

INFORMATION PACKET



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

INFORMATION PACKET



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

The Grid

A working draft of Council Meeting Agendas

July 17, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-meeting: Executive Session Minutes - July 3 Personnel					
Pre-meeting: Contractors' Licensing Board Candidate (Scott Warren)					
Approve July 3 Regular Meeting and July 3 Executive Session minutes					
Establishing a Public Hearing Date for August 7 to Authorize the Request to Apply for a Community Enhancement Grant through the Wyoming Business Council for the Lights on Hogadon Project.	C				
Establishing a Public Hearing Date for August 7 to Solicit Community Input for the Proposed Amendment to the FY 2017/2018 Annual Action Plan.	C				
Building Code Amendments. 3rd reading (7 ordinances)			C		
Authorizing a Contract for Professional Services with Hein-Bond LLC, in the Amount of \$65,650.00, for the Construction Administration Services for the Materials Recycling Facility Component of the Baler Building/MRF Expansion Project.				C	
Authorizing Change Order No. 1 with Raven Industries, Inc., in the Amount of \$19,153.27 for the Casper Balerfill Closure, Geosynthetics Manufacturer Project.				C	
Accepting a Grant from the Wyoming Governor's Big Game Coalition, in the Amount of \$10,000, to be Used to Fund Russian Olive Removal and Citizen Monitoring.				C	
Authorizing a Professional Services Agreement with Thyssenkrupp Elevator, in the Amount of \$74,979.72, for the Servicing of Elevators at City of Casper Facilities.				C	
Authorizing an Amendment to the Lease Agreement between the City of Casper and the Casper Skeet Club, Inc., Regarding the Size of the Leased Premises.				C	
Appointing Scott Warren, as the Electrical Master Representative Replacement for the Remaining Term of Robert Shade on the Contractors' Licensing and Appeals Board, which Expires December 31, 2020.					C

July 24, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
City-wide Operating Software (Michael Szewczyk)	Information Only	20 min	4:30
School Resource Officer MOU (Chief McPheeters)		20 min	4:50
CATC Route Modifications		20 min	5:10
Agenda Review		20 min	5:50
Legislative Update	Direction Requested	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Executive Session - Personnel			7:15
Approximate Ending Time			

The Grid

A working draft of Council Meeting Agendas

August 7, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Executive Session Minutes - July 24 Personnel					
Pre-meeting: Plains RFP					
Approve July 17 Meeting Minutes & July 24 Executive Session Minutes					
Establishing August 21, 2018, as the Public Hearing Date for Consideration of: New Resort Liquor License No. 8 for Trigild, Inc., d/b/a Hilton Garden Inn, Located at 1150 North Poplar Street.	C				
Authorize the Request to Apply for a Community Enhancement Grant through the Wyoming Business Council for the Lights on Hogadon Project.		CMR			
Community Input for the Proposed Amendment to the FY 2017/2018 Annual Action Plan.		CMR			
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.				C	
Authorizing an Agreement with HDR Engineering, Inc., in the Amount Not to Exceed \$75,000.00, for Water Rights/Water Supply Studies, Tasks, and Activities.				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation Poplar Street Bridge over BNSF Railroad Project.				C	
Authorizing the Acceptance of a Grant from the Edward Byrne Memorial Justice Assistance Grant, from the Department of Justice, Bureau of Justice Assistance, Office of Justice Programs, in the Amount of \$29,562, to be Shared with Natrona County.				C	
Authorizing a Lease Agreement between the City of Casper and the Casper Junior Football League for the Use of Crossroads Complex Fields 1, 2, and 3.				C	
Historic Preservation Strategic Plan (tentative)				C	
Authorizing a Contract for Professional Services with Golder Associates, Inc., in the Amount of _____, to Provide Environmental Consulting for Construction of the First Street Reach of the North Platte River Restoration Project. (tentative)				C	

August 14, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
WAM Resolutions - Discussion/Review (Councilmember Powell)		20 min	4:30
Open Containers Downtown (Chief McPheeters)		20 min	4:50
Restorative Justice Presentation (Chief McPheeters)		20 min	5:10
Agenda Review		20 min	5:30
Legislative Update	Information Only	20 min	5:50
Council Around the Table	Information Only	45 min	6:10
Executive Session - Personnel			6:55
Approximate Ending Time			

The Grid

A working draft of Council Meeting Agendas

August 21, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Executive Session Minutes - August 14 Personnel					
Approve August 7 Meeting Minutes & August 14 Executive Session Minutes					
New Resort Liquor License No. 8 for Trigild, Inc., d/b/a Hilton Garden Inn, Located at 1150 North Poplar Street.		CMR			

August 28, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
One Cent Survey Results & Suggested Projects	Direction Requested	20 min	4:30
Soil Compaction in Residential Areas - Draft Ordinance	Direction Requested	20 min	4:50
Innkeeper & Registration Ordinance	Direction Requested	20 min	5:10
Abandoned Vehicle Ordinance	Direction Requested	20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Executive Session - Personnel			7:15
Approximate Ending Time			

September 4, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Executive Session Minutes - August 28 Personnel					
Approve August 21 Meeting Minutes & August 28 Executive Session Minutes					

September 11, 2018**Councilmembers Absent:**

Meeting to be held at the Life Steps Campus at 4:00 p.m.			
Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
LifeSteps Campus Tour		30 min	4:00
UBER (Taxi Ordinance Change)		20 min	4:30
Smart Water Meters		20 min	5:50
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan		20 min	5:10
Agenda Review		20 min	5:30
Legislative Update	Information Only	20 min	5:50
Council Around the Table	Information Only	45 min	
Approximate Ending Time			

The Grid

A working draft of Council Meeting Agendas

September 18, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent	N = Item is <u>not</u> on Consent					

September 25, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Non-Motorized Transportation Plan (Bike/Pedestrian Plan Update)		20 min	4:30
Summer Pool Usage Discussion		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

Upcoming Work Session Agenda Items
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalties for Impound
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
6th Cent Funding Study
Wyoming Business Council Grant for Midwest
Property Code Revisions
Event Guide

2018 City of Casper and Natrona County 1% Survey

...helping organizations make better decisions since 1982

Findings
Report

Submitted to the City of Casper, Wyoming

by:

ETC Institute
725 W. Frontier Lane,
Olathe, Kansas
66061

June 2018



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Executive Summary i

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Overview and Methodology

ETC Institute administered a public opinion survey to residents in the City of Casper and Natrona County during the spring of 2018. The purpose of the survey was to gauge support for how One Cent dollars should be spent on various City and County programs and services.

The two-page survey was administered by mail and online to a random sample of households in Casper and Natrona County. The goal was the completion of at least 500 surveys. This goal was far exceeded, with 604 residents completing the survey. The results for the random sample of 604 households have a precision of at least +/- 4% at the 95% level of confidence.

Interpretation of “Don’t Know” Responses. Since the number of “don’t know” responses often reflects the utilization and awareness of city and county services, the percentage of “don’t know” responses has been provided in the tabular data section of this report. When the “don’t know” responses have been excluded, the text of this report will indicate that the responses have been excluded with the phrase “*who had an opinion.*”

Major Findings

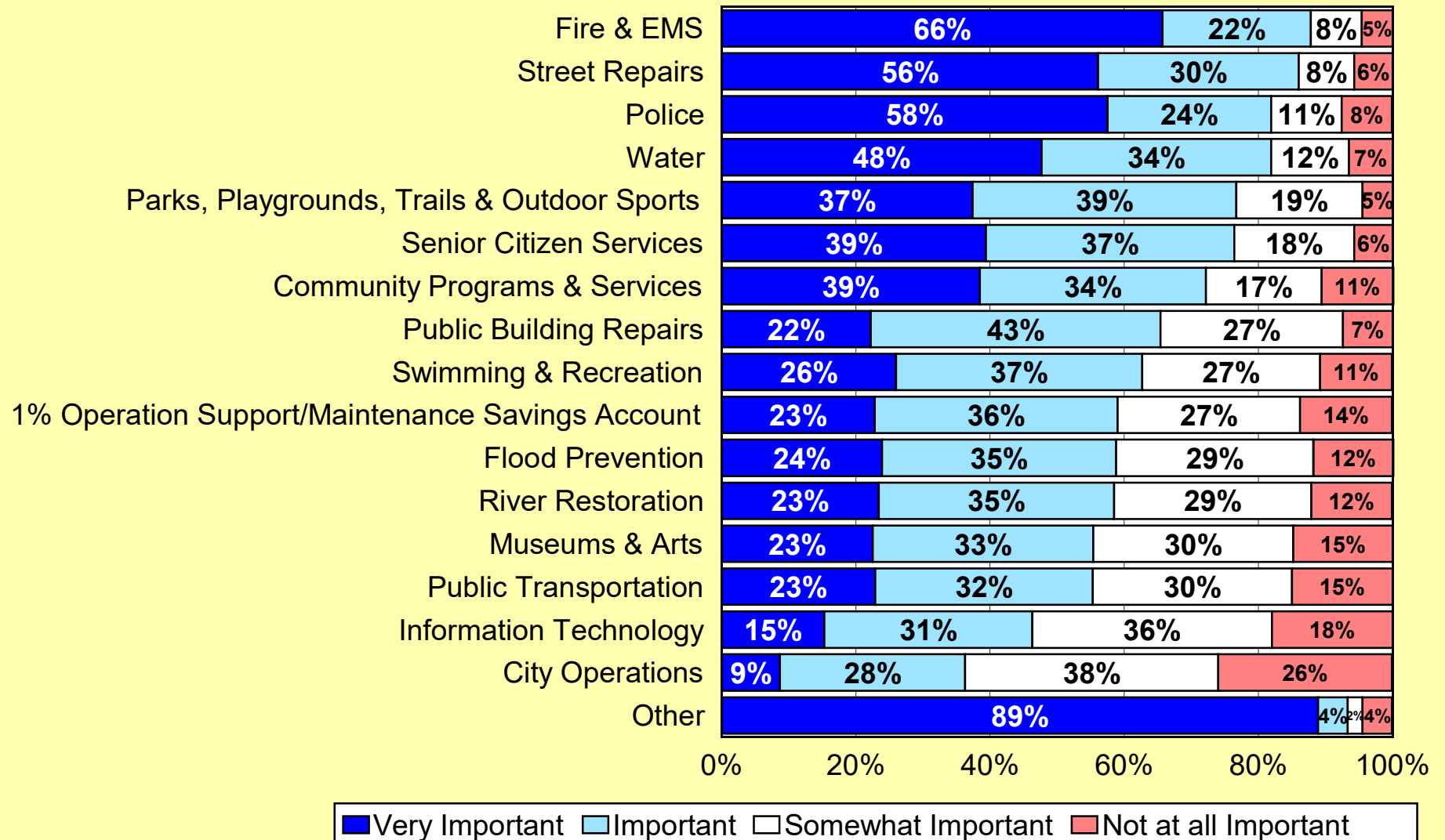
- **Importance of City Services Provided.** Eighty-eight percent (88%) of residents surveyed, *who had an opinion*, indicated that Fire and EMS services provided through the 1% sales tax were “very important” or “important” (rating of 3 or 4 on a 4-point scale). Other City services provided that residents felt were “very important” or “important” include: street repairs (86%), police (82%), water (82%), parks, playgrounds, trails and outdoor sports (76%), senior citizen services (76%), and community programs and services (73%). Residents indicated city operations was the least important City service provided through the 1% sales tax (37% felt it was “very important” or “important”).
- **Importance of County Services Provided.** Eighty-eight percent (88%) of residents surveyed, *who had an opinion*, indicated that roads and bridges provided through the 1% sales tax were “very important” or “important” (rating of 3 or 4 on a 4-point scale). Other County services provided that residents felt were “very important” or “important” include: Sheriff’s Department (84%), emergency management (83%), parks, trails, and recreation facilities (74%), and County health services (69%). Residents indicated information technology was the least important County service provided through the 1% sales tax (42% felt it was “very important” or “important”).

Section 1:

Charts and Graphs

Q1. Level of Importance of Various City Services Provided Through the 1% Sales Tax

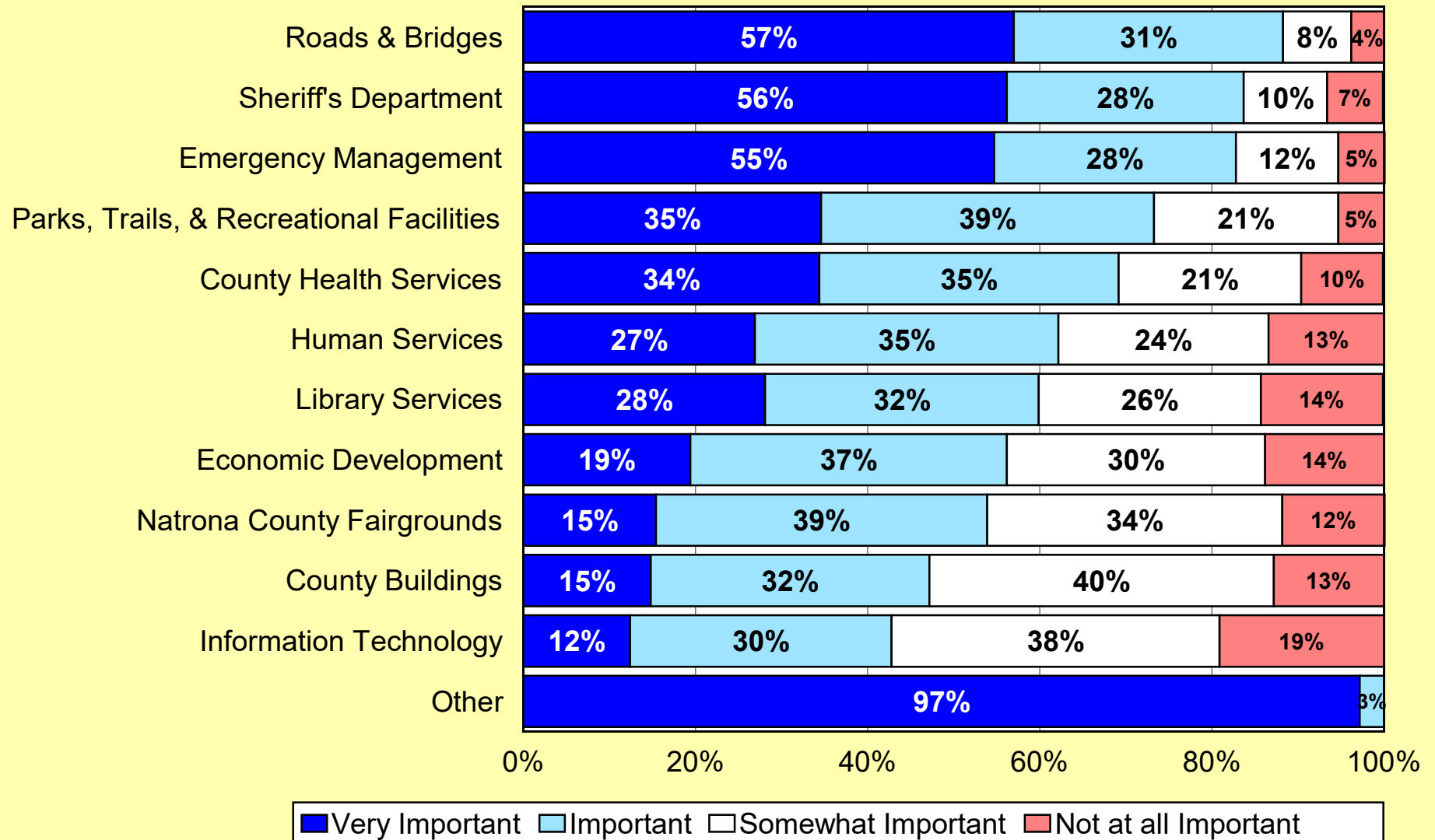
by percentage of respondents who rated the item as a 1 to 4 on a 4-point scale (excluding don't knows)



Source: ETC Institute (2018)

Q2. Level of Importance of Various County Services Provided Through the 1% Sales Tax

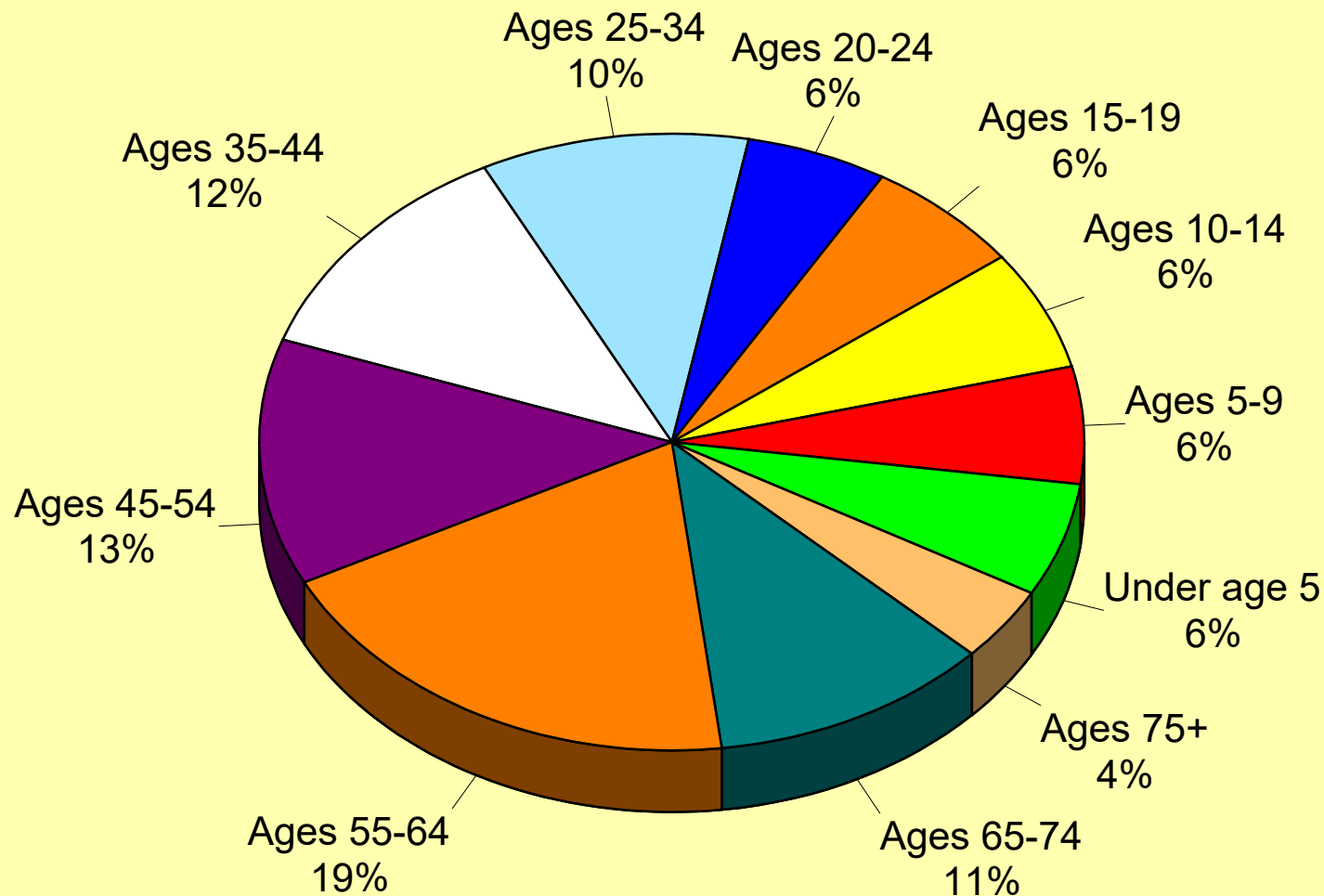
by percentage of respondents who rated the item as a 1 to 4 on a 4-point scale (excluding don't knows)



Source: ETC Institute (2018)

Q3. Demographics: Ages of People in Household

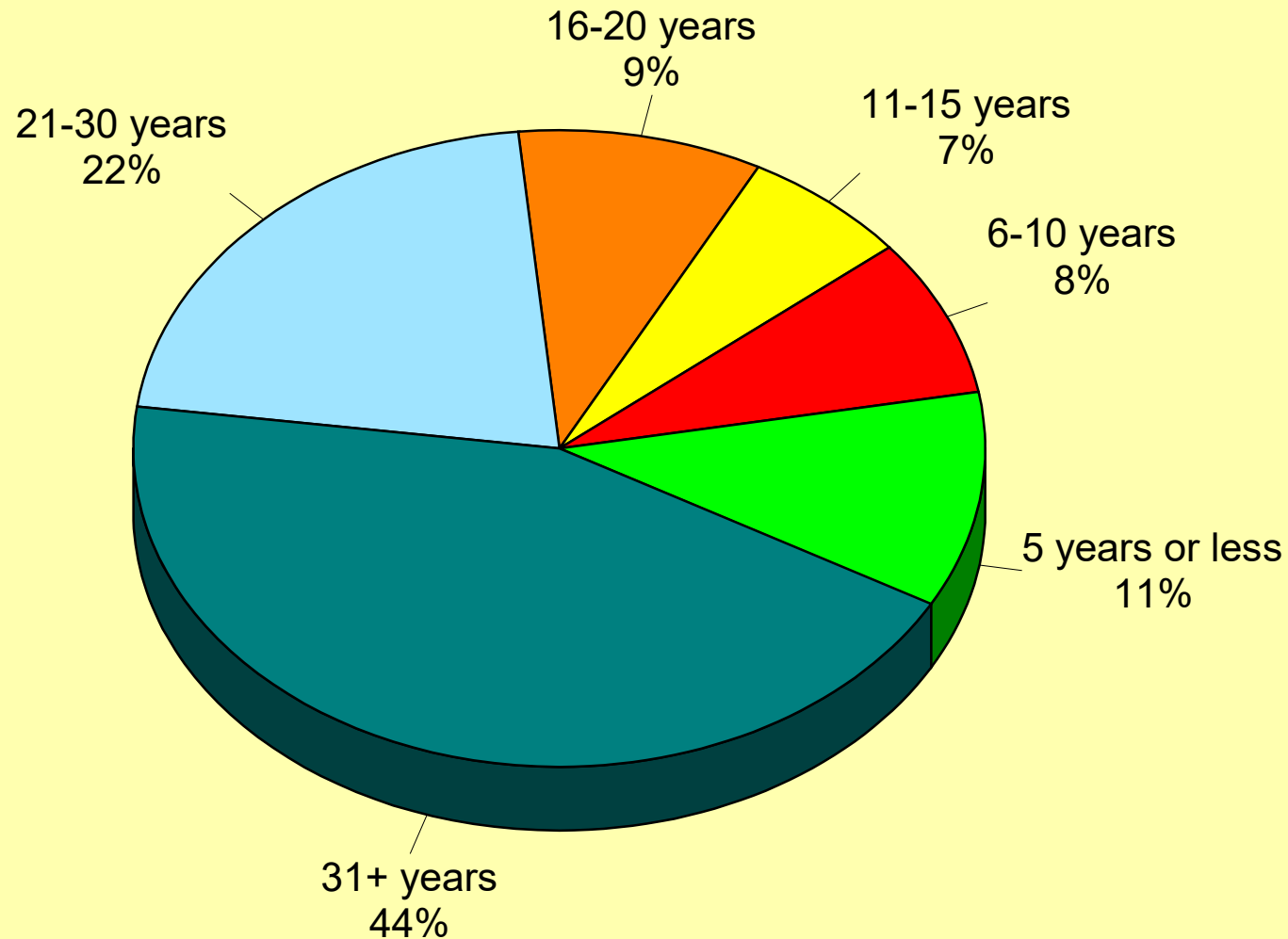
by percentage of respondents



Source: ETC Institute (2018)

Q4. Demographics: Approximately how many years have you lived in the City of Casper?

