Alliance Support of \$25,000 for Minimum Revenue Guarantee ("MRG") for Delta Airlines/SkyWest Air Service.

Reviewed/Approved

- ☒ Community Development
- ☒ Law Enforcement
- ☒ City Manager

- ☒ Public Works
- ☐ Legal
- ☒ Finance/City Clerk



CARVER
FLOREK &
JAMES, CPA's

CERTIFIED PUBLIC ACCOUNTANTS

April 30, 2024

The City of Douglas, Wyoming
Attn: Mary Nicol
101 N 4th Street
Douglas, WY 82633

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The City of Douglas, Wyoming, as of June 30, 2024, and for the year then ended, and the related notes to the financial statements, which collectively comprise The City of Douglas's basic financial statements as listed in the table of contents.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and, in accordance with Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule – General Fund
- 3) Schedule of Proportionate Share of Net Pension Liability – WRS
- 4) Schedule of Contributions – WRS
- 5) Schedule of OPEB Liability
- 6) Schedule of Changes in OPEB Liability

Supplementary information other than RSI will accompany The City of Douglas's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining Balance Sheet – Non Major Governmental Funds
- 2) Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Non Major Governmental Funds
- 3) Statement of Changes in Assets and Liabilities – Agency Fund – Water Deposit Fund

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in accordance with Government Auditing Standards. As part of an audit in accordance with GAAS and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Douglas, Wyoming's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and, in accordance with Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of The City of Douglas's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For the design, implementation, and maintenance of internal control over federal awards;
7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in

- compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
 9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
 10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
 11. For taking prompt action when instances of noncompliance are identified;
 12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
 13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
 14. For submitting the reporting package and data collection form to the appropriate parties;
 15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
 16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
 18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
 19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
 20. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
 21. For the accuracy and completeness of all information provided;
 22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
 23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will not assume management responsibilities on behalf of the City of Douglas. However, we will provide advice and recommendations to assist management of the City of Douglas in performing its responsibilities.

The City of Douglas's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to preparing the financial statements and related notes previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Other

Jason Lund is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Carver Florek & James, CPA's (CFJ) services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Invoices will be payable upon presentation. Our fee for the basic financial statement audit will be in accordance with the RFP submitted to the City as dated June 23, 2023. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use The City of Douglas's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of CFJ and constitutes confidential information. However, we may be requested to make certain audit documentation available to state agencies or its designee, a federal agency providing direct or indirect funding, and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of CFJ's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Mayor and Town Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

A handwritten signature in cursive script that reads "Jason K. Lund, CPA".

Jason K. Lund, CPA

jason@cfjcpa.com

Carver Florek & James, CPA's

RESPONSE:

This letter correctly sets forth our understanding.

The City of Douglas, Wyoming

Acknowledged and agreed on behalf of The City of Douglas by:

Name: _____

Title: _____

Date: _____

Item

Auditing Services Engagement Leter

Responsible Staff Contact

Mary Nicol

Recommendation

Approve the engagement letter for Auditing Services from Carver, Florek & James, LLC.

Executive Summary

Per Wyoming State Statute 16-4-121 the City of Douglas is required to have an annual audit conducted by an independent auditor. A request for proposal for audit services for fiscal years 2023 thru 2027 was prepared and the proposal from Carver, Florek & James, LLC was accepted.

Carver Florek & James, LLC's proposal for fiscal year 2024 was \$43,000 with additional fees applied should the City require a single audit. The City of Douglas will not require a single audit for fiscal year 2024.

Background

Carver, Florek & James, LLC preformed the City of Douglas FY 2023 audit.

Alignment to Strategic Doing (SD) and/or Other Plans

<u>SD24 Outcome</u>	NA
<u>SD24 Strategy</u>	NA
<u>SD24 KPI</u>	NA
<u>2014 Master Plan</u>	NA
<u>2015 Downtown Master Plan</u>	NA

Budget/Fiscal Impact

<u>Fund/Department</u>	General Fund/Non Departmental
<u>Project/Line Item(s)</u>	Accounting/Auditing/105-100-2152
<u>Budgeted Amount</u>	\$60,000
<u>Anticipated Amount</u>	\$43,000

Action Requested/Recommended Motion

I move to authorize the engagement letter for auditing services from Carver Florek & James, LLC for fiscal year 2024 and authorize the City Manager to sign all associated documents.

Reviewed/Approved

- ☒ Community Development
- ☒ Law Enforcement
- ☒ City Manager
- ☐ City Clerk

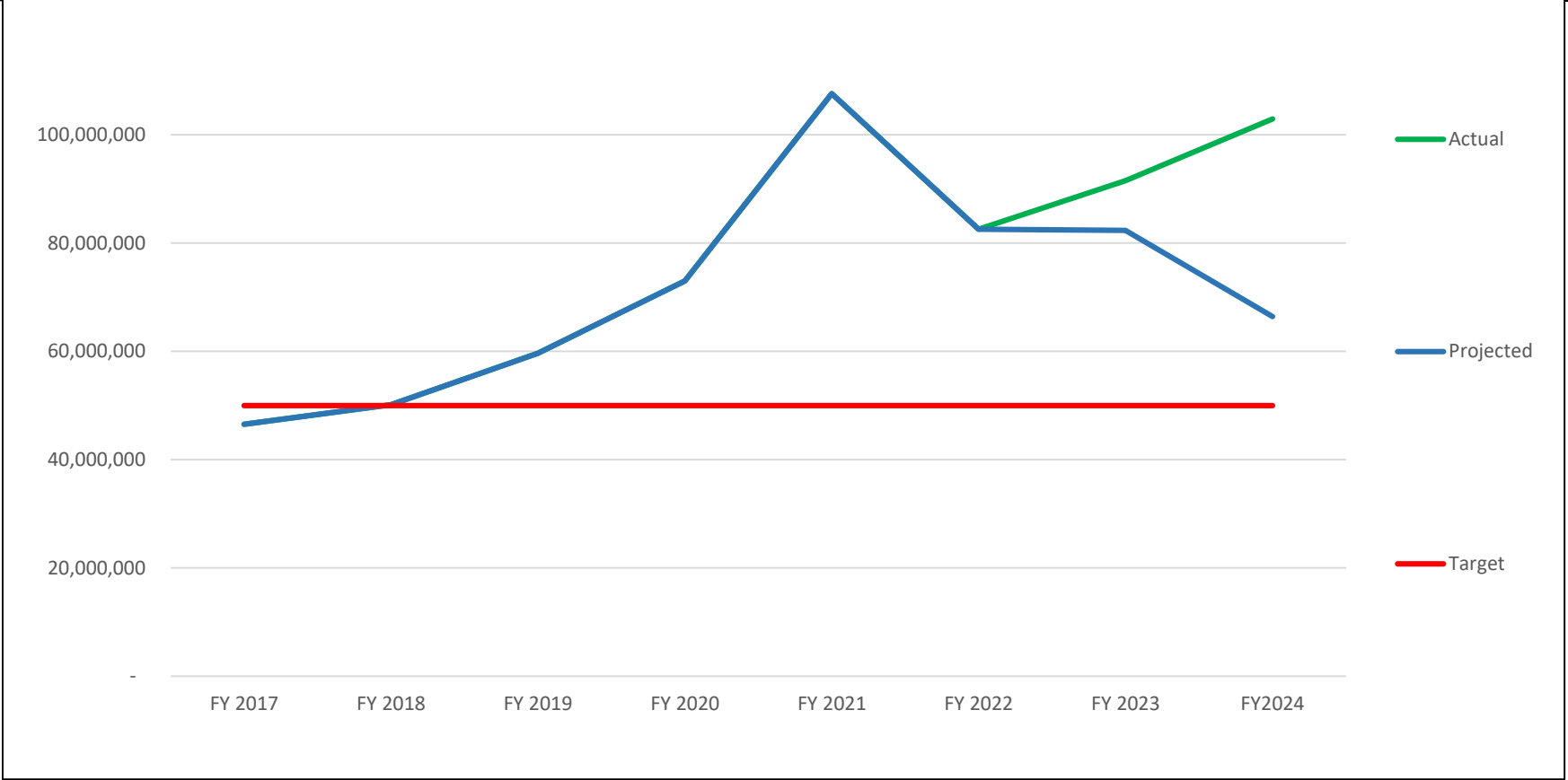
- ☒ Public Works
- ☐ Legal
- ☒ Finance

City of Douglas

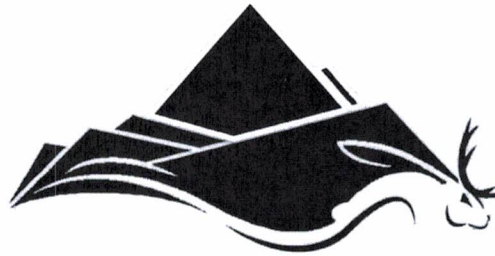
Overall Reserves & Targets 2024

FY 2023-2024

RESERVES	Ending FY 2017	Ending FY 2018	Ending FY 2019	Ending FY 2020	Ending FY 2021	Ending FY 2022	Ending FY 2023	As of Apr FY2024
Actual	46,520,601	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	91,512,751	102,892,595
Projected	46,520,601	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	82,304,017	66,421,873
Target	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000



TREASURER'S REPORT



To the City Council:

The following is a General Statement of Accountability from the City Treasurer for the funds of the City of Douglas for the fiscal month to date ended and at **April 30, 2024**

FUND	Fund #	BALANCE AT BEGINNING OF MONTH	CASH RECEIPTS FOR PERIOD	CASH DISBURSEMENTS FOR PERIOD	TRANSFERS AND ADJUSTMENTS	BALANCE AT April 30, 2024
GOVERNMENTAL FUNDS						
GENERAL	10	\$ 50,951,246.10	\$ 1,807,016.80	\$ 1,381,811.03		\$ 51,376,451.87
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	1,728,093.35	29,411.76	-		1,757,505.11
-POLICE SPECIAL PROJECTS	13	(61,204.83)	46,119.84	8,705.41		(23,790.40)
TOTAL SPECIAL REVENUE FUNDS		\$ 1,666,888.52	\$ 75,531.60	\$ 8,705.41		\$ 1,733,714.71
TOTAL GOVERNMENTAL		\$ 52,618,134.62	\$ 1,882,548.40	\$ 1,390,516.44		\$ 53,110,166.58
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	13,494,891.75	180,405.08	276,498.86		13,398,797.97
-SEWER	32	3,304,871.94	111,230.81	141,874.04		3,274,228.71
-SANITATION	33	1,162,613.78	115,805.31	87,126.51		1,191,292.58
-LANDFILL	34	2,377,021.01	100,086.73	88,813.75		2,388,293.99
TOTAL ENTERPRISE		\$ 20,339,398.48	\$ 507,527.93	\$ 594,313.16		\$ 20,252,613.25
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	525,530.46	252,346.47	256,557.76		521,319.17
TOTAL PROPRIETARY		\$ 20,864,928.94	\$ 759,874.40	\$ 850,870.92		\$ 20,773,932.42
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	368,455.94	61.69	-		368,517.63
-ECONOMIC DEVELOPMENT	41	1,758,710.25	2,122.10	25,500.00		1,735,332.35
-BROWNFIELD GRANT	42	-1,177.22	221.12	-		(956.10)
-CAPITAL EQUIPMENT RESERVE	47	72,022.42	97.52	9,500.00		62,619.94
-FIRE EQUIPMENT	50	606,637.23	468,048.47	-		1,074,685.70
-CLG - PROJECTS	53	7,321.66	-	-		7,321.66
-TRAIN CAR RESTORATION	54	71,609.90	-	-		71,609.90
-POOL IMPROVEMENTS	55	591,283.64	-	6,700.00		584,583.64
-STREET IMPROVEMENTS	56	17,849,907.60	30,590.29	262,005.60		17,618,492.29
-PUBLIC FACILITIES	57	3,327,030.67	30,590.29	29,120.00		3,328,500.96
-PARK IMPROVEMENTS	65	3,849,208.19	17,626.89	20,932.71		3,845,902.37
TOTAL CAPITAL PROJECT		\$ 28,501,010.28	\$ 549,358.37	\$ 353,758.31		\$ 28,696,610.34
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	184,253.13	918.43	-		185,171.56
-VISIBLE MEMORIALS FUND	91	104.96	0.14	-		105.10
-HISTORIC PRESERVATION	92	22,130.24	29.97	-		22,160.21
-UTILITY DEPOSITS	96	104,076.20	1,230.00	896.95		104,409.25
-DEFERRED COMP PAYABLE	97	39.61	-	-		39.61
TOTAL TRUST AND AGENCY		\$ 310,604.14	\$ 2,178.54	\$ 896.95		\$ 311,885.73
TOTAL ALL FUNDS		\$ 102,294,677.98	\$ 3,193,959.71	\$ 2,596,042.62	\$ -	\$ 102,892,595.07

