

Proposed Budget

Laramie County Fire District #2	
Budget Hearing Information	
5800 N. College Drive	Location: 5800 N. College Drive
Cheyenne, WY 82009	Date: 7/9/2018
307-632-5400	Time: 7:00 PM
Laramie County	Budget Prepared by: Lisa Yardley

S-A BUDGET MESSAGE W.S. 16-4-104(d)

Please view the budget for fiscal year 2018-2019 which reflects the daily operations of Laramie County Fire District #2 as well as special projects and programs. Laramie County Fire District #2 continues to grow in call volume and personnel and improve its operations and training divisions. This new fiscal year includes hiring a full-time Program Manager/Firefighter with an annual salary range from \$35,000 to \$40,000; updating PPE bunker gear; purchasing additional emergency response software, continuing the wildland suppression program; expanding the residency intern program with additional resident firefighters; purchasing a new air cart for \$104,000; transferring \$20,163.50 to the apparatus and equipment reserve fund; and completing construction on a new fire station at Interstate 25 and Horse Creek Road. On May 2, 2017, Laramie County voters approved \$2 million Sixth Penny tax for this new fire station. The land is leased through Wyoming State Lands and construction was started April 2018. Since a new fire station is desperately needed for our growing organization/community and construction costs continue to inflate, Laramie County Fire District #2 has decided to take a \$2.5 million loan. This loan was put into escrow after the lease and option to purchase agreement between First Interstate Bank and Laramie County Fire District #2 was finalized March 14, 2018. During the 2017-2018 fiscal year, Laramie County Fire District #2 has drawn \$103,700 from this loan, paid \$395,992 for construction, and deposited \$233,265.94 from Sixth Penny tax checks received. These transactions have been conducted through the Cheyenne State Bank fire station capital outlay reserve account. The loan proceeds are reflected in the proposed budget under Cash & Investments C1.2.

Tax levy (R-1.1) includes both 3 mil levy tax income and 6th penny tax. For the proposed fiscal year, LCFD#2 expects to receive \$420,000 in 6th penny tax.

S-B RESERVE DESCRIPTION

Laramie County Fire District #2 has three reserve accounts. The emergency reserve is in a savings account at Western States Bank. The depreciation reserve accounts (capital outlay) are held in a checking account at Wyoming Bank & Trust (apparatus and equipment) and at Cheyenne State Bank (fire stations).

S-C

Names of Board Members	Date of End of Term
Angela Moffett	11/1/18
Steve Price	11/1/18
Anita Benton	11/1/20
Kevin Brookshire	11/1/20
Brenda Hammock	11/1/18

Does the district have regular office hours exceeding 20 hours per week?	<input checked="" type="checkbox"/> Yes
If Yes, enter	
Address of office:	5800 N. College Drive
City, State, Zip:	Cheyenne, WY 82009
Phone Number:	307-632-5400
Hours Open:	8:00 AM to 5:00 PM

Where are the minutes of your board meeting available for public review?
 Minutes are available at www.lcf2.net/board-of-directors and in the administrative office during business hours.

How and where are the notices of meeting posted for the public?
 Public meeting notices are featured in the Wyoming Eagle Tribune in the legals section and posted on www.lcf2.net homepage.

Where are the public meetings held?
 Public meetings are at Fire Station #1 classroom located at 5800 N College Drive.

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,332,723	\$1,482,472	\$3,709,643	
S-2	Total Principal to Pay on Debt	\$0	\$0	\$340,000	
S-3	Total Change to Restricted Funds	-\$76,792	-\$44,026	\$20,164	
S-4	Total General Fund and Forecasted Revenues Available	\$1,690,145	\$4,457,230	\$4,693,157	
S-5	<i>Amount requested from County Commissioners</i>	\$1,119,163	\$1,346,876	\$1,585,006	
S-6	Additional Funding Needed :			\$0	

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$12,021	\$2,250	\$0	
S-8	Tax levy (From the County Treasurer)	\$1,119,163	\$1,346,876	\$1,585,006	
S-9	Government Support	\$22,968	\$0	\$90,000	
S-10	Grants	\$89,734	\$62,080	\$39,300	
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	
S-12	Miscellaneous	\$83,235	\$182,999	\$175,500	
S-13	Other Forecasted Revenue	\$0	\$2,500,000	\$0	

S-14	Total Revenue	\$1,327,120	\$4,094,205	\$1,889,806	
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FY 7/1/18-6/30/19