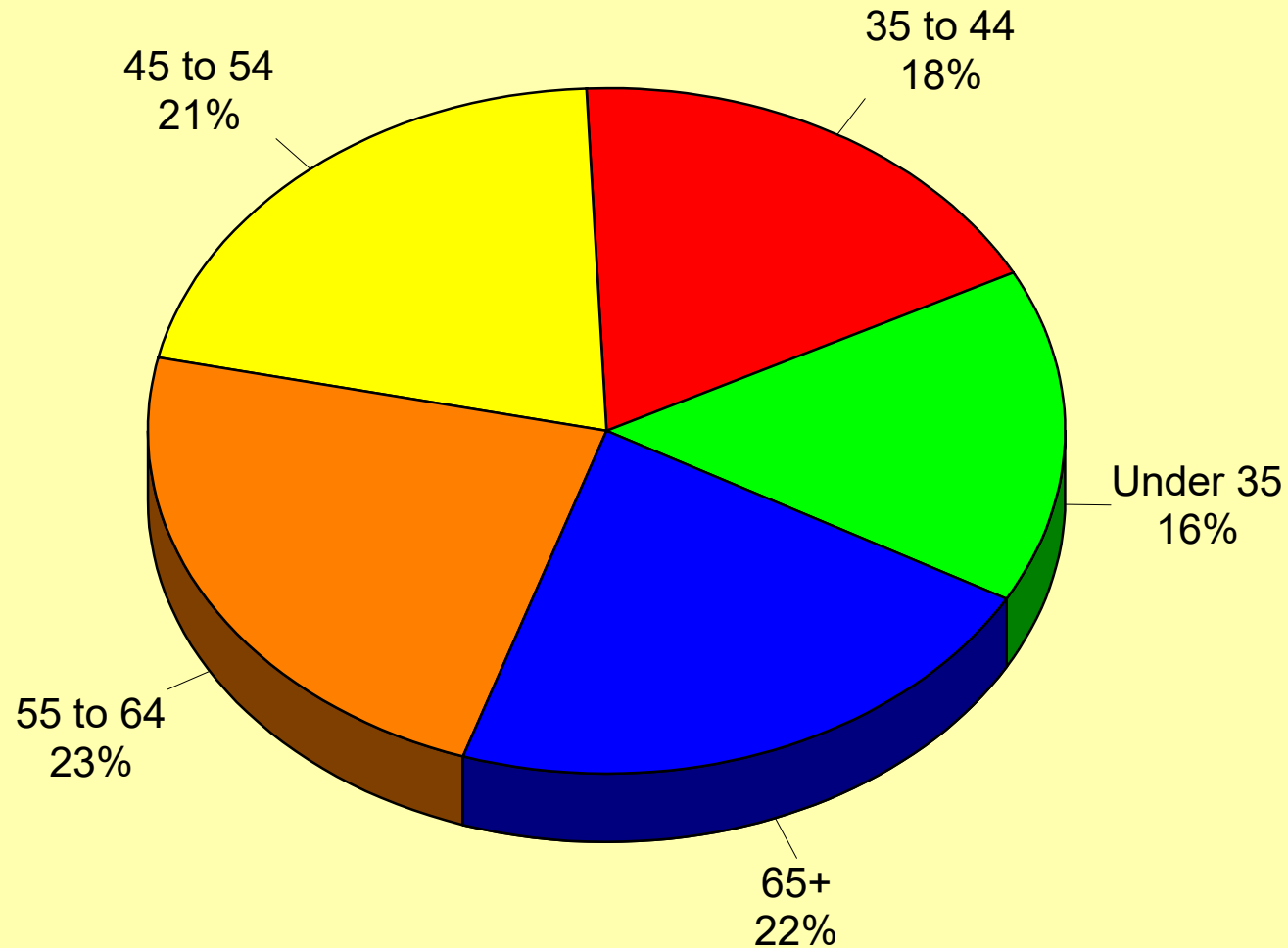
by percentage of respondents



Source: ETC Institute (2018)

Q5. Demographics: What is your age?

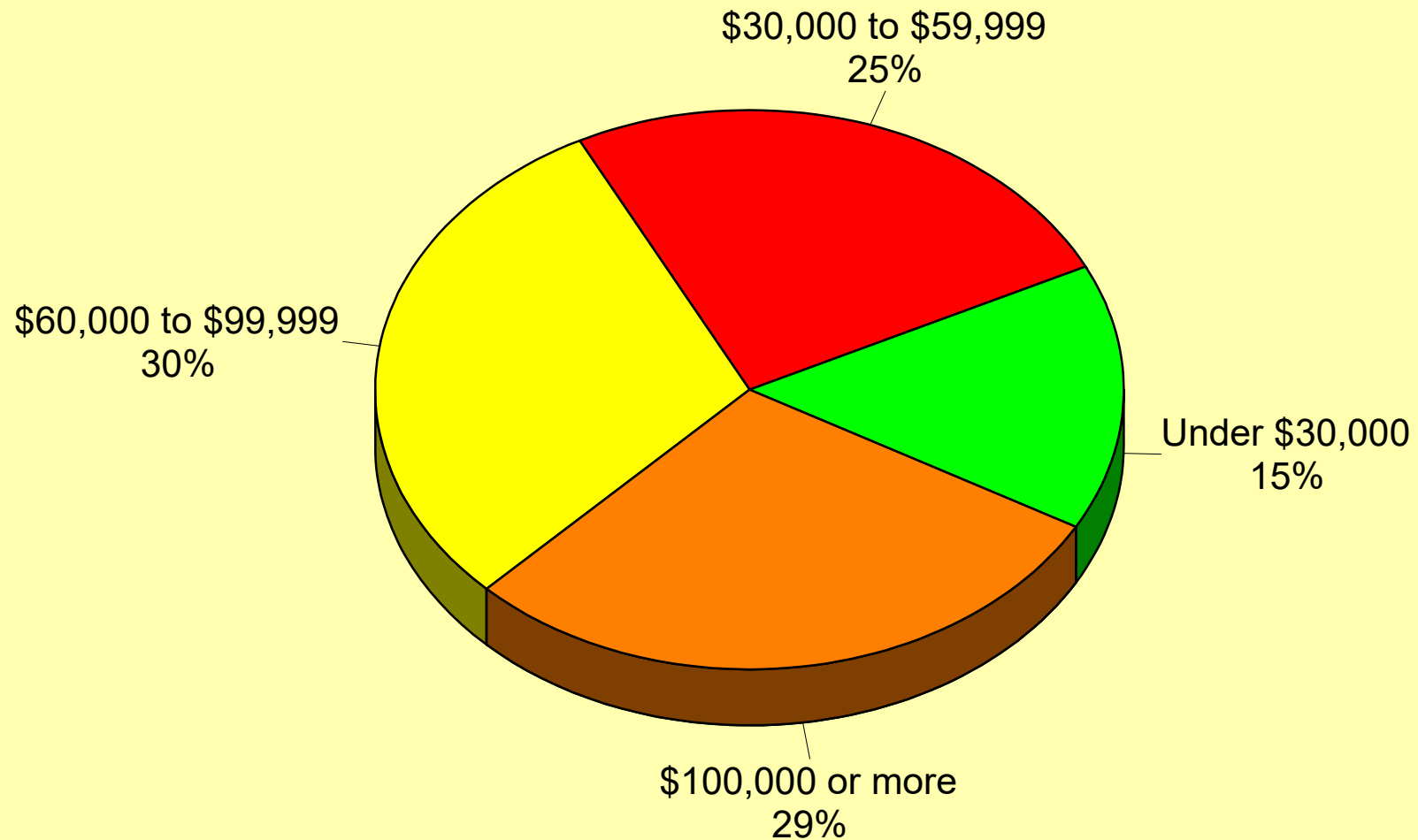
by percentage of respondents



Source: ETC Institute (2018)

Q6. Demographics: Would you say your total annual household income is:

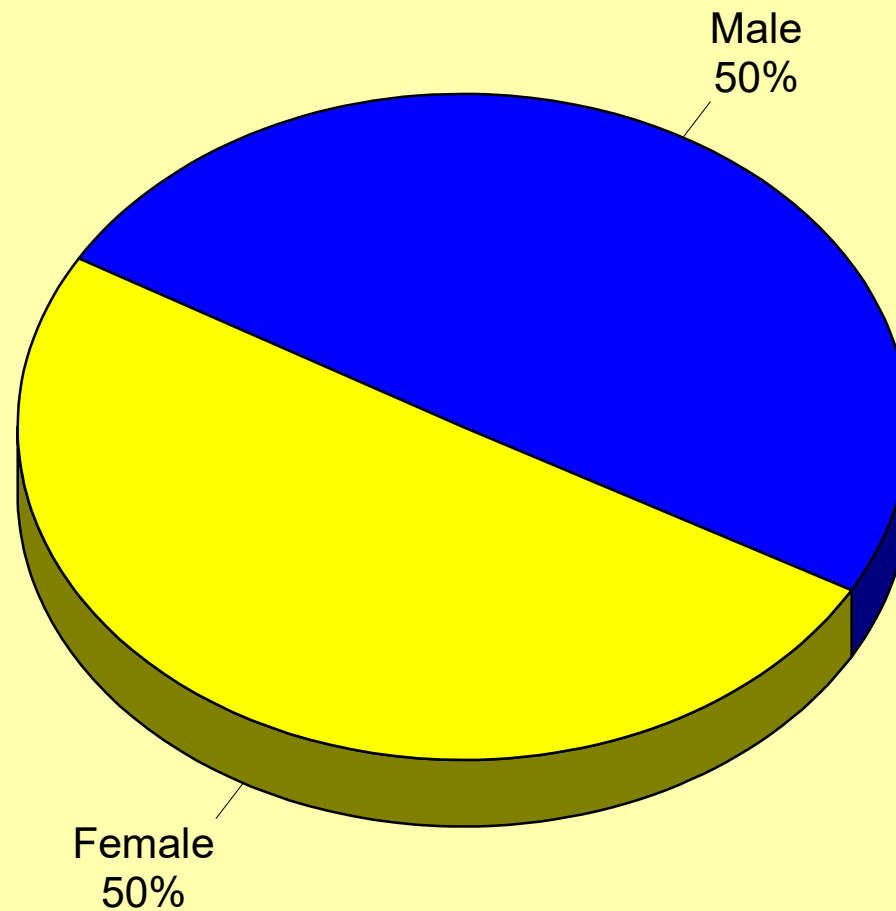
by percentage of respondents



Source: ETC Institute (2018)

Q7. Demographics: Your Gender

by percentage of respondents



Source: ETC Institute (2018)

Section 2:

Tabular Data

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

(N=604)

	Very important	Important	Somewhat important	Not at all important	Not provided
Q1-1. 1% Operation Support & Maintenance Savings Account: Savings account where only earned interest would be used to maintain & subsidize costs of 1% facilities	22.4%	35.4%	26.7%	13.4%	2.2%
Q1-2. City Operations: Subsidize operations related to employee costs	8.4%	26.8%	36.6%	25.2%	3.0%
Q1-3. Community Programs & Services: Facilities & equipment to provide health services, such as Community Health Center, Methamphetamine Treatment Center, & City/County Health Department as well as Support for agencies & programs that serve low income people including food banks, housing projects, & children at risk & purchase materials for the library	38.2%	33.4%	17.1%	10.6%	0.7%
Q1-4. Fire & EMS: Fire & emergency medical equipment to provide quick & effective emergency response	65.6%	22.0%	7.6%	4.6%	0.2%
Q1-5. Flood Prevention: Construct & maintain stormwater collection system	23.7%	34.6%	29.1%	11.8%	0.8%
Q1-6. Information Technology: Provide technology & data solutions to community in a secure, reliable & cost effective manner	15.2%	30.8%	35.4%	17.9%	0.7%
Q1-7. Museums & Arts: Support for existing museum buildings, public art, music, & history programs to enhance quality of life for residents & attract visitors	22.4%	32.8%	29.6%	14.7%	0.5%
Q1-8. Parks, Playgrounds, Trails & Outdoor Sports Facilities: Construction & equipment for maintenance of parks, playgrounds, trails, & athletic fields	37.3%	39.1%	18.7%	4.5%	0.5%
Q1-9. Police: Public safety equipment to prevent, respond to, & solve crimes	57.0%	24.2%	10.4%	7.5%	1.0%

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

	Very important	Important	Somewhat important	Not at all important	Not provided
Q1-10. Public Building Repairs: Protect existing public buildings built by one cent by replacing & maintaining roofs, windows, plumbing, & electrical systems	21.9%	42.5%	26.8%	7.3%	1.5%
Q1-11. Public Transportation: Support for public bus services	22.5%	32.0%	29.3%	14.7%	1.5%
Q1-12. River Restoration: Improvements to Platte River to prevent flooding & pollution	23.2%	34.8%	29.1%	11.9%	1.0%
Q1-13. Senior Citizen Services: Senior Citizen Center & Meals on Wheels	38.9%	36.6%	17.7%	5.6%	1.2%
Q1-14. Street Repairs: Maintain streets so they are safe, smooth, & efficiently move traffic	55.6%	29.6%	8.3%	5.6%	0.8%
Q1-15. Swimming & Recreation: Affordable recreation opportunities, including swimming pools, ice skating, & multi-use facilities	25.8%	36.4%	26.3%	10.6%	0.8%
Q1-16. Water: Maintain & repair water mains to lower the cost of water rates for all residents & businesses	47.2%	33.8%	11.4%	6.5%	1.2%
Q1-17. Other	88.9%	4.4%	2.2%	4.4%	0.0%

WITHOUT NOT PROVIDED

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important." (without "not provided")

(N=604)

	Very important	Important	Somewhat important	Not at all important
Q1-1. 1% Operation Support & Maintenance Savings Account: Savings account where only earned interest would be used to maintain & subsidize costs of 1% facilities	22.8%	36.2%	27.2%	13.7%
Q1-2. City Operations: Subsidize operations related to employee costs	8.7%	27.6%	37.7%	25.9%
Q1-3. Community Programs & Services: Facilities & equipment to provide health services, such as Community Health Center, Methamphetamine Treatment Center, & City/County Health Department as well as Support for agencies & programs that serve low income people including food banks, housing projects, & children at risk & purchase materials for the library	38.5%	33.7%	17.2%	10.7%
Q1-4. Fire & EMS: Fire & emergency medical equipment to provide quick & effective emergency response	65.7%	22.1%	7.6%	4.6%
Q1-5. Flood Prevention: Construct & maintain stormwater collection system	23.9%	34.9%	29.4%	11.9%
Q1-6. Information Technology: Provide technology & data solutions to community in a secure, reliable & cost effective manner	15.3%	31.0%	35.7%	18.0%
Q1-7. Museums & Arts: Support for existing museum buildings, public art, music, & history programs to enhance quality of life for residents & attract visitors	22.5%	32.9%	29.8%	14.8%
Q1-8. Parks, Playgrounds, Trails & Outdoor Sports Facilities: Construction & equipment for maintenance of parks, playgrounds, trails, & athletic fields	37.4%	39.3%	18.8%	4.5%
Q1-9. Police: Public safety equipment to prevent, respond to, & solve crimes	57.5%	24.4%	10.5%	7.5%
Q1-10. Public Building Repairs: Protect existing public buildings built by one cent by replacing & maintaining roofs, windows, plumbing, & electrical systems	22.2%	43.2%	27.2%	7.4%

WITHOUT NOT PROVIDED

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important." (without "not provided")

	Very important	Important	Somewhat important	Not at all important
Q1-11. Public Transportation: Support for public bus services	22.9%	32.4%	29.7%	15.0%
Q1-12. River Restoration: Improvements to Platte River to prevent flooding & pollution	23.4%	35.1%	29.4%	12.0%
Q1-13. Senior Citizen Services: Senior Citizen Center & Meals on Wheels	39.4%	37.0%	17.9%	5.7%
Q1-14. Street Repairs: Maintain streets so they are safe, smooth, & efficiently move traffic	56.1%	29.9%	8.3%	5.7%
Q1-15. Swimming & Recreation: Affordable recreation opportunities, including swimming pools, ice skating, & multi-use facilities	26.0%	36.7%	26.5%	10.7%
Q1-16. Water: Maintain & repair water mains to lower the cost of water rates for all residents & businesses	47.7%	34.2%	11.6%	6.5%
Q1-17. Other	88.9%	4.4%	2.2%	4.4%

Q1-17. Other

<u>Q1-17. Other</u>	<u>Number</u>	<u>Percent</u>
A new library	4	8.9 %
Snow removal	2	4.4 %
A library split the cost between City & County with our 1% money	1	2.2 %
Better fiscal accountability and transparency	1	2.2 %
CONTINUING EDUCATION FOR LAW ENFORCEMENT	1	2.2 %
CITY OF CASPER HIGHLAND CEMETERY	1	2.2 %
Solid goals and plans for the future of our community	1	2.2 %
Have City quit spending money on dumb stuff no one uses	1	2.2 %
RESIDENTIAL STREETS ARE IN NEED OF SERIOUS REPAIR	1	2.2 %
FIRE DEPT	1	2.2 %
ACTUALLY LOWER WATER RATES	1	2.2 %
MONEY WASTE ON SURVEYS	1	2.2 %
STOP WASTING MONEY ON DOWNTOWN BUSINESSES	1	2.2 %
ENTERTAINMENT FOR 15-20 YR OLD KIDS	1	2.2 %
PUT SIDEWALKS IN RESIDENTIAL NEIGHBORHOODS	1	2.2 %
Use the care fund to fix Ice Arena and Rec Center	1	2.2 %
Economic development/West Casper growth	1	2.2 %
Streets/alleys	1	2.2 %
Hogadon and Davis St Station	1	2.2 %
REMOVAL OF CLOSED GAS STATIONS	1	2.2 %
Better City planners	1	2.2 %
Schools	1	2.2 %
EARLY CHILDHOOD EDUCATION, CDC	1	2.2 %
Make sure of bldg already build but empty such as school	1	2.2 %
Repair potholes	1	2.2 %
Make our community more handicap accessible	1	2.2 %
Fix and maintain City streets	1	2.2 %
Take home vehicles for sheriff	1	2.2 %
Reduce government waste	1	2.2 %
Parkway/trees maintenance	1	2.2 %
Casper needs a rec center like Gillette	1	2.2 %
FIX STALLS AT FAIRGROUNDS	1	2.2 %
WE NEED A PETTING ZOO, 2 WATER PARK SPLASH PADS	1	2.2 %
LIBRARY AND HOMELESS	1	2.2 %
MORE NATURAL OFF LEASH AREAS FOR DOGS	1	2.2 %
STOP USING CHLORINE IN OUR WATER	1	2.2 %
SAVE MONEY AND PREVENT DEFICITS	1	2.2 %
BUS CATC	1	2.2 %
PUBLIC FACILITIES FOR FAMILY PLAYS	1	2.2 %
PLEASE STOP C.A.C. BUS FROM LIBRARY AREA	1	2.2 %
<u>CITY BEAUTIFICATION</u>	<u>1</u>	<u>2.2 %</u>
Total	45	100.0 %

Q2. Please indicate how important each of the following COUNTY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

(N=604)

	Very important	Important	Somewhat important	Not at all important	Not provided
Q2-1. County Buildings: Make changes so citizens can easily achieve timely services from County offices	14.6%	32.0%	39.4%	12.6%	1.5%
Q2-2. County Health Services: Use resources to assure quality, accessible, affordable health services to all citizens	34.1%	34.4%	21.0%	9.4%	1.0%
Q2-3. Economic Development: Support economic development & diversification in County	19.0%	36.1%	29.5%	13.6%	1.8%
Q2-4. Emergency Management: Emergency management operations & equipment to provide quick & effective emergency response & rescue throughout County	54.1%	27.8%	11.8%	5.3%	1.0%
Q2-5. Human Services: Support for agencies that serve low income people, solve social problems, & fill service gaps, with an emphasis on self-sufficiency	26.7%	34.9%	24.2%	13.2%	1.0%
Q2-6. Information Technology: Create a more accessible information public access system to County documents	12.3%	30.0%	37.6%	18.9%	1.3%
Q2-7. Library Services: Purchase materials, equipment, provide support for services, & create a reserve fund for Natrona County Public Library	27.8%	31.5%	25.5%	14.1%	1.2%
Q2-8. Natrona County Fairgrounds: Operations & maintenance at Natrona County Fairgrounds	15.2%	38.1%	33.9%	11.8%	1.0%
Q2-9. Parks, Trails, & Recreational Facilities: Support & enhance recreation areas in County	34.3%	38.4%	21.2%	5.3%	0.8%
Q2-10. Roads & Bridges: Maintain roads & bridges so they are safe & sound	56.5%	31.0%	7.8%	3.8%	1.0%
Q2-11. Sheriff's Department: Public safety operations & equipment to respond to citizens of Natrona County	55.5%	27.2%	9.6%	6.5%	1.3%
Q2-12. Other	97.2%	2.8%	0.0%	0.0%	0.0%

WITHOUT NOT PROVIDED

Q2. Please indicate how important each of the following COUNTY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important." (without "not provided")

(N=604)

	Very important	Important	Somewhat important	Not at all important
Q2-1. County Buildings: Make changes so citizens can easily achieve timely services from County offices	14.8%	32.4%	40.0%	12.8%
Q2-2. County Health Services: Use resources to assure quality, accessible, affordable health services to all citizens	34.4%	34.8%	21.2%	9.5%
Q2-3. Economic Development: Support economic development & diversification in County	19.4%	36.8%	30.0%	13.8%
Q2-4. Emergency Management: Emergency management operations & equipment to provide quick & effective emergency response & rescue throughout County	54.7%	28.1%	11.9%	5.4%
Q2-5. Human Services: Support for agencies that serve low income people, solve social problems, & fill service gaps, with an emphasis on self-sufficiency	26.9%	35.3%	24.4%	13.4%
Q2-6. Information Technology: Create a more accessible information public access system to County documents	12.4%	30.4%	38.1%	19.1%
Q2-7. Library Services: Purchase materials, equipment, provide support for services, & create a reserve fund for Natrona County Public Library	28.1%	31.8%	25.8%	14.2%
Q2-8. Natrona County Fairgrounds: Operations & maintenance at Natrona County Fairgrounds	15.4%	38.5%	34.3%	11.9%
Q2-9. Parks, Trails, & Recreational Facilities: Support & enhance recreation areas in County	34.6%	38.7%	21.4%	5.3%
Q2-10. Roads & Bridges: Maintain roads & bridges so they are safe & sound	57.0%	31.3%	7.9%	3.8%
Q2-11. Sheriff's Department: Public safety operations & equipment to respond to citizens of Natrona County	56.2%	27.5%	9.7%	6.5%
Q2-12. Other	97.2%	2.8%	0.0%	0.0%

Q2-12. Other

<u>Q2-12. Other</u>	<u>Number</u>	<u>Percent</u>
A new library	5	13.9 %
BUS CATC	1	2.8 %
COUNTY FIRE PROTECTION	1	2.8 %
Collect and use tax dollars, do not subsidize the rich	1	2.8 %
Create activities for youth in our community	1	2.8 %
DEVELOP MORE CAMPING ALONG PLATTE RIVER	1	2.8 %
Don't push snow into my driveway	1	2.8 %
ENCOURAGE CITIZENS TO BE PHYSICALLY ACTIVE	1	2.8 %
Fire protection	1	2.8 %
Fire services	1	2.8 %
Fix potholes in Fort Casper area	1	2.8 %
Fix the roads	1	2.8 %
Fort Caspar Museum and Nicolaysen Art Museum	1	2.8 %
Fund allocation to ensure funds are being used for what they are budgeted for	1	2.8 %
HEROIN TREATMENT	1	2.8 %
Hire better building planning staff	1	2.8 %
Hundreds of abused and neglected kids need help	1	2.8 %
Improved county assessor online system	1	2.8 %
MORE CAMPING AND OFF LEASH DOG PARKS	1	2.8 %
Make our community more handicap accessible	1	2.8 %
PAINT LINES ON ROADS	1	2.8 %
QUIT BUILDING THINGS THAT NEED SUBSIDIZED	1	2.8 %
STOP SUPPORTING DOWNTOWN DEVELOPMENT	1	2.8 %
Schools	1	2.8 %
Snow removal	1	2.8 %
Snow removal on all streets not just main toads	1	2.8 %
Solid goals and plans for the future of our community	1	2.8 %
Support for a new library building if the old building can be sold or reused	1	2.8 %
UPGRADE/PAVE DIRT ROADS	1	2.8 %
WASTEFUL SPENDING OF TAX DOLLARS	1	2.8 %
We need healthy ways to purify our water	1	2.8 %
Why is City paying to bring Fairground Company back to our community	1	2.8 %
Total	36	100.0 %

Q3. Including yourself, how many people in your household are...

	<u>Mean</u>	<u>Sum</u>
number	2.52	1499
Under age 5	0.15	88
Ages 5-9	0.15	88
Ages 10-14	0.16	97
Ages 15-19	0.16	96
Ages 20-24	0.14	83
Ages 25-34	0.26	154
Ages 35-44	0.31	186
Ages 45-54	0.32	189
Ages 55-64	0.49	290
Ages 65-74	0.28	169
Ages 75+	0.10	59

Q4. Approximately how many years have you lived in the City of Casper?

Q4. How many years have you lived in City of

<u>Casper</u>	<u>Number</u>	<u>Percent</u>
0-5	63	10.4 %
6-10	47	7.8 %
11-15	38	6.3 %
16-20	53	8.8 %
21-30	125	20.7 %
31+	256	42.4 %
<u>Not provided</u>	<u>22</u>	<u>3.6 %</u>
Total	604	100.0 %

WITHOUT NOT PROVIDED**Q4. Approximately how many years have you lived in the City of Casper? (without "not provided")**

Q4. How many years have you lived in City of

<u>Casper</u>	<u>Number</u>	<u>Percent</u>
0-5	63	10.8 %
6-10	47	8.1 %
11-15	38	6.5 %
16-20	53	9.1 %
21-30	125	21.5 %
31+	256	44.0 %
Total	582	100.0 %

Q5. What is your age?

<u>Q5. Your age</u>	<u>Number</u>	<u>Percent</u>
18-34	92	15.2 %
35-44	107	17.7 %
45-54	124	20.5 %
55-64	138	22.8 %
65+	129	21.4 %
Not provided	14	2.3 %
Total	604	100.0 %

WITHOUT NOT PROVIDED**Q5. What is your age? (without "not provided")**

<u>Q5. Your age</u>	<u>Number</u>	<u>Percent</u>
18-34	92	15.6 %
35-44	107	18.1 %
45-54	124	21.0 %
55-64	138	23.4 %
65+	129	21.9 %
Total	590	100.0 %

Q6. Would you say your total annual household income is...

<u>Q6. Your total annual household income</u>	<u>Number</u>	<u>Percent</u>
Under \$30K	85	14.1 %
\$30K to \$59,999	141	23.3 %
\$60K to \$99,999	169	28.0 %
\$100K+	164	27.2 %
Not provided	45	7.5 %
Total	604	100.0 %

WITHOUT NOT PROVIDED**Q6. Would you say your total annual household income is... (without "not provided")**

<u>Q6. Your total annual household income</u>	<u>Number</u>	<u>Percent</u>
Under \$30K	85	15.2 %
\$30K to \$59,999	141	25.2 %
\$60K to \$99,999	169	30.2 %
\$100K+	164	29.3 %
Total	559	100.0 %

Q7. Your gender:

Q7. Your gender	Number	Percent
Male	297	49.2 %
Female	300	49.7 %
Not provided	7	1.2 %
Total	604	100.0 %

WITHOUT NOT PROVIDED**Q7. Your gender: (without "not provided")**

Q7. Your gender	Number	Percent
Male	297	49.7 %
Female	300	50.3 %
Total	597	100.0 %

Section 3:

Survey Instrument



CITY OF CASPER

200 NORTH DAVID STREET
CASPER, WYOMING 82601
PHONE: (307) 235-8224
FAX: (307) 235-8313
www.cityofcasperwy.com



April 2018

Dear Casper and Natrona County Resident,

Your household has been randomly selected to participate in the 2018 City of Casper One Cent Survey. The City of Casper contracted with ETC Institute, a national market research firm that specializes in surveys for local governments, to conduct this survey. For more information on ETC Institute, please visit their website at: www.etcinstitute.com.

Every four years, the Casper and Natrona County residents are invited to share their views to generate a statistically accurate sample of overall community viewpoints as to how one cent dollars should be spent and we look forward to hearing your opinions and feedback on which City and County programs and services you would like to see your dollars benefit.

The enclosed short survey should take around 5-10 minutes to complete. Responses are strictly confidential and anonymous; the City and County will only receive overall results from the research firm. **Please return your completed survey within the next seven days using the enclosed postage-paid envelope or, if you prefer, you can take this survey online at: www.caspersurvey.org.**

If you have questions about this survey, please email the City of Casper at: ftremel@casperwy.gov or email ETC Institute at jason.morado@etcinstitute.com.

Your feedback is very important! This information we obtain is **critical** to our understanding of the current and future needs of our Casper residents. One Cent dollars are allocated according to the priorities set through this survey process. If you would like information on how the City has used this information in the past please visit onecentprocess.com. Thank you for taking the time to help the City and County prioritize One Cent allocations.

With Thanks,

Ray Pacheco
Mayor

John H. Lawson, Chairman
Board of Natrona County Commissioners



2018 City of Casper and Natrona County 1% Survey

Please take a few minutes to complete this survey. Your input is an important part of the City and County's on-going effort to involve citizens in long-range planning and investment decisions. You may also complete this survey on-line by going to caspersurvey.org. Thank you!

1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

		Very Important	Important	Somewhat Important	Not at all Important
01.	1% Operation Support and Maintenance Savings Account: Savings account where only earned interest would be used to maintain and subsidize costs of 1% facilities	4	3	2	1
02.	City Operations: Subsidize operations related to employee costs	4	3	2	1
03.	Community Programs and Services: Facilities and equipment to provide health services, such as the Community Health Center, the Methamphetamine Treatment Center, and the City/County Health Department as well as Support for Agencies and programs that serve low income people including food banks, housing projects, and children at risk and purchase materials for the library	4	3	2	1
04.	Fire and EMS: Fire and emergency medical equipment to provide quick and effective emergency response	4	3	2	1
05.	Flood Prevention: Construct and maintain the stormwater collection system	4	3	2	1
06.	Information Technology: Provide technology and data solutions to the community in a secure, reliable and cost effective manner	4	3	2	1
07.	Museums and Arts: Support for existing museum buildings, public art, music, and history programs to enhance the quality of life for residents and attract visitors	4	3	2	1
08.	Parks, Playgrounds, Trails and Outdoor Sports Facilities: Construction and equipment for maintenance of parks, playgrounds, trails, and athletic fields	4	3	2	1
09.	Police: Public safety equipment and facilities to prevent, respond to, and solve crimes	4	3	2	1
10.	Public Building Repairs: Protect existing public buildings built by one cent by replacing and maintaining roofs, windows, plumbing, and electrical systems	4	3	2	1
11.	Public Transportation: Support for public bus services	4	3	2	1
12.	River Restoration: Improvements to the Platte River to prevent flooding and pollution	4	3	2	1
13.	Senior Citizen Services: Senior Citizen Center and Meals on Wheels	4	3	2	1
14.	Street Repairs: Maintain streets so they are safe, smooth, and efficiently move traffic	4	3	2	1
15.	Swimming and Recreation: Affordable recreation opportunities, including swimming pools, ice skating, and multi-use facilities	4	3	2	1
16.	Water: Maintains and repairs water mains to lower the cost of water rates for all residents and businesses	4	3	2	1
17.	Other: _____	4	3	2	1

2. Please indicate how important each of the following COUNTY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

		Very Important	Important	Somewhat Important	Not at all Important
01.	County Buildings: Make changes so citizens can easily achieve timely services from county offices	4	3	2	1
02.	County Health Services: Use resources to assure quality, accessible, affordable health services to all citizens	4	3	2	1
03.	Economic Development: Support economic development and diversification in the County	4	3	2	1
04.	Emergency Management: Emergency management operations and equipment to provide quick and effective emergency response and rescue throughout the County	4	3	2	1
05.	Human Services: Support for agencies that serve low income people, solve social problems, and fill service gaps, with an emphasis on self-sufficiency	4	3	2	1
06.	Information Technology: Create a more accessible information public access system to county documents	4	3	2	1
07.	Library Services: Purchase materials, equipment, provide support for services, and create a reserve fund for the Natrona County Public Library	4	3	2	1
08.	Natrona County Fairgrounds: Operations and maintenance at the Natrona County Fairgrounds	4	3	2	1
09.	Parks, Trails, and Recreational Facilities: Support and enhance the recreation areas in the county	4	3	2	1
10.	Roads and Bridges: Maintain roads and bridges so they are safe and sound	4	3	2	1
11.	Sheriff's Department: Public safety operations and equipment to respond to citizens of Natrona County	4	3	2	1
12.	Other: _____	4	3	2	1

DEMOGRAPHICS

3. Including yourself, how many people in your household are...

Under age 5: _____ Ages 15-19: _____ Ages 35-44: _____ Ages 65-74: _____
 Ages 5-9: _____ Ages 20-24: _____ Ages 45-54: _____ Ages 75+: _____
 Ages 10-14: _____ Ages 25-34: _____ Ages 55-64: _____

4. Approximately how many years have you lived in the City of Casper? _____ years

5. What is your age? _____ years

6. Would you say your total annual household income is...

____(1) Under \$30,000 ____ (2) \$30,000 to \$59,999 ____ (3) \$60,000 to \$99,999 ____ (4) \$100,000 or more

7. Your gender: ____ (1) Male ____ (2) Female

This concludes the survey – Thank you for your time!

Please return your completed survey in the enclosed postage-paid envelope addressed to:
 ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

(N=604)

	Very important	Important	Somewhat important	Not at all important	Not provided
Q1-1. 1% Operation Support & Maintenance Savings Account: Savings account where only earned interest would be used to maintain & subsidize costs of 1% facilities	22.4%	35.4%	26.7%	13.4%	2.2%
Q1-2. City Operations: Subsidize operations related to employee costs	8.4%	26.8%	36.6%	25.2%	3.0%
Q1-3. Community Programs & Services: Facilities & equipment to provide health services, such as Community Health Center, Methamphetamine Treatment Center, & City/County Health Department as well as Support for agencies & programs that serve low income people including food banks, housing projects, & children at risk & purchase materials for the library	38.2%	33.4%	17.1%	10.6%	0.7%
Q1-4. Fire & EMS: Fire & emergency medical equipment to provide quick & effective emergency response	65.6%	22.0%	7.6%	4.6%	0.2%
Q1-5. Flood Prevention: Construct & maintain stormwater collection system	23.7%	34.6%	29.1%	11.8%	0.8%
Q1-6. Information Technology: Provide technology & data solutions to community in a secure, reliable & cost effective manner	15.2%	30.8%	35.4%	17.9%	0.7%
Q1-7. Museums & Arts: Support for existing museum buildings, public art, music, & history programs to enhance quality of life for residents & attract visitors	22.4%	32.8%	29.6%	14.7%	0.5%
Q1-8. Parks, Playgrounds, Trails & Outdoor Sports Facilities: Construction & equipment for maintenance of parks, playgrounds, trails, & athletic fields	37.3%	39.1%	18.7%	4.5%	0.5%
Q1-9. Police: Public safety equipment to prevent, respond to, & solve crimes	57.0%	24.2%	10.4%	7.5%	1.0%

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

	Very important	Important	Somewhat important	Not at all important	Not provided
Q1-10. Public Building Repairs: Protect existing public buildings built by one cent by replacing & maintaining roofs, windows, plumbing, & electrical systems	21.9%	42.5%	26.8%	7.3%	1.5%
Q1-11. Public Transportation: Support for public bus services	22.5%	32.0%	29.3%	14.7%	1.5%
Q1-12. River Restoration: Improvements to Platte River to prevent flooding & pollution	23.2%	34.8%	29.1%	11.9%	1.0%
Q1-13. Senior Citizen Services: Senior Citizen Center & Meals on Wheels	38.9%	36.6%	17.7%	5.6%	1.2%
Q1-14. Street Repairs: Maintain streets so they are safe, smooth, & efficiently move traffic	55.6%	29.6%	8.3%	5.6%	0.8%
Q1-15. Swimming & Recreation: Affordable recreation opportunities, including swimming pools, ice skating, & multi-use facilities	25.8%	36.4%	26.3%	10.6%	0.8%
Q1-16. Water: Maintain & repair water mains to lower the cost of water rates for all residents & businesses	47.2%	33.8%	11.4%	6.5%	1.2%
Q1-17. Other	88.9%	4.4%	2.2%	4.4%	0.0%

WITHOUT NOT PROVIDED

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important." (without "not provided")

(N=604)

	Very important	Important	Somewhat important	Not at all important
Q1-1. 1% Operation Support & Maintenance Savings Account: Savings account where only earned interest would be used to maintain & subsidize costs of 1% facilities	22.8%	36.2%	27.2%	13.7%
Q1-2. City Operations: Subsidize operations related to employee costs	8.7%	27.6%	37.7%	25.9%
Q1-3. Community Programs & Services: Facilities & equipment to provide health services, such as Community Health Center, Methamphetamine Treatment Center, & City/County Health Department as well as Support for agencies & programs that serve low income people including food banks, housing projects, & children at risk & purchase materials for the library	38.5%	33.7%	17.2%	10.7%
Q1-4. Fire & EMS: Fire & emergency medical equipment to provide quick & effective emergency response	65.7%	22.1%	7.6%	4.6%
Q1-5. Flood Prevention: Construct & maintain stormwater collection system	23.9%	34.9%	29.4%	11.9%
Q1-6. Information Technology: Provide technology & data solutions to community in a secure, reliable & cost effective manner	15.3%	31.0%	35.7%	18.0%
Q1-7. Museums & Arts: Support for existing museum buildings, public art, music, & history programs to enhance quality of life for residents & attract visitors	22.5%	32.9%	29.8%	14.8%
Q1-8. Parks, Playgrounds, Trails & Outdoor Sports Facilities: Construction & equipment for maintenance of parks, playgrounds, trails, & athletic fields	37.4%	39.3%	18.8%	4.5%
Q1-9. Police: Public safety equipment to prevent, respond to, & solve crimes	57.5%	24.4%	10.5%	7.5%
Q1-10. Public Building Repairs: Protect existing public buildings built by one cent by replacing & maintaining roofs, windows, plumbing, & electrical systems	22.2%	43.2%	27.2%	7.4%

WITHOUT NOT PROVIDED

Q1. Please indicate how important each of the following CITY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important." (without "not provided")

	Very important	Important	Somewhat important	Not at all important
Q1-11. Public Transportation: Support for public bus services	22.9%	32.4%	29.7%	15.0%
Q1-12. River Restoration: Improvements to Platte River to prevent flooding & pollution	23.4%	35.1%	29.4%	12.0%
Q1-13. Senior Citizen Services: Senior Citizen Center & Meals on Wheels	39.4%	37.0%	17.9%	5.7%
Q1-14. Street Repairs: Maintain streets so they are safe, smooth, & efficiently move traffic	56.1%	29.9%	8.3%	5.7%
Q1-15. Swimming & Recreation: Affordable recreation opportunities, including swimming pools, ice skating, & multi-use facilities	26.0%	36.7%	26.5%	10.7%
Q1-16. Water: Maintain & repair water mains to lower the cost of water rates for all residents & businesses	47.7%	34.2%	11.6%	6.5%
Q1-17. Other	88.9%	4.4%	2.2%	4.4%

Q1-17. Other

Q1-17. Other	Number	Percent
A new library	4	8.9 %
Snow removal	2	4.4 %
A library split the cost between City & County with our 1% money	1	2.2 %
Better fiscal accountability and transparency	1	2.2 %
CONTINUING EDUCATION FOR LAW ENFORCEMENT	1	2.2 %
CITY OF CASPER HIGHLAND CEMETERY	1	2.2 %
Solid goals and plans for the future of our community	1	2.2 %
Have City quit spending money on dumb stuff no one uses	1	2.2 %
RESIDENTIAL STREETS ARE IN NEED OF SERIOUS REPAIR	1	2.2 %
FIRE DEPT	1	2.2 %
ACTUALLY LOWER WATER RATES	1	2.2 %
MONEY WASTE ON SURVEYS	1	2.2 %
STOP WASTING MONEY ON DOWNTOWN BUSINESSES	1	2.2 %
ENTERTAINMENT FOR 15-20 YR OLD KIDS	1	2.2 %
PUT SIDEWALKS IN RESIDENTIAL NEIGHBORHOODS	1	2.2 %
Use the care fund to fix Ice Arena and Rec Center	1	2.2 %
Economic development/West Casper growth	1	2.2 %
Streets/alleys	1	2.2 %
Hogadon and Davis St Station	1	2.2 %
REMOVAL OF CLOSED GAS STATIONS	1	2.2 %
Better City planners	1	2.2 %
Schools	1	2.2 %
EARLY CHILDHOOD EDUCATION, CDC	1	2.2 %
Make sure of bldg already build but empty such as school	1	2.2 %
Repair potholes	1	2.2 %
Make our community more handicap accessible	1	2.2 %
Fix and maintain City streets	1	2.2 %
Take home vehicles for sheriff	1	2.2 %
Reduce government waste	1	2.2 %
Parkway/trees maintenance	1	2.2 %
Casper needs a rec center like Gillette	1	2.2 %
FIX STALLS AT FAIRGROUNDS	1	2.2 %
WE NEED A PETTING ZOO, 2 WATER PARK SPLASH PADS	1	2.2 %
LIBRARY AND HOMELESS	1	2.2 %
MORE NATURAL OFF LEASH AREAS FOR DOGS	1	2.2 %
STOP USING CHLORINE IN OUR WATER	1	2.2 %
SAVE MONEY AND PREVENT DEFICITS	1	2.2 %
BUS CATC	1	2.2 %
PUBLIC FACILITIES FOR FAMILY PLAYS	1	2.2 %
PLEASE STOP C.A.C. BUS FROM LIBRARY AREA	1	2.2 %
CITY BEAUTIFICATION	1	2.2 %
Total	45	100.0 %

Q2. Please indicate how important each of the following COUNTY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important."

(N=604)

	Very important	Important	Somewhat important	Not at all important	Not provided
Q2-1. County Buildings: Make changes so citizens can easily achieve timely services from County offices	14.6%	32.0%	39.4%	12.6%	1.5%
Q2-2. County Health Services: Use resources to assure quality, accessible, affordable health services to all citizens	34.1%	34.4%	21.0%	9.4%	1.0%
Q2-3. Economic Development: Support economic development & diversification in County	19.0%	36.1%	29.5%	13.6%	1.8%
Q2-4. Emergency Management: Emergency management operations & equipment to provide quick & effective emergency response & rescue throughout County	54.1%	27.8%	11.8%	5.3%	1.0%
Q2-5. Human Services: Support for agencies that serve low income people, solve social problems, & fill service gaps, with an emphasis on self-sufficiency	26.7%	34.9%	24.2%	13.2%	1.0%
Q2-6. Information Technology: Create a more accessible information public access system to County documents	12.3%	30.0%	37.6%	18.9%	1.3%
Q2-7. Library Services: Purchase materials, equipment, provide support for services, & create a reserve fund for Natrona County Public Library	27.8%	31.5%	25.5%	14.1%	1.2%
Q2-8. Natrona County Fairgrounds: Operations & maintenance at Natrona County Fairgrounds	15.2%	38.1%	33.9%	11.8%	1.0%
Q2-9. Parks, Trails, & Recreational Facilities: Support & enhance recreation areas in County	34.3%	38.4%	21.2%	5.3%	0.8%
Q2-10. Roads & Bridges: Maintain roads & bridges so they are safe & sound	56.5%	31.0%	7.8%	3.8%	1.0%
Q2-11. Sheriff's Department: Public safety operations & equipment to respond to citizens of Natrona County	55.5%	27.2%	9.6%	6.5%	1.3%
Q2-12. Other	97.2%	2.8%	0.0%	0.0%	0.0%

WITHOUT NOT PROVIDED

Q2. Please indicate how important each of the following COUNTY services provided through the 1% Sales Tax is to you and the members of your household using a scale of 1 to 4, where 4 means "Very Important" and 1 means "Not at all Important." (without "not provided")

(N=604)

	Very important	Important	Somewhat important	Not at all important
Q2-1. County Buildings: Make changes so citizens can easily achieve timely services from County offices	14.8%	32.4%	40.0%	12.8%
Q2-2. County Health Services: Use resources to assure quality, accessible, affordable health services to all citizens	34.4%	34.8%	21.2%	9.5%
Q2-3. Economic Development: Support economic development & diversification in County	19.4%	36.8%	30.0%	13.8%
Q2-4. Emergency Management: Emergency management operations & equipment to provide quick & effective emergency response & rescue throughout County	54.7%	28.1%	11.9%	5.4%
Q2-5. Human Services: Support for agencies that serve low income people, solve social problems, & fill service gaps, with an emphasis on self-sufficiency	26.9%	35.3%	24.4%	13.4%
Q2-6. Information Technology: Create a more accessible information public access system to County documents	12.4%	30.4%	38.1%	19.1%
Q2-7. Library Services: Purchase materials, equipment, provide support for services, & create a reserve fund for Natrona County Public Library	28.1%	31.8%	25.8%	14.2%
Q2-8. Natrona County Fairgrounds: Operations & maintenance at Natrona County Fairgrounds	15.4%	38.5%	34.3%	11.9%
Q2-9. Parks, Trails, & Recreational Facilities: Support & enhance recreation areas in County	34.6%	38.7%	21.4%	5.3%
Q2-10. Roads & Bridges: Maintain roads & bridges so they are safe & sound	57.0%	31.3%	7.9%	3.8%
Q2-11. Sheriff's Department: Public safety operations & equipment to respond to citizens of Natrona County	56.2%	27.5%	9.7%	6.5%
Q2-12. Other	97.2%	2.8%	0.0%	0.0%

Q2-12. Other

Q2-12. Other	Number	Percent
A new library	5	13.9 %
BUS CATC	1	2.8 %
COUNTY FIRE PROTECTION	1	2.8 %
Collect and use tax dollars, do not subsidize the rich	1	2.8 %
Create activities for youth in our community	1	2.8 %
DEVELOP MORE CAMPING ALONG PLATTE RIVER	1	2.8 %
Don't push snow into my driveway	1	2.8 %
ENCOURAGE CITIZENS TO BE PHYSICALLY ACTIVE	1	2.8 %
Fire protection	1	2.8 %
Fire services	1	2.8 %
Fix potholes in Fort Casper area	1	2.8 %
Fix the roads	1	2.8 %
Fort Caspar Museum and Nicolaysen Art Museum	1	2.8 %
Fund allocation to ensure funds are being used for what they are budgeted for	1	2.8 %
HEROIN TREATMENT	1	2.8 %
Hire better building planning staff	1	2.8 %
Hundreds of abused and neglected kids need help	1	2.8 %
Improved county assessor online system	1	2.8 %
MORE CAMPING AND OFF LEASH DOG PARKS	1	2.8 %
Make our community more handicap accessible	1	2.8 %
PAINT LINES ON ROADS	1	2.8 %
QUIT BUILDING THINGS THAT NEED SUBSIDIZED	1	2.8 %
STOP SUPPORTING DOWNTOWN DEVELOPMENT	1	2.8 %
Schools	1	2.8 %
Snow removal	1	2.8 %
Snow removal on all streets not just main toads	1	2.8 %
Solid goals and plans for the future of our community	1	2.8 %
Support for a new library building if the old building can be sold or reused	1	2.8 %
UPGRADE/PAVE DIRT ROADS	1	2.8 %
WASTEFUL SPENDING OF TAX DOLLARS	1	2.8 %
We need healthy ways to purify our water	1	2.8 %
Why is City paying to bring Fairground Company back to our community	1	2.8 %
Total	36	100.0 %

Q3. Including yourself, how many people in your household are...

	Mean	Sum
number	2.52	1499
Under age 5	0.15	88
Ages 5-9	0.15	88
Ages 10-14	0.16	97
Ages 15-19	0.16	96
Ages 20-24	0.14	83
Ages 25-34	0.26	154
Ages 35-44	0.31	186
Ages 45-54	0.32	189
Ages 55-64	0.49	290
Ages 65-74	0.28	169
Ages 75+	0.10	59

Q4. Approximately how many years have you lived in the City of Casper?

Q4. How many years have you lived in City of

Casper	Number	Percent
0-5	63	10.4 %
6-10	47	7.8 %
11-15	38	6.3 %
16-20	53	8.8 %
21-30	125	20.7 %
31+	256	42.4 %
Not provided	22	3.6 %
Total	604	100.0 %

WITHOUT NOT PROVIDED

Q4. Approximately how many years have you lived in the City of Casper? (without "not provided")

Q4. How many years have you lived in City of

Casper	Number	Percent
0-5	63	10.8 %
6-10	47	8.1 %
11-15	38	6.5 %
16-20	53	9.1 %
21-30	125	21.5 %
31+	256	44.0 %
Total	582	100.0 %

Q5. What is your age?

Q5. Your age	Number	Percent
18-34	92	15.2 %
35-44	107	17.7 %
45-54	124	20.5 %
55-64	138	22.8 %
65+	129	21.4 %
Not provided	14	2.3 %
Total	604	100.0 %

WITHOUT NOT PROVIDED

Q5. What is your age? (without "not provided")

Q5. Your age	Number	Percent
18-34	92	15.6 %
35-44	107	18.1 %
45-54	124	21.0 %
55-64	138	23.4 %
65+	129	21.9 %
Total	590	100.0 %

Q6. Would you say your total annual household income is...

Q6. Your total annual household income	Number	Percent
Under \$30K	85	14.1 %
\$30K to \$59,999	141	23.3 %
\$60K to \$99,999	169	28.0 %
\$100K+	164	27.2 %
Not provided	45	7.5 %
Total	604	100.0 %

WITHOUT NOT PROVIDED

Q6. Would you say your total annual household income is... (without "not provided")

Q6. Your total annual household income	Number	Percent
Under \$30K	85	15.2 %
\$30K to \$59,999	141	25.2 %
\$60K to \$99,999	169	30.2 %
\$100K+	164	29.3 %
Total	559	100.0 %

Q7. Your gender:

<u>Q7. Your gender</u>	<u>Number</u>	<u>Percent</u>
Male	297	49.2 %
Female	300	49.7 %
Not provided	7	1.2 %
Total	604	100.0 %

WITHOUT NOT PROVIDED

Q7. Your gender: (without "not provided")

<u>Q7. Your gender</u>	<u>Number</u>	<u>Percent</u>
Male	297	49.7 %
Female	300	50.3 %
Total	597	100.0 %



**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
YEAR-END MEETING MINUTES**

Friday, June 29, 2018

12:00 Noon

2435 King Blvd, Big Horn Conference Room

Present: Reed Merschat, Bryce Row, Ed Opella, Scott Sissman, and Doug Follick
Jerad Stack (via proxy)
Excused Absent: Ben Schrader, Bob Chynoweth, and Bob Hopkins
Others Present: Renee Hahn, Executive Director

With a quorum in attendance, the meeting was called to order at 12:00 pm by Secretary Merschat. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the June 29, 2018 Fiscal Year-End Report were presented by Ms. Hahn. It was noted that this report would be considered the year-end financials for the year ending June 29, 2018. A motion was made by Mr. Follick and seconded by Mr. Opella to accept the report as presented. There being no discussion, the motion carried with all members in attendance voting aye. (Copy attached to minutes).

- Ms Hahn found an error on the Treasurer's Report after the meeting, with check number 4471 in the amount of \$99.99 payable to Ms. Hahn. The correct amount should have been \$99.00. Ms. Hahn rectified the error by reimbursing petty cash by \$.99 on July 5, 2018.

2. Proposed FY2018-2019 Budget

Ms. Hahn opened the discussion by reviewing the requested changes by ARAJPB's Financial Investment Committee for the 2018-2019 Budget.

- \$75,600 is the Executive Director's approved salary for the entire 2018-2019 budget year, though the budget line item was amended to \$80,000 along with FICA, Medicare being corrected to match the new amended amount. Paid Time-Off (PTO) will remain at 25 days for sick and vacation days combined, but with the allowance to carry-over 40 hours at the close of each year. This balance will never be allowed to accumulate and exceed 40 hours going forward.
- Removal of Unrealized Gain/Loss on investments for budgeting purposes.

A motion was made by Mr. Follick and seconded by Mr. Row to approve the amended budget items listed above. There being no discussion, the motion carried with all members in attendance voting aye.

Any further questions or concerns should be asked prior to the Budget Hearing scheduled for July 11th.

3. Architectural Committee

Mr. Opella stated "an email was received from the Property Manager of the Platte River Business Plaza asking for permission to allow two political signs and two office leasing signs that were not previously approved by ARAJPB". Mr. Opella stated "none of the signs follow the Platte River Commons Design Guidelines".

A motion was made by Mr. Opella and seconded by Mr. Sissman to continue adhering to the design guidelines in the Platte River Commons (PRC) which would not allow any political signage of any sort on the property being a governmental entity. After discussion, ARAJPB is allowing the Platte River Business Plaza permission to keep the two leasing signs and have them remain in place with the following condition; the signs will be removed once the building is leased, since they were not built within the design guidelines specifications. There being no further discussion, the motion carried with all members in attendance voting aye.

ARAJPB asked Ms. Hahn to notify the Platte River Business Plaza that permission was granted to continue to have their leasing signs in the front and rear of the building, with the above stated condition.

ARAJPB requires all signs to be pre-approved by the ARAJPB Architectural Committee following the design guidelines for the PRC. It is the sign owner's responsibility to contact 811 prior to digging and ground penetration. A reminder notice of the design guidelines will also be sent to all the other current tenants located on the PRC.

Three Crowns Committee

Mr. Follick informed ARAJPB that Mr. Neuenschwander had given his 30-day notice as the consultant hired for Three Crowns. He will be resigning at the end of July and has officially submitted his resignation letter to ARAJPB.

4. Future Meeting Dates

Secretary Merschatt reviewed the various meeting dates for the month of July.

5. Public Comment

No comments.

6. For the Good of the Order

No comments.

7. Adjournment

There being no further business to be brought before the Board at this time, a motion was made by Mr. Row and seconded by Mr. Opella to adjourn the meeting at 12:27 pm. The motion carried with all members in attendance voting aye.

7-11-18

Date

7-11-18

Date


Board Officer


Presiding Officer

INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-12-403, the Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:
 - a. Download this as an Excel file and save to your computer.
 - b. **Begin by reading this instruction sheet and continue by inputting data on the following worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - c. Enter all required information at the top of the Budget Summary sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Budget Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
2. Choose, in the drop-down box at the top of this page, which budget ("proposed" or "final") you intend to submit at this time. **Note: If you are preparing a proposed budget the "Final Budget" column will be crossed out.**
3. In places you are asked to identify a specific item, please describe it in detail. **SAVE THE EXCEL FILE AS YOU WILL NEED IT LATER.**
4. For EACH budget form prepared (Proposed or Final) you will click the "Create a PDF" button on the Budget Summary page. This will save a copy of the budget in your folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your county government **AND** to the Wyoming Department of Audit at doa-pfd-web@wyo.gov.
5. **If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form. **SAVE ALL EXCEL FILE VERSIONS FOR FUTURE USE.**

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than the third Thursday in July in accordance with W.S. 16-12-406. Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise. Final budgets must be approved within three (3) business days of

The Budget Process

Introduction

The budget is the master financial plan of the governmental entity, showing the proposed cost for each function of activity and the proposed means of financing them. The budget should not be thought of merely as a means of determining the amount to be raised by tax levy to supplement other revenues. The necessity of preparation and use of a budget cannot be overemphasized and is required by law.

The budget should be **comprehensive**, covering all proposed expenditures and all anticipated receipts and revenues, regardless of source. Expenditure estimates should be in **sufficient detail** to show the need for the appropriations requested, and cover all items, whether for ordinary operation or capital outlay. Revenue estimates should be made with due consideration for possible failure to realize the full amount anticipated, and thereby avoid the possibility of revenue deficits during the fiscal year.

Budgets are required by Wyoming statute W.S. 16-12-401 for all governmental entities listed in W.S. 16-12-202(a) (unless otherwise specified). This form is optional for all other governmental entities.

The annual budgetary process involves three phases: preparation, adoption, and execution. The preparation phase of the budgetary process is the responsibility of the designated budget officer (usually the clerk or treasurer). It is accomplished by the correlation of financial data produced by the accounting system and the projected program requirements of the various functions and activities for which a particular governmental entity may have responsibility. The adoption phase involves the proposed budget that has been reviewed by the Department of Audit being presented to the governing body for consideration, possible modification, and final enactment. The budget execution phase is the phase of the budget cycle which encompasses all the actions required to effectively, efficiently, and economically accomplish the programs for which funds were requested and approved.

Budget Preparation

The appropriate budget officer (generally the clerk or treasurer) shall prepare a proposed budget for each entity and present the proposed budget to the governing body in a timely fashion allowing the governing body to meet the hearing date and notice requirements established by W.S. 16-12-406.

Special purpose districts having the authority under the general laws of Wyoming to levy taxes or impose assessments and public entities receiving funds from a municipality, as defined by W.S. 16-4-102(a)(xiv), shall prepare budgets in a format acceptable to the Director of the State

Department of Audit [W.S. 16-4-125(c) and W.S. 16-12-403 respectively]. In addition, special districts must report their proposed and final budgets to the Department of Audit and the County Clerk [W.S. 9-1-507(a)(viii)]. To enhance consistency, the Department of Audit has created a budget form for which **only special districts are required** to use when preparing their budget. The budget form is available on the Department of Audit's website. (publicfunds.wyo.gov)

Further, the degree of detail necessary to provide adequate control over expenditures will vary from entity to entity. However, at a minimum, each governmental entity shall specify functions when preparing the budget. The Department of Audit's Uniform Chart of Accounts provides flexibility for varying degrees of control.

The governing body may not make any appropriation in excess of the estimated expendable revenues **and reserves** available to the district for the budget year. It is a violation to adopt a budget that expends more than the **resources available** (negative spending) [W.S. 16-12-407].

Department of Audit's Budget Format

The budget format, as designed by the Department of Audit for required entities, shall have five basic sections [W.S. 16-12-403]:

- A. Budget Message
- B. Budget Summary
- C. Revenue Forecasts
- D. Expenditure Plan
- E. Statements of Cash Available and Reserves

Each proposed and adopted budget shall be accompanied by a **budget message and reserve message**. The **budget message** shall contain an outline of the proposed financial policies for the budget year and describe in connection therewith the important features of the budgetary plan. It shall also state the reasons for changes from the previous year in appropriation and revenue. The **reserve message** shall state the amount of reserves on hand and outline the reserve policy for the budget year.

The Department of Audit's budget format is designed to manage the budgeting by individual entity, NOT by individual fund.

Budgets for all entities should contain essentially the same detail. Budgets for governmental entities are required by W.S. 16-12-403 to contain:

1. Actual revenues and expenditures for the last completed fiscal year.
2. Estimated total revenues and expenditures for the current fiscal year.
3. Estimated available revenues and expenditures for the ensuing fiscal year.

The Statements of Cash Available, the Revenue Forecasts and Expenditure Plan shall document past, present, and future financial information that supports the **Budget Summary**.

An ideal method of preparing a budget with this information is to have four columns labeled Actual Prior Year, Estimated Current Year, Proposed Budget, and Approved Budget for the revenue and expenditure schedules.

- The Actual Prior Year column should contain the financial information for the last complete fiscal year from the Survey of Local Government Finances Form (F-32) or Survey of Major Special Agencies (F-66 WY-4) file with the Department of Audit.
- The Estimated Current Year column should contain year-to-date data through the month proceeding the month in which the budget is prepared, plus estimated information for the remainder of the current fiscal year.
- The Proposed Budget is the unapproved budget, while the Final Budget is the approved budget for the next fiscal year.
- Once the detailed revenue and expenditure budget schedules are created, the aggregate totals of these budgets will automatically populate the Budget Summary.

EXAMPLE: If a budget is being prepared for the fiscal year ending June 30, 2019, the Actual Prior Year would be June 30, 2017. The Estimated Current Year (i.e., the year in which the budget is being prepared) would be the fiscal year ending June 30, 2018. Since the budget should be prepared during the last quarter of the current fiscal year (usually beginning in April), the remaining figures for April, May, and June would be estimated for the Estimated Current Year column. The Proposed Budget would be the estimated revenues and expenditures for the fiscal year ending June 30, 2019, and the Final Budget would be created after the budget hearing and approval incorporating any changes made in that process.

In addition, to improve management control of the budget, anticipated revenue and expenditures should be shown for all appropriate accounts presented in the Chart of Accounts. However, the governing body may deem it unnecessary to determine budgeting by object code.

In preparing the annual budget, a governmental entity may accumulate net position in any enterprise or intra-governmental service fund or accumulate a fund surplus in any other fund. **Special Districts may accumulate reserves in any fund.** However, the surplus in the general fund may only be used for a few specific purposes [W.S. 16-12-404].

Reserves

A **reserve** is a liquid asset held by a bank in order to meet expected future payments and/or emergency needs. To qualify as a reserve, the funds must be separated from the general operating fund in either a separate bank account or a specific general ledger item in the chart of accounts. The reserve item must be entered into the meeting minutes when the reserve is established, increased, or spent. Reserves can be classified as non spendable, legally or legislatively restricted, committed, or unassigned (emergency) purposes. Operating funds should NOT be held in reserve.

Special District's Budget Form Process

All applicable forms should be completed, and if additional schedules or exhibits are needed for additional funds and/or departments, they should be prepared and inserted where necessary.

The Proposed budget must be submitted electronically to both the Department of Audit and the County Clerk of the county where the special district is located no later than June 1 of each year. For electronic submission to the Department of Audit, please email to doa-pfd-web@wyo.gov. Hardcopy submissions will NOT be accepted.

*** It is imperative that the district saves the Excel File used to create the Proposed and Final budget. The Proposed Budget file will be used to create the Final Budget, and once adopted, the Final Budget file will be used to create any Amended budgets the district may file for that year.**

Budget Adoption

The Proposed Budget shall be reviewed and considered by the governing body in a regular or special meeting called for this purpose. Following a public hearing as provided in W.S. 16-12-406, the governing body shall adopt a budget [W.S. 16-12-403(d)]. **Budget hearing notices are due to the Department of Audit no later than September 30.**

The budget shall be approved and passed by resolution (by minutes).

After the budget is approved for adoption, **the Final Budget must be submitted electronically** to both the Department of Audit and the County Clerk of the county where the special district is located **no later than July 31 of each year [W.S. 16-12-408(a)]**. For electronic submission to the Department of Audit, please email to doa-pfd-web@wyo.gov. Hardcopy submissions will NOT be accepted.

To create a Final Budget, open the Excel file that was used to create the Proposed budget. In the drop-down box at the top of the Instructions tab, select "Final Budget". The information from the Proposed Budget will remain in the form, and will be added to the new Final Approval column. If needed, enter the new values that changed after the budget hearing into the Final Approval column.

*** Save the Excel file to use if the district needs to file any Amended Budgets for the fiscal year.**

DO NOT change the values in the Proposed Budget column, or in the Budget Summary Tab. Once the values for the Final Budget are updated, save the file as a .pdf file, and submit the .pdf copy to the

Department of Audit and County Clerk.

Budget Execution

The budget execution phase is the phase of the budget cycle which encompasses all the actions required to effectively, efficiently, and economically accomplish the programs for which funds were requested and approved. During this phase, it is important to align the budget classifications with the chart of accounts in order to facilitate the meaningful comparison of actual against budgeted revenues and expenditures. Performing this comparison will help to ensure spending is within approved budget limits. **It is important to remain within budget, as it is against state statute and, therefore, illegal to 'go over' budget [W.S. 16-12-407 and Wyoming Constitution Article 16, Section 7].**

In order to prevent **unauthorized and illegal spending**, if an unforeseen increase in revenues or expenditures occurs, it may be necessary to **amend the budget**. The budget must be amended if the entity intends to spend more than the total amount of expenditures approved within the budget [W.S. 16-12-407]. Amending the budget must be approved **prior to exceeding the budget**. It is unnecessary to amend the budget if budgeted funds are reallocated, but remain under or equal to the total approved expenditure. In the latter situation, although it is unnecessary to amend the budget, the movement must be approved in a board meeting and documented in the meeting minutes [W.S. 16-12-409].

EXAMPLE: If an entity only budgeted for a police department to spend \$5,000 on uniforms and \$15,000 on a vehicle, their budgeted "bottom line" expenditures would total \$20,000 (\$15,000+\$5,000). If the actual vehicle cost \$11,000, the police department would be able to move \$4,000 (\$15,000-\$11,000) from the vehicle budget to the uniforms, as long as the board approved the movement and it was documented in the meeting minutes. However, if the actual vehicle cost \$25,000 and the department purchased the vehicle, they would have gone over budget by \$10,000, since the "bottom line" expenditure would have totaled \$30,000 (\$25,000+\$5,000). This would be illegal if the entity did not amend their budget appropriately. Therefore, **prior to purchase**, the entity would have to amend the budget. If the budget is amended and the estimated expendable revenues remain greater than expenditures, as required by state statute [W.S. 16-12-407], then the department could purchase the vehicle legally.

It is important to note that additional funding sources such as grants or special appropriations may not be known at the time of the original budget preparation, but become available at a later date. Even if the cash is available, the authorization to spend the unexpected revenue has not been made. These funds must then be included in an amended budget or remain unspent.

If it is necessary to amend a budget, perform the following items:

1. Publish a hearing notice to include a summary of the tentative amended budget.
2. Hold a hearing to adopt the amended budget.
3. Then, send a copy of the certified amended budget to the County Clerk and the Department of Audit, Public Funds Division.

To create an Amended budget, open the Excel file that was used to create the Final Budget. In the drop-down box at the top of the Instructions tab, select "Amended Budget". In the top right corner of the Instructions tab (in cell P2), enter the fiscal year end that is being amended. This will ensure the columns of the form are labeled with the correct fiscal years.

In column L of the Budget Summary tab, enter the date of the Amended Budget approval.

DO NOT change the original budget hearing information.

The information from the Final Budget will remain in the form, and will be added to the new Amended Budget column. Enter the new values for any items that have changed into the Amended Budget column. **DO NOT** change any values that do not need amended, or any values in any of the other columns, or the Budget Summary tab.

*** Save the Excel file to use if the district needs to file any more Amended Budgets for the fiscal year.**

Once the values for the Amended Budget are updated, save the file as a .pdf file, and submit the .pdf copy to the Department of Audit and the County Clerk of the county where the special district is located.

Emergency Expenditures - If the governing body determines an emergency exists and the expenditure of money in excess of the general fund budget is necessary, it may make the expenditures from revenues available under W.S. 16-12-404(a)(ii) as reasonably necessary to meet the emergency. Notice of the declaration of emergency shall be published in a newspaper of general

circulation within the district [W.S. 16-12-411], and notice of the emergency budget hearing shall be sent to the Department of Audit [W.S. 16-12-406(c)], along with the amended budget.

The process for an increased budget due to emergency expenditures follow the same process as the amended budget.

Final Budget

AMOCO REUSE AGREEMENT JOINT POWERS BOARD	
Budget Hearing Information	
2435 King Blvd., Suite 249	Location: 2435 King Blvd., Casper Wyoming
Casper, WY 82604	Date: 5/9/2018
307-472-5591	Time: 6:00 p.m.
Natrona County	Budget Prepared by: Renee Hahn

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The projected budget for 2018-2019 is based on the projected real estate sales and leases on areas referred to as Salt Creek Business Heights (SCH) and the Platte River Commons (PRC). Last year, we anticipated infrastructure work to begin on the PRC for a conference center project. This project is still being considered and developers meetings have occurred. A Master Plan was created with many different options for the PRC. Again, always analyzing the City of Casper needs. The final master plan will be disclosed after a determination is made on the conference center. Once the plan has been selected, infrastructure is expected to begin. This Master Plan will also assist future ARAJPB Board Members to help realize the vision.</p> <p>There is not a loss forecasted in interest for this budget year. We are invested in securities.</p> <p>Property Maintenance continues to occur to maintain trails for the publics use and safety.</p> <p>Income revenue is a projection provided to us by our developers. This is income that is derived from sales and leasing of real property on both the SCH and PRC. Please note, A CornerStone Realtors has been brought on to help increase sales in all real estate. ARAJPB is expecting growth in revenue for this coming year which our budget reflects. The capital outlay for infrastructure on the SCH area is the expense of bringing utilities to the new sold lots.</p> <p>Three Crowns Golf Course is and always has been funded by ARAJPB. The capital outlay has been projected to increase with the simple explanation of finding a new management company. We expect to have a new company in place no later than December 2018. With this said, we are currently interviewing candidates. We expect to reduce future deficits with this decision. ARAJPB hired the business consultant for 24 months to help evaluate and select the right management company with informed decisions as well as assist us through the transition period.</p> <p>ARAJPB continues to take a very active role in the oversight, now maintaining three active members sitting on Three Crowns Committee. Doug Follick is our Chairman, Bob Chynoweth remains as the Treasurer who is a CPA. Reed Merschat is newest member sitting on the Committee for the past year and a half. All three members are bringing forth many years of business experience. Our goals remain the same, to continue to lessen the loss.</p> <p>A salary increase is projected under Personnel Services. A job description analysis was researched and confirmed. This new range of pay is estimated at \$80,000.</p> <p>ARAJPB approved the Final Budget at their Meeting on July 11th. The budget hearing was placed in the Casper Star on July 9th advertising</p>		

S-B	RESERVE DESCRIPTION

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? Yes
Ben Schrader	12/31/20	<p>If Yes, enter</p> <p>Address of office: 2435 King Blvd., Suite 249</p> <p>City, State, Zip: Casper, WY 82604</p> <p>Phone Number: 307-472-5591</p> <p>Hours Open: 8:00 - 5:00</p> <div style="border: 1px solid black; height: 30px; margin-top: 10px;"></div>
Jerad Stack	12/31/19	
Bob Chynoweth	12/31/20	
Reed Merschat	12/31/18	
Doug Follick	12/31/20	
Robert Hopkins	12/31/19	
Ed Opella	12/31/19	
Bryce Row	12/31/18	
Scott Sissman	12/31/18	

Where are the minutes of your board meeting available for public review?

Natrona County website

How and where are the notices of meeting posted for the public?

They are electronically sent to the help desk at Natrona County

Where are the public meetings held?

2435 King Blvd., Casper Wyoming 82604 in the Big Horn Conference Room

FINAL BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$2,908,035	\$3,882,330	\$4,268,834	\$4,268,834
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$14,068,458	\$12,237,387	\$12,666,230	\$12,666,230
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-7	Operating Revenues	\$2,284,791	\$500,000	\$1,466,230	\$1,466,230
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	-\$61,695	-\$107,975	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$2,223,096	\$392,025	\$1,466,230	\$1,466,230
FY 7/1/18-6/30/19 AMOCO REUSE AGREEMENT JOINT POWERS BOARD					

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-15	Capital Outlay	\$340,242	\$3,000,000	\$3,200,000	\$3,200,000
S-16	Interest and Fees On Debt	\$9,262	\$19,200	\$480	\$480
S-17	Administration	\$1,372,933	\$416,670	\$621,404	\$621,404
S-18	Operations	\$106,030	\$406,400	\$401,000	\$401,000
S-19	Indirect Costs	\$1,079,568	\$40,060	\$45,950	\$45,950

S-20	Total Expenditures	\$2,908,035	\$3,882,330	\$4,268,834	\$4,268,834
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DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$11,845,362	\$11,845,362	\$11,200,000	\$11,200,000

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 2435 King Blvd., Suite 249
Casper, WY 82604

PREPARED BY: Renee Hahn

DISTRICT PHONE: 307-472-5591

Final Budget

AMOCO REUSE AGREEMENT JOINT POWERS BO/
NAME OF DISTRICT/BOARD

FYE 6/30/2019

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final 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)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$2,284,791	\$500,000	\$1,466,230	\$1,466,230
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$2,284,791	\$500,000	\$1,466,230	\$1,466,230
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	-\$61,695	-\$107,975	\$0	
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	-\$61,695	-\$107,975	\$0	\$0
R-5.5	Total Forecasted Revenue	\$2,223,096	\$392,025	\$1,466,230	\$1,466,230
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					
R-6.4					
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Final Budget

AMOCO REUSE AGREEMENT JOINT POWERS BOAF
NAME OF DISTRICT/BOARD

FYE 6/30/2019

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>SCH & PRC Infrastructure</u>	\$1,575	\$2,400,000	\$2,400,000	\$2,400,000
E-1.6	<u>Golf Course</u>	\$338,667	\$600,000	\$800,000	\$800,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$340,242	\$3,000,000	\$3,200,000	\$3,200,000

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$64,618	\$68,400	\$80,000	\$80,000
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Consultant</u>		\$90,000	\$87,600	\$87,600
E-2.6	<u>Consultant Travel</u>		\$35,000		
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$1,524	\$16,800	\$25,000	\$25,000
E-4.2	Accounting/Auditing	\$24,475	\$40,350	\$40,000	\$40,000
E-4.3	Other (Specify)				
E-4.4	<u>Selling Costs</u>	\$1,276,929	\$150,000	\$375,694	\$375,694
E-4.5	<u>Other</u>	\$500	\$3,000	\$500	\$500
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,538	\$2,520	\$2,520	\$2,520
E-5.2	Office equipment, rent & repair	\$159	\$4,100	\$3,840	\$3,840
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Public Notices</u>		\$1,100		
E-5.7	<u>Marketing Activity</u>	\$2,190	\$5,400	\$6,250	\$6,250
E-5.8					
E-6	TOTAL ADMINISTRATION	\$1,372,933	\$416,670	\$621,404	\$621,404

Final Budget

AMOCO REUSE AGREEMENT JOINT POWERS BOAF

FYE 6/30/2019

OPERATIONS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4					
E-7.5					
E-7.6					
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3					
E-8.4					
E-8.5					
E-9	Operating supplies (List)				
E-9.1					
E-9.2					
E-9.3					
E-9.4					
E-9.5					
E-10	Program Services (List)				
E-10.1					
E-10.2					
E-10.3					
E-10.4					
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1					
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Remediation - SCH		\$200,000	\$200,000	\$200,000
E-12.2	Remediation - PRC		\$150,000	\$150,000	\$150,000
E-12.3	Property Maintenance	\$6,030	\$56,400	\$51,000	\$51,000
E-12.4	Economic Development	\$100,000			
E-12.5					
E-13	TOTAL OPERATIONS	\$106,030	\$406,400	\$401,000	\$401,000

Final Budget

AMOCO REUSE AGREEMENT JOINT POWERS BOAF

FYE 6/30/2019

INDIRECT COSTS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-14 Insurance					
E-14.1	Liability	\$11,411	\$7,700	\$7,750	\$7,750
E-14.2	Buildings and vehicles				
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	\$5,060	\$5,400	\$7,000	\$7,000
E-15.2	Workers Compensation	\$1,366	\$2,000	\$3,000	\$3,000
E-15.3	Unemployment Taxes				
E-15.4	Retirement				
E-15.5	Health Insurance	\$21,779	\$22,800	\$25,200	\$25,200
E-15.6	Other (Specify)				
E-15.7	Payroll Expenses	\$992	\$2,160	\$3,000	\$3,000
E-15.8					
E-15.9					
E-16 Depreciation Expenses		\$1,038,960			
E-17 TOTAL INDIRECT COSTS		\$1,079,568	\$40,060	\$45,950	\$45,950

DEBT SERVICE BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
D-1 Debt Service					
D-1.1	Principal				
D-1.2	Interest	\$9,086		\$240	\$240
D-1.3	Fees	\$176	\$19,200	\$240	\$240
D-2 TOTAL DEBT SERVICE		\$9,262	\$19,200	\$480	\$480

Final Budget

AMOCO REUSE AGREEMENT JOINT POWERS BOA
NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$1,122,217	\$1,122,217	\$400,000	\$400,000
C-1.2	Savings and Investments Account Balance	\$10,723,145	\$10,723,145	\$10,800,000	\$10,800,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$11,845,362	\$11,845,362	\$11,200,000	\$11,200,000
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)	\$0	\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available	\$11,845,362	\$11,845,362	\$11,200,000	\$11,200,000

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes:				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes:				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-4					
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	Final Approval
C-5					
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	SUB-TOTAL	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

CONTENTS

Instructions

Budget Summary

Revenue

Expenditures

Cash & Investments

Additional Details

Notes

Notes and Workspace

This page is for any additional information and calculations that you want to keep for your records.

This worksheet will not be submitted with the budget form.

ould like to



877-291-7145

FIRST INVOICE

CASPER STAR-TRIBUNE
C/O LEE ENTERPRISES
PO BOX 540, WATERLOO, IA 50704-0540
Make checks payable to the Casper Star-Tribune

Amoco Reuse

2435 KING BLVD., STE. 300
CASPER WY 82604

Customer Nbr: 60003373
Phone: (307) 472-5591
Date: 07/10/2018
Page: 1

Amount Paid: _____ Card #: _____ Exp Date: ____/____/____
Check #: _____ Signature: _____



Date: 07/09/2018 Ref #: 43518 Total: 100.32

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon above to send credit card payment to the remittance address located in the upper right corner. You may also send the coupon to a secure fax at 319-291-4014.

Date	Reference #	Type	Description	Lines	Total
07/09/18	43518	INV	NOTICE OF FY18-19 BUDGET PUBL	53	100.32

Remarks:

Total Due: 100.32

*** Proof of Publication ***

Casper Star-Tribune
P.O. Box 80, Casper, WY 82602-0080, ph 307-266-0500

AFFIDAVIT OF PUBLICATION

STATE OF WYOMING)
COUNTY OF NATRONA)

I, the undersigned, being a person in the employ of the Casper Star-Tribune, a newspaper published in CASPER, NATRONA COUNTY, WYOMING, and, knowing the facts herein set forth do so solemnly swear that a copy of the notice as per clipping attached was printed and published

Daily

Weekly

In the regular and entire issue of said newspaper, and not in any supplement thereof, for 1 Consecutive Days Weeks

commencing with issue dated July 9, 2018
ending with issue dated July 9, 2018

Amoco Reuse

2435 KING BLVD., STE. 300
CASPER WY 82604

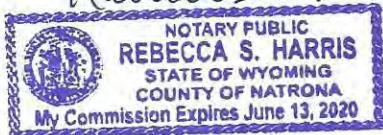
ORDER NUMBER 43518

Signed

Subscribed in my presence and sworn to before me this

9th day of July 2018

Rebecca S. Harris



NOTICE

OF FY18-19 BUDGET PUBLIC
HEARING
AMOCO REUSE AGREEMENT
JOINT POWERS BOARD

Notice is hereby given that a public hearing to consider the establishment of the FY18-19 budget for the Amoco Reuse Agreement Joint Powers Board will be held during a Regular Board meeting, starting at 6:00 p.m. on Wednesday, July 11, 2018, which will be held in the Big Horn Conference Room, at the CAIC Building located at 2435 King Blvd. Casper, WY 82604.

A summary of the proposed FY18-19 budget is as follows:

Properties Operations and Maintenance Budget

REVENUES
\$672,800
EXPENSES
\$672,800

Building/Facilities Fund Budget

REVENUES
\$800,000
EXPENSES (Three Crowns)
\$800,000

Economic Development Fund Budget

REVENUES
\$2,420,340
EXPENSES
\$2,420,340

For further information, please contact the Joint Powers Board by calling (307) 472-5591.

/s/ Bob Chynoweth
Treasurer, Amoco Reuse Agreement Joint Powers Board
Published: July 9, 2018
Legal No. 43518

PUBLISHED ON: 07/09/2018

TOTAL AD COST: 100.32

FILED ON: 7/9/2018



**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
YEAR-END MEETING MINUTES**

Friday, June 29, 2018

12:00 Noon

2435 King Blvd, Big Horn Conference Room

Present: Reed Mersch, Bryce Row, Ed Opella, Scott Sissman, and Doug Follick
Jerad Stack (via proxy)
Excused Absent: Ben Schrader, Bob Chynoweth, and Bob Hopkins
Others Present: Renee Hahn, Executive Director

With a quorum in attendance, the meeting was called to order at 12:00 pm by Secretary Mersch. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the June 29, 2018 Fiscal Year-End Report were presented by Ms. Hahn. It was noted that this report would be considered the year-end financials for the year ending June 29, 2018. A motion was made by Mr. Follick and seconded by Mr. Opella to accept the report as presented. There being no discussion, the motion carried with all members in attendance voting aye. (Copy attached to minutes).

- Ms Hahn found an error on the Treasurer's Report after the meeting, with check number 4471 in the amount of \$99.99 payable to Ms. Hahn. The correct amount should have been \$99.00. Ms. Hahn rectified the error by reimbursing petty cash by \$.99 on July 5, 2018.

2. Proposed FY2018-2019 Budget

Ms. Hahn opened the discussion by reviewing the requested changes by ARAJPB's Financial Investment Committee for the 2018-2019 Budget.

- \$75,600 is the Executive Director's approved salary for the entire 2018-2019 budget year, though the budget line item was amended to \$80,000 along with FICA, Medicare being corrected to match the new amended amount. Paid Time-Off (PTO) will remain at 25 days for sick and vacation days combined, but with the allowance to carry-over 40 hours at the close of each year. This balance will never be allowed to accumulate and exceed 40 hours going forward.
- Removal of Unrealized Gain/Loss on investments for budgeting purposes.

A motion was made by Mr. Follick and seconded by Mr. Row to approve the amended budget items listed above. There being no discussion, the motion carried with all members in attendance voting aye.

Any further questions or concerns should be asked prior to the Budget Hearing scheduled for July 11th.

3. Architectural Committee

Mr. Opella stated "an email was received from the Property Manager of the Platte River Business Plaza asking for permission to allow two political signs and two office leasing signs that were not previously approved by ARAJPB". Mr. Opella stated "none of the signs follow the Platte River Commons Design Guidelines".

A motion was made by Mr. Opella and seconded by Mr. Sissman to continue adhering to the design guidelines in the Platte River Commons (PRC) which would not allow any political signage of any sort on the property being a governmental entity. After discussion, ARAJPB is allowing the Platte River Business Plaza permission to keep the two leasing signs and have them remain in place with the following condition; the signs will be removed once the building is leased, since they were not built within the design guidelines specifications. There being no further discussion, the motion carried with all members in attendance voting aye.

ARAJPB asked Ms. Hahn to notify the Platte River Business Plaza that permission was granted to continue to have their leasing signs in the front and rear of the building, with the above stated condition.

ARAJPB requires all signs to be pre-approved by the ARAJPB Architectural Committee following the design guidelines for the PRC. It is the sign owner's responsibility to contact 811 prior to digging and ground penetration. A reminder notice of the design guidelines will also be sent to all the other current tenants located on the PRC.

Three Crowns Committee

Mr. Follick informed ARAJPB that Mr. Neuenschwander had given his 30-day notice as the consultant hired for Three Crowns. He will be resigning at the end of July and has officially submitted his resignation letter to ARAJPB.

4. Future Meeting Dates

Secretary Merschatt reviewed the various meeting dates for the month of July.

5. Public Comment

No comments.

6. For the Good of the Order

No comments.

7. Adjournment

There being no further business to be brought before the Board at this time, a motion was made by Mr. Row and seconded by Mr. Opella to adjourn the meeting at 12:27 pm. The motion carried with all members in attendance voting aye.

7-11-18

Date

7-11-18

Date


Board Officer


Presiding Officer

ONE child.
club.
community.



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING



Dear Mr. Napier,

When we come together as ONE, there's so much that can be done and the Boys & Girls Clubs of Central Wyoming is proof! Year after year, ONE community has come together at the Annual Awards & Recognition Breakfast to support ONE Club, to transform ONE child's life! Thousands have been impacted, ONE at a time, by the work you've sustained for over 49 years.

Because you are a loyal supporter of the Boys & Girls Clubs, we have reserved your spot at the annual Awards & Recognition Breakfast to be held on August 29, 2018 at the Casper Events Center. Doors will open at 6:15 a.m. and the breakfast buffet will follow at 6:30 a.m. The program will begin promptly at 7:00 a.m. We have reserved you 1 table (8 seats). Please email acrawford@bgccw.org if you need additional tickets or if you have tickets that you will not use. This is a highly anticipated event, and we want to ensure that everyone who wants to attend has a seat.

Although there is no cost to attend the Breakfast, each attendee is expected to make a contribution to support the ONE Campaign. The ONE Campaign and the Annual Awards & Recognition Breakfast ensure that every child has a safe, positive environment where their basic needs are met so they can explore education, social, emotional, physical and moral development.

The 2018 Breakfast Honoree is John Jorgensen. Mr. Jorgensen has inspired thousands of youth to read through his work with the "Wyoming Reads" program and has promoted literacy during his 28 years of service as the Casper College Foundation Board President. Mr. Jorgensen will share the stage with a deserving teen as we announce the 2018 Central Wyoming Youth of the Year.

The Breakfast will feature a keynote address by the first female F-14 Tomcat pilot, Carey Lohrenz. Having flown missions worldwide as a US Navy pilot, Ms. Lohrenz is a pioneer in military aviation. She uses her experience in fast moving, dynamic environments to inspire fearless leadership through courage and tenacity.

We look forward to seeing you on August 29th to share and celebrate the power of ONE.

For the Kids,

Ashley Bright

Make your donation today! Consider joining Club Impact and make your monthly commitment to Central Wyoming youth.

Visit: www.bgccw.org/clubimpact



FY 2017 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Casper Mountain Biathlon Club</u>	Program/ Event: <u>Biathlon & Multi-Sport Center</u>	
Contact Person: <u>Cathy Rosser</u>	Phone Number: <u>307-215-4054</u>	Date: <u>6/30/18</u>
Please Select One:		
1 st Quarter _____	2 nd Quarter _____	3 rd Quarter _____
4 th Quarter <u>x</u>		

1. Mission

Casper Mountain Biathlon Club is a 501(c)(3) non-profit organization, a designated Paralympic Sport Club, U.S. Ski and Snowboard Association member club and a member club of the U.S. Biathlon Association.

Casper Mountain Biathlon Club's mission is to provide opportunity and training for youth and adults of all abilities to achieve excellence through the sports of Nordic skiing and rifle marksmanship

CMBC's vision is to provide a unique gateway of opportunity for those of all abilities to grow, develop and excel through cross country skiing and rifle marksmanship.

2. Financial Information

a. See attachment

3. Program significance

a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.

- Youth ages 6 and up
- Natrona County School District 4th and 5th graders
- Adults
- People with disabilities, Veterans with disability
- Participants of all ability levels, beginner to elite athletes.
- Biathlon specific users
- Cross country skiers
- Other recreational users: snowshoe, mountain bike, equestrian, hiking
- Local, National and International scope

b. What impact did the program have on the specified target population and community?

- All populations have increased opportunity to access outdoor recreation and health benefits that accompany physical fitness.
- Youth ages 6 and up have access to year round training and competition opportunities for both cross country skiing and biathlon,
- Every 4th and 5th grade student in NCSD can try cross country skiing and biathlon in the Nordic/Biathlon P.E. Program through a partnership between CMBC, NCSD and Nordic Rocks.
- Adults: Adult athletes now have access to regularly scheduled, beginner to advanced, cross country ski and biathlon training/competitions. National

Guard Western Region, the largest of all the regions in both number and geographic size, now has access to a world class facility for both training and competition.

- A combination of the newly constructed facility and a grant from the Dept. of Veteran affairs has greatly increased the quality and availability of training and competition opportunities available to athletes with disability.
- c. Have there been significant trends over the past months regarding your target population?
 - Increasing participation from all participant populations.

4. Results

- a. Please describe the outcomes/outputs
 - City of Casper 1% funds were awarded for the construction of a World Class, multi-phase, Biathlon & Multi Sport Complex on Casper Mountain.
 - Outcomes
 - 1. Phase 1 Construction Complete as of January 25, 2017

PHASE 1 Construction Results

Phase 1 work began September 2015 and completed as of January 2017.

Contractor: Wayne Coleman Construction Inc.

Project Oversight/Engineering: Inberg Miller Engineers

Venue Design/Safety Certification: AMEC

Trail Design: Morton Trails

- Secure location, Susan McMurry deeded 40 acres to Natrona County June 2015
- Certified Engineer Range Design and Environmental Stewardship Plan
- Purchase twenty one 50 meter targets and six 10 meter paralympic targets. Nine targets had been previously purchased by CMBC
- Site timber clearing
- ADA accessible road leading from parking lot to stadium/range area
- All dirt work for the full 30 lanes and ski loops
- 10 km of trail construction designed to meet homologation standards for International Ski Federation (FIS), International Biathlon Union (IBU) and International Paralympic Committee (IPC) in addition to the existing trails
- Completion of the lower (crushed rock material) parking lot
- Electrical power drop to site with full project capacity
- Install LED lighting at parking lot, central venue trails and range
- Storage container placed at range
- Install 30 lanes of 50 meter targets with concrete pad, roofing, lead catchers and lighting
- Complete concrete firing line for full 30 points
- Construct one heated building at the parking lot to serve as storage and groomer parking
- Build 2 elevated trails with pedestrian underpass to keep spectators off of groomed race courses
- Construct a heated timing hut at the finish area
- Install fencing around range backstop area
- Purchase of needed facility equipment such as gun racks, program rifles and race equipment
- Race timing system
- Install venue audio system
- Install video surveillance system
- Install trail and range wayfinding and safety signage
- Purchase grooming implement, track vehicle and trailer

Phase 2 began in February 2017.

Phase 2 Goals

- Homologation Certification – International Ski Federation Inspectors visited the venue to evaluate the trails for homologation certification in the fall of 2017. 9 courses were approved for D level (E is the highest level) homologation. The Biathlon and Multi-Sport Center/McMurry Mountain Park is now second only to Soldier Hollow, the 2002 Olympic Venue, in terms of the number and rating of homologated courses in the United States. The venue also ranks very high internationally.

- Transportation. A 12 passenger 4x4 van was purchased to provide ground transportation for biathlon training camps and daily programs. Transportation up the mountain has been identified as a significant barrier to participation in skiing and biathlon. CMBC is also looking into partnerships with busing providers to offer transportation for larger groups.
- Grooming – early and late season. Casper Mountain is blessed with early snow (November) and late season skiing into April and May. Natrona County grooms from Thanksgiving to the end of March. CMBC purchased an Arctic Cat HDX and grooming implement for early low snow grooming as well as daily touch grooming to supplement the County grooming. The club also purchased a Pinroth 300 for grooming the heavy spring snow. The club will continue to groom into the spring as long as conditions allow. This grooming extended the ski season in Casper and will attract teams for spring ski and biathlon training.
- Paved Roller Ski Loops – The plan is to pave 5 kilometers of trails and the range. The paved trails will allow the venue to offer high quality year-round training and competition. The paved trails will be used for roller ski training and competitions. The paved trails will also be available to the public for walking, running, biking etc. Approximate cost of paving is 1 million. Engineering plans have been completed by Inberg Miller Engineers. Start date is TBD.
- Strength/Agility Park and Stadium Seating – preliminary plans are currently underway. Start date is TBD.
- The Biathlon & Multi-sport Complex has won bids to host a North American Cup (NORAM) International Biathlon race Dec 15 – 16, 2018 and also a High Plains Nordic Ski Association, US Ski and Snowboard sanctioned Junior National Qualifier February 8-9, 2019.

5. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered
 - Over 66% Increase in biathlon participation from 2014 (prior to venue) to current season. In 2014 530 individuals were served in biathlon programs. 2016 total individuals served approximately 925. In 2017, over 1200 individuals were served.
 - 4th Quarter Events
 1. Cowboy State Games Cross Summer Biathlon Championships: June 30th, 2018. 34 racers.
 2. US Biathlon Rocky Mountain Region Development Camp. June 24 – 30, 2018. 27 participants.
 3. Spring Fest: A youth ski and biathlon festival. A free event offering ski and biathlon lessons, orienteering, free rentals and a free novice race. 40 participants.
 - CMBC Ski & Biathlon Programs: 30 athletes in regular training programs in 4rd quarter.
 - Nordic & Biathlon P.E. Programs: 310 students from NCSD elementary schools participated in Nordic/biathlon school field trips in the 4th quarter.
 - A total of 441 program, camp or race athlete participants were served in the 4rd quarter.
- How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - The US Biathlon Regional Development Camp brought in National Team level coaches from both the U.S. Biathlon Team as well as a shooting coach from the Lithuanian National Team in addition to Casper Coach and Biathlon Olympian Rob Rosser. Athletes from Colorado, North Dakota, Tennessee and Wyoming benefited from a week long intensive camp learning from some of the best coaches in the world.
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - Access to this high-quality facility is improving competitive results

- The world class facility is attracting national and international athletes
-

6. Results Analysis

- How could the program have worked better?
 - CMBC is struggling to meet the full demand; the club is planning to hire another coach/program manager.
 - Improve tracking for use by general public and non-biathlon specific uses.
 - Increase use by non-biathlon specific user groups
- How will you address this?
 - The club will work to keep increasing our operations budget to continue to hire more coaching and administrative staff.
 - Work with Natrona County Parks and other user groups to increase awareness of non-biathlon facility uses.
 - Purchase a trail counter to track use by the public outside of organized programs and events.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.



Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- ☐ We sold tickets
- ☐ We took a turnstile count or counted people as they came in
- X We conducted an organized head count
- X All participants were registered
- X We used sign-in sheets
- ☐ We used another method that was pre-approved by the City Manager's Office

PHOTOS



Figure 1 Attendees hike the Bridle Trail/Garden Creek Falls as part of the US Biathlon Rocky Mountain Regional Development Camp June 24 – 30, 2018



Figure 2 Montana athlete gets into prone position during the Cowboy State Games Biathlon Competition June 30, 2018



Figure 3 Mountain bike racers line up at the Cowboy State Games Biathlon Competition June 30

Casper Mountain Biathlon Club
Account QuickReport
April through June 2018

Casper Mountain Biathlon & Multi-Sport Center

April 1 - June 30, 2018

INCOME

0

No income to report in 4th Quarter

0

Type	Date	Num	Name	Memo	Split	Amount
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Biathlon Facility Phase 2

Project Management

Check	04/02/2018	1594	Freedom Assets	total 264 hours	1000 - Jonah Bank Checking	2,000.00
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Total Project Management

2,000.00

Repairs

Check	04/19/2018	1601	Alpine Motor Sports	ATV HDX 700 Repair	1000 - Jonah Bank Checking	4,049.54
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Total Repairs

4,049.54

Utilities

Check	04/19/2018	1602	Rocky Mountain Power	Acct. 63603800.001	1000 - Jonah Bank Checking	696.52
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Check	05/02/2018	1611	R&R Rest Stops	toilet rentals	1000 - Jonah Bank Checking	432.00
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Check	06/21/2018	1614	Rocky Mountain Power	Acct. 63603800.001	1000 - Jonah Bank Checking	567.62
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Total Utilities

1,696.14

Total Biathlon Facility Phase 2

7,745.68

TOTAL

7,745.68



FY 2018 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Casper Mountain Fire District</u>	Program/ Event:
Contact Person: <u>Dick Brehm</u>	Phone Number: <u>259-0329</u> Date:
Please Select One:	
1 st Quarter <u> </u>	2 nd Quarter <u> </u> 3 rd Quarter <u> </u> 4 th Quarter <u>X</u>

1. Mission

Our mission remains the same to offer high quality fire suppression and mitigation information to residents and landowners as well as the general public.

2. Financial Information

The District receives \$7500.00 a year from the City of Casper. This year's allocation was used to retire the debt on our new tender.

3. Program significance

- a. The District looks forward to not only our normal training and fire suppression activities, but also to providing assistance for special events such as the Beartrap Festival, a myriad of races and other summer activities

4. Results

- a. The District did not have any major incidents in the 4th quarter

5. Program Results/Impacts (use bullets)

- a. The District offered services for the Eclipse event and many other activities.
- b. Our training remains superior, and we are having some success with new recruits.

6. Results Analysis

- a. The District feels result are acceptable and will continue to look at advanced training

7. Attendance and Participation

As previously suggested, it is impossible to determine the exact number of those we serve as a very diverse population utilizes Casper Mountain.



Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- ☐ We sold tickets
- ☐ We took a turnstile count or counted people as they came in
- ☐ We conducted an organized head count
- ☐ All participants were registered
- ☐ We used sign-in sheets
- ☐ We used another method that was pre-approved by the City Manager's Office





Board Members:

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Charlie Powell,
Secretary

John Lawson,
Treasurer

Kenylene Humphrey

Shawn Johnson

Chris Walsh

Kenneth Waters

**Central Wyoming Regional Water System
Joint Powers Board**

1500 SW Wyoming Boulevard
Casper, Wyoming 82604
(307) 265-6063 • Fax (307) 265-6058

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday July 17, 2018 11:30 a.m.

**Regional Water Treatment Plant
Joint Powers Board Conference Room
1500 SW Wyoming Boulevard**

1. Announcements
2. Approve Minutes – June 19, 2018 *
3. Approve Vouchers – July 2018 *
4. Financial Report – June 2018 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Project Updates:
 - i) Alternate Backwash Water Supply Tank Project
 - ii) Airport Elevated Water Storage Tank Project
 - iii) WTP Emergency Power Project
 - b) Other
8. New Business
 - a) Consider Amendment No. 1 to the Design Contract with Lower & Co., P.C. for the WTP Bulk Sand Crane System, Project No. 18-033 in the amount of \$1,300 *
 - b) Consider Change Order No. 8 with COP Wyoming, LLC, for a Time Extension of 31 days for the WTP Alternate Backwash Water Supply Tank Project No. 15-37 *
 - c) Update of Annual Banking Letters – Board Member Johnson
 - d) Other
9. Chairman's Report

A Tour of the WTP will be given for any interested Board Member after the close of the meeting

Next Meeting: Regular JPB Meeting – August 21, 2018

****Indicates Attachment***



**CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD**

MEETING PROCEEDINGS

June 19, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, June 19, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Powell, and Board Members Humphrey, Walsh, and Waters. Treasurer Lawson and Board Member Johnson were absent.

City of Casper – Powell, Humphrey, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 11:34 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the May 15, 2018 meeting. A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to approve the minutes from the May 15, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that two additional vouchers were added to the listing; voucher 7872 for Long Building Technologies in the amount of \$1,925.00 for replacing the Ozone Exhaust Fans and voucher 7873 for 609 Consulting in the amount of \$7,338.95 for the Airport Elevated Water Storage Tank Project. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the June 2018 vouchers. A motion was made by Board Member Humphrey and seconded by Secretary Powell to approve the June 2018 voucher list to include voucher numbers 7854 through 7873 in the amount of \$960,380.50. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for May 2018 was 285.4 MG. Mr. Martin stated that the five year average is 241.8 MG. Mr. Martin stated that year to date production is 3.1 BG and the five year average is 3.23 BG.

Mr. Martin asked the Board to reference the Water Rates Billed spreadsheet. Mr. Martin stated that billed water for May was \$490,841.97. Mr. Martin stated that year to date, \$5,329,384.66 has been billed. Mr. Martin stated that at the end of last fiscal year \$5,912,210 was billed and he expects Water Sales to be approximately \$6 M at the end of the current fiscal year.

Mr. Martin asked the Board to reference page 1 of the May Financial Report. Mr. Martin stated that Reservations for FY18 year to date is \$6,500,831 compared to \$7,127,957 last year. Mr. Martin stated that this is due to the large projects this year, namely the Backwash Tank and the Airport Tank. Mr. Martin stated that this reduction in Reserves was expected.

Mr. Martin asked the Board to reference page 2 of the May Financial Report. Mr. Martin stated that total Water Sales for the year are \$5,329,389 compared to \$5,171,046 last year.

Mr. Martin stated that Operating Expense for FY2018 is \$2,767,348 which is approximately \$211,478 higher than last year. Mr. Martin stated that this is mainly due to timing of chemical purchases and the surface water plant was in operation earlier due to the tie-in for the Backwash Tank.

Mr. Martin stated that year to date there is a decrease of \$175,857 in Net Assets.

Chairman King asked for a motion to approve the May 2018 Financial Report as presented. A motion was made by Board Member Walsh and seconded by Vice-

Chairman Keffer to approve the May 2018 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that the contractor has completed the replacement of the Actiflo settling tubes; both trains are operational and seem to work really well. Chairman King asked when the Actiflo settling tubes are used. Mr. Schroeder stated that the Actiflo settling tubes are used in the summer when the surface water plant is in production.

Mr. Schroeder stated that the surface water plant is off right now due to the rain. Mr. Schroeder stated that water demand is currently 12 MGD which can be satisfied with the groundwater wells.

Mr. Schroeder stated that the Surface Water High Service Variable Frequency Drive (VFD) replacement has been completed by Modern Electric. Mr. Schroeder stated that this project went really well and the VFD is being used to run the surface water plant.

Mr. Schroeder stated that the concrete drain troughs for the Backwash Tank are being poured today. Chairman King asked when the water in the parking lot will go away. Mr. Schroeder stated that when the drain troughs are completed it will go away. Mr. Schroeder stated that this is the parking lot drain that is being completed and no water could get into where they are working so the parking lot drain had to be plugged, which created the pond. Mr. Schroeder stated that hopefully it should be completed next week.

Mr. Schroeder stated that the fencing and gate for the Emergency Generator project is being installed today and the project should be completed within the next few weeks. Chairman King asked if a security gate will be installed. Mr. Schroeder stated that there will be a security gate by the generator, and the other security gate will be re-installed so when visitors come to the WTP they will only be able to access the front parking lot.

Secretary Powell asked about the results for the aerobic spore testing. Mr. Schroeder stated that the aerobic spore testing results have been low for the wells, but the river has been very high due to the spring runoff. Secretary Powell asked if there is a way to appeal the BIN classification from EPA. Mr. Schroeder stated that the system was placed in the BIN 2 classification for the surface water since there was cryptosporidium found in the river. Mr. Schroeder stated that because of this classification, there must be additional treatment added to the surface water system. Mr. Schroeder stated that when the classification letter was received, staff requested seven years to implement the additional treatment, which would be the Ultra Violet System.

Secretary Powell asked if wells farther from the river could be used for the aerobic spore testing and increase production from them. Mr. Schroeder stated that EPA is concerned about the collector wells closer to the river. Secretary Powell asked if these collector wells have to be used. Mr. Schroeder stated that these collector wells are very good water producers. Mr. Schroeder stated that production was slowed down on the test well

to a third of what it normally produces to get better filtration.

Mr. Martin stated that during the Facilities Plan Update HDR had discussions with EPA proposing different testing than aerobic spores on the wells that could be done to demonstrate that it wasn't an issue and EPA said that different testing would not change the decision. Board Member Waters stated that it's no wonder EPA won't change their mind with the problems that have been happening all over the U.S. Mr. Martin stated that a formal response was received from EPA and was handed out before the meeting. Mr. Martin stated that EPA did not say no to the request for seven years, but they do want a timeline of benchmark goals.

Mr. Conner asked if UV is installed, would the Gallery be put back in service. Mr. Schroeder stated that the Gallery cannot be put back in service until a microfiltration system is used for the groundwater.

The time was turned over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that staff will be doing some work in the wellfield on the recharge culverts this week. Mr. Conner stated that one has to be replaced.

Mr. Conner stated that staff had planned on cleaning out the Actiflo basins this week, but the rain over the weekend got everything too wet and it will have to dry out again.

Mr. Conner stated that mowing was completed at the RWS booster stations and maintenance was completed on some hydrants.

Mr. Conner stated that the Metro Road booster pump was recoated and installed, but a seal is leaking so staff is looking into solving that issue.

Mr. Conner stated that the communication at the Salt Creek surge tank was repaired.

Mr. Conner stated that RWS cathodic protection anode stations have been tested.

6. There was no Public Comment.

7. In Old Business:

a. Project Updates:

i. Mr. Martin turned the time over to Mr. Scott Baxter with the City of Casper Engineering Department for an update on the Alternate Backwash Water Supply Tank Project.

Mr. Baxter stated that the concrete channels for the Alternate Backwash Water Supply Tank Project for the drains and overflow are being installed. Mr. Baxter stated that the new tank should be filled and tested in a week or so.

- ii. Mr. Baxter stated that the Airport Elevated Water Storage Tank Project is going really well. Mr. Baxter stated that the exterior coating on the tank is completed as of this morning.

Mr. Baxter stated that the hoisting crew should be on site tomorrow morning. Mr. Baxter stated that there will be a progress meeting tomorrow afternoon to start preparations to hoist the tank to the top of the pedestal. Mr. Baxter stated that if the weather cooperates, the tank will be hoisted Friday morning and should take approximately four hours.

Mr. Baxter stated that once the tank is hoisted and put in place, the roof will be installed and the interior of the tank will be painted.

Chairman King asked what the highest wind speed is that they will still feel safe hoisting the tank. Mr. Baxter stated that he believes 18 mph wind speed is the highest wind speed that they will still feel comfortable hoisting the tank. Mr. Baxter stated that the tank will be hoisted early in the morning. Mr. Baxter stated that if the wind is too high they won't even start hoisting the tank.

Chairman King asked how much clearance there is between the tank and the pillar. Mr. Baxter stated that there is only a few inches of clearance between the tank and the concrete pillar.

- b. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin turned the time back over to Mr. Baxter to discuss Change Order No. 7 for the Alternate Backwash Water Supply Tank Project.

Mr. Baxter stated that this change order is for additional concrete work related to surge protection issues earlier in the project. Mr. Baxter stated that the extent of the concrete work was unknown until now. Mr. Baxter stated that this change order includes 45 feet of curb and gutter, and 35 feet of valley gutter. Mr. Baxter stated that it was looked at doing this work with the generator project, but prices were very high. Mr. Baxter stated that the scope was reduced, but was still high. Mr. Baxter stated that with this being an SRF project, the contractors must pay Davis Bacon wage rates, which increases the cost. Mr. Baxter stated that the cost of the concrete replacement is \$12,990, which leaves \$31,208.58 in contingency. Mr. Baxter stated that he did not believe the project will exceed the contingency amount that was approved for the project with the remaining items for project close out. Mr. Baxter stated that the State DWSRF representative has given approval for this change order.

A motion was made by Board Member Walsh and seconded by Board Member

Waters to approve Change Order No. 7 for the Alternate Backwash Water Supply Tank Project No. 15-37 in the amount of \$12,990. Motion put and carried.

- b. Mr. Martin stated that at the end of the fiscal year funds for projects that are in progress, but not completed, need to be encumbered. Mr. Martin recommended approval of the following encumbrances:

RWS2018-1 HDR Engineering Inc. \$65,733.19 Design &
Construction Administration for the Wardwell Zone IIIB Tank Repairs

RWS2018-2 Long Building Technologies \$12,580.00 Labor to install WTP
exhaust fans

RWS2018-3 DXP Enterprises \$55,455.00 Raw Water Pump #5

RWS2018-4 Arcadis U.S. \$10,987.16 Amendment No. 2 – WTP
Emergency Generator Project No. 10-09

RWS2018-5 DXP Enterprises \$9,550.00 Well Pump for Casper #5

RWS2018-6 Lower & Co., P.C. \$2,100.00 Design & Construct Monorail
Crane System

RWS2018-7 Lillard & Clark – Wyoming, Inc. \$84,000.00 Replace
Actiflo Settling Tubes

RWS2018-8 Equivalent Controls Corporation \$3,933.00 Mag Meter for
Morad #6

RWS2018-9 DXP Enterprises \$9,550.00 Well Pump for Casper #7

RWS2018-10 Western Power Wash \$14,750.00 WTP Outside Pipe Painting

RWS2018-11 HDR Engineering, Inc. \$20,697.60 Source Water
Protection Plan

RWS2018-12 DXP Enterprises \$9,033.00 Well Pump for Morad #12

RWS2018-13 Xylem Water Solutions \$16,321.00 Ozone Generator
Digital Controller

A motion was made by Board Member Humphrey and seconded by Vice-Chairman Keffer to approve FY18 encumbrance numbers RWS2018-1 through RWS2018-13 as presented. Motion put and carried.

- c. Mr. Martin stated that the Board reviewed the Preliminary FY19 Rate Model last

month. Mr. Martin stated that if no increase to the wholesale water rate is approved, the Reserve balance will be below minimum reserves in FY2020. Mr. Martin reminded the Board that the Ultra Violet System must be implemented in FY2023 and Reserves will need to be built up so the Board won't have to borrow as much money for this project.

Mr. Martin recommended a 7% increase to the wholesale water rate for FY2019 which would raise the rate from \$1.72/1,000 gallons to \$1.84/1,000 gallons.

A motion was made by Board Member Walsh and seconded by Secretary Powell to approve a 7% wholesale water rate increase to \$1.84 per thousand gallons for FY2019. Motion put and carried.

- d. Mr. Martin stated that system investment charges (SIC's) are a one-time fee charged for new or enlarged water and sewer system connections. Mr. Martin stated that SIC revenues are used to recover costs of existing and future water and wastewater system capital improvements.

Mr. Martin stated that the RWS SIC fee schedule has not been updated since 1998. Mr. Martin stated that in February 2017, the RWS collaborated with the City of Casper to retain Raftelis Financial Consultants, Inc. (Raftelis) to conduct a comprehensive System Investment Charge Study to determine future revenue requirements from SIC's. Mr. Martin stated that Raftelis presented the findings and recommendations from that study to the Board at the November 2017 RWS meeting.

Mr. Martin stated that of the different methods to figure SIC's presented by Raftelis, the Equity Buy-In Approach best represents the RWS system.

Mr. Martin stated that staff has confidence that the data and methods used by Raftelis are accurate and defensible and recommended adopting the CWRWS System Investment Charge Fee Schedule maximum defensible amount based on the results of the 2017 Raftelis System Investment Charge Study.

Mr. Martin asked the Board to reference the SIC comparison graph of different entities around the State which shows that the combined City of Casper and RWS SIC's is still in the middle range of charges.

Mr. Martin stated that Resolution No. 18-01 has been prepared for the Board's consideration. Mr. Martin stated that the increase to the SIC's would not take place until January 1, 2019.

A motion was made by Secretary Powell and seconded by Board Member Waters to approve Resolution No. 18-01 which increases the RWS System Investment Charges. Motion put and carried.

- e. Mr. Martin stated that the preliminary FY2019 Operations and Agency Budgets were discussed in detail last month, but there were a few revisions that will be reviewed today.

Water Treatment Plant Operations Budget

Personnel Services

Personnel Costs - \$1,050,765 – This represents a \$106,008 increase over the FY18 budget. Personnel budget increases include the additional WTP Operator position, accrued leave, 2% COLA, and one-time bonus approved by Casper City Council.

Contractual Services

Interdepartmental Services - \$256,001 – This represents an increase of \$92,276 over the FY18 budget. Beginning in FY18, City Administration revised the methods used to calculate Interdepartmental Charges. As this was done after approval of the FY18 budgets, no increase was attributed to the WTP budget in FY18. These costs are proposed to begin in FY19. The revised method includes Interdepartmental Costs to the WTP for Information Technology, Finance, Human Resources, City Council, City Manager, and City Attorney services.

Materials and Supplies

Bulk Fuel - \$10,000 – This is the line item that will be used for purchasing fuel for the new emergency generator.

The FY19 Operations Budget is 3% greater than the projected FY18 Operations Budget.

Agency Budget

Revenue

Water Rate Revenue - \$6,929,444 – This reflects an increase of \$139,617 over the FY18 budget. These revenues are proportioned to each wholesale entity based on a five-year average of total RWS production.

Interest on Investments - \$17,000

System Development Charges - \$98,500

State Loans - \$1,512,710 – This includes remaining amounts on one existing loan and one anticipated loan from the Drinking Water State Revolving Fund (DWSRF) at 2.5% interest for 20 years.

Contractual Services

This includes a 5% increase due to the Operations Reimbursement.

Debt Service

This includes a 9% increase due to the beginning of the loan repayment for the Emergency Power loan.

Replacement Capital

The PLC/SCADA Replacement Project - \$1,300,000 has been re-budgeted from the FY18 budget.

Wardwell zone IIIB Tank Replacement - \$500,000 has been re-budgeted from the FY18 budget.

Water Storage Tank Renovations - \$1,100,000 – This project includes renovation and recoating of the existing 2.6 MG water storage tank at the WTP.

The FY19 Capital Budget is aggressive. Close attention will have to be paid to the cash flow as the fiscal year progresses. A few of the capital projects may not be able to be completed in FY19 depending on cash flow.

Mr. Martin recommended approval of the FY19 Operations and Agency budgets and offered to answer any questions the Board might have.

A motion was made by Secretary Powell and seconded by Vice-Chairman Keffer to approve the FY2019 WTP Operations Budget and the Agency Budget as presented. Motion put and carried.

- f. Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.
 - g. There was no Other New Business.
9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on July 17, 2018. Chairman King informed the Board he would be out of town that week and Vice-Chairman Keffer will chair the meeting.

A motion was made by Board Member Waters and seconded by Board Member Walsh to adjourn the meeting at 12:31 p.m. Motion put and carried.

Chairman

Secretary

UNAPPROVED VOUCHER LISTING

July 11, 2018

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
7874	Lillard & Clark – WY	Capital Expense – Installation of Actiflo Settling Tubes	\$84,000.00
7875	Arcadis U.S., Inc.	Capital Expense – WTP Emergency Power PP#28	\$932.90
7876	Casper Star-Tribune	Capital Expense – Notice of Final Payment Ad for WTP VFD Project No. 17-094	\$242.08
7877	Casper Star-Tribune	Capital Expense – Notice of Final Payment Ad for Actiflo Settling System Upgrades Project No. 17-075	\$256.30
7878	Wyoming.com	Annual Website Domain Renewal	\$20.00
7879	City of Casper	Loan Payment	\$127,960.40
7880	TREC, Inc.	Capital Expense – Alternate Backwash Water Supply Project No. 15-37 PP# 10	\$10,730.20
7881	City of Casper	Operations Reimbursement – June18	\$180,607.81
7882	Wyoming Power Wash, Inc.	Capital Expense – Painting of WTP Outside Piping	\$15,670.00
7883	Equivalent Controls Corporation	Capital Expense – Morad #6 Flow Meter	\$4,183.43
7884	Landmark Structures I, LP	Capital Expense – Airport Elevated Tank Project PP#12	\$291,615.00
7885	Williams, Porter, Day & Neville, P.C.	Legal Expense – June18	\$1,449.85
		Total	\$717,667.97

City of Casper
Business Services - Finance Division
200 N. David
Casper, WY 82601
admins@cityofcasperwy.com
(307)235-8400

INVOICE & 7881
STATEMENT OF ACCOUNT

Page 1 of 1

CUSTOMER: CENTRAL WYO. REGIONAL WATER SYSTEM JPB
1500 SW WYOMING BLVD.
CASPER, WY, 82604

DATE: 7/2/2018

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
06/30/2018	164467	JUNE18 OPERATIONS REIMBURSEMENT	CURRENT	\$180,607.81

NEW CHARGES

PREVIOUS BALANCE

TOTAL AMOUNT DUE

\$180,607.81

\$180,607.81

June 2018 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		-\$7,718.99
9020.00	Chemical Charge - O&M		\$150,560.67
9030.00	Utilities - O&M		\$22,500.41
9040.00	Supplies - O&M		\$2,120.46
9060.00	Training - O&M		\$0.00
9070.00	Major Maint, Repair, Replc - O&M		\$6,686.56
9080.00	Testing & Lab Services - O&M		\$4,867.75
9090.00	Other Reimbursable Costs - O&M		\$1,590.95
80-404000-5819 Invoice Total			\$180,607.81

Delinquent accounts over \$50.00 will be charged an interest penalty of 1.5% per month. Sending payment to cover delinquent invoices (invoice older than 30 days) will prevent further action with the City of Casper collection effort and possible refusal of all city services. Direct all questions about your statement to (307) 235-8400. Please disregard if full payment has been sent.

Make all checks payable to City of Casper and include this remittance stub with the invoices you are paying to ensure proper processing.

Mail Payments To:

City of Casper
200 N David St
Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$180,607.81

AMOUNT ENCLOSED: \$180,607.81

Pay Invoice(s): 164467

If invoice(s) are/is not listed monies received will be posted to the oldest invoice on the account.

City of Casper Wyoming
Expenditure Reimbursement Request
June 30, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Air Filter Solutions Inc. - Pcard	Other Materials & Supplies	6/29/2018	147151-1	241.30	HVAC Air Filters
Albertsons - Pcard	Other Materials & Supplies	6/25/2018	00003039	80.92	JPB Meeting Lunch
Alpine Motor Sports - Pcard	Equipment Repairs	6/11/2018	AP10319, AP10360	48.97	Weed Eater Parts
ALSCO - Pcard	Laundry & Towel Svc	6/11/2018	LCAS1198952, LCAS1200389, LCAS1201789, LCAS1203119, LCAS1204488	181.35	Mats, Mops, Towels
Aqua Smart, Inc.	Chemicals	6/18/2018	22149	105,864.20	Sequest Corrosion Inhibitor
Atlas Office Products - Pcard	Other Materials & Supplies	6/15/2018	37557-0	116.88	Tape, Paper Towels
Black Hills Energy	Energy - Natural Gas	6/11/2018	RIN0028698	1,887.19	Natural Gas
Brenntag Pacific, Inc.	Chemicals	6/21/2018	BPI847004	14,017.25	Ferric Chloride
Casper Public Utilities	Sewer	5/30/2018	RIN0028660	21.65	Sewer Bill
Casper Public Utilities	Sewer	6/28/2018	RIN0028735	22.95	Sewer Bill
Casper Public Utilities	Refuse Collection	5/30/2018	RIN0028660	106.50	Sanitation Bill
Casper Public Utilities	Refuse Collection	6/28/2018	RIN0028735	113.00	Sanitation Bill
Casper Star-Tribune - Pcard	Advertising	6/25/2018	42146	48.28	RWS Meeting Advertisement
Casper Star-Tribune - Pcard	Advertising	6/29/2018	41895	117.60	RWS FY19 Preliminary Budget Advertisement
Coastal Chemical - Pcard	Vehicle Supplies	6/15/2018	0117043	42.73	Gasoline
Coastal Chemical - Pcard	Vehicle Supplies	6/29/2018	0117144	105.09	Gasoline
Crescent Electric - Pcard	Well Supplies	6/20/2018	S505192550.001	562.31	Contact for Morad #2
Crum Electric - Pcard	Other Materials & Supplies	6/20/2018	1988478-00	221.68	OSHA Inspection Repairs
CVIC, Inc.	Equipment Repairs	6/29/2018	3397	3,123.00	Hatches for Caissons 1, 2, 3
Dana Kepner Company, Ind. - Pcard	Well Supplies	6/15/2018	2227052-00	150.00	Blind Flange for Morad #6
Distribution Now - Pcard	Other Materials & Supplies	6/1/2018	912214815	9.78	Guaging Wax for Tank Levels
DPC Industries, Inc.	Chemicals	6/7/2018	727000119-18	6,957.18	Sodium Hypochlorite
DPC Industries, Inc.	Chemicals	6/18/2018	727000125-18	6,951.03	Sodium Hypochlorite
DPC Industries, Inc.	Chemicals	6/21/2018	727000126-18	7,001.82	Sodium Hypochlorite
Energy Laboratories - Pcard	Lab Testing	6/11/2018	157854	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	6/15/2018	159959, 159269	253.00	Aerobic Spore and Bacti Testing
Energy Laboratories - Pcard	Lab Testing	6/25/2018	160969, 160970	268.00	Aerobic Spore and Well Mix TOC Testing
Energy Laboratories - Pcard	Lab Testing	6/25/2018	162419, 162427, 162428	148.00	UV254, NPDES Permit, TOC/Alk Testing
Energy Laboratories - Pcard	Lab Testing	6/29/2018	163209, 164153	462.00	Aerobic Spore Testing
Eurofins Eaton Analytical - Pcard	Lab Testing	6/15/2018	L0394478	200.00	Bromate Testing
Eurofins Eaton Analytical - Pcard	Lab Testing	6/25/2018	L0396994	200.00	Bromate Testing
Grainger - Pcard	Equipment Repairs	6/11/2018	9794860891	1,917.50	Pumps for Ozone
Grainger - Pcard	Other Materials & Supplies	6/20/2018	1323621611	25.70	Exhaust Fan Pulley
Grainger - Pcard	Other Materials & Supplies	6/29/2018	1324892176	403.57	OSHA Inspection Repairs
Grainger - Pcard	Well Supplies	6/25/2018	1324053081	152.00	Sump Pump for Morad #6
Grainger - Pcard	Well Supplies	6/25/2018	1324086272	40.10	Morad #6 Float Switch
Greiner Ford - Pcard	Vehicle Supplies	6/15/2018	87665	68.65	Oil Change & Tune Up
Greiner Ford - Pcard	Vehicle Supplies	6/25/2018	88363	42.34	Oil Change & Tune Up
Hach Co., Corp.	Lab Supplies	6/5/2018	10980339	566.99	Lab Reagents
Hach Co., Corp.	Lab Supplies	6/5/2018	10983204	250.76	Lab Reagents

City of Casper Wyoming
Expenditure Reimbursement Request
June 30, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Hach Co., Corp.	Lab Supplies	6/11/2018	10985112	732.00	Chloramine Analyzer Reagents
Health Insurance	Health Insurance	6/14/2018		5,573.11	Health Insurance
Health Insurance	Health Insurance	6/28/2018		5,573.11	Health Insurance
Health Insurance Transfer	Transfers Out	6/14/2018		1,575.67	Additional Health Insurance Allocation
Interdepartmental Charges	Interdepartmental Services Fixed	6/7/2018		(103,018.00)	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	6/14/2018		22,676.33	2 FTE's from Water Distribution
Interdepartmental Services	Interdepartmental Services	6/14/2018		(2,386.42)	Reimbursement for Shared Employee
ITC Electrical Technologies	Equipment Repairs	6/26/2018	25386	283.50	Surface Water High Service #2 VFD Repair
Long Building Technologies	Maintenance Agreements	6/7/2018	SRVCE0090443	1,590.95	HVAC Blower Wheel Motor
Matthew Mosteller	Clothing Allowance	6/18/2018	RIN0028713	100.00	Work Jeans
NAPA Auto Parts - Pcard	Equipment Repairs	6/29/2018	312969/057330	10.30	Fan Belt
NAPA Auto Parts - Pcard	Equipment Repairs	6/29/2018	312816/053419	10.54	Sandpaper
NAPA Auto Parts - Pcard	Other Materials & Supplies	6/20/2018	308856/045574	54.42	Exhaust Fan Belts
NAPA Auto Parts - Pcard	Other Materials & Supplies	6/29/2018	31431/011914	11.49	Repair Grease Gun
Other Insurance	Other Insurance	6/14/2018		273.23	Other Insurance Benefits
Payroll	Personnel	6/14/2018		30,615.27	6/14/18 Payroll
Payroll	Personnel	6/28/2018		29,690.88	6/28/18 Payroll
Phone, Email, Internet, Wireless	Telecommunications	6/14/2018		93.90	Phone, Email, Internet, Wireless
Rocky Mountain Air Solutions - Pcard	Chemicals	6/11/2018	6699339	3,165.84	Liquid Oxygen
Rocky Mountain Air Solutions - Pcard	Chemicals	6/29/2018	6706413	3,177.40	Liquid Oxygen
Rocky Mountain Power	Energy - Electricity	6/18/2018	RIN0028714	13,492.30	Electricity - WTP, Wells
Rocky Mountain Power	Energy - Electricity	6/18/2018	RIN0028714	6,740.42	Electricity - Tanks, Boosters, Meters
Rocy Mountain Air Solutions - Pcard	Chemicals	6/15/2018	6701606	3,425.95	Liquid Oxygen
Sutherlands - Pcard	Other Materials & Supplies	6/29/2018	073094	19.92	Soil and Potting Supplies
Sutherlands - Pcard	Other Materials & Supplies	6/29/2018	364118	(19.92)	Return Supplies - Tax
Sutherlands - Pcard	Other Materials & Supplies	6/29/2018	086749	18.97	Soil and Potting Supplies
TruNorth Steel - Pcard	Well Supplies	6/20/2018	CA00004113	343.14	Culvert for Well Recharge
UPS - Pcard	Lab Testing	6/1/2018	00008F045W208	114.67	Lab Sample Shipping Fees
UPS - Pcard	Lab Testing	6/1/2018	00008F045W218	14.69	Lab Sample Shipping Fees
UPS - Pcard	Lab Testing	6/15/2018	00008F045W238	130.64	Lab Sample Shipping Fees
UPS - Pcard	Lab Testing	6/29/2018	00008F045W238	130.64	Lab Sample Shipping Fees
UPS - Pcard	Lab Testing	6/29/2018	00008F045W258	(130.64)	Credit for double payment of invoice
Verizon Wireless - Pcard	Telecommunications	5/24/2018	9806421584	22.50	Cell Phone
Wardwell Water & Sewer District	Water Line Materials	6/1/2018	RIN0028671	45.20	Wardwell Booster Irrigation
Workers' Compensation	Workers' Compensation	6/14/2018		1,707.83	Workers' Compensation
WYCOMP, Inc.	Lab Testing	6/28/2018	RIN0028736	1,296.00	Bi-Annual CWGG Well Testing
Xerox - Pcard	Other Materials & Supplies	6/11/2018	093414127	229.71	Copier Lease
Total				\$180,607.81	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2017-2018

Entity	Gallons of Water Produced												Year-to-Date
	6/30/2018	5/31/2018	4/30/2018	3/31/2018	2/28/2018	1/31/2018	12/31/2017	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017	
Salt Creek JPB	5,764,182.653	3,569,945.918	2,077,713.265	2,307,718.367	2,037,346.939	2,425,082.653	2,000,631.633	1,717,840.816	2,601,401.020	3,955,097.959	5,199,300.000	6,167,809.184	39,824,070.407
Wardwell W&S	27,071,113.270	18,817,791.840	9,664,506.122	7,804,785.714	7,286,007.143	9,223,221.429	7,431,680.612	7,716,814.286	9,465,779.592	24,117,421.430	33,192,017.350	38,820,892.860	200,612,031.648
Pioneer	5,856,260.204	3,641,367.347	2,693,867.347	2,429,208.163	1,965,672.449	2,460,207.143	2,233,330.612	2,496,651.020	3,807,093.878	4,543,956.122	6,203,697.959	7,759,000.000	46,090,312.244
Poison Spider	740,306.122	625,867.347	656,836.735	627,040.816	506,734.694	562,755.102	463,367.347	487,244.898	573,775.510	1,394,285.714	1,754,234.694	2,104,693.878	10,497,142.857
33 Mile Road	899,540.816	821,683.674	808,112.245	779,336.735	787,244.898	1,262,346.939	1,278,316.327	2,022,295.918	2,188,316.327	1,090,051.020	980,561.225	1,434,693.878	14,352,500.001
Sandy Lake	1,398,293.878	967,833.674	798,011.225	519,210.204	548,216.327	742,163.265	536,665.306	1,021,418.367	816,878.571	1,652,311.224	1,858,611.224	2,314,211.224	13,173,824.488
Lakeview	498,947.959	281,324.490	109,105.102	124,044.898	101,595.918	98,972.449	84,193.878	113,010.204	180,982.653	404,552.041	562,475.510	700,029.592	3,259,234.694
Mile-Hi	653,977.551	458,611.225	398,714.286	334,428.571	214,247.959	164,665.306	138,233.674	223,887.755	195,623.469	535,903.061	587,086.735	767,185.714	4,672,565.306
City of Casper	424,523,156.600	257,189,010.500	157,456,704.700	138,743,980.500	125,549,366.700	160,396,895.700	131,485,905.600	144,127,014.700	177,582,958.000	377,170,014.400	521,053,882.300	632,141,355.700	3,247,420,245.400
Regional Water	(717,000.00)	(1,000,200.00)	(1,219,420.00)	(251,000.000)	0.000	(862,000.000)	(900,000.000)	(2,300,293.000)	(3,996,471.000)	(1,264,150.000)	(846,558.000)	(1,376,600.000)	(14,733,692.000)
TOTAL	466,688,779.054	285,373,236.013	173,444,151.026	153,418,753.968	138,996,433.027	176,474,309.986	144,752,324.988	157,625,884.964	193,416,338.021	413,599,442.971	570,545,308.996	690,833,272.030	3,565,168,235.046

TOTAL PRIOR YEAR (FY2017) GALLONS PRODUCED:

3,695,131,334.888

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2017-2018

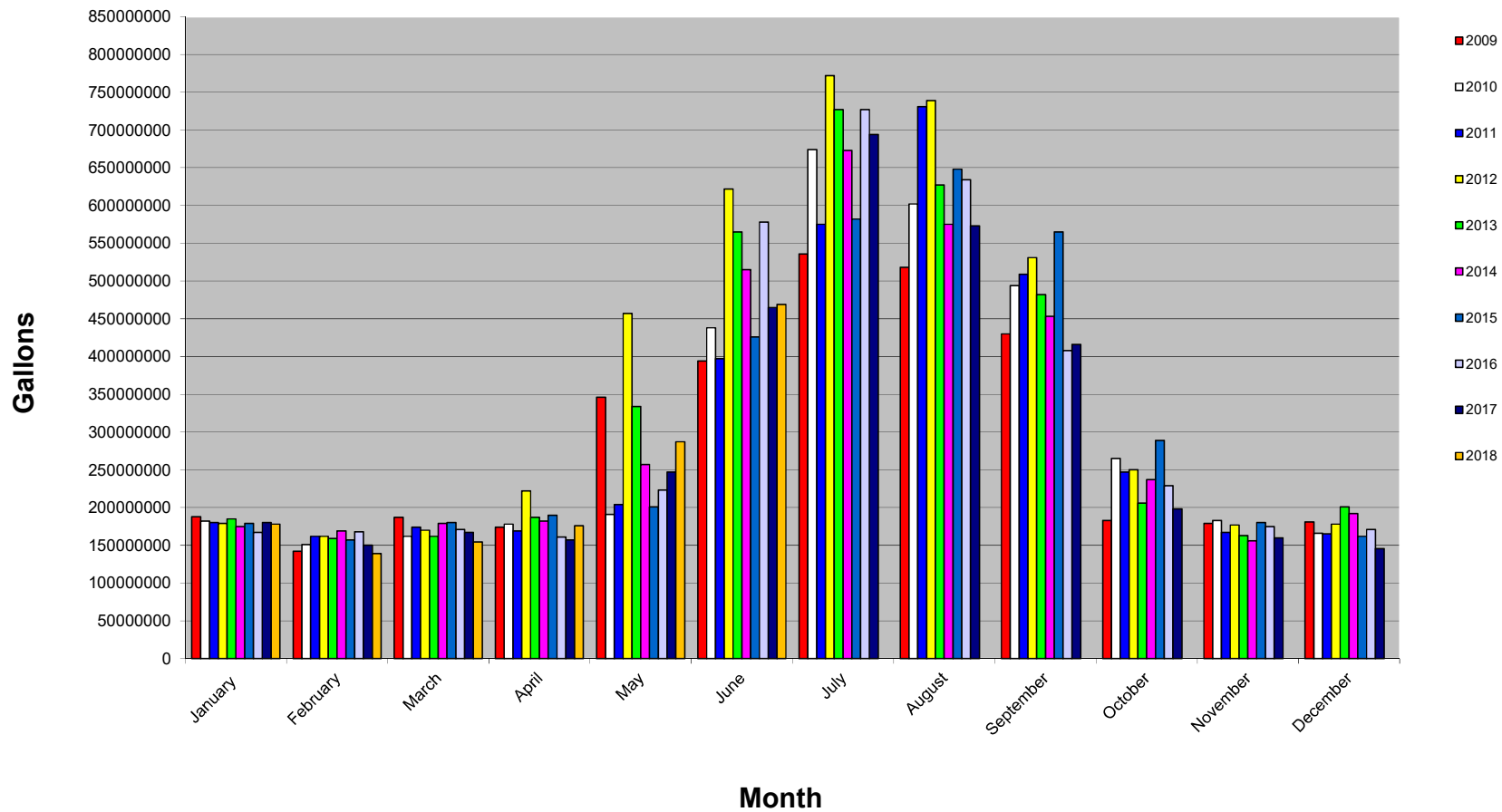
Entity	6/3/2018	5/31/2018	4/30/2018	3/31/2018	2/28/2018	1/31/2018	Water Rates Billed 12/31/2017	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017	Year-to-Date
Salt Creek JPB	\$ 9,914.39	\$ 6,140.31	\$ 3,573.67	\$ 3,969.28	\$ 3,504.24	\$ 4,171.14	\$ 3,441.09	\$ 2,954.69	\$ 4,474.41	\$ 6,802.77	\$ 8,942.80	\$ 10,608.63	\$ 68,497.42
Wardwell W&S	\$ 46,562.31	\$ 32,366.60	\$ 16,622.95	\$ 13,424.23	\$ 12,531.93	\$ 15,863.94	\$ 12,782.49	\$ 13,272.92	\$ 16,281.14	\$ 41,481.96	\$ 57,090.27	\$ 66,771.94	\$ 345,052.68
Pioneer	\$ 10,072.77	\$ 6,263.15	\$ 4,633.45	\$ 4,178.24	\$ 3,380.96	\$ 4,231.56	\$ 3,841.33	\$ 4,294.24	\$ 6,548.20	\$ 7,815.60	\$ 10,670.36	\$ 13,345.48	\$ 79,275.34
Poison Spider	\$ 1,273.33	\$ 1,076.49	\$ 1,129.76	\$ 1,078.51	\$ 871.58	\$ 967.94	\$ 796.99	\$ 838.06	\$ 986.89	\$ 2,398.17	\$ 3,017.28	\$ 3,620.07	\$ 18,055.07
33 Mile Road	\$ 1,547.21	\$ 1,413.30	\$ 1,389.95	\$ 1,340.46	\$ 1,354.06	\$ 2,171.24	\$ 2,198.70	\$ 3,478.35	\$ 3,763.90	\$ 1,874.89	\$ 1,686.57	\$ 2,467.67	\$ 24,686.30
Sandy Lake	\$ 2,405.07	\$ 1,664.67	\$ 1,372.58	\$ 893.04	\$ 942.93	\$ 1,276.52	\$ 923.06	\$ 1,756.84	\$ 1,405.03	\$ 2,841.98	\$ 3,196.81	\$ 3,980.44	\$ 22,658.97
Lakeview	\$ 858.19	\$ 483.88	\$ 187.66	\$ 213.36	\$ 174.74	\$ 170.23	\$ 144.81	\$ 194.38	\$ 311.29	\$ 695.83	\$ 967.46	\$ 1,204.05	\$ 5,605.88
Mile-Hi	\$ 1,124.84	\$ 788.81	\$ 685.79	\$ 575.22	\$ 368.51	\$ 283.22	\$ 237.76	\$ 385.09	\$ 336.47	\$ 921.75	\$ 1,009.79	\$ 1,319.56	\$ 8,036.81
City of Casper	\$ 730,179.83	\$ 442,365.10	\$ 270,825.53	\$ 238,639.65	\$ 215,944.91	\$ 275,882.66	\$ 226,155.76	\$ 247,898.47	\$ 305,442.69	\$ 648,732.42	\$ 896,212.68	\$ 1,087,283.13	\$ 5,585,562.83
Regional Water	\$ (1,233.24)	\$ (1,720.34)	\$ (2,097.40)	\$ (431.72)	\$ -	\$ (1,482.64)	\$ (1,548.00)	\$ (3,956.50)	\$ (6,873.93)	\$ (2,174.34)	\$ (1,456.08)	\$ (2,367.75)	\$ (25,341.94)
TOTAL	\$802,704.70	\$490,841.97	\$298,323.94	\$263,880.27	\$239,073.86	\$303,535.81	\$248,973.99	\$271,116.54	\$332,676.09	\$711,391.03	\$981,337.94	\$1,188,233.22	\$6,132,089.36

TOTAL PRIOR YEAR (FY2017) BILLING:

*Total water produced does not equate to total water billed
due to credit given.

\$ 5,912,210.13

WTP PRODUCTION



City of Casper
Budget Comparison
As of June 30, 2018

	Original Budget	Carry Over Encumbrances	Transfers/ Adjustments	Revised Budget	Actual	Remaining	% of Budget
CWR Water System							
Revenue							
WATER TREATMENT PLANT FUND							
55-340000-44800000000000 Interdepartmental Services	\$0.00	\$0.00	(\$28,637.00)	(\$28,637.00)	(\$28,637.04)	\$0.04	100.00%
55-340000-47020000000000 Intergovernmental Reimbursements	(\$3,081,427.00)	\$0.00	\$0.00	(\$3,081,427.00)	(\$2,756,180.85)	(\$325,246.15)	89.44%
WATER TREATMENT PLANT FUND Total	(\$3,110,064.00)	\$0.00	\$0.00	(\$3,110,064.00)	(\$2,784,817.89)	(\$325,246.11)	89.54%
Revenue Total	(\$3,110,064.00)	\$0.00	\$0.00	(\$3,110,064.00)	(\$2,784,817.89)	(\$325,246.11)	89.54%

City of Casper
Budget Comparison
As of June 30, 2018

	Original Budget	Carry Over Encumbrances	Transfers/ Adjustments	Revised Budget	Actual	Remaining	% of Budget
Expenditure							
TRANSFERS OUT							
55-340401-5900000000000000 Transfers Out	\$18,908.00	\$0.00	\$0.00	\$18,908.00	\$18,908.04	(\$0.04)	100.00%
TRANSFERS OUT Total	\$18,908.00	\$0.00	\$0.00	\$18,908.00	\$18,908.04	(\$0.04)	100.00%
PERSONNEL SERVICES							
55-340401-501003540000000 Water Treat Plant Operator III	\$0.00	\$0.00	\$114,297.00	\$114,297.00	\$114,548.82	(\$251.82)	100.22%
55-340401-501003560000000 Water Treatment Plant Manager	\$99,525.00	\$0.00	\$0.00	\$99,525.00	\$99,524.88	\$0.12	100.00%
55-340401-501003570000000 Water Plant Operator IV	\$309,561.00	\$0.00	(\$113,774.00)	\$195,787.00	\$195,700.04	\$86.96	99.96%
55-340401-501007200000000 Instrument & Controls Tech	\$64,717.00	\$0.00	(\$5,220.00)	\$59,497.00	\$48,549.68	\$10,947.32	81.60%
55-340401-501007290000000 Water Plant Lead Operator	\$81,663.00	\$0.00	\$0.00	\$81,663.00	\$81,662.36	\$0.64	100.00%
55-340401-501007440000000 Plant Mechanic II	\$60,736.00	\$0.00	\$0.00	\$60,736.00	\$61,416.94	(\$680.94)	101.12%
55-340401-501008100000000 Custodial Maintenance Worker I	\$34,424.00	\$0.00	\$0.00	\$34,424.00	\$34,429.22	(\$5.22)	100.02%
55-340401-502076020000000 Administrative Assistant I	\$19,264.00	\$0.00	(\$577.92)	\$18,686.08	\$17,178.41	\$1,507.67	91.93%
55-340401-503100000000000 Standby	\$7,552.00	\$0.00	(\$159.78)	\$7,392.22	\$5,267.52	\$2,124.70	71.26%
55-340401-503200000000000 Overtime	\$15,000.00	\$0.00	(\$317.37)	\$14,682.63	\$7,929.96	\$6,752.67	54.01%
55-340401-504100000000000 Supplemental Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	(\$50.00)	100.00%
55-340401-511100000000000 Health Insurance	\$118,543.00	\$0.00	\$0.00	\$118,543.00	\$122,748.63	(\$4,205.63)	103.55%
55-340401-511300000000000 Other Insurance - Benefits	\$3,202.00	\$0.00	\$888.61	\$4,090.61	\$3,751.29	\$339.32	91.70%
55-340401-512000000000000 Social Security Contributions	\$53,108.00	\$0.00	(\$1,126.00)	\$51,982.00	\$48,704.78	\$3,277.22	93.70%
55-340401-513000000000000 Retirement Contributions	\$57,183.00	\$0.00	(\$1,185.00)	\$55,998.00	\$54,341.31	\$1,656.69	97.04%
55-340401-516000000000000 Workers' Compensation	\$20,927.00	\$0.00	(\$433.00)	\$20,494.00	\$20,493.99	\$0.01	100.00%
55-340401-517100000000000 Accrued Leave	\$0.00	\$0.00	\$159.00	\$159.00	\$159.69	(\$0.69)	100.43%
55-340401-517500000000000 Allowances - Other	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$5,940.00	\$60.00	99.00%
55-340401-517600000000000 Clothing Allowance	\$800.00	\$0.00	\$0.00	\$800.00	\$458.28	\$341.72	57.29%
PERSONNEL SERVICES Total	\$962,229.00	\$0.00	(\$17,472.46)	\$944,756.54	\$922,855.80	\$21,900.74	97.68%
MATERIALS AND SUPPLIES							
55-340401-540100000000000 Operating Supplies - Chemicals	\$750,000.00	\$0.00	\$0.00	\$750,000.00	\$648,126.14	\$101,873.86	86.42%
55-340401-540400000000000 Other Materials & Supplies	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$30,122.54	(\$122.54)	100.41%
55-340401-540500000000000 Uniforms	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$966.99	\$33.01	96.70%
55-340401-543600000000000 Instrumentation	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$2,574.20	\$2,425.80	51.48%
55-340401-543800000000000 Well Supplies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$5,979.14	\$2,020.86	74.74%

City of Casper
Budget Comparison
As of June 30, 2018

	Original Budget	Carry Over Encumbrances	Transfers/ Adjustments	Revised Budget	Actual	Remaining	% of Budget
55-340401-54390000000000 Vehicle Supplies	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,802.39	\$197.61	93.41%
55-340402-54310000000000 Water/Sewer Line Materials	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$2,519.47	\$4,480.53	35.99%
55-340402-54360000000000 Instrumentation	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%
55-340402-54370000000000 Booster/Lift Station Supplies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$3,874.97	\$4,125.03	48.44%
55-340403-54040000000000 Other Materials & Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$45.80	\$454.20	9.16%
MATERIALS AND SUPPLIES Total	\$814,500.00	\$0.00	\$0.00	\$814,500.00	\$697,011.64	\$117,488.36	85.58%
CONTRACTUAL							
55-340401-52190000000000 Lab Testing	\$62,000.00	\$0.00	\$0.00	\$62,000.00	\$32,299.92	\$29,700.08	52.10%
55-340401-52510000000000 Sewer	\$250.00	\$0.00	\$0.00	\$250.00	\$261.10	(\$11.10)	104.44%
55-340401-52520000000000 Refuse Collection	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$14,172.22	\$45,827.78	23.62%
55-340401-52530000000000 Energy - Electricity	\$717,000.00	\$0.00	\$0.00	\$717,000.00	\$679,715.24	\$37,284.76	94.80%
55-340401-52540000000000 Energy - Natural Gas	\$65,000.00	\$0.00	\$0.00	\$65,000.00	\$51,481.15	\$13,518.85	79.20%
55-340401-52700000000000 Equipment Repairs	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$33,451.83	\$1,548.17	95.58%
55-340401-52760000000000 Maintenance Agreements	\$51,314.00	\$0.00	\$0.00	\$51,314.00	\$41,299.93	\$10,014.07	80.48%
55-340401-53200000000000 Insurance & Bonds	\$20,188.00	\$0.00	\$0.00	\$20,188.00	\$20,188.00	\$0.00	100.00%
55-340401-53300000000000 Telecommunications	\$3,486.00	\$0.00	\$0.00	\$3,486.00	\$2,436.34	\$1,049.66	69.89%
55-340401-53330000000000 Postage/Shipping	\$750.00	\$0.00	\$0.00	\$750.00	\$290.07	\$459.93	38.68%
55-340401-53400000000000 Advertising	\$700.00	\$0.00	\$0.00	\$700.00	\$647.98	\$52.02	92.57%
55-340401-53500000000000 Printing/Reproduction	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
55-340401-53700000000000 Travel & Training	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$2,135.00	\$1,865.00	53.38%
55-340401-53920000000000 Association Dues	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$927.00	\$73.00	92.70%
55-340401-53930000000000 Laundry & Towel Service	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,896.28	\$103.72	94.81%
55-340402-52530000000000 Energy - Electricity	\$121,000.00	\$0.00	\$0.00	\$121,000.00	\$99,851.99	\$21,148.01	82.52%
55-340402-53800000000000 Interdepartmental Svcs Fixed	\$163,725.00	\$0.00	\$5,373.00	\$169,098.00	\$169,097.96	\$0.04	100.00%
55-340403-52190000000000 Other Testing - Laboratory	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$4,696.20	(\$196.20)	104.36%
55-340403-53330000000000 Postage/Shipping	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	0.00%
55-340403-53400000000000 Advertising	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	0.00%
55-340403-53500000000000 Printing/Reproduction	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	0.00%
CONTRACTUAL Total	\$1,313,213.00	\$0.00	\$5,373.00	\$1,318,586.00	\$1,154,848.21	\$163,737.79	87.58%
Expenditure Total	\$3,108,850.00	\$0.00	(\$12,099.46)	\$3,096,750.54	\$2,793,623.69	\$303,126.85	90.21%
CWR Water System Total	(\$1,214.00)	\$0.00	(\$12,099.46)	(\$13,313.46)	\$8,805.80	(\$22,119.26)	

City of Casper
Budget Comparison
As of June 30, 2018

	Original Budget	Carry Over Encumbrances	Transfers/ Adjustments	Revised Budget	Actual	Remaining	% of Budget
CWR Water System Agency							
Revenue							
MISCELLANEOUS							
80-404000-47330000000000 Contributions	\$0.00	\$0.00	\$0.00	\$0.00	(\$87,661.00)	\$87,661.00	100.00%
80-404000-47350000000000 Miscellaneous Revenue	(\$50.00)	\$0.00	\$0.00	(\$50.00)	(\$218.00)	\$168.00	436.00%
MISCELLANEOUS Total	(\$50.00)	\$0.00	\$0.00	(\$50.00)	(\$87,879.00)	\$87,829.00	175758.00%
INTERGOVERNMENTAL							
80-404000-42200000000000 State Grant	(\$1,504,150.00)	\$0.00	\$0.00	(\$1,504,150.00)	\$0.00	(\$1,504,150.00)	0.00%
80-404000-42200000042189 State Grant - WYDOT W. Winds Interchange	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,529.70)	\$10,529.70	100.00%
80-404000-42200000122349 State Grant - RWS Airport Elevated Tank	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,473,767.70)	\$1,473,767.70	100.00%
80-404000-42290000000000 State Loan Proceeds	(\$5,587,364.00)	\$0.00	\$0.00	(\$5,587,364.00)	\$0.00	(\$5,587,364.00)	0.00%
80-404000-42290000040000 State Loan Proceeds - Emergency Power	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,961,151.69)	\$1,961,151.69	100.00%
80-404000-42290000071163 State Loan - RWS Backwash Water Supply	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,958,709.72)	\$1,958,709.72	100.00%
INTERGOVERNMENTAL Total	(\$7,091,514.00)	\$0.00	\$0.00	(\$7,091,514.00)	(\$5,404,158.81)	(\$1,687,355.19)	76.21%
INTEREST							
80-404000-46000000000000 Interest On Investments	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$62,457.46)	\$45,457.46	367.40%
INTEREST Total	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$62,457.46)	\$45,457.46	367.40%
CHARGES FOR SERVICES							
80-404000-44390000000000 Water Rate Revenue	(\$6,789,827.00)	\$0.00	\$0.00	(\$6,789,827.00)	(\$6,132,093.47)	(\$657,733.53)	90.31%
80-404000-44410000000000 System Investment Charge Revenue	(\$65,000.00)	\$0.00	\$0.00	(\$65,000.00)	(\$105,422.00)	\$40,422.00	162.19%
CHARGES FOR SERVICES Total	(\$6,854,827.00)	\$0.00	\$0.00	(\$6,854,827.00)	(\$6,237,515.47)	(\$617,311.53)	90.99%
Revenue Total	(\$13,963,391.00)	\$0.00	\$0.00	(\$13,963,391.00)	(\$11,792,010.74)	(\$2,171,380.26)	84.45%

City of Casper
Budget Comparison
As of June 30, 2018

	Original Budget	Carry Over Encumbrances	Transfers/ Adjustments	Revised Budget	Actual	Remaining	% of Budget
Expenditure							
OTHER							
80-404000-58010000000000 Debt Service	\$1,756,416.00	\$0.00	\$0.00	\$1,756,416.00	\$1,734,654.90	\$21,761.10	98.76%
80-404000-58040000000000 Interest Expense	\$466,161.00	\$0.00	\$0.00	\$466,161.00	\$433,391.62	\$32,769.38	92.97%
80-404000-58190000000000 Reimbursable Contract Expenses	\$3,081,427.00	\$0.00	\$0.00	\$3,081,427.00	\$2,756,180.85	\$325,246.15	89.44%
OTHER Total	\$5,304,004.00	\$0.00	\$0.00	\$5,304,004.00	\$4,924,227.37	\$379,776.63	92.84%
CONTRACTUAL							
80-404000-52000000000000 Consulting Fees	\$15,000.00	\$6,641.74	(\$14,500.00)	\$7,141.74	\$357.50	\$6,784.24	5.01%
80-404000-52100000000000 Investment Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$196.02	\$1,303.98	13.07%
80-404000-52110000000000 Legal	\$15,000.00	\$0.00	\$14,500.00	\$29,500.00	\$23,730.64	\$5,769.36	80.44%
80-404000-52120000000000 Accounting & Auditing	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$30,790.00	\$210.00	99.32%
80-404000-52170000040000 Engineering Services - Emergency Power	\$0.00	\$33,128.82	\$0.00	\$33,128.82	\$64,141.66	(\$31,012.84)	193.61%
80-404000-53200000000000 Insurance & Bonds	\$86,814.00	\$0.00	\$0.00	\$86,814.00	\$77,003.12	\$9,810.88	88.70%
80-404000-53700000000000 Travel & Training	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%
80-404000-53910000000000 Other Contractual	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$1,579.00	\$1,421.00	52.63%
CONTRACTUAL Total	\$154,314.00	\$39,770.56	\$0.00	\$194,084.56	\$197,797.94	(\$3,713.38)	101.91%
CAPITAL OUTLAYS REPLACEMENT							
80-404000-57200000000000 Buildings	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$32,711.65	\$92,288.35	26.17%
80-404000-57300000000000 Improv. Other Than Bldgs.	\$2,766,000.00	\$499,519.91	(\$727.00)	\$3,264,792.91	\$658,477.19	\$2,606,315.72	20.17%
80-404000-57300000000349 Improv Other Than Bldgs-Airport Tank Mch	\$0.00	\$1,050,521.31	\$0.00	\$1,050,521.31	\$725,885.58	\$324,635.73	69.10%
80-404000-573000000042189 Improv. Other Than Bldgs.-WYDOT W. Winds	\$0.00	\$15,125.54	\$727.00	\$15,852.54	\$10,403.45	\$5,449.09	65.63%
80-404000-573000000071163 Improv Other Than Bldgs-Backwash Water	\$0.00	\$2,070,916.04	\$0.00	\$2,070,916.04	\$1,925,940.80	\$144,975.24	93.00%
80-404000-573000000122349 Improv Other Than Bldgs-Airport Tank Gr	\$0.00	\$2,132,876.64	\$0.00	\$2,132,876.64	\$1,473,767.70	\$659,108.94	69.10%
80-404000-57600000000000 Intangibles	\$40,000.00	\$22,208.00	\$0.00	\$62,208.00	\$19,758.40	\$42,449.60	31.76%
80-404000-57800000000000 Technologies - Replacement	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$4,116.95	\$383.05	91.49%
CAPITAL OUTLAYS REPLACEMENT Total	\$2,935,500.00	\$5,791,167.44	\$0.00	\$8,726,667.44	\$4,851,061.72	\$3,875,605.72	55.59%

City of Casper
Budget Comparison
As of June 30, 2018

	Original Budget	Carry Over Encumbrances	Transfers/ Adjustments	Revised Budget	Actual	Remaining	% of Budget
CAPITAL OUTLAYS NEW							
80-404000-55200000000000 Buildings	\$86,000.00	\$0.00	\$0.00	\$86,000.00	\$199.42	\$85,800.58	0.23%
80-404000-55200000040000 Buildings - WTP Emergency Power Loan	\$0.00	\$1,836,806.00	\$0.00	\$1,836,806.00	\$1,387,378.86	\$449,427.14	75.53%
80-404000-55300000000000 Improv. Other Than Bldgs.	\$270,000.00	\$5.88	\$0.00	\$270,005.88	\$0.00	\$270,005.88	0.00%
80-404000-55400000000000 Light Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$5,517.62	\$4,482.38	55.18%
CAPITAL OUTLAYS NEW Total	\$366,000.00	\$1,836,811.88	\$0.00	\$2,202,811.88	\$1,393,095.90	\$809,715.98	63.24%
Expenditure Total	\$8,759,818.00	\$7,667,749.88	\$0.00	\$16,427,567.88	\$11,366,182.93	\$5,061,384.95	69.19%
CWR Water System Agency Total	(\$5,203,573.00)	\$7,667,749.88	\$0.00	\$2,464,176.88	(\$425,827.81)	\$2,890,004.69	

June 18, 2018

MEMO TO: H.H. King, Jr., Chairman
Members, Central Wyoming Regional Water System Joint Powers Board

FROM: Andrew B. Beamer, P.E., Public Services Director, City of Casper
Bruce Martin, Public Utilities Manager, City of Casper
Terry Cottenoir, Engineering Technician, City of Casper

SUBJECT: Amendment No. 1 to Contract with Lower & Co., P.C. for the
Water Treatment Plant Bulk Sand Crane System, Project No. 18-033

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board authorize Amendment No. 1 with Lower & Co., P.C. (Lower), for additional electrical engineering services for the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033, in the amount of \$1,300.

Summary:

Lower is under contract for the engineering design and construction administration services for the Water Treatment Plant (WTP) Bulk Sand Crane System Project. The design is approximately 80% complete, but during the initial design review, it was discovered that Lower did not include electrical engineering design services in their price proposal. Amendment No. 1 to the Contract includes Lower's proposal for providing additional electrical engineering design services in the amount of \$1,300, which is necessary to complete the design, but not included in the original scope of work.

City Staff has reviewed the proposed Amendment No. 1 from Lower, and recommends that the Central Wyoming Regional Water System Joint Powers Board authorize Amendment No. 1, in the amount of \$1,300, for a new total contract amount of \$4,400.00.

AMENDMENT NO. 1
to the
ENGINEERING AGREEMENT WITH LOWER & CO., P.C.
for the
Central Wyoming Regional Water System
Water Treatment Plant Bulk Sand Crane System
Project No. 18-033

Date of the Amendment June 18, 2018

This Amendment No. 1 to the Engineering Agreement between Lower & Co., P.C. (CONSULTANT) and the Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board (OWNER) dated July 17, 2018, is hereby made a part of the Agreement to the same extent as though it were originally contained therein. This Amendment includes two pages plus Exhibit "A" Additional Engineering Services Proposal.

I. PART 1, Scope of Services, ADD the following additional scope items at the end of the work items:

"The Consultant shall perform the services identified in their Additional Engineering Services Proposal dated June 13, 2018, attached as Exhibit "A", in connection with and respecting the project."

II. PART 2, Period of Performance, Amend the paragraph to read as follows:

"The design services of the Consultant shall be undertaken and completed on or before the 10th day of August, 2018. Construction Administration services shall be provided throughout construction."

III. PART 3, Compensation, increase the amount of compensation by \$1,300, for a total compensation of \$3,400.00.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of parties have executed this Amendment No. 1 as of the day and year above.

APPROVED AS TO FORM:

Charles Chapin, Board Attorney

ATTEST

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD

Charlie Powell
Secretary

Larry E. Keffer
Vice-Chairman

WITNESS

CONSULTANT
Lower & Co., P.C.

By: Terry Cotten
Printed Name: Terry Cotten
Title: Engineering Technician

By: Robert Lower
Printed Name: ROBERT LOWER
Title: PRESIDENT



June 13, 2018

Terry Cottenoir
Engineering Technician
City of Casper, Wyoming
Public Services Department
200 North David Street
Casper, WY 82601

REF: Central Wyoming Regional Water Treatment Facility Mono-rail Crane Project,
Casper, Wyoming.

Dear Mr. Cottenoir:

The following is our fee proposal for the provision of Additional Engineering Services for the above referenced project. The additional project scope includes design and detailing necessary for electricification of the new monorail crane runway within the existing water treatment plant building.

The services we propose to provide are as follows:

- Electrical Engineering Design and complete Construction Documents.
- Technical Specifications.
- Assistance during Bidding.
- Construction Observation.

We propose to provide these services for the following additional fees:

EDA Fees	= \$1,000.00
Lower & Co. Fees	= <u>\$300.00</u>
Total	= \$1,300.00

We can begin work on the project immediately and can have drawings completed 3 weeks after notice to proceed. Please note that our Professional Liability Insurance limits are \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate. If you have any questions or comments, please give me a call.

Sincerely,

Robert Lower, P.E.

18-022



June 11, 2018

Mr. Bob Lower
Lower & Co.
1607 CY Ave.
Casper, WY 82604

Re: Consulting Services Request for Proposal
Central Wyoming Regional Water System

Dear Bob:

Engineering Design Associates (EDA) is pleased to provide the following proposal to Lower & Co. (Client) for electrical engineering services related to the relocation of an existing 2-ton crane at the Central Wyoming Regional Water System facility in Casper, WY. This letter provides a description of the proposed scope of services. Thank you for considering us.

Scope of Services

EDA understands the scope of work is to provide electrical construction drawings for relocating an existing 2-ton crane at the Central Wyoming Regional Water System facility in Casper, subject to requirements of the Client and approval from the local authority having jurisdiction. Our drawings will be based on preliminary information provided by you. Our proposed services include:

1. Provide drawings of electrical distribution modifications.
2. Attend a pre-bid on site meeting.
3. Provide an electrical cost estimate.
4. Construction administration to include one site visit.

Deliverables include a single set of construction documents in Adobe PDF format for the client's use to submit to the City Building Department.

Client Responsibilities

In order for EDA personnel to perform the above scope of services efficiently and cost effectively, the Client is to be responsible for the following:

1. Timely delivery of information regarding requirements for and limitations on the project imposed by the owner, client, or the jurisdictional authority
2. Printing and reproduction costs, plan review fees, and other reimbursables that might arise.

Schedule

EDA will commit to providing construction documents and progress drawings as necessary to meet an agreed upon schedule, provided that information necessary for said deliverables is received sufficiently in advance.

Terms and Conditions

EDA will perform the above scope of services on a lump sum, percent of completion basis as follows:

Engineering Services

\$1,000

We expect document sharing to be via e-mail. We expect copies and prints of any pertinent drawings to be provided at no additional cost by the Client. Terms and conditions of this proposal will remain valid for 60-days from the above date.

Additional Services

The following services are not included within the base scope of work for this proposal and if requested, will require the negotiation of additional fee.

1. Additional design work outside of the above scope of work.
2. Work resulting from over-budget conditions outside our control.

Additional work and/or changes in scope at the Client's request will be negotiated separately or may be invoiced at our standard hourly rates. Billing rates for EDA personnel associated with this project are as follows:

Mech/Elec Engineer	\$125/hr	Designer	\$90/hr
Drafting/Clerical	\$70/hr		

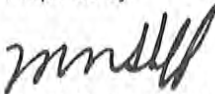
Insurance

Statements of professional liability and general liability will be forwarded directly by our insurance carrier(s) to the above address upon request. Additional coverage, including that required of the Client by the Owner, is not being proposed for this project.

Acceptance

Acceptance of this proposal can be achieved by signing the authorization of services below or by sending other appropriate documentation with this proposal referenced as an exhibit, to Engineering Design Associates, 1607 CY Ave, Ste 303, Casper, WY 82604. Thank you for your consideration and please feel free to contact us with any questions or comments.

Prepared by:



Monte N. Schaff, PE

Authorization for Engineering Services

Client: Lower & Co.


Project: Central Wyoming Regional Water System

Signature:

Title:


Name:

Date:


ROBERT LOWER
PRES.
6/13/18

June 29, 2018

MEMO TO: H.H. King, Jr., Board Chairman

FROM: Andrew Beamer, P.E., Public Services Director 
Bruce Martin, Public Utilities Manager
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 8 with COP Wyoming, LLC, for a time extension of 31 calendar days for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Meeting Type & Date

Regular Board Meeting
July 17, 2018

Action type

Authorization

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 8 with COP Wyoming, LLC, for a time extension of 31 calendar days for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Summary

COP Wyoming, LLC, is under contract to construct the new WTP Alternate Backwash Water Supply Tank. The 1.1 million gallon alternate backwash water supply tank provides the necessary redundancy and functions to allow the existing tank to be taken out of service for repairs and re-painting.

The originally specified level transducer is not compatible with the existing equipment at the WTP. The new level transducer controller was ordered in late June, but will not arrive on site until July 20.

The proposed change order will not affect the current contract amount.

Woodard & Curran, the engineering consultant retained by the JPB to manage the construction, has reviewed the contractor's change order proposal and has recommended approval.

Financial Considerations

Funding for the project is from Drinking Water State Revolving Funds (DWSRF) in the form of a loan up to \$1,892,066 with the remaining funding \$307,934 to come from Regional Water System Reserves. The DWSRF representative, Wade Verplancke, has given approval for this change order. Previous change orders had reduced the contingency amount from \$115,025.00 down to \$31,208.58.

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

Change Order No. 8 Form

Woodard & Curran Recommendation Letter

COP Wyoming, LLC Change Order Proposal

CITY OF CASPER
CHANGE ORDER

NO. Eight (8)

PROJECT: WTP Alternate Backwash Supply Tank
Project No. 15-37

DATE OF ISSUANCE: June 29, 2018

OWNER: Central Wyoming Regional Water System Joint Powers Board

CONTRACTOR: COP Wyoming, LLC

ENGINEER: Woodard & Curran

You are directed to make the following changes in the Contract Documents:

Description: Time Extension due to a specification mismatch.

Attachments: Memo, Consultant's Recommendation & Contractor's Change Order Proposal

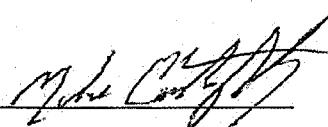
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>2,084,975.00</u>	Original Contract Time: (days or date) <u>Substantial completion: November 30, 2017</u> <u>Final completion: December 30, 2017</u>
Previous Change Orders No. <u>1</u> to <u>7</u> \$ <u>83,816.42</u>	Net change from previous Change Orders (days): <u>-- 213 --</u>
Contract Price prior to this Change Order: \$ <u>2,168,791.42</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: July 1, 2018</u> <u>Final completion: July 31, 2018</u>
Net Increase/ Decrease of this Change Order: \$ <u>0.00</u>	Net Increase/ Decrease of this Change Order: (days) <u>-- 31 --</u>
Contract Price with all approved Change Orders: \$ <u>2,168,791.42</u>	Contract Time with all approved Change Orders: (date) <u>Substantial completion: August 1, 2018</u> <u>Final completion: August 31, 2018</u>

ACCEPTED:

RECOMMENDED:

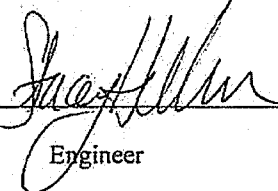
APPROVED:

BY:




Contractor

BY:



Engineer

BY:



Owner

June 28, 2017



Scott Baxter
Project Manager
City of Casper
200 North David
Casper, WY 82601

Re: Contract Date Change Request due to Incompatible Level Sensor Equipment

Dear Mr. Baxter:

This letter is to provide Woodard & Curran's recommendation for a contract substantial completion date and completion date change order to the Alternate Backwash Water Supply Tank project. The recommendation is to extend the substantial completion date to August 1, 2018 and completion date to August 31, 2018 due to delays in equipment procurement delays.

BACKGROUND

On Monday, June 25, 2018, Casper Electric discovered that the specified level transducer and level sensor are not compatible with each other. The programmer was not able to get them to work together. The recommendation in the RFI is to replace the Hydorranger 200 with a Sitrans LUT400 since the Siemens XPS-30 level transducer has already been installed. The specified Hydorranger 200 operates specifically with 44kHz ultrasonic frequency. The installed transducer (XPS-30) does not operate at that range.

Since both pieces of equipment are already installed, it was determined that switching out the Hydorranger with a compatible device would be more cost and time effective compared to installing a new level sensor which would include re-wiring the connection from the top of the tank. The Sitrans LUT400 has been verified to be compatible with the installed Siemens XPS-30 and is the selected replacement. However, the lead time to procure the equipment is approximately 20 days. This will delay the ability to fill the tank and test SCADA operations.

RECOMMENDATION

To accommodate the arrival of the replacement part for the project, it is recommended to extend the substantial completion date to August 1, 2018 with a final completion date of August 31, 2018. This time frame will allow for equipment installation, tank filling and disinfection, site walk through for punch list development and completion of the punch list requirements.

Attached to this recommendation is COP's RFI #13, and COP Wyoming's letter of request for a contract time changed order.

Please contact me if you have any questions or concerns.

Sincerely,

Stacey Hellekson, PE
Project Manager

COP WYOMING LLC P.O. BOX 979 SHERIDAN, WYOMING 82801 PHONE: 307-673-2570 FAX: 307-333-0188



June 28, 2018

Stacey Hellekson, P.E.
Woodard & Curran
1800 West Koch, Suite 6
Bozeman, Montana 59715

RE: Casper Alternate Backwash Tank
Level Transducer Receiver Change

Stacey,

COP Wyoming LLC would like to submit this as a formal request for a time extension/change order. As you know the Hydroranger 200 and the XPS level transducer (both as specified in bid documents) are not compatible. The programmer cannot make them work together. We have already submitted a RFI, cost proposal and a time line (at least 17 working days) to procure the compatible receiver to fix this situation. Given this we feel that a change order is warranted.

Thank you.

Sincerely,

COP Wyoming, LLC


Mike Cartwright
Manager

CC: #17202 RFP #11 File

AGREEMENT FOR CITY POLICE SERVICES AT VARIOUS SCHOOLS

THIS AGREEMENT is made and entered into this ____ day of _____, 2018, by and between the City of Casper, Wyoming, a municipal corporation, hereinafter referred to as the "CITY," and the Natrona County School District No. 1, hereinafter referred to as the "DISTRICT."

WHEREAS, the DISTRICT has identified the need for police services at various schools and school-related events under its control and supervision; and

WHEREAS, the CITY has a municipal police agency engaged in providing police services to the City, and

WHEREAS, the DISTRICT desires to obtain the police services of the CITY, and the CITY desires to provide said services.

NOW THEREFORE, IN CONSIDERATION of the mutual promises and covenants hereinafter contained, the parties agree as follows:

1. This Agreement is for a ten year term unless sooner terminated as provided herein; the agreement shall commence September 4, 2018, and will continue through June 4, 2019, and will continue for the subsequent nine (9) academic years. The last day of this Agreement shall be the last day of the regular academic year in 2028.
2. The CITY shall appoint a representative who shall be responsible for managing and coordinating the CITY's performance under this Agreement, and shall identify this representative to the DISTRICT by name and telephone number. The District shall appoint a representative who shall be the point of contact for the District and who shall be responsible for working with the City and coordinating the SRO program with the City.
3. The CITY agrees to provide routine police services to the DISTRICT under the terms and conditions herein contained. The duties assumed by the CITY under this Agreement are duties owed generally to the public. The DISTRICT acknowledges that violations of DISTRICT or school policies, student discipline issues, or other matters that do not rise to the level of criminal activity remain the general purview of the DISTRICT. As such, student behavioral problems or similar events, unless criminal in nature or posing a threat of imminent physical danger to the student or others, will not generally result in the use of police force to restrain, detain, or otherwise restrict the activities of a student or students engaged in such activity.

By entering into this Agreement, the CITY does not assume any other duty to the DISTRICT, nor does the CITY assume any duty to any particular individual. The parties agree that this Agreement does not create any agency relationship between

the CITY and the DISTRICT, and no representations of any kind, type or nature made by one party shall be binding upon or create a duty in the other party.

4. The DISTRICT agrees to provide School Resource Officers and supervisors access to the DISTRICT's School Administrative Student Information (SASI) system and the information that is contained within that system to the extent permissible by local, state, and federal law.

The DISTRICT agrees to assist and facilitate the timely acquisition of any relevant information in their possession subject to any public request for information to which the CITY is required to respond, where such information is related to the services provided herein.

The DISTRICT agrees to provide an appropriate office workspace with appropriate access to technology needs required for the efficient functioning and performance of the School Resource Officers. The DISTRICT agrees that such office workspace shall also provide for the placement of a secure weapons storage unit for the purpose of the safe storage of weapons on DISTRICT property in such a way as to be readily available to the School Resource Officers, as needed, yet generally inaccessible to all other personas. The DISTRICT agrees to facilitate the installation of such weapons storage units to the extent that the units may be permanently affixed to a reasonably immovable object to the greatest extent possible in the designated office workspace. The CITY agrees that the selection and purchase of such weapons storage units is their responsibility and such units will remain the property of the CITY.

In order to facilitate timely communications between the DISTRICT and the CITY personnel assigned under this Agreement, the DISTRICT also agrees to supply each School Resource Officer with a cell phone to be used to contact the school agency, when needed, or to make whatever contacts are necessary to facilitate and complete his or her duties.

5. In return for the police services of the CITY, the DISTRICT agrees to pay the CITY 70% of the salary, benefits, fees, equipment and vehicle cost for the positions as set forth herein. The DISTRICT's portion may be prorated for the first academic year if insufficient officers are available. The amount paid by the DISTRICT per position for the 2019-2020 academic school year shall be \$609,731 (see Exhibit 1).
The amount paid by the District for the 2020-2021 academic year shall be \$747,776.00 (see Exhibit 1).
The amount paid by the District for the 2021-2022 academic year shall be \$586,405.00 (see Exhibit 1).
6. The staffing level and charges for the first three (3) academic years are as stated in Exhibit 1, hereto, except filling the Fall semester of 2018, may not be fully possible, due to the current difficulty in recruiting and retaining available officers;

any shortfall in officers provided in the Fall semester of 2018, shall result in a proportionate deduction of the amount to be paid by the District.

7. The selection and assignment of SROs and supervisors is exclusively the province of the City via the Casper Police Department. In furtherance of employee retention, training, strategic planning, long-term organizational needs, and individual or organizational professional development it is to be expected that the individual tenure of School Resource Officers and the supervisor in the positions referenced in this Agreement shall generally be for a maximum of three (3) academic years, at which time other personnel will replace the outgoing SROs or supervisor.
8. The DISTRICT and CITY are aware that each party to this Agreement is subject to the supervision of separately elected political entities. Each party to this Agreement obtains funding from the above-referenced political entities and is funded subject to annual budget approval. It is a requirement of their Agreement that each party hereto shall notify the other immediately if a party's *future* fiscal year funding for this Agreement is curtailed or eliminated. In the event that either party's *future* funding is curtailed, either party may terminate this contract with sixty (60) days' written notice to the other, after the curtailed funding has been adopted, by the elected Board of Trustees or City Council, as the case may be.
9. Each party hereto shall be responsible for its own negligence and the negligence of its agents, employees, representative and other personnel. The CITY is a participant in the Wyoming Association of Risk Management (WARM) and is insured by WARM to the limits described in the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101 et seq. (1988) as amended. Neither of the parties hereto waives any right or rights they may have pursuant to the Wyoming Governmental Claims Act, and the parties hereby specifically reserves the right to assert any and all rights, immunities, and defenses they may have thereunder.
10. The CITY shall be responsible for all employment matters such as computing wages, salaries, benefits and other compensation, managing pension plans, providing uniforms, selection of equipment, vehicles and that which is explicitly referenced in this contract, including training and the like. However, as part of the evaluation of the program and the obtaining of feedback on the performance and suitability of the SROs and supervisors or, for purposes of internal investigations, the DISTRICT shall provide input and feedback as requested and will also provide information and statistical data as may be reasonably needed.
11. The CITY personnel provided by the CITY pursuant to this Agreement shall be directly supervised by a Lieutenant, as designated by the Chief of Police. CITY personnel will coordinate their activities with the principal of each of DISTRICT's schools to which the SROs and supervisor(s) are assigned. The Sergeant, who will have primary SRO responsibilities for one school will, by expectation and necessity, supervise and intermittently monitor the SROs

assigned to other DISTRICT schools and, as such, may not provide a continual presence at the school in which he or she has been assigned. In times of emergencies, natural or man-made disasters, or other public safety incidents, CITY personnel provided pursuant to this Agreement shall be subject to immediate recall and reassignment to other public safety needs, as determined by the CITY. Absences from SRO duties during such occurrences will not be a reimbursable event.

12. CITY personnel providing services pursuant to this Agreement shall conduct themselves as police officers and shall at all times follow the policies and procedures of the CITY and the Casper Police Department.
13. The CITY shall provide SRO police services to the DISTRICT at locations and times as will be agreed by the parties in confidential communications (subject to the Wyoming Public Records Act, Wyo. Stat. §§ 16-4-201 et seq. The parties acknowledge that vacations, reasonable sick or disability leave, mandatory qualifications, In-service Training, as well as applicable training related to the maintenance and progression of professional skills, abilities, and future promotional opportunities, is a function of normal employment and that the SROs and supervisor(s) are entitled to the use of such vacations, sick leave, and access to work-related trainings. In the event of an extended, unanticipated absence, disability or the administrative restriction of duty of any SRO or supervisor, or any other event which may cause a SRO or supervisor to be absent for more than a period of ten (10) consecutive working days, the CITY must assign a temporary or permanent replacement for the absent SRO or supervisor. Such occurrences are not a reimbursable event.
14. Pursuant to this Agreement, assigned CITY personnel shall devote substantially all of their working time during the academic school year periods described in this contract to providing police services to the DISTRICT.
15. As a matter of routine, the DISTRICT shall provide the CITY timely information of all known or suspected crimes or threats, within or directed at DISTRICT schools, facilities and activities or which involves any persons therein, whether committed or made by students, faculty, support staff or volunteers of the DISTRICT. Likewise, the CITY shall provide timely information to the DISTRICT regarding matters of school safety.
16. This Agreement shall not be modified or altered unless mutually agreed upon by the parties in writing.
17. This Agreement contains the entire understanding of the parties. There are no understandings between the parties, written or otherwise, not contained herein. Each party acknowledges that they have consulted with or have had the opportunity to consult with legal counsel regarding this Agreement.

18. If any provision, section, subsection, sentence, clause or phrase of this Agreement is invalidated by any court of competent jurisdiction, such a holding shall not affect the validity of the remainder of the Agreement which shall continue in full force and effect.
17. This Agreement shall be governed by the laws of the State of Wyoming.
18. The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.

[The rest of this page is intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

APPROVED AS TO FORM

City Attorney's Office

ATTEST

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

APPROVED AS TO FORM

Attorney for the School District

WITNESS

NATRONA COUNTY SCHOOL
DISTRICT NO. 1

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Dear City Counsel,

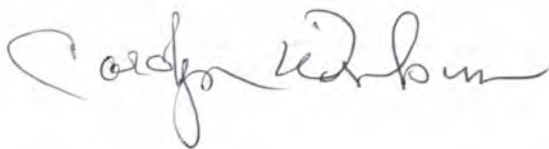
7/7/2018

I wanted to share my thoughts on the beatifying of Casper. I agree that Casper needs to keep up appearances. I live on Chestnut ST. the corner of 9th & Chestnut. I can drive from my house up to 13th and find many homes in such a disarray, some of these could be taken care of with a bit elbow grease but some people just do not care how their property looks, that's where the city needs to step in and say you need to take care of these tall weeds or fix this fence or what ever the situation is.

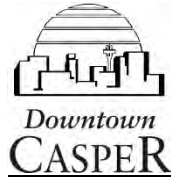
I am 67 and am disabled or I would go and help these people, believe me if I was able to help someone I would. I have thought about this many times to make Casper a nice looking city. I drive to other cities and find their properties are kept up and wonder why we can't have that. I know people cannot pay to keep their houses painted or for someone to pull weeds or to even mow, but like I said some of that people could do their yard work themselves but just are too lazy. I can't do what I use to be able to do but I want my property to look nice.

I certainly don't have the answers but that don't mean I do not care I want to drive down the streets of Casper and see yards that are kept up, I want to live in a city that cares about appearances. I want you to know I am a concerned citizen.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carolyn Winburn'.

Carolyn Winburn



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, July 11, 2018
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|----------|
| I. | Establish Quorum and Call Meeting to Order | J.True |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| | A) Charlie Powell | |
| | B) Liz Becher | |
| IV. | Approval of June 2018 Board Minutes | J.True |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) June, 2018 Reports | J.True |
| | B) July, 2018 Payments | J.True |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| | A) Executive Committee | J.True |
| | a. Office Lease | |
| | B) MARCOM Committee | P.Fazio |
| | C) David Street Station | K.Hawley |
| | D) Finance Committee | N.Grooms |
| | a. Public Budget Hearing @ 12:00pm | |
| | E) Infrastructure | B.Daigle |
| | F) Governance | W.Reese |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting August 8, 2018

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority
Board Meeting Minutes
June 13, 2018

Present: Nicholas Grooms, Will Reese, Critter Murray, Jenn True, Sona Rummel, Brandon Daigle; Kevin Hawley, Jackie Landess, Michelle Solko

Excused: Pete Fazio, Charlie Powell, Brettnee Tromble, Trudi Holthouse

Call to Order: Mr. Grooms called the June 13th, 2018 meeting to order at 11:30 A.M.

Public Comments: N/A

City Report: N/A

Director's Report - Kevin Hawley

- Focused on opening of David Street Station (DSS or Station), so not a lot to share in the Director's Report. As pertains to budgeting, additional staff is needed. Two maintenance men have been hired to work 30 – 35 hrs/week/person. Therefore, anticipate increases with payroll expenses.
- Challenged with OM being overwhelmed with responsibilities. Challenges with Splash Pad and other construction issues, event coordination and execution, office budgeting, etc. Determining physical on-site help or help in the office that best suits OM needs.
- Meeting with Caspar Builders. Computer panel ruined by water leak. Issues with water holding tank and filter sensors. Hilltop logo and sealant still need completion.
- On financial side, will be receiving \$500K from WY Business Council Phase 2 Grant, \$100K from Goodstein Foundation, along with Hilltop National Bank pledge 2 of 3.
- Special meeting for TV purchase in May. Problems with our generator on backorder, so will be receiving rental for UW at no cost.
- Splash pad is a big hit with everyone. 800-1,000 people/day. Problems with skateboards and bikes. Hiring overnight security is important. Great marketing by the Hinge Group. The number one complaint about the Splashpad is lack of shade on hot days. Stand and umbrella purchase about \$150 each. Worried about constant replacement. Future solution would be to use two large spotlight poles and triangles sails for shade cover (plan to utilize the same mesh material as the banners for air passage).
- Will Reese arrived, so quorum established for voting measures.
- Two sets of Meeting Minutes (May 9 and May 17).

Approval of May 2018 Board Meeting Minutes

Motion, Second, Passed (Will Reese, Critter Murray) (All Approved)

Financials – Nicholas Grooms

- Budget discussed later in meeting. Will have State Census Report submitted by end of week. Petty cash versus standing account discussed. Assessments \$15K from Mill Levy last month (over \$161K)

Approval of May 2018 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Will Reese, Jenn True) (All Approved)

Committee Reports –

A.) Executive Committee – Will Reese

- Will Reese, Nicholