

# Final Budget

Laramie County Fire District #2	
Budget Hearing Information	
5800 N College Drive	Location: 5800 N. College Drive
Cheyenne, WY 82009	Date: 7/8/2019
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 2019 -2020 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 while improving its operations and training divisions. This new fiscal year includes hiring a full-time Wildland Coordinator/Firefighter with an annual salary of \$44,000; purchasing two fire apparatuses (\$200,000 water tender and \$580,000 engine); replacing outdated technological equipment; upgrading the septic system at Station #1; expanding the Unmanned Aircraft System (UAS) Program; continuing the Wildland Fire Suppression Program; and purchasing new PPE bunker sets. In addition, the new Station #2 near I-25 and Horse Creek Road became fully operational with 24/7 coverage the second week of July 2019 so new expenses are added such as supplies, utilities, and paying back \$385,000 worth of loan principal, \$58,600 worth of interest, and \$45,000 worth of financing fees.

As our population bolsters, planning for future fire stations and apparatus replacements is vital to long term longevity. This fiscal year includes \$40,000 towards the reserve account for new stations and \$40,879 towards the reserve for apparatus and fire equipment.

Laramie County Fire District #2 is fortunate to be the recipient of two Staffing for Adequate Fire & Emergency Response (SAFER) Grants that help with three paid full-time firefighter positions and recruitment and retention activities, Wyoming State Lands Mineral Royalties (MRG) Grant that will help fund \$262,500 towards a brand new fire engine, a VFA Grant estimated at \$5,000, and optional 6th penny tax that will help subsidize the new Station #2 loan. Tax levy (R-1.1) includes both 3 mil levy tax income and 6th penny tax which is estimated at \$500,000.

**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 apparatus and equipment capital outlay reserve account is at Wyoming Bank & Trust while the station capital outlay reserve account is held at Cheyenne State Bank. The station capital outlay account is marked as a debt service fund (C-3) since the 6th penny funds are being held there to pay off the Station #2 loan.

**S-C**

Names of Board Members	Date of End of Term
Angela Moffett	11/1/22
Steve Price	11/1/22
Anita Benton	11/1/20
Kevin Brookshire	11/1/20
Brenda Hammock	11/1/22

Does the district have regular office hours exceeding 20 hours per week?		<input checked="" type="checkbox"/> Yes
<b>If Yes, enter</b>		
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](http://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](http://www.lcf2.net).

Where are the public meetings held?  
 Public meetings are held at Fire Station #1 classroom located at 5800 North College Drive, Cheyenne, WY 82009.

## FINAL BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$1,576,020	\$3,950,039	\$2,541,210	\$2,815,550
S-2	Total Principal to Pay on Debt	\$0	\$342,823	\$335,000	\$385,000
S-3	Total Change to Restricted Funds	\$34,051	\$615,192	-\$477,531	-\$272,531
S-4	Total General Fund and Forecasted Revenues Available	\$4,718,701	\$3,043,716	\$2,870,506	\$3,518,587
S-5	Amount requested from County Commissioners	\$1,392,119	\$1,944,221	\$1,943,920	\$2,201,477
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	Operating Revenues	\$2,250	\$650	\$20,000	\$10,000
S-8	Tax levy (From the County Treasurer)	\$1,392,119	\$1,944,221	\$1,943,920	\$2,201,477
S-9	Government Support	\$0	\$90,000	\$0	\$0
S-10	Grants	\$97,125	\$175,832	\$363,769	\$363,769
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$187,456	\$293,262	\$187,100	\$363,683
S-13	Other Forecasted Revenue	\$2,500,000	\$0	\$0	\$0

S-14	Total Revenue	\$4,178,950	\$2,503,965	\$2,514,789	\$2,938,929
FY 7/1/19-6/30/20		Laramie County Fire District #2			

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	Capital Outlay	\$8,630	\$19,090	\$47,000	\$352,000
S-16	Interest and Fees On Debt	\$2,253	\$71,075	\$58,600	\$103,600
S-17	Administration	\$161,981	\$175,180	\$190,750	\$194,550
S-18	Operations	\$871,595	\$1,183,579	\$1,263,800	\$1,371,300
S-19	Indirect Costs	\$126,328	\$158,974	\$201,060	\$214,100
S-20R	Expenditures paid by Reserves	\$405,233	\$2,342,141	\$780,000	\$580,000
S-20	Total Expenditures	\$1,576,020	\$3,950,039	\$2,541,210	\$2,815,550

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$342,823	\$335,000	\$385,000

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$539,751	\$539,751	\$355,717	\$579,658