CERTIFICATION

I hereby certify that the foregoing is a true statement of my accountability to the City of Douglas for the total of the funds of the various accounts thereof as of the date of this report, and that said foregoing statement is materially correct, and that to cover the amount accountable to the City of Douglas stated in the foregoing statement, I hold the following:

Cash on hand.....	\$ 575.00
Cash and Investments at First Northern Bank	\$ 6,076,475.73
Cash and Investments at Points West Community Bank	12,822,524.95
Cash and Investments at Converse County Bank.....	62,172,284.61
Securities, Security Pools, and Interfund Advances.....	21,820,734.78
Total	\$ 102,892,595.07

Mary Nicol
 Mary Nicol, Treasurer
 April 30, 2024

CASH AND INVESTMENT SUMMARY
CITY OF DOUGLAS
April 30, 2024

FUND	#	COMBINED CASH FUND	MONEY MARKETS	TIME DEPOSITS	SECURITY POOLS	TOTAL
GOVERNMENTAL FUNDS						
GENERAL	10	\$ 8,955,044.21		\$26,774,281.53	\$ 15,647,126.13	\$ 51,376,451.87
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	1,757,505.11		-	-	1,757,505.11
-POLICE SPECIAL PROJECTS	13	(23,790.40)		-	-	(23,790.40)
TOTAL SPECIAL REVENUE		1,733,714.71		-	-	1,733,714.71
		-		-	-	-
TOTAL GOVERNMENTAL		10,688,758.92		26,774,281.53	15,647,126.13	53,110,166.58
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	977,123.34	124,258.28	8,067,896.41	4,229,519.94	13,398,797.97
-SEWER	32	51,063.20	124,258.28	1,873,389.12	1,225,518.11	3,274,228.71
-SANITATION	33	500,590.38	0.00	690,702.20		1,191,292.58
-LANDFILL	34	431,600.03		1,956,693.96		2,388,293.99
TOTAL ENTERPRISE		1,960,376.95	248,516.56	12,588,681.69	5,455,038.05	20,252,613.25
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	105,395.78		415,923.39	-	521,319.17
TOTAL PROPRIETARY		2,065,772.73	248,516.56	13,004,605.08	5,455,038.05	20,773,932.42
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	45,618.54		322,899.09		368,517.63
-ECONOMIC DEVELOPMENT	41	1,543,810.58		191,521.77		1,735,332.35
-BROWNFIELD GRANT	42	(956.10)				(956.10)
-CAPITAL EQUIPMENT RESERVE	47	62,619.94		-		62,619.94
-FIRE EQUIPMENT	50	1,074,685.70		-		1,074,685.70
-CLG - PROJECTS	53	7,321.66				7,321.66
-TRAIN CAR RESTORATION	54	71,609.90				71,609.90
-POOL IMPROVEMENTS	55	335,324.06		249,259.58		584,583.64
-STREET IMPROVEMENTS	56	1,754,002.10		15,864,490.19		17,618,492.29
-PUBLIC FACILITIES	57	79,028.66		3,249,472.30		3,328,500.96
-PARK IMPROVEMENTS	65	1,395,005.35		1,846,734.49	604,162.53	3,845,902.37
TOTAL CAPITAL PROJECT		6,368,070.39		21,724,377.42	604,162.53	28,696,610.34
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	5,192.32		65,571.17	114,408.07	185,171.56
-VISIBLE MEMORIALS FUND	91	105.10		-		105.10
- HISTORIC PRESERVATION	92	22,160.21		-		22,160.21
-UTILITY DEPOSITS	96	11,449.08		92,960.17		104,409.25
	97	39.61				39.61
TOTAL TRUST AND AGENCY		38,946.32		158,531.34	114,408.07	311,885.73
TOTAL ALL FUNDS		\$ 19,161,548.36	\$ 248,516.56	\$ 61,661,795.37	\$ 21,820,734.78	\$ 102,892,595.07

CITY OF DOUGLAS

POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION

April 30, 2024

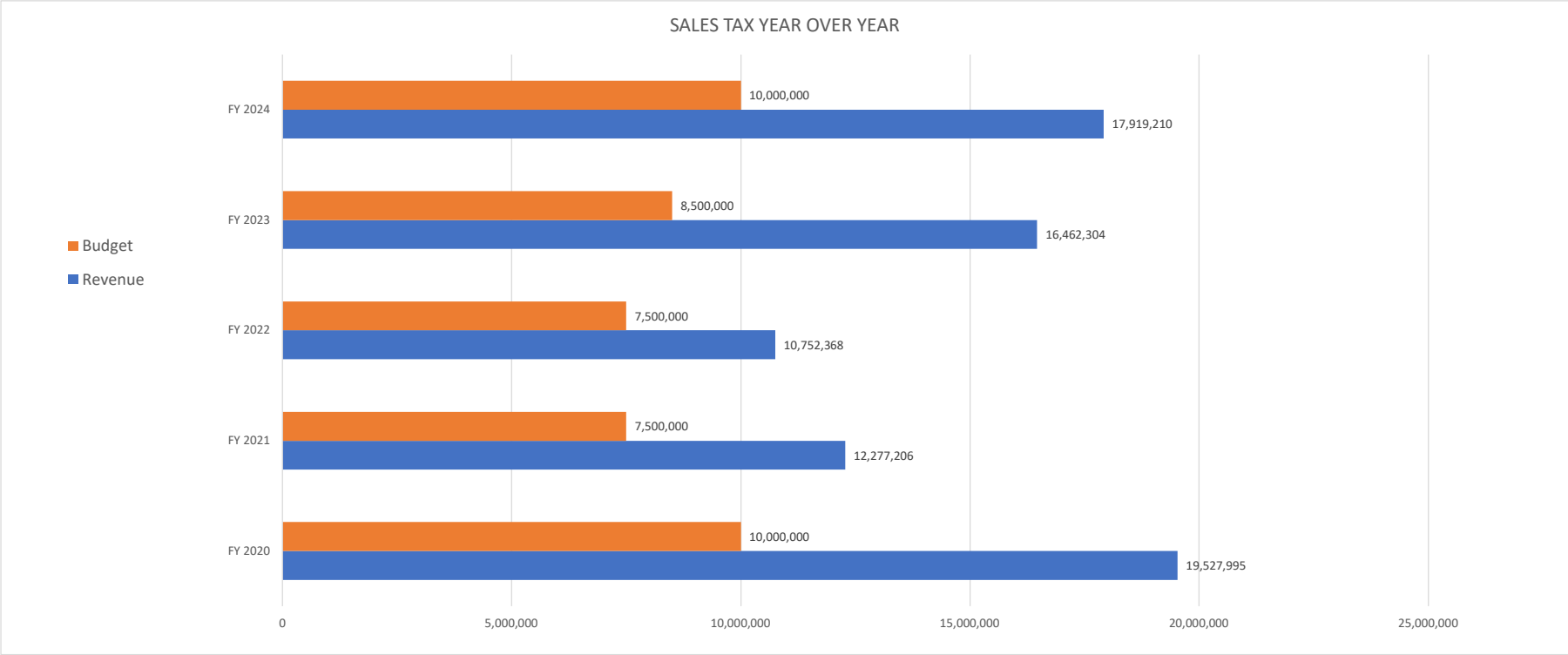
CD's/TDOA's		10	11	31	32	33	34	39	40
		General Fund	Impact Assistance Fund	Water Fund	Sewer Fund	Sanitation Fund	Landfill Fund	Health Ins. Fund	Cap. Imp. Reserve
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04% APY	5,421,134.53	4,607,964.35							
MATURES 12/18/2028 - 60 Months									
TDOA #1280 - \$1,528,242.58 - 4.25% APY	1,576,466.96	105,097.80		840,782.37	210,195.59	52,548.90	315,293.40		52,548.90
MATURES 9/21/2024 - 12 Months									
TDOA #1291 - \$1,124,582.87 - 4.10% APY	1,124,582.87	404,849.74				281,145.74	281,145.74		
MATURES 2/28/2029 - 60 Months									
TDOA #1287 - \$1,963,657.09 - 4.15% APY	2,025,697.12	1,066,156.38		533,078.19	426,462.55				
MATURES 6/25/2024 - 12 Months									
TDOA #1221 - \$5,000,000 - 2.15% APY	5,507,627.03	4,406,101.62		826,144.05	-		275,381.36		
MATURES 8/28/2024 - 60 Months									
TDOA #1281 - \$6,500,000 - 2.22% APY	7,113,665.75	2,101,267.41		273,602.54	820,807.59				
MATURES 9/26/2024 - 24 Months									
TDOA #1289 - \$20,000,000 - 4.91% APY	20,242,136.99	10,121,068.50		4,554,480.82		253,026.71	253,026.71		
MATURES 12/5/2024 - 12 Months									
TOTAL - CONVERSE CO BANK	\$ 43,011,311.25	\$ 22,812,505.80	\$ -	\$ 7,028,087.97	\$ 1,457,465.73	\$ 586,721.35	\$ 1,124,847.21	\$ -	\$ 52,548.90
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% APY	1,000,000.00								
MATURES 3/1/2029 - 60 Months									
CD #101014942 - \$5,000,000 - 4.55% APY	5,076,475.73								
MATURES 12/12/2024 - 12 Months									
Total - First Northern Bank	\$ 6,076,475.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POINTS WEST COMMUNITY BANK									
CD #40020351 - \$5,000,000.00 - 5.10% APY	5,196,326.13	259,816.31							
MATURES - 2/27/2025 - 12 months									
CD #40020074 - \$5,000,000.00 - 3.13% APY	5,199,042.22	1,523,319.38		1,039,808.44	415,923.39	103,980.85	831,846.75	415,923.39	270,350.19
MATURES 11/17/2024 - 24 Months									
CD #40013985 - \$2,116,044.41 - 1.95% APY	2,178,640.04	2,178,640.04							
MATURES 9/28/2024 - 24 Months									
TOTAL - POINTS WEST	\$ 12,574,008.39	\$ 3,961,775.73	\$ -	\$ 1,039,808.44	\$ 415,923.39	\$ 103,980.85	\$ 831,846.75	\$ 415,923.39	\$ 270,350.19
TOTAL CD's/TDOA's	\$ 61,661,795.37	\$ 26,774,281.53	\$ -	\$ 8,067,896.41	\$ 1,873,389.12	\$ 690,702.20	\$ 1,956,693.96	\$ 415,923.39	\$ 322,899.09
Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000	248,516.56	0.00		124,258.28	124,258.28	0.00	0.00	0.00	0.00
TOTAL - POINTS WEST	\$ 248,516.56	\$ 0.00	\$ 0.00	\$ 124,258.28	\$ 124,258.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL MMA's	\$ 248,516.56	\$ 0.00	\$ 0.00	\$ 124,258.28	\$ 124,258.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 61,910,311.93	\$ 26,774,281.53	\$ -	\$ 8,192,154.69	\$ 1,997,647.40	\$ 690,702.20	\$ 1,956,693.96	\$ 415,923.39	\$ 322,899.09

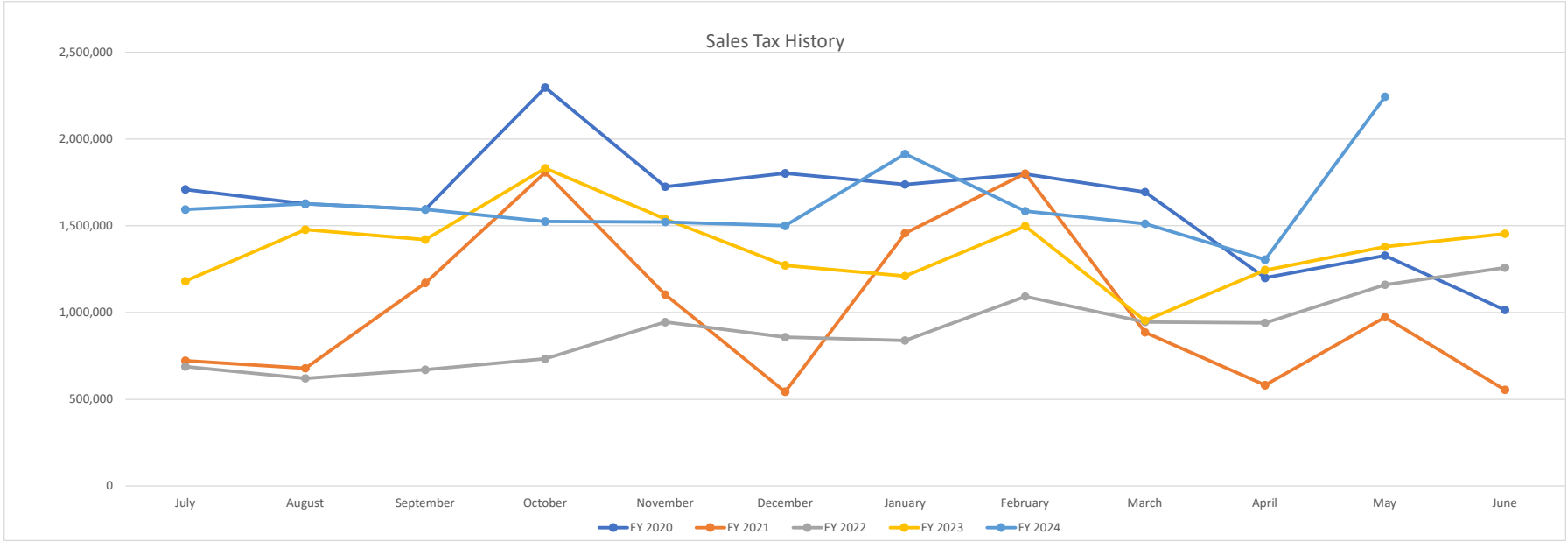
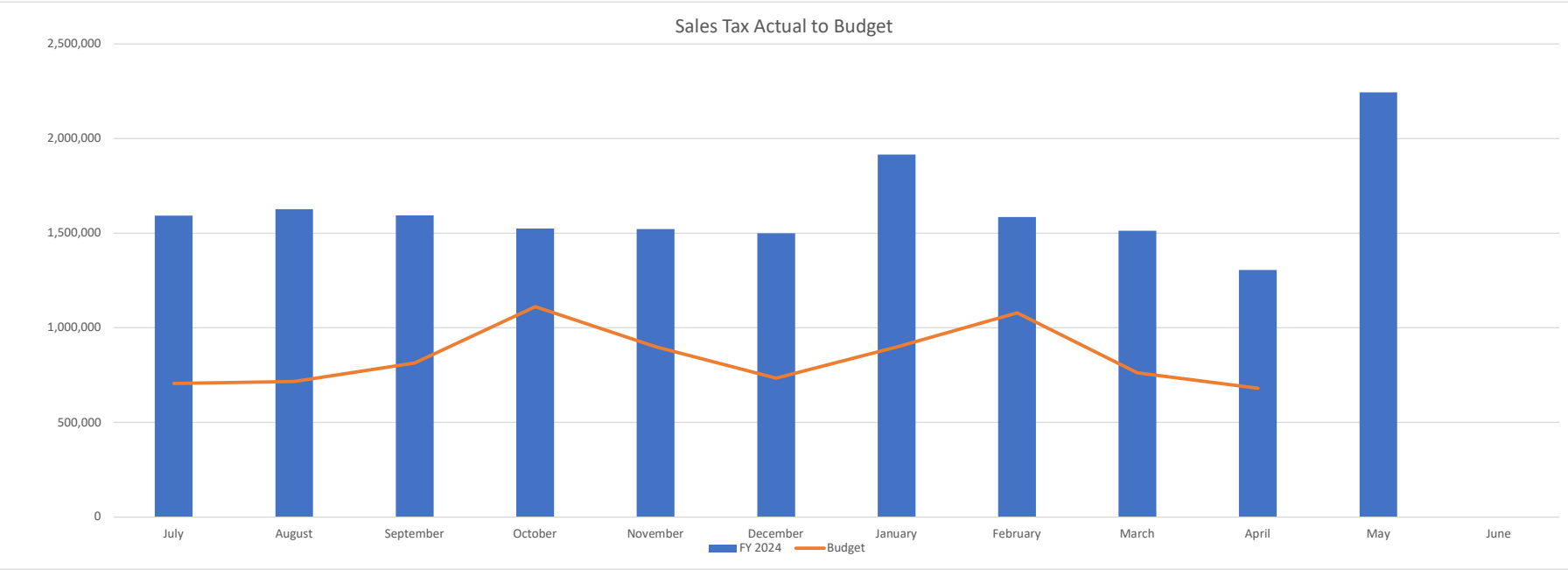
CITY OF DOUGLAS POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION April 30, 2024									
CD's/TDOA's	41 Economic Development	47 Cap. Equip. Reserve	50 Cap. Fire Equip. Reserve	55 Pool Improvements	56 Cap. Street Imp. Reserve	57 Cap. Public Fac. Imp. Reserve	65 Cap. Park Imp. Reserve	90 Perpetual Care Fund	96 Utility Dep. Fund
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04%APY MATURES 12/18/2028 - 60 Months					813,170.18				
TDOA #1280 - \$1,528,242.58 - 4.25%APY MATURES 9/21/2024 - 12 Months				112,458.31				16868.75	28114.59
TDOA #1291 - \$1,124,582.87 - 4.10% APY MATURES 2/28/2029 - 60 Months									
TDOA #1287 - \$1,963,657.09 - 4.15% APY MATURES 6/25/2024 - 12 Months									
TDOA #1221 - \$5,000,000 - 2.15% APY MATURES 8/28/2024 - 60 Months				136,801.27	3,283,230.35	218,882.01		38,304.35	49,248.46
TDOA #1281- \$6,500,000 - 2.22% APY MATURES 9/26/2024 - 24 Months	191,521.77				5,060,534.25				
TDOA #1289 - \$20,000,000 - 4.91% MATURES 12/5/2024 - 12 Months									
TOTAL - CONVERSE CO BANK	\$ 191,521.77	\$ -	\$ -	\$ 249,259.58	\$ 9,156,934.78	\$ 218,882.01	\$ -	\$ 55,173.10	\$ 77,363.05
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% MATURES 3/1/2029 - 60 Months						\$ 1,000,000.00			
CD #101014942 - \$5,000,000 - 4.55% MATURES 12/12/2024 - 12 Months					\$ 2,030,590.29	\$ 2,030,590.29	\$1,015,295.15		
POINTS WEST COMMUNITY BANK	\$ -	\$ -	\$ -	\$ -	\$ 2,030,590.29	\$ 3,030,590.29	\$1,015,295.15	\$ -	\$ -
CD #40020351 - \$5,000,000.00 - 3.87% MATURES - 2/27/2024 - 12 months					4,157,060.90		779,448.92		
CD #40020074 - \$5,000,000.00 - 3.13% MATURES 11/17/2024 - 24 Months					519,904.22		51,990.42	10,398.07	15,597.12
CD #40013985 - \$2,116,044.41 - 1.95% MATURES 9/28/2024 - 24 Months									
TOTAL - POINTS WEST	\$ -	\$ -	\$ -	\$ -	\$ 4,676,965.12	\$ -	\$ 831,439.34	\$ 10,398.07	\$ 15,597.12
TOTAL CD's/TDOA's	\$ 191,521.77	\$ -	\$ -	\$ 249,259.58	\$ 15,864,490.19	\$ 3,249,472.30	\$1,846,734.49	\$ 65,571.17	\$ 92,960.17
Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000									
TOTAL - POINTS WEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MMA's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 191,521.77	\$ -	\$ -	\$ 249,259.58	\$ 15,864,490.19	\$ 3,249,472.30	\$1,846,734.49	\$ 65,571.17	\$ 92,960.17

CITY OF DOUGLAS
SECURITY POOLS SUMMARY AND ALLOCATION
April 30, 2024

INSTITUTION	TOTAL	10 GENERAL FUND	31 WATER FUND	32 SEWER FUND	65 PARK IMP FUND	90 Perpetual Care FUND
Wyoming State Treasurer - WYOSTAR	\$ 530,091.47	\$ 415,683.40		\$ -	\$ -	\$ 114,408.07
Wyo. Government Investment Fund - WG	254,113.62	-		254,113.62	-	-
Peak Investments	12,052,426.17	6,247,339.19	4,229,519.94	971,404.49	604,162.54	
WyoClass	8,984,103.51	8,984,103.51				
TOTAL	\$ 21,820,734.77	\$ 15,647,126.13	\$ 4,229,519.94	\$ 1,225,518.11	\$ 604,162.53	\$ 114,408.07

Sales Tax								Using Average % of Previous Years			Using Equal Monthly Budget		
	Average %	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	% Collected	Budget	FY 24 Variance	Total Variance	FY 24 Budget	FY 24 Variance	Total Variance
July	7.05%	1,709,699	721,591	688,361	1,180,151	1,593,239	15.93%	705,084	888,155	888,155	833,333	759,906	759,906
August	7.15%	1,626,878	678,770	621,431	1,477,386	1,626,656	16.27%	715,339	911,317	1,799,472	833,333	793,323	1,553,229
September	8.14%	1,594,768	1,170,188	669,516	1,420,424	1,593,741	15.94%	813,825	779,916	2,579,389	833,333	760,408	2,313,636
October	11.11%	2,296,981	1,806,775	733,755	1,832,154	1,524,683	15.25%	1,110,813	413,870	2,993,259	833,333	691,350	3,004,986
November	8.99%	1,724,595	1,102,858	944,700	1,539,437	1,521,004	15.21%	898,791	622,213	3,615,472	833,333	687,670	3,692,656
December	7.34%	1,802,303	543,590	858,551	1,272,109	1,499,682	15.00%	734,228	765,454	4,380,926	833,333	666,349	4,359,005
January	8.98%	1,737,649	1,457,143	839,002	1,210,210	1,914,457	19.14%	898,032	1,016,425	5,397,350	833,333	1,081,123	5,440,128
February	10.78%	1,797,479	1,801,333	1,092,275	1,498,053	1,584,696	15.85%	1,078,379	506,317	5,903,667	833,333	751,363	6,191,491
March	7.62%	1,693,941	885,536	945,710	953,719	1,512,571	15.13%	761,900	750,671	6,654,339	833,333	679,238	6,870,729
April	6.80%	1,200,194	581,268	940,150	1,244,896	1,304,870	13.05%	679,658	625,212	7,279,551	833,333	471,536	7,342,265
May	8.47%	1,328,466	973,485	1,159,826	1,379,561	2,243,612	22.44%						
June	7.56%	1,015,043	554,668	1,259,090	1,454,204								
Revenue		19,527,995	12,277,206	10,752,368	16,462,304	17,919,210	179.19%	10,000,000	7,279,551	7,279,551	10,000,000	7,342,265	7,342,265
Budget		10,000,000	7,500,000	7,500,000	8,500,000	10,000,000							
Month													
Average		1,627,333	1,023,100	896,031	1,371,859	1,629,019							





Contingency Progress Report

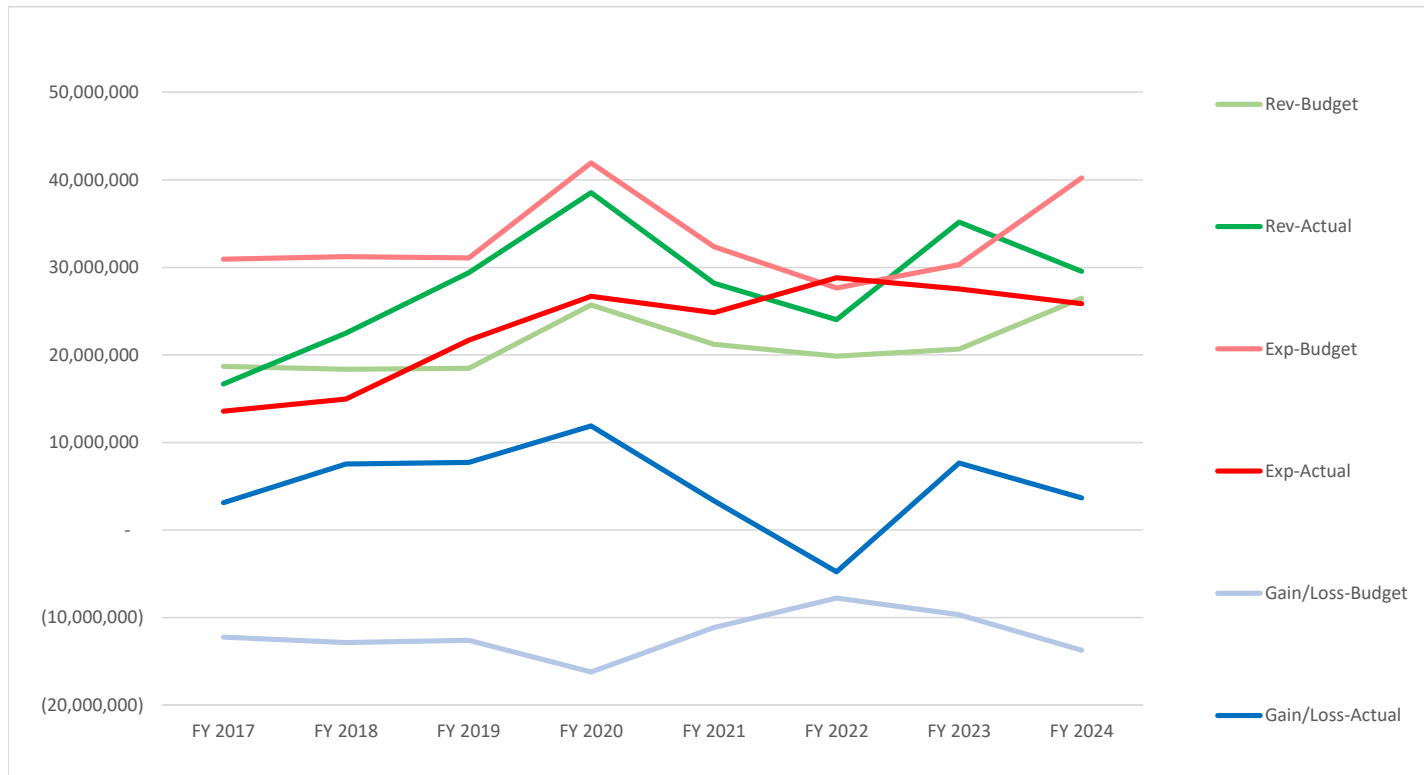
Overview

5/24/2024

Fund	Description	KPIs	Account	Original Amount	Allocated To Date	Remaining Available	Notes
Project-Specific Contingencies							
General	Aid to Others: CSBG	n/a	10-5110-9000	\$10,000.00	\$0.00	\$10,000.00	
Landfill	Landfill Road	n/a	34-5340-9000	\$500,000.00	\$500,000.00	\$0.00	20230815: \$500k for Landfill Road: Estimate 20230809 - Total \$1,063,000 (Engineering \$86,500, Construcion \$865,000, Contingency \$86,500) Amounts will be transferred to 34-5895-2153 & 34-5895-6544.
Economy	Economy Contingency	PSE05,06,07,10,11UPI-04	41-5410-9000	\$1,675,000.00	\$117,000.00	\$1,558,000.00	20231127: \$55K UPI-04-112 N 2nd St. 20231127: \$35k Retail Coach. 20231127: \$27k The Enterprise Economic Study .
Pool Improve	Kiddy Pool	n/a	55-5550-9000	\$250,000.00	\$0.00	\$250,000.00	
Other Capital	Extension J.Lambert/Bartling Park	PSE-10,11UPI-04	57-5570-9000	\$650,000.00	\$650,000.00	\$0.00	20231211: \$650K for Teton Way Improvements
Park Improve.	Riverside Park Irrigation	n/a	65-5650-9000	\$350,000.00	\$43,333.00	\$306,667.00	20230925: \$43K Design
Operational Contingencies							
Enterprise	Water System Contingency	n/a	31-5400-9000	\$50,000.00	\$0.00	\$50,000.00	Water Pumps? Repairs?
Enterprise	Sewer System Contingency	n/a	32-5500-9000	\$50,000.00	\$0.00	\$50,000.00	Equipment Issues?
Enterprise	Sanitation Contingency	n/a	33-5600-9000	\$25,000.00	\$3,048.00	\$21,952.00	Truck issues?
Landfill	Landfill Operations Contingency	n/a	34-5340-9000	\$50,000.00	\$0.00	\$50,000.00	Equipment Issues?
General	Non-Dept Council Contingency	n/a	10-5100-9000	\$200,000.00	\$42,490.00	\$157,510.00	20230814: Consultancy Agreement (\$42,490) Amount will be transferred to 10-5100-2156.
Total				\$3,810,000.00	\$1,355,871.00	\$2,454,129.00	36%

City of Douglas Overall Budget-Projected FY 2023-2024

OVERALL TRENDS								Projection EOY
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Rev-Budget	18,682,082	18,357,558	18,455,712	25,727,819	21,213,655	19,848,238	20,636,557	26,483,898
Rev-Actual	16,690,557	22,505,521	29,376,308	38,550,967	28,183,299	24,018,421	35,191,787	29,545,184
Exp-Budget	30,935,825	31,208,596	31,072,790	41,946,674	32,358,571	27,643,909	30,291,041	40,205,060
Exp-Actual	13,578,100	14,963,958	21,667,745	26,676,029	24,848,172	28,812,865	27,528,699	25,877,815
Gain/Loss-Budget	(12,253,743)	(12,851,038)	(12,617,078)	(16,218,855)	(11,144,916)	(7,795,671)	(9,654,484)	(13,721,162)
Gain/Loss-Actual	3,112,457	7,541,563	7,708,563	11,874,938	3,335,127	(4,794,444)	7,663,088	3,667,369



Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
GENERAL FUND			
GENERAL GOVT - NON DEPARTMENTL			
10-5100-0150	REPLACEMENT RESERVE	225,000	300,000
10-5100-1021	EMPLOYEE BENEFITS - SCL SCRTY	56	50
10-5100-1023	EMPLOYEE BENEFITS - HEALTH INS	27,332	27,225
10-5100-1025	EMPLOYEE BENEFITS - WRKRS COMP	12	0
10-5100-1032	EMPLOYEE BENEFITS - MDCL SRVC	1,735	2,750
10-5100-2101	POSTAGE/FREIGHT	6,697	6,000
10-5100-2115	PUBLISHING/ADVERTISING	30,842	41,200
10-5100-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	14,268	200
10-5100-2122	TRAINING/DEVELOPMENT	3,378	27,500
10-5100-2123	MEALS/LODGING/TRAVEL	1,782	500
10-5100-2131	UTILITY SERVICES - ELECTRICITY	65,133	80,000
10-5100-2132	UTILITY SERVICES - WTR/SWR/GRB	2,329	2,500
10-5100-2133	UTILITY SERVICES - NATURAL GAS	3,754	6,200
10-5100-2134	TELECOMMUNICATIONS	10,114	10,000
10-5100-2141	EQUIPMENT - RENT	207	215
10-5100-2151	LEGAL	33,295	40,000
10-5100-2152	ACCOUNTING/AUDITING	45,460	75,000
10-5100-2155	REPAIRS/MAINTENANCE	11,710	5,000
10-5100-2156	MAINTENANCE AGREEMENT	4,433	6,980
10-5100-2157	INSURANCE	115,393	94,250
10-5100-2158	MISC CONTRACTUAL SERVICES	841,543	588,050
10-5100-2166	COLLECTION FEES	0	75
10-5100-2175	REFUNDS/REIMBURSEMENT EXPENSE	830	300
10-5100-3201	OFFICE SUPPLIES	14,032	12,000
10-5100-3202	BAD DEBTS EXPENSE	0	0
10-5100-3210	OPERATING SUPPLIES	20,234	20,580
10-5100-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	7,583	0
10-5100-3230	REFRESHMENT SUPPLIES	28,980	14,400
10-5100-3235	FUEL	791	1,500
10-5100-4345	INVESTMENT FEES	0	0
10-5100-7601	CLAIMS AGAINST CITY	0	5,000
10-5100-7606	UNEMPLOYMENT CLAIMS	0	1,000
10-5100-9000	CONTINGENCY	0	200,000
Total GENERAL GOVT - NON DEPARTMENTL:		1,516,925	1,568,475
GENERAL GOVT - CITY COUNCIL			
10-5101-1001	SALARIES/WAGES - REGULAR	16,500	18,000
10-5101-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,262	1,377
10-5101-1025	EMPLOYEE BENEFITS - WRKRS COMP	294	421
10-5101-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	8,000
10-5101-2122	TRAINING/DEVELOPMENT	1,300	2,500
10-5101-2123	MEALS/LODGING/TRAVEL	1,990	3,000
10-5101-3210	OPERATING SUPPLIES	0	500
Total GENERAL GOVT - CITY COUNCIL:		21,347	33,798
GENERAL GOVT - ADMIN SERVICES			
10-5102-1001	SALARIES/WAGES - REGULAR	390,879	474,423
10-5102-1002	SALARIES/WAGES - OVERTIME	1,256	1,500
10-5102-1005	SALARIES/WAGES - LONGEVITY	1,204	1,294

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
10-5102-1006	SALARIES/WAGES - ALLOWANCES	1,925	2,100
10-5102-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5102-1021	EMPLOYEE BENEFITS - SCL SCRTY	30,829	37,254
10-5102-1023	EMPLOYEE BENEFITS - HEALTH INS	119,347	157,617
10-5102-1025	EMPLOYEE BENEFITS - WRKRS COMP	7,819	12,462
10-5102-1026	EMPLOYEE BENEFITS - DFRRD COMP	7,734	7,661
10-5102-1029	EMPLOYEE BENEFITS - WY RTRMNT	68,005	83,776
10-5102-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,276	3,310
10-5102-2122	TRAINING/DEVELOPMENT	1,018	10,000
10-5102-2123	MEALS/LODGING/TRAVEL	3,771	10,600
10-5102-2134	TELECOMMUNICATIONS	661	0
10-5102-2158	MISC CONTRACTUAL SERVICES	0	0
10-5102-3210	OPERATING SUPPLIES	20	250
10-5102-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,701	1,000
Total GENERAL GOVT - ADMIN SERVICES:		637,444	803,247

GENERAL GOVT - IT

10-5103-1001	SALARIES/WAGES - REGULAR	0	0
10-5103-1005	SALARIES/WAGES - LONGEVITY	0	0
10-5103-1006	SALARIES/WAGES - ALLOWANCES	0	0
10-5103-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5103-1021	EMPLOYEE BENEFITS - SCL SCRTY	0	0
10-5103-1023	EMPLOYEE BENEFITS - HEALTH INS	0	0
10-5103-1025	EMPLOYEE BENEFITS - WRKRS COMP	0	0
10-5103-1029	EMPLOYEE BENEFITS - WY RTRMNT	0	0
10-5103-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	840	0
10-5103-2155	REPAIRS/MAINTENANCE	0	7,600
10-5103-2156	MAINTENANCE AGREEMENT	18,910	38,500
10-5103-2158	MISC CONTRACTUAL SERVICES	102,144	189,064
10-5103-3210	OPERATING SUPPLIES	2,372	2,400
10-5103-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	64,553	194,375
Total GENERAL GOVT - IT:		188,819	431,939

GENERAL GOVT - MUNICIPAL COURT

10-5105-1001	SALARIES/WAGES - REGULAR	49,727	55,076
10-5105-1002	SALARIES/WAGES - OVERTIME	0	0
10-5105-1005	SALARIES/WAGES - LONGEVITY	499	499
10-5105-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5105-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,951	4,380
10-5105-1023	EMPLOYEE BENEFITS - HEALTH INS	6,971	7,648
10-5105-1025	EMPLOYEE BENEFITS - WRKRS COMP	992	1,432
10-5105-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,421	1,683
10-5105-1029	EMPLOYEE BENEFITS - WY RTRMNT	6,111	7,237
10-5105-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	195
10-5105-2122	TRAINING/DEVELOPMENT	150	420
10-5105-2123	MEALS/LODGING/TRAVEL	0	540
10-5105-2151	LEGAL	25,213	14,000
10-5105-2156	MAINTENANCE AGREEMENT	2,598	2,400
10-5105-2162	COURT SURCHARGES	0	750
10-5105-2166	COLLECTION FEES	0	0
10-5105-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	250

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
10-5105-3210	OPERATING SUPPLIES	39	500
10-5105-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
10-5105-3233	UNIFORMS/CARE	0	150
Total GENERAL GOVT - MUNICIPAL COURT:		97,673	97,160

GENERAL GOVT - PLANNING/DVPMT

10-5106-1001	SALARIES/WAGES - REGULAR	244,489	288,151
10-5106-1002	SALARIES/WAGES - OVERTIME	0	0
10-5106-1005	SALARIES/WAGES - LONGEVITY	945	944
10-5106-1006	SALARIES/WAGES - ALLOWANCES	825	900
10-5106-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5106-1021	EMPLOYEE BENEFITS - SCL SCRTY	19,373	22,817
10-5106-1023	EMPLOYEE BENEFITS - HEALTH INS	33,744	37,189
10-5106-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,866	7,540
10-5106-1026	EMPLOYEE BENEFITS - DFRD COMP	6,981	8,265
10-5106-1029	EMPLOYEE BENEFITS - WY RTRMNT	35,072	41,296
10-5106-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,052	1,550
10-5106-2122	TRAINING/DEVELOPMENT	1,710	2,500
10-5106-2123	MEALS/LODGING/TRAVEL	2,417	6,000
10-5106-2134	TELECOMMUNICATIONS	998	1,250
10-5106-2153	ARCHITECT/ENGINEERING/SURVEY	9,199	10,000
10-5106-2155	REPAIRS/MAINTENANCE	0	1,000
10-5106-2156	MAINTENANCE AGREEMENT	3,894	3,150
10-5106-2158	MISC CONTRACTUAL SERVICES	27,111	72,000
10-5106-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	750
10-5106-3210	OPERATING SUPPLIES	1,478	6,600
10-5106-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	1,000
10-5106-3235	FUEL	477	2,000
Total GENERAL GOVT - NON DEPARTMENTL:		394,629	514,902

COMMUNITY SERVICE CONTRACTS

10-5110-8701	COMM SERV-CNTRCT-RIVERSIDE PLA	0	100,000
10-5110-8702	COMM SERV-CNTRCT-COMM CLUB/GE	45,000	60,000
10-5110-8703	COMM SERV-CNTRCT-YOUTH RCREAT	30,000	30,000
10-5110-8705	COMM SERV-CNTRCT-HIGH COUNTRY	0	30,000
10-5110-8707	COMM SERV-CNTRCT-CHLD/FMLY DVL	4,167	5,000
10-5110-8709	COMM SERV-CNTRCT-YOUTH DVLPMN	16,667	20,000
10-5110-8714	COMM SERV-CNTRCT-THE ENTERPRIS	49,583	85,000
10-5110-8723	COMM SERV-CNTRCT-DGLS HOCKEY	0	24,000
10-5110-8730	COMM SERV-CNTRCT-GATHERING INC	9,214	0
10-5110-8734	COMM SERV-CNTRC-LARAMIE PEAK	61,522	85,000
10-5110-8746	COMM SERV-CNTRCT-BOYS & GIRLS	20,833	25,000
10-5110-8750	COMM SERV-CNTRCT-CHLDRNS ADVO	3,000	4,000
10-5110-8753	COMM SERV-CNTRCT-COMM SRVC BLK	0	0
10-5110-8755	COMM SERV-CNTRCT-HELPING HANDS	8,000	20,000
10-5110-8757	COMM SERV-KINGS PORTION	-3,273	25,000
10-5110-8759	COMM SRVC CNTRCT-HOPE CENTER	6,610	20,000
10-5110-8763	COMM SRVC CNTRCT-OUTDR ENTHST	4,171	35,250
10-5110-9000	CONTINGENCY	0	10,000
Total COMMUNITY SERVICE CONTRACTS:		255,494	578,250

PUBLIC SERVICE CONTRACTS

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
10-5111-8744	COMM SERV-CNTRCT-FIRE SPPRSN	63,433	407,100
10-5111-8760	COMM SRVC CNTRCT-JOINT JUSTICE	684,210	1,000,000

Total PUBLIC SERVICE CONTRACTS:	747,643	1,407,100
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POLICE DEPT - ADMINISTRATION

10-5201-1001	SALARIES/WAGES - REGULAR	152,498	175,335
10-5201-1002	SALARIES/WAGES - OVERTIME	304	100
10-5201-1005	SALARIES/WAGES - LONGEVITY	251	250
10-5201-1006	SALARIES/WAGES - ALLOWANCES	825	900
10-5201-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5201-1021	EMPLOYEE BENEFITS - SCL SCRTY	11,808	13,552
10-5201-1023	EMPLOYEE BENEFITS - HEALTH INS	35,475	39,358
10-5201-1025	EMPLOYEE BENEFITS - WRKRS COMP	6,311	4,928
10-5201-1026	EMPLOYEE BENEFITS - DFRRD COMP	474	561
10-5201-1029	EMPLOYEE BENEFITS - WY RTRMNT	26,155	30,175
10-5201-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	540	680
10-5201-2122	TRAINING/DEVELOPMENT	1,555	1,480
10-5201-2123	MEALS/LODGING/TRAVEL	3,728	3,810
10-5201-2131	UTILITY SERVICES - ELECTRICITY	1,238	2,000
10-5201-2134	TELECOMMUNICATIONS	400	494
10-5201-2155	REPAIRS/MAINTENANCE	0	250
10-5201-2156	MAINTENANCE AGREEMENT	1,000	1,200
10-5201-2158	MISC CONTRACTUAL SERVICES	2,300	4,550
10-5201-2161	INCARCERATION CONTRACT	1,313	2,500
10-5201-3210	OPERATING SUPPLIES	2,604	8,550
10-5201-3233	UNIFORMS/CARE	0	600
10-5201-3235	FUEL	740	650

Total POLICE DEPT - ADMINISTRATION:	249,518	291,923
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POLICE DEPT - PATROL

10-5202-1001	SALARIES/WAGES - REGULAR	1,039,202	1,345,245
10-5202-1002	SALARIES/WAGES - OVERTIME	51,715	65,000
10-5202-1005	SALARIES/WAGES - LONGEVITY	2,358	2,359
10-5202-1006	SALARIES/WAGES - ALLOWANCES	550	600
10-5202-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	4,455
10-5202-1021	EMPLOYEE BENEFITS - SCL SCRTY	84,572	109,547
10-5202-1023	EMPLOYEE BENEFITS - HEALTH INS	331,921	406,212
10-5202-1025	EMPLOYEE BENEFITS - WRKRS COMP	21,607	36,743
10-5202-1026	EMPLOYEE BENEFITS - DFRRD COMP	11,984	14,330
10-5202-1029	EMPLOYEE BENEFITS - WY RTRMNT	185,780	241,076
10-5202-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	465	1,154
10-5202-2122	TRAINING/DEVELOPMENT	12,503	18,000
10-5202-2123	MEALS/LODGING/TRAVEL	8,478	16,000
10-5202-2134	TELECOMMUNICATIONS	15,357	18,390
10-5202-2155	REPAIRS/MAINTENANCE	12,799	8,000
10-5202-2156	MAINTENANCE AGREEMENT	9,793	13,838
10-5202-2158	MISC CONTRACTUAL SERVICES	1,850	4,372
10-5202-3201	OFFICE SUPPLIES	0	300
10-5202-3210	OPERATING SUPPLIES	28,004	39,600
10-5202-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	13,781	13,206
10-5202-3233	UNIFORMS/CARE	21,908	18,500
10-5202-3235	FUEL	26,055	16,995

Total POLICE DEPT - PATROL:	1,880,680	2,393,922
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Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
PUBLIC WORKS - ADMINISTRATION			
10-5301-1001	SALARIES/WAGES - REGULAR	156,922	183,794
10-5301-1002	SALARIES/WAGES - OVERTIME	0	0
10-5301-1005	SALARIES/WAGES - LONGEVITY	1,402	1,402
10-5301-1006	SALARIES/WAGES - ALLOWANCES	825	900
10-5301-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5301-1021	EMPLOYEE BENEFITS - SCL SCRITY	12,206	14,296
10-5301-1023	EMPLOYEE BENEFITS - HEALTH INS	33,513	36,951
10-5301-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,144	4,859
10-5301-1029	EMPLOYEE BENEFITS - WY RTRMNT	26,991	31,613
10-5301-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	239	315
10-5301-2122	TRAINING/DEVELOPMENT	395	665
10-5301-2123	MEALS/LODGING/TRAVEL	316	600
10-5301-2131	UTILITY SERVICES - ELECTRICITY	7,398	10,700
10-5301-2132	UTILITY SERVICES - WTR/SWR/GRB	3,296	5,000
10-5301-2133	UTILITY SERVICES - NATURAL GAS	10,416	9,500
10-5301-2134	TELECOMMUNICATIONS	772	650
10-5301-2153	ARCHITECT/ENGINEERING/SURVEING	0	2,000
10-5301-2155	REPAIRS/MAINTENANCE	105	1,500
10-5301-2156	MAINTENANCE AGREEMENT	329	400
10-5301-3210	OPERATING SUPPLIES	2,389	7,400
10-5301-3230	REFRESHMENT SUPPLIES	221	1,250
10-5301-3235	FUEL	883	1,500
Total PUBLIC WORKS - ADMINISTRATION:		261,761	315,295
PUBLIC WORKS - SHOP			
10-5302-1001	SALARIES/WAGES - REGULAR	172,993	230,300
10-5302-1002	SALARIES/WAGES - OVERTIME	807	500
10-5302-1005	SALARIES/WAGES - LONGEVITY	741	741
10-5302-1006	SALARIES/WAGES-ALLOWANCE	550	600
10-5302-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	452
10-5302-1021	EMPLOYEE BENEFITS - SCL SCRITY	13,449	17,853
10-5302-1023	EMPLOYEE BENEFITS - HEALTH INS	73,726	88,154
10-5302-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,447	6,056
10-5302-1026	EMPLOYEE BENEFITS - DFRD COMP	52	0
10-5302-1029	EMPLOYEE BENEFITS - WY RTRMNT	29,894	39,698
10-5302-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	4,336	4,350
10-5302-2122	TRAINING/DEVELOPMENT	0	2,400
10-5302-2141	EQUIPMENT RENT	0	200
10-5302-2155	REPAIRS/MAINTENANCE	644	2,500
10-5302-3210	OPERATING SUPPLIES	15,340	16,000
10-5302-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	9,720	13,925
10-5302-3235	FUEL	1,880	1,500
10-5302-3237	OIL/LUBE/FLUIDS	9,926	14,000
Total PUBLIC WORKS - SHOP:		337,503	439,229
PUBLIC WORKS - PARKS			
10-5304-1001	SALARIES/WAGES - REGULAR	216,854	257,700
10-5304-1002	SALARIES/WAGES - OVERTIME	633	2,000
10-5304-1004	SALARIES/WAGES - TEMPORARY	21,285	84,000
10-5304-1005	SALARIES/WAGES - LONGEVITY	1,111	1,111

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
10-5304-1006	SALARIES/WAGES - ALLOWANCES	275	300
10-5304-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5304-1021	EMPLOYEE BENEFITS - SCL SCRTY	18,488	26,431
10-5304-1023	EMPLOYEE BENEFITS - HEALTH INS	107,261	116,920
10-5304-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,771	8,983
10-5304-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,181	0
10-5304-1029	EMPLOYEE BENEFITS - WY RTRMNT	37,511	44,668
10-5304-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	562	750
10-5304-2122	TRAINING/DEVELOPMENT	1,429	1,900
10-5304-2123	MEALS/LODGING/TRAVEL	492	1,500
10-5304-2131	UTILITY SERVICES - ELECTRICITY	16,591	20,000
10-5304-2132	UTILITY SERVICES - WTR/SWR/GRB	53,203	95,000
10-5304-2133	NATURAL GAS, PROPANE	362	500
10-5304-2141	EQUIPMENT - RENT	0	1,000
10-5304-2155	REPAIRS/MAINTENANCE	1,878	5,000
10-5304-2156	MAINTENANCE AGREEMENT	1,608	7,340
10-5304-2158	MISC CONTRACTUAL SERVICES	36,063	45,000
10-5304-3210	OPERATING SUPPLIES	42,972	45,000
10-5304-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	466	2,500
10-5304-3235	FUEL	9,055	10,000

Total PUBLIC WORKS - PARKS:

574,049 777,603

PUBLIC WORKS - STREETS/ALLEYS

10-5305-1001	SALARIES/WAGES - REGULAR	264,324	314,029
10-5305-1002	SALARIES/WAGES - OVERTIME	2,672	4,000
10-5305-1004	SALARIES/WAGES - TEMPORARY	9,934	16,800
10-5305-1005	SALARIES/WAGES - LONGEVITY	1,273	1,273
10-5305-1006	SALARIES/WAGES - ALLOWANCES	275	300
10-5305-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5305-1021	EMPLOYEE BENEFITS - SCL SCRTY	21,329	25,765
10-5305-1023	EMPLOYEE BENEFITS - HEALTH INS	92,742	127,118
10-5305-1025	EMPLOYEE BENEFITS - WRKRS COMP	5,514	8,757
10-5305-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5305-1029	EMPLOYEE BENEFITS - WY RTRMNT	45,923	54,701
10-5305-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	229	0
10-5305-2122	TRAINING/DEVELOPMENT	1,910	2,400
10-5305-2155	REPAIRS/MAINTENANCE	28,818	60,000
10-5305-2158	MISC CONTRACTUAL SERVICES	-1,263	64,700
10-5305-3210	OPERATING SUPPLIES	44,068	73,900
10-5305-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,295	2,400
10-5305-3235	FUEL	26,110	25,000

Total PUBLIC WORKS - ADMINISTRATION:

546,153 781,143

PUBLIC WORKS - CEMETERY

10-5306-1001	SALARIES/WAGES - REGULAR	135,862	161,031
10-5306-1002	SALARIES/WAGES - OVERTIME	609	1,500
10-5306-1004	SALARIES/WAGES - TEMPORARY	8,160	16,800
10-5306-1005	SALARIES/WAGES - LONGEVITY	1,221	1,221
10-5306-1006	SALARIES/WAGES - ALLOWANCES	275	300
10-5306-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	449
10-5306-1021	EMPLOYEE BENEFITS - SCL SCRTY	11,377	13,899

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
10-5306-1023	EMPLOYEE BENEFITS - HEALTH INS	59,467	65,032
10-5306-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,897	4,712
10-5306-1026	EMPLOYEE BENEFITS - DFRD COMP	2,558	0
10-5306-1029	EMPLOYEE BENEFITS - WY RTRMNT	23,473	27,955
10-5306-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	100	100
10-5306-2122	TRAINING/DEVELOPMENT	350	400
10-5306-2131	UTILITY SERVICES - ELECTRICITY	2,318	3,500
10-5306-2132	UTILITY SERVICES - WTR/SWR/GRB	32,815	60,000
10-5306-2133	UTILITY SERVICES - NATURAL GAS	1,560	1,600
10-5306-2134	TELECOMMUNICATIONS	547	1,000
10-5306-2141	EQUIPMENT - RENT	0	200
10-5306-2155	REPAIRS/MAINTENANCE	240	1,500
10-5306-2156	MAINTENANCE AGREEMENT	981	1,000
10-5306-2158	MISC CONTRACTUAL SERVICES	7,000	8,500
10-5306-3210	OPERATING SUPPLIES	6,550	11,500
10-5306-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	16	1,000
10-5306-3235	FUEL	2,356	2,500
10-5306-6540	LAND	250	0
Total PUBLIC WORKS - CEMETERY:		300,981	385,699
PUBLIC WORKS - SWIM POOL			
10-5307-2131	UTILITY SERVICES - ELECTRICITY	5,139	7,000
10-5307-2132	UTILITY SERVICES - WTR/SWR/GRB	4,156	13,000
10-5307-2133	UTILITY SERVICES - NATURAL GAS	6,443	10,000
10-5307-2134	TELECOMMUNICATIONS	321	1,500
10-5307-2155	REPAIRS/MAINTENANCE	153	5,000
10-5307-2158	MISC CONTRACTUAL SERVICES	76,664	134,500
10-5307-3210	OPERATING SUPPLIES	4,896	12,000
10-5307-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	2,500
Total PUBLIC WORKS - SWIM POOL:		97,772	185,500
OPERATING TRANSFERS - OUT			
10-5998-4308	TRANSFER TO GF EQUIP RESERVE	375,000	0
10-5998-4309	TRANSFER TO GF EQUIP FRM RPLCM	0	500,000
10-5998-4313	TRANSFER TO POLICE SPECIAL PRJ	22,363	29,817
10-5998-4332	TRANSFER TO SEWER	0	820,000
10-5998-4339	TRANSFER TO HEALTH INS RESERVE	0	0
10-5998-4341	TRANSFER TO ECONOMIC DEVELOPM	1,406,250	1,875,000
10-5998-4342	TRANSFER TO BROWNFIELD GRANT	0	0
10-5998-4350	TRANSFER TO FIRE EQUIPMENT	187,500	250,000
10-5998-4353	TRANSFER TO CLG GRANT	0	0
10-5998-4354	TRANSFER TO TRAIN CAR RESTORAT	18,750	25,000
10-5998-4355	TRANSFER TO POOL IMPROVEMENT	187,500	250,000
10-5998-4356	TRANSFER TO STREET IMPROVEMENT	0	0
10-5998-4357	TRANSFER TO PUBLIC FACILITIES	0	0
10-5998-4365	TRANSFER TO PARK IMPROVEMENTS	0	0
10-5998-4382	TRANSFER TO HISTORIC PRESERVTN	1,350	1,800
Total OPERATING TRANSFERS - OUT:		2,198,713	3,751,617
GENERAL FUND Expenditure Total:		10,307,101	14,756,802
Total GENERAL FUND:		-10,307,101	-14,756,802

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
IMPACT ASSISTANCE FUND			
IMPACT ASSISTANCE - EXPENDITUR			
11-5110-4347	TRANSFER TO EQUIPMENT RESERVE	0	36,559
11-5110-4356	TRANSFER TO STREET IMPROVEMENT	0	1,545,110
Total IMPACT ASSISTANCE - EXPENDITUR:		0	1,581,669
IMPACT ASSISTANCE FUND Expenditure Total:		0	1,581,669
Total IMPACT ASSISTANCE FUND:		0	-1,581,669
POLICE SPECIAL PROJECTS FUND			
ASSET SEIZURE			
13-5130-3210	OPERATING SUPPLIES	0	0
Total ASSET SEIZURE:		0	0
K9 PROGRAM			
13-5804-6547	EQUIPMENT/FURNITURE	0	0
Total K9 PROGRAM:		0	0
RURAL VIOLENT CRIME REDUCTION			
13-5820-1001	SALARIES/WAGES - REGULAR	0	26,986
13-5820-1002	SALARIES/WAGES - OVERTIME	5,756	0
13-5820-1021	EMPLOYEES BENEFITS - SCL SCRTY	440	2,064
13-5820-1023	EMPLOYEE BENEFITS - HEALTH INS	375	701
13-5820-1025	EMPLOYEE BENEFITS - WRKSR COMP	120	702
13-5820-1029	EMPLOYEE BENEFITS - WY RTRMNT	248	4,642
13-5820-2122	TRAINING/DEVELOPMENT	0	9,084
13-5820-3220	EQUIPMENT/TOOLS NON CAPITALIZE	44,000	21,950
13-5820-6547	EQUIPMENT/FURNITURE	37,336	34,000
Total RURAL VIOLENT CRIME REDUCTION:		88,275	100,129
HIGHWAY SAFETY TRAFFIC ENFORCE			
13-5821-1001	SALARIES/WAGES - REGULAR	4,117	6,095
13-5821-1021	EMPLOYEE BENEFITS - SCL SCRTY	315	467
13-5821-1023	EMPLOYEE BENEFITS - HEALTH INS	531	0
13-5821-1025	EMPLOYEE BENEFITS - WRKRS COMP	85	159
13-5821-1029	EMPLOYEE BENEFITS - WY RTRMNT	671	1,048
Total HIGHWAY SAFETY TRAFFIC ENFORCE:		5,718	7,769
SCHOOL RESOURCE OFFICER PRGRM			
13-5830-1001	SALARIES/WAGES - REGULAR	55,688	66,219
13-5830-1002	SALARIES/WAGES - OVERTIME	921	2,500
13-5830-1005	SALARIES/WAGES - LONGEVITY	131	131
13-5830-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
13-5830-1021	EMPLOYEE BENEFITS - SCL SCRTY	4,341	5,267
13-5830-1023	EMPLOYEE BENEFITS - HEALTH INS	23,540	25,736

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
13-5830-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,121	1,790
13-5830-1029	EMPLOYEE BENEFITS - WY RTRMNT	9,785	11,390
Total SCHOOL RESOURCE OFFICER PRGRM:		95,526	113,033
OJJDP-UNDERAGE ENFORCEMENT			
13-5831-1001	SALARIES/WAGES - REGULAR	611	6,750
13-5831-1021	EMPLOYEE BENEFITS - SCL SCRTY	47	516
13-5831-1023	EMPLOYEE BENEFITS - HEALTH INS	134	0
13-5831-1025	EMPLOYEE BENEFITS - WRKRS COMP	12	176
13-5831-1029	EMPLOYEE BENEFITS - WY RTRMNT	105	1,161
13-5831-2158	MISC CONTRACTUAL SERVICES	0	0
13-5831-3210	OPERATING SUPPLIES	538	0
Total OJJDP-UNDERAGE ENFORCEMENT:		1,448	8,603
BULLET PROOF VEST PROTECTION			
13-5838-3233	UNIFORMS/CARE	0	2,688
Total BULLET PROOF VEST PROTECTION:		0	2,688
DEPT OF JUSTICE-BODY CAMS			
13-5898-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	47,136	0
Total DEPT OF JUSTICE-BODY CAMS:		47,136	0
Expenditure Total:		238,103	232,222
Total :		-238,103	-232,222

WATER FUND**WATER - ADMINISTRATION**

31-5400-1150	DEPRECIATION	637,500	850,000
31-5400-2158	MISC CONTRACTUAL SERVICES	12,522	12,000
31-5400-2166	COLLECTION FEES	676	500
31-5400-2175	REFUNDS/REIMBURSEMENT EXPENSE	816	500
31-5400-3202	BAD DEBTS EXPENSE	0	0
31-5400-4345	INVESTMENT FEES	0	0
31-5400-4347	MANAGEMENT FEES	221,288	295,051
31-5400-9000	CONTINGENCY	0	50,000
Total WATER - ADMINISTRATION:		872,803	1,208,051

WATER - TREATMENT

31-5401-0150	REPLACEMENT RESERVE-SAND FILTE	56,250	75,000
31-5401-0153	REPLACEMENT RESERVE-SMW REHA	0	0
31-5401-1001	SALARIES/WAGES - REGULAR	106,422	115,856
31-5401-1002	SALARIES/WAGES - OVERTIME	5,754	6,000
31-5401-1005	SALARIES/WAGES - LONGEVITY	679	678
31-5401-1006	SALARIES/WAGES - ALLOWANCES	275	0
31-5401-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	2,526
31-5401-1021	EMPLOYEE BENEFITS - SCL SCRTY	8,905	9,620

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
31-5401-1023	EMPLOYEE BENEFITS - HEALTH INS	35,473	39,102
31-5401-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,235	3,204
31-5401-1026	EMPLOYEE BENEFITS - DFRRD COMP	2,945	0
31-5401-1029	EMPLOYEE BENEFITS - WY RTRMNT	19,294	20,959
31-5401-2122	TRAINING/DEVELOPMENT	219	2,570
31-5401-2123	MEALS/LODGING/TRAVEL	0	800
31-5401-2131	UTILITY SERVICES - ELECTRICITY	35,344	58,000
31-5401-2132	UTILITY SERVICES - WTR/SWR/GRB	3,991	12,000
31-5401-2133	UTILITY SERVICES - NATURAL GAS	6,435	7,500
31-5401-2134	TELECOMMUNICATIONS	158	200
31-5401-2140	RENT - LAND/BUILDINGS	10,210	12,000
31-5401-2153	ARCHITECT, ENG, SURVEY	1,322	4,500
31-5401-2155	REPAIRS/MAINTENANCE	7,294	45,000
31-5401-2156	MAINTENANCE AGREEMENT	9,257	10,000
31-5401-2158	MISC CONTRACTUAL SERVICES	15,448	40,000
31-5401-3210	OPERATING SUPPLIES	34,694	40,000
31-5401-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	4,127	24,550
31-5401-3235	FUEL	1,113	1,200
31-5401-6542	IMPRVMNTS TO BLDG	0	24,000
31-5401-6544	IMPRVMNTS OTHER THAN BLDG	9,374	55,000
31-5401-6547	EQUIPMENT/FURNITURE	5,129	15,500
31-5401-6548	VEHICLES	24,319	32,500

Total WATER - TREATMENT:

406,668

658,265

WATER - DISTRIBUTION/MAINTNCE

31-5402-0150	REPLACEMENT RESERVE	22,500	30,000
31-5402-1001	SALARIES/WAGES - REGULAR	203,173	236,420
31-5402-1002	SALARIES/WAGES - OVERTIME	8,665	7,500
31-5402-1004	SALARIES/WAGES - TEMPORARY	1,658	4,200
31-5402-1005	SALARIES/WAGES - LONGEVITY	880	879
31-5402-1006	SALARIES & WAGES - ALLOWANCES	275	300
31-5402-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5402-1021	EMPLOYEE BENEFITS - SCL SCRTY	16,446	19,101
31-5402-1023	EMPLOYEE BENEFITS - HEALTH INS	83,285	91,093
31-5402-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,246	6,492
31-5402-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
31-5402-1029	EMPLOYEE BENEFITS - WY RTRMNT	36,436	41,954
31-5402-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,375	1,700
31-5402-2122	TRAINING/DEVELOPMENT	3,784	2,400
31-5402-2131	UTILITY SERVICES - ELECTRICITY	12,778	17,000
31-5402-2132	UTILITY SERVICES - WTR/SWR/GRB	18,525	30,000
31-5402-2133	UTILITY SERVICES - NATURAL GAS	1,544	1,300
31-5402-2134	TELECOMMUNICATIONS	150	200
31-5402-2141	EQUIPMENT - RENT	0	400
31-5402-2153	ARCHITECT/ENGINEERING/SURVEY	186	2,000
31-5402-2155	REPAIRS/MAINTENANCE	520	30,000
31-5402-2156	MAINTENANCE AGREEMENT	0	1,100
31-5402-2158	MISC CONTRACTUAL SERVICES	0	13,000
31-5402-3210	OPERATING SUPPLIES	46,119	45,000
31-5402-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,625	3,500
31-5402-3235	FUEL	5,847	7,000
31-5402-4310	LEASE PAYMENTS - OPERATING	0	350

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
31-5402-6542	IMPRVMNTS TO BLDG	0	0
31-5402-6544	IMPRVMNTS OTHER THAN BLDG	5,785	200,000
31-5402-6547	EQUIPMENT/FURNITURE	11,773	16,450
31-5402-6548	VEHICLES	68,242	31,000
Total WATER - DISTRIBUTION/MAINTNCE:		555,818	840,339

WATER - CUSTOMER SERVICES

31-5403-1001	SALARIES/WAGES - REGULAR	49,598	58,672
31-5403-1005	SALARIES/WAGES - LONGEVITY	569	569
31-5403-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5403-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,704	4,532
31-5403-1023	EMPLOYEE BENEFITS - HEALTH INS	277	252
31-5403-1025	EMPLOYEE BENEFITS - WRKRS COMP	991	1,540
31-5403-1029	EMPLOYEE BENEFITS - WY RTRMNT	8,531	10,092
31-5403-2134	TELECOMMUNICATIONS	172	200
31-5403-2155	REPAIRS/MAINTENANCE	0	1,500
31-5403-2156	MAINTENANCE AGREEMENT	2,294	2,500
31-5403-3210	OPERATING SUPPLIES	7,529	2,000
31-5403-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	11,247	30,000
31-5403-3235	FUEL	872	2,000
31-5403-6547	EQUIPMENT	12,933	15,000
Total WATER - CUSTOMER SERVICES:		98,717	128,857

WATER MAIN REPLACEMENTS

31-5840-2153	ARCHITECT/ENGINEERING/SURVEY	85,510	387,000
31-5840-6544	IMPRVMNTS OTHER THAN BLDG	170,713	2,655,000
Total WATER MAIN REPLACEMENTS:		256,222	3,042,000

LITTLE BOX ELDER SPRING REHAB

31-5855-2153	ARCHITECT/ENGINEERING/SURVEY	0	0
Total LITTLE BOX ELDER SPRING REHAB:		0	0

WATER IMPROVEMENTS

31-5856-2153	ARCHITECT/ENGINEERING/SURVEY	36,736	139,000
31-5856-2158	MISC CONTRACTUAL	0	25,000
31-5856-6544	IMPRVMNTS OTHER THAN BLDG	211,100	835,000
Total WATER IMPROVEMENTS:		247,836	999,000
Expenditure Total:		2,438,063	6,876,512
Total :		-2,438,063	-6,876,512

SEWER FUND**SEWER - ADMINISTRATION**

32-5500-1150	DEPRECIATION	0	0
32-5500-2158	MISC CONTRACTUAL SERVICES	8,087	5,000
32-5500-3202	BAD DEBT EXPENSE	0	0

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
32-5500-4345	INVESTMENT FEES	0	0
32-5500-4347	MANAGEMENT FEES	108,668	144,891
32-5500-9000	CONTINGENCY	0	50,000
Total SEWER - ADMINISTRATION:		116,755	199,891

SEWER - TREATMENT

32-5501-0150	SLUDGE REMOVAL RESERVE	0	0
32-5501-1001	SALARIES/WAGES - REGULAR	97,895	107,068
32-5501-1002	SALARIES/WAGES - OVERTIME	1,319	5,000
32-5501-1005	SALARIES/WAGES - LONGEVITY	428	428
32-5501-1006	SALARIES/WAGES - ALLOWANCES	275	300
32-5501-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	858
32-5501-1021	EMPLOYEE BENEFITS - SCL SCRTY	7,739	8,724
32-5501-1023	EMPLOYEE BENEFITS - HEALTH INS	35,724	39,064
32-5501-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,973	2,943
32-5501-1026	EMPLOYEE BENEFITS - DFRD COMP	919	0
32-5501-1029	EMPLOYEE BENEFITS - WY RTRMNT	17,065	19,276
32-5501-2122	TRAINING/DEVELOPMENT	0	2,570
32-5501-2123	MEALS/LODGING/TRAVEL	0	800
32-5501-2131	UTILITY SERVICES - ELECTRICITY	47,531	80,000
32-5501-2132	UTILITY SERVICES - WTR/SWR/GRB	25,476	75,000
32-5501-2134	TELECOMMUNICATIONS	1,699	1,700
32-5501-2153	ARCHITECT/ENGINEERING/SURVEY	1,035	4,500
32-5501-2155	REPAIRS/MAINTENANCE	9,879	30,000
32-5501-2158	MISC CONTRACTUAL SERVICES	7,677	20,000
32-5501-3210	OPERATING SUPPLIES	25,294	40,000
32-5501-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	11,682	12,550
32-5501-3235	FUEL	1,113	1,200
32-5501-6544	IMPRVMNTS OTHER THAN BLDG	0	49,500
32-5501-6548	VEHICLES	24,140	32,500
Total SEWER - TREATMENT:		318,862	533,981

SEWER - COLLECTION

32-5502-0150	REPLACEMENT RESERVE	0	0
32-5502-1001	SALARIES/WAGES - REGULAR	173,370	223,219
32-5502-1002	SALARIES/WAGES - OVERTIME	5,648	4,500
32-5502-1004	SALARIES/WAGES - TEMPORARY	1,658	4,200
32-5502-1005	SALARIES/WAGES - LONGEVITY	582	2,483
32-5502-1006	SALARIES & WAGES - ALLOWANCES	275	300
32-5502-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
32-5502-1021	EMPLOYEE BENEFITS - SCL SCRTY	13,912	17,985
32-5502-1023	EMPLOYEE BENEFITS - HEALTH INS	66,681	91,036
32-5502-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,579	6,112
32-5502-1029	EMPLOYEE BENEFITS - WY RTRMNT	30,791	39,168
32-5502-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,339	1,700
32-5502-2122	TRAINING/DEVELOPMENT	2,053	1,825
32-5502-2123	MEALS/LODGING/TRAVEL	0	0
32-5502-2131	UTILITY SERVICES - ELECTRICITY	9,031	12,000
32-5502-2132	UTILITY SERVICES - WTR/SWR/GRB	219	350
32-5502-2133	UTILITY SERVICES - NATURAL GAS	2,698	2,500
32-5502-2134	TELECOMMUNICATIONS	784	1,000

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
32-5502-2153	ARCHITECT/ENGINEERING/SURVEY	0	2,500
32-5502-2155	REPAIRS/MAINTENANCE	4,321	15,000
32-5502-2158	MISC CONTRACTUAL SERVICES	0	13,000
32-5502-3210	OPERATING SUPPLIES	52,960	35,000
32-5502-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	3,500
32-5502-3235	FUEL	5,847	6,000
32-5502-4310	LEASE PAYMENTS - OPERATING	345	350
32-5502-6542	IMPRVMNTS TO BLDG	2,450	0
32-5502-6547	EQUIPMENT/FURNITURE	6,577	10,250
32-5502-6548	VEHICLES	0	31,000
Total SEWER - COLLECTION:		385,118	524,978
WASTEWATER TRTMNT PLANT REHAB			
32-5850-2153	ARCHITECT/ENGINEERING/SURVEY	27,725	157,000
32-5850-6544	IMPRVMNTS OTHER THAN BLDG	0	1,046,000
Total WASTEWATER TRTMNT PLANT REHAB:		27,725	1,203,000
SEWER MAIN REPLACEMENTS			
32-5852-2153	ARCHITECT/ENGINEERING/SURVEY	86,896	410,000
32-5852-6544	IMPRVMNTS OTHER THAN BLDG	346,949	2,585,000
Total SEWER MAIN REPLACEMENTS:		433,845	2,995,000
Expenditure Total:		1,282,306	5,456,850
Total :		-1,282,306	-5,456,850

SANITATION FUND**SANITATION**

33-5600-0150	REPLACEMENT RESERVE	0	0
33-5600-1001	SALARIES/WAGES - REGULAR	132,093	157,271
33-5600-1002	SALARIES/WAGES - OVERTIME	0	600
33-5600-1005	SALARIES/WAGES - LONGEVITY	979	978
33-5600-1006	SALARIES/WAGES - ALLOWANCES	275	300
33-5600-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	864
33-5600-1021	EMPLOYEE BENEFITS - SCL SCRTY	10,346	12,271
33-5600-1023	EMPLOYEE BENEFITS - HEALTH INS	59,456	65,016
33-5600-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,634	4,148
33-5600-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,570	0
33-5600-1029	EMPLOYEE BENEFITS - WY RTRMNT	22,720	27,154
33-5600-1150	DEPRECIATION	52,500	70,000
33-5600-2155	REPAIRS/MAINTENANCE	2,362	4,200
33-5600-2158	MISC CONTRACTUAL SERVICES	697,584	1,003,000
33-5600-3202	BAD DEBT EXPENSE	0	0
33-5600-3210	OPERATING SUPPLIES	26,552	30,000
33-5600-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	30,957	30,000
33-5600-3235	FUEL	20,183	22,000
33-5600-4347	MANAGEMENT FEES	109,459	145,945
33-5600-6548	VEHICLES	0	0
33-5600-9000	CONTINGENCY	0	25,000
Total SANITATION:		1,169,671	1,598,747

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
SANITATION FUND Expenditure Total:		1,169,671	1,598,747
Total SANITATION FUND:		-1,169,671	-1,598,747

LANDFILL FUND**LANDFILL**

34-5340-1001	SALARIES/WAGES - REGULAR	218,543	248,273
34-5340-1002	SALARIES/WAGES - OVERTIME	2,577	1,500
34-5340-1005	SALARIES/WAGES - LONGEVITY	1,230	1,230
34-5340-1006	SALARIES/WAGES - ALLOWANCES	550	600
34-5340-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
34-5340-1021	EMPLOYEE BENEFITS - SCL SCRTY	17,640	20,056
34-5340-1023	EMPLOYEE BENEFITS - HEALTH INS	71,380	78,031
34-5340-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,404	6,562
34-5340-1026	EMPLOYEE BENEFITS - DFRRD COMP	9,183	9,785
34-5340-1029	EMPLOYEE BENEFITS - WY RTRMNT	28,781	33,176
34-5340-1150	DEPRECIATION	105,000	140,000
34-5340-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	0
34-5340-2122	TRAINING/DEVELOPMENT	700	800
34-5340-2123	MEALS/LODGING/TRAVEL	730	1,000
34-5340-2131	UTILITY SERVICES - ELECTRICITY	5,598	10,000
34-5340-2133	UTILITY SERVICES - NATURAL GAS	5,300	11,500
34-5340-2134	TELECOMMUNICATIONS	0	250
34-5340-2153	ARCHITECT/ENGINEERING/SURVEY	0	1,000
34-5340-2155	REPAIRS/MAINTENANCE	1,266	15,000
34-5340-2156	MAINTENANCE AGREEMENT	6,662	11,500
34-5340-2157	INSURANCE	4,403	0
34-5340-2158	MISC CONTRACTUAL SERVICES	494,128	510,000
34-5340-2166	COLLECTION FEES	0	300
34-5340-3202	BAD DEBT EXPENSE	0	0
34-5340-3210	OPERATING SUPPLIES	30,682	50,000
34-5340-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	16,033	20,000
34-5340-3235	FUEL	22,667	25,000
34-5340-4343	DEBT PAYMENT - PRINCIPAL	13,141	13,141
34-5340-4347	MANAGEMENT FEES	79,031	105,375
34-5340-6547	EQUIPMENT/FURNITURE	816	10,500
34-5340-9000	CONTINGENCY	0	550,000
Total LANDFILL:		1,140,447	1,874,579

LANDFILL - CAPITAL

34-5895-2153	ARCHITECT/ENGINEERING/SURVEY	40,027	40,000
34-5895-2158	MISC CONTRACTUAL SERVICES	0	0
34-5895-6542	BUILDINGS/IMPROVEMENTS	28,752	50,000
34-5895-6544	IMPRVMNTS OTHER THAN BLDG	7,483	0
34-5895-6547	EQUIPMENT/FURNITURE	54,740	81,500
Total LANDFILL - CAPITAL:		131,002	171,500
Expenditure Total:		1,271,449	2,046,079
Total :		-1,271,449	-2,046,079

EMPLOYEE HEALTH CARE FUND

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
EMPLOYEE HEALTH CARE			
39-5390-0150	REPLACEMENT RESERVE	0	0
39-5390-1023	EMPLOYEE BNFTS - HLTH INS PREM	417,856	459,600
39-5390-1032	EMPLOYEE BENEFITS - CLAIMS	1,857,815	1,000,000
39-5390-1058	HEALTH CARE - ADMINISTRTRN FEE	87,007	94,300
Total EMPLOYEE HEALTH CARE:		2,362,677	1,553,900
EMPLOYEE HEALTH CARE FUND Expenditure Total:		2,362,677	1,553,900
Total EMPLOYEE HEALTH CARE FUND:		-2,362,677	-1,553,900
ECONOMIC DEVELOPMENT			
ECONOMIC DEVELOPMENT			
41-5410-2115	PUBLISHING/ADVERTISING	0	10,000
41-5410-2122	TRAINING/DEVELOPMENT	0	75,000
41-5410-2158	MISC CONTRACTUAL SERVICES	51,000	55,000
41-5410-3210	OPERATING SUPPLIES	0	500
41-5410-9000	CONTINGENCY	5,450	1,675,000
Total ECONOMIC DEVELOPMENT:		56,450	1,815,500
ECONOMIC DEVELOPMENT Expenditure Total:		56,450	1,815,500
Total ECONOMIC DEVELOPMENT:		-56,450	-1,815,500
BROWNFIELD GRANT			
BROWNFIELD HAZARDOUS			
42-5870-2123	MEALS/LODGING/TRAVEL	0	1,108
42-5870-2158	MISC CONTRACTUAL SERVICES	2,495	4,925
Total BROWNFIELD HAZARDOUS:		2,495	6,032
BROWNFIELD PETROLEUM			
42-5871-2123	MEALS/LODGING/TRAVEL	0	1,108
42-5871-2158	MISC CONTRACTUAL SERVICES	0	3,037
Total BROWNFIELD PETROLEUM:		0	4,145
NEW FRONTIER BRWNFLD INITIATIV			
42-5872-2158	MISC CONTRACTUAL SERVICES	0	1,000,000
Total NEW FRONTIER BRWNFLD INITIATIV:		0	1,000,000
BROWNFIELD GRANT Expenditure Total:		2,495	1,010,177
Total BROWNFIELD GRANT:		-2,495	-1,010,177
GENERAL FUND EQUIPMENT RESERVE			
47-5470-6547	EQUIPMENT/FURNITURE	78,977	250,807

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
47-5470-6548	VEHICLES	196,735	436,263
	Total GENERAL FUND EQUIPMENT RESERVE:	275,712	687,070
	Expenditure Total:	275,712	687,070
	Total :	-275,712	-687,070

CAPITAL PROJ FIRE EQUIP FUND**FIRE EQUIPMENT**

50-5500-6548	BUILDINGS	250,000	250,000
	Total FIRE EQUIPMENT:	250,000	250,000
	CAPITAL PROJ FIRE EQUIP FUND Expenditure Total:	250,000	250,000
	Total CAPITAL PROJ FIRE EQUIP FUND:	-250,000	-250,000

CPTL PROJ - CLG PROJECTS**HISTORIC DISTRICT**

53-5809-2158	MISC CONTRACTUAL SERVICES	0	0
	Total HISTORIC DISTRICT:	0	0
	CPTL PROJ - CLG PROJECTS Expenditure Total:	0	0
	Total CPTL PROJ - CLG PROJECTS:	0	0

TRAIN CAR RESTORATION

54-5540-2155	REPAIRS/MAINTENANCE	16,235	40,000
	Total TRAIN CAR RESTORATION:	16,235	40,000
	Expenditure Total:	16,235	40,000
	Total :	-16,235	-40,000

POOL IMPROVEMENTS

55-5550-2153	ARCHITECT/ENGINEERING/SURVEY	13,400	50,000
55-5550-6544	IMPRVMNTS OTHER THAN BLDG	93,249	200,000
55-5550-9000	CONTINGENCY	0	250,000
	Total POOL IMPROVEMENTS:	106,649	500,000
	POOL IMPROVEMENTS FUND Expenditure Total:	106,649	500,000
	Total POOL IMPROVEMENTS FUND:	-106,649	-500,000

STREET IMPROVEMENTS

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
56-5560-2153	ARCHITECT/ENGINEERING/SURVEY	318,014	879,500
56-5560-2158	MISC CONTRACTUAL SERVICES	333,421	70,000
56-5560-6540	LAND	0	0
56-5560-6544	IMPRVMNTS OTHER THAN BLDG	1,483,260	5,861,500
56-5560-6547	EQUIPMENT/FURNITURE	0	20,000
56-5560-9000	CONTINGENCY	0	0
Total STREET IMPROVEMENTS:		2,134,694	6,831,000
STREET IMPROVEMENT FUND Expenditure Total:		2,134,694	6,831,000
Total STREET IMPROVEMENT FUND:		-2,134,694	-6,831,000

CAPITAL IMP -PUBLIC FACILITIES**CAPITAL IMP -FACILITIES**

57-5570-2153	ARCHITECT/ENGINEERING/SURVEY	52,703	70,000
57-5570-6542	BUILDINGS/IMPROVEMENTS	76,959	297,700
57-5570-6544	IMPRVMNTS OTHER THAN BLDG	53,200	420,000
57-5570-6547	EQUIPMENT/FURNITURE	54,892	100,000
57-5570-9000	CONTINGENCY	55,209	650,000
Total CAPITAL IMP -FACILITIES:		292,962	1,537,700
CAPITAL IMP -PUBLIC FACILITIES Expenditure Total:		292,962	1,537,700
Total CAPITAL IMP -PUBLIC FACILITIES:		-292,962	-1,537,700

PARK IMPROVEMENTS

65-5650-2153	ARCHITECT, ENG, SURVEY	2,148	77,000
65-5650-4345	INVESTMENT FEES	0	500
65-5650-6542	BUILDINGS/IMPROVEMENTS	0	18,800
65-5650-6544	IMPRVMNTS OTHER THAN BLDG	181,746	876,000
65-5650-9000	CONTINGENCY	0	350,000
Total PARK IMPROVEMENTS:		183,893	1,322,300
CAPTL PROJ-PARK IMPRMNT FUND Expenditure Total:		183,893	1,322,300
Total CAPTL PROJ-PARK IMPRMNT FUND:		-183,893	-1,322,300

PERPETUAL CARE FUND**PERPETUAL CARE**

90-5900-5510	TRANSFER TO GENERAL FUND	4,851	4,000
Total PERPETUAL CARE:		4,851	4,000
PERPETUAL CARE FUND Expenditure Total:		4,851	4,000
Total PERPETUAL CARE FUND:		-4,851	-4,000

HISTORIC PRESERVATION CMMSSN

Account Number	Account Title	2023-24 Current year Actual	2023-24 Current year Budget
92-5920-2158	MISC CONTRACTUAL SERVICES	464	1,800
	Total HISTORIC PRESERVATION CMMSSN:	464	1,800
	Expenditure Total:	464	1,800
	Total :	-464	-1,800
	Grand Totals:	-22,393,776	-48,102,328