Laramie County Fire District #2

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$167,492	\$403,253	\$2,307,500	
S-16	Interest and Fees On Debt	\$0	\$2,253	\$60,000	
S-17	Administration	\$169,102	\$161,440	\$179,550	
S-18	Operations	\$874,543	\$797,784	\$1,011,174	
S-19	Indirect Costs	\$121,586	\$117,744	\$151,419	

S-20	Total Expenditures	\$1,332,723	\$1,482,472	\$3,709,643	
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DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
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S-21	Principal Paid on Debt	\$0	\$0	\$340,000	
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CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
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S-22	TOTAL GENERAL FUNDS	\$363,025	\$363,025	\$2,803,351	
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Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$281,653	\$204,309	\$160,283	
S-25	b. Other Reserve	\$0	\$0	\$0	
S-26	c. Emergency Reserve (Cash)	\$239,635	\$240,187	\$240,187	
	Total Reserves (a+b+c)	\$521,288	\$444,496	\$400,470	
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$15,000	\$20,164	
S-29	b. Other Reserve	\$0	\$0	\$0	
S-30	c. Emergency Reserve (Cash)	\$552	\$0	\$0	
	Total to be added (a+b+c)	\$552	\$15,000	\$20,164	
S-31	Subtotal	\$521,840	\$459,496	\$420,634	
S-32	Less Total to be spent	\$77,344	\$59,026	\$0	
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$444,496	\$400,470	\$420,634	

End of Summary

_____ Date adopted by Special District _____
Budget Officer / District Official (if not same as "Submitted by")

DISTRICT ADDRESS: 5800 N. College Drive
 Cheyenne, WY 82009

PREPARED BY: Lisa Yardley

DISTRICT PHONE: 307-632-5400

Proposed Budget

Laramie County Fire District #2

FYE 6/30/2019

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$1,119,163	\$1,346,876	\$1,585,006	
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>5th Penny</u>	\$22,968	\$0	\$90,000	
R-2.5	Total Government Support	\$22,968	\$0	\$90,000	\$90,000
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$12,021	\$2,250	\$0	
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$12,021	\$2,250	\$0	\$0
R-4	Grants				
R-4.1	Direct Federal Grants	\$76,051	\$30,747	\$39,300	
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$13,683	\$31,333	\$0	
R-4.4	Total Grants	\$89,734	\$62,080	\$39,300	\$39,300
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$786	\$915	\$400	
R-5.2	Other: Specify <u>Donations</u>	\$650	\$4,304	\$100	
R-5.3	Other: See Additional	\$81,799	\$177,780	\$175,000	\$175,000
R-5.4	Total Miscellaneous	\$83,235	\$182,999	\$175,500	\$175,500
R-5.5	Total Forecasted Revenue	\$207,958	\$247,329	\$304,800	\$304,800
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	<u>Loan - First Interstate Bank - Fire Stati</u>		\$2,500,000		
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$2,500,000	\$0	\$0

Proposed Budget

Laramie County Fire District #2

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$0			
E-1.2	Vehicles	\$111,121	\$0	\$0	
E-1.3	Office Equipment	\$5,714	\$7,261	\$7,500	
E-1.4	Other (Specify)				
E-1.5	<u>St#1 Upgrades</u>	\$27,964	\$0	\$0	
E-1.6	<u>New Station 2 Project</u>	\$22,693	\$395,992	\$2,300,000	
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$167,492	\$403,253	\$2,307,500	\$2,307,500

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$81,000	\$83,430	\$86,350	
E-2.2	Secretary	\$48,333	\$51,500	\$55,000	
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5					
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Supplies</u>	\$356	\$414	\$2,500	
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$9,132	\$477	\$3,000	
E-4.2	Accounting/Auditing	\$8,300	\$8,500	\$8,500	
E-4.3	Other (Specify)				
E-4.4	<u>Background checks</u>	\$616	\$220	\$1,000	
E-4.5	<u>Station 2 Land Lease</u>	\$0	\$2,978	\$2,800	
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$3,173	\$3,123	\$4,950	
E-5.2	Office equipment, rent & repair	\$2,763	\$2,178	\$2,350	
E-5.3	Education				
E-5.4	Registrations	\$3,223	\$4,637	\$3,500	
E-5.5	Other (Specify)				
E-5.6	<u>Bank service charge</u>	\$130	\$0	\$100	
E-5.7	<u>Software and upgrades</u>	\$12,075	\$3,984	\$9,500	
E-5.8					
E-6	TOTAL ADMINISTRATION	\$169,102	\$161,440	\$179,550	\$179,550

Proposed Budget

Laramie County Fire District #2

FYE 6/30/2019

OPERATIONS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$117,667	\$123,600	\$180,124	
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Volunteer stipends	\$103,215	\$102,362	\$75,000	
E-7.5	Residency program	\$24,015	\$25,265	\$43,200	
E-7.6					
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Chief travel expenses	\$6,267	\$12,183	\$7,500	
E-8.4	Fuel	\$26,714	\$29,202	\$29,000	
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Supplies	\$32,301	\$27,162	\$31,050	
E-9.2	New equipment	\$68,565	\$60,626	\$144,000	
E-9.3	Equip & apparatus maint	\$134,778	\$104,183	\$106,550	
E-9.4	Building maintenance	\$28,716	\$21,663	\$40,000	
E-9.5					
E-10	Program Services (List)				
E-10.1	Retention & recruitment	\$24,120	\$21,701	\$25,500	
E-10.2	Public education	\$3,365	\$12,810	\$6,000	
E-10.3	Training/Education	\$103,990	\$57,279	\$65,500	
E-10.4	Resident supplies	\$16,144	\$12,222	\$28,000	
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Utilities	\$45,198	\$41,879	\$54,250	
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Personnel equipment	\$64,075	\$34,791	\$55,500	
E-12.2	SLIB water cisterns	\$0	\$20,000	\$0	
E-12.3	Wildland fire program	\$75,414	\$90,153	\$100,000	
E-12.4	Supplies for New St#2	\$0	\$703	\$20,000	
E-12.5					
E-13	TOTAL OPERATIONS	\$874,543	\$797,784	\$1,011,174	\$1,011,174

Proposed Budget

Laramie County Fire District #2

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$5,476	\$5,560	\$5,560	
E-14.2	Buildings and vehicles		\$13,629	\$17,206	\$18,440	
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$15,981	\$15,682	\$17,180	
E-15.2	Workers Compensation		\$29,664	\$20,405	\$35,232	
E-15.3	Unemployment Taxes		\$869	\$767	\$900	
E-15.4	Retirement		\$32,416	\$31,285	\$40,405	
E-15.5	Health Insurance		\$23,552	\$26,839	\$33,702	
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$121,586	\$117,744	\$151,419	\$151,419

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal		\$0	\$0	\$340,000	
D-1.2	Interest		\$0	\$0	\$60,000	
D-1.3	Fees		\$0	\$2,253	\$0	
D-2	TOTAL DEBT SERVICE		\$0	\$2,253	\$400,000	\$400,000

Proposed Budget

Laramie County Fire District #2
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$363,025	\$363,025	\$407,051	\$407,051
C-1.2	Savings and Investments Account Balance		\$0	\$2,396,300	\$2,396,300
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$444,496	\$444,496	\$420,634	\$420,634
C-1.6	Total Estimated Cash and Investments on Hand	\$807,521	\$807,521	\$3,223,985	\$3,223,985
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$444,496	\$400,470	\$420,634	\$420,634
C-2.3	Total Deductions (a+b)	\$444,496	\$400,470	\$420,634	\$420,634
C-2.4	Estimated Non-Restricted Funds Available	\$363,025	\$407,051	\$2,803,351	\$2,803,351

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$281,653	\$204,309	\$160,283	\$160,283
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$281,653	\$204,309	\$160,283	\$160,283
C-3.2	Date of Reserve Approval in Minutes: 12/16/2015				
C-3.3	Amount to be added to the reserve		\$15,000	\$20,164	
C-3.4	Date of Reserve Approval in Minutes: 5/14/2018				
C-3.5	SUB-TOTAL	\$281,653	\$219,309	\$180,447	\$180,447
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. New Command	\$51,844			
C-3.8	b. Fire Station 2 Project	\$17,500	\$59,026		
C-3.9	c. See Additional Details	\$8,000			
C-3.10	Date of Reserve Approval in Minutes:				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c) +additional details	\$77,344	\$59,026	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$204,309	\$160,283	\$180,447	\$180,447

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes:				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$239,635	\$240,187	\$240,187	\$240,187
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$239,635	\$240,187	\$240,187	\$240,187
C-5.2	Date of Reserve Approval in Minutes: 12/1/2015				
C-5.3	Amount to be added to the reserve	\$552			
C-5.4	Date of Reserve Approval in Minutes: 3/21/2016				
C-5.5	SUB-TOTAL	\$240,187	\$240,187	\$240,187	\$240,187
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	Date of Reserve Approval in Minutes:				
C-5.8	Balance to be retained in Assigned Fund Balance	\$240,187	\$240,187	\$240,187	\$240,187
C-5.9	TOTAL TO BE SPENT	\$77,344	\$59,026	\$0	\$0