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>					
S-24	a. Sinking and Debt Service Funds	\$157,332	\$176,383	\$546,544	\$546,544	
S-25	b. Reserves	\$363,955	\$378,955	\$623,986	\$625,157	
S-26	c. Bond Funds	\$0	\$0	\$0	\$0	
	<b>Total Reserves (a+b+c)</b>	\$521,287	\$555,338	\$1,170,530	\$1,171,701	
S-27	<b>Amount to be added</b>					
S-28	a. Sinking and Debt Service Funds	\$424,284	\$2,712,302	\$35,000	\$40,000	
S-29	b. Reserves	\$15,000	\$245,031	\$267,469	\$267,469	
S-30	c. Bond Funds	\$0	\$0	\$0	\$0	
	<b>Total to be added (a+b+c)</b>	\$439,284	\$2,957,333	\$302,469	\$307,469	
S-31	<b>Subtotal</b>	\$960,571	\$3,512,671	\$1,472,999	\$1,479,170	
S-32	<b>Less Total to be spent</b>	\$405,233	\$2,342,141	\$780,000	\$580,000	
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$555,338	\$1,170,530	\$692,999	\$899,170	

*End of Summary*

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

DISTRICT ADDRESS: 5800 N College Drive  
Cheyenne, WY 82009

PREPARED BY: Lisa Yardley

DISTRICT PHONE: 307-632-5400

# Final Budget

Laramie County Fire District #2

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$1,392,119	\$1,944,221	\$1,943,920	\$2,201,477
R-1.2	Other County Support				

## FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)	\$0	\$90,000	\$0	
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$0	\$90,000	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$2,250	\$650	\$20,000	\$10,000
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$2,250	\$650	\$20,000	\$10,000
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$72,210	\$48,342	\$216,300	\$216,300
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$24,915	\$127,490	\$147,469	\$147,469
R-4.4	<b>Total Grants</b>	\$97,125	\$175,832	\$363,769	\$363,769
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$1,149	\$2,063	\$1,100	\$1,100
R-5.2	Other: Specify <u>Donations</u>	\$4,304	\$9,710	\$1,000	\$1,000
R-5.3	Other: See Additional	\$182,004	\$281,489	\$185,000	\$361,583
R-5.4	<b>Total Miscellaneous</b>	\$187,456	\$293,262	\$187,100	\$363,683
R-5.5	<b>Total Forecasted Revenue</b>	\$286,831	\$559,744	\$570,869	\$737,452
R-6	<b>Other Forecasted Revenue</b>				
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	\$0	\$0	
R-6.4					
R-6.5					
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$2,500,000	\$0	\$0	\$0

# Final Budget

Laramie County Fire District #2

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles	\$0	\$0	\$0	\$200,000
E-1.3	Office Equipment	\$8,630	\$8,490	\$12,000	\$12,000
E-1.4	Other (Specify)				
E-1.5	<u>St#1 Upgrades/Septic</u>	\$0	\$10,600	\$35,000	\$115,000
E-1.6	<u>St#2 Construction</u>	\$0	\$0		\$25,000
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$8,630</b>	<b>\$19,090</b>	<b>\$47,000</b>	<b>\$352,000</b>

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$83,430	\$86,350	\$90,000	\$90,000
E-2.2	Secretary	\$51,500	\$55,000	\$57,000	\$60,000
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5					
E-2.6					
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Supplies</u>	\$414	\$396	\$2,500	\$2,500
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$477	\$1,076	\$3,000	\$3,000
E-4.2	Accounting/Auditing	\$8,500	\$8,750	\$8,500	\$9,000
E-4.3	Other (Specify)				
E-4.4	<u>Background checks</u>	\$220	\$1,411	\$1,000	\$1,000
E-4.5	<u>Station 2 Land Lease</u>	\$2,978	\$2,869	\$2,900	\$2,950
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$3,170	\$3,542	\$4,950	\$5,200
E-5.2	Office equipment, rent & repair	\$2,375	\$2,408	\$2,300	\$2,300
E-5.3	Education				
E-5.4	Registrations	\$4,881	\$2,996	\$3,500	\$3,500
E-5.5	Other (Specify)				
E-5.6	<u>Bank service charge</u>	\$0	\$0	\$100	\$100
E-5.7	<u>Software and upgrades</u>	\$4,037	\$10,382	\$15,000	\$15,000
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$161,981</b>	<b>\$175,180</b>	<b>\$190,750</b>	<b>\$194,550</b>

# Final Budget

Laramie County Fire District #2

FYE 6/30/2020

## OPERATIONS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$123,600	\$193,124	\$278,000	\$282,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Volunteer stipends	\$102,362	\$101,526	\$105,000	\$105,000
E-7.5	Residency program	\$27,925	\$36,550	\$54,000	\$54,000
E-7.6					
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Chief travel expenses	\$12,635	\$17,594	\$10,000	\$10,000
E-8.4	Fuel	\$31,448	\$41,583	\$35,000	\$35,000
E-8.5					
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Supplies	\$32,376	\$31,214	\$53,550	\$53,550
E-9.2	New equipment	\$61,751	\$162,807	\$62,000	\$96,000
E-9.3	Equip & apparatus mainte	\$108,655	\$130,851	\$114,800	\$115,800
E-9.4	Building maintenance	\$24,737	\$32,513	\$38,000	\$55,000
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Retention & Recruitment	\$21,723	\$22,491	\$26,000	\$26,500
E-10.2	Public Education	\$13,188	\$4,583	\$7,500	\$7,500
E-10.3	Training/Education	\$66,274	\$78,422	\$117,500	\$107,500
E-10.4	Residency Program	\$17,902	\$17,182	\$36,000	\$36,000
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Utilities	\$44,975	\$50,162	\$57,450	\$63,450
E-11.2					
E-11.3					
E-11.4					
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Personnel Equipment	\$64,047	\$65,231	\$89,000	\$89,000
E-12.2	SLIB Water Cisterns	\$20,000	\$0	\$0	
E-12.3	Wildland Fire Program	\$97,294	\$167,543	\$160,000	\$160,000
E-12.4	Supplies for New St#2	\$703	\$30,203	\$20,000	\$75,000
E-12.5					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$871,595</b>	<b>\$1,183,579</b>	<b>\$1,263,800</b>	<b>\$1,371,300</b>

# Final Budget

Laramie County Fire District #2

FYE 6/30/2020

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$5,560	\$8,284	\$6,400	\$6,400
E-14.2	Buildings and vehicles		\$17,206	\$17,921	\$28,600	\$28,600
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$16,421	\$18,473	\$22,000	\$22,000
E-15.2	Workers Compensation		\$22,359	\$33,195	\$35,000	\$35,000
E-15.3	Unemployment Taxes		\$797	\$677	\$1,000	\$1,000
E-15.4	Retirement		\$34,104	\$43,490	\$58,060	\$59,600
E-15.5	Health Insurance		\$29,881	\$36,934	\$50,000	\$61,500
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$126,328</b>	<b>\$158,974</b>	<b>\$201,060</b>	<b>\$214,100</b>

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$0	\$342,823	\$335,000	\$385,000
D-1.2	Interest		\$0	\$71,075	\$58,600	\$58,600
D-1.3	Fees		\$2,253	\$0	\$0	\$45,000
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$2,253</b>	<b>\$413,898</b>	<b>\$393,600</b>	<b>\$488,600</b>

# Final Budget

Laramie County Fire District #2  
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

## GENERAL FUNDS

		End of Year	Beginning	Beginning	Final Approval
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$539,751	\$539,751	\$355,717	\$579,658
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$555,338	\$555,338	\$692,999	\$899,170
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,095,089</b>	<b>\$1,095,089</b>	<b>\$1,048,716</b>	<b>\$1,478,828</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$555,338	\$1,170,530	\$692,999	\$899,170
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$555,338</b>	<b>\$1,170,530</b>	<b>\$692,999</b>	<b>\$899,170</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$539,751</b>	<b>-\$75,441</b>	<b>\$355,717</b>	<b>\$579,658</b>

## SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$157,332	\$176,383	\$546,544	\$546,544
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$157,332	\$176,383	\$546,544	\$546,544
C-3.2	Date of Reserve Approval in Minutes: 12/16/2015				
C-3.3	Amount to be added to the reserve	\$424,284	\$2,712,302	\$35,000	\$40,000
C-3.4	Date of Reserve Approval in Minutes: 2/11/2019				
C-3.5	<b>SUB-TOTAL</b>	<b>\$581,616</b>	<b>\$2,888,685</b>	<b>\$581,544</b>	<b>\$586,544</b>
C-3.6	Identify the amount and project to be spent				
C-3.7	a. New Station 2 Project	\$405,233	\$2,342,141	\$100,000	
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes: _____				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$405,233</b>	<b>\$2,342,141</b>	<b>\$100,000</b>	<b>\$0</b>
C-3.12	Balance to be retained	\$176,383	\$546,544	\$481,544	\$586,544

## RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$363,955	\$378,955	\$623,986	\$625,157
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$363,955	\$378,955	\$623,986	\$625,157
C-4.2	Date of Reserve Approval in Minutes: 12/1/2015				
C-4.3	Amount to be added to the reserve	\$15,000	\$245,031	\$267,469	\$267,469
C-4.4	Date of Reserve Approval in Minutes: 2/11/2019				
C-4.5	<b>SUB-TOTAL</b>	<b>\$378,955</b>	<b>\$623,986</b>	<b>\$891,455</b>	<b>\$892,626</b>
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Engine Replacement			\$580,000	\$580,000
C-4.8	b. Septic (Emergency Func			\$100,000	
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$680,000</b>	<b>\$580,000</b>
C-4.12	Balance to be retained	\$378,955	\$623,986	\$211,455	\$312,626

## BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$405,233</b>	<b>\$2,342,141</b>	<b>\$780,000</b>	<b>\$580,000</b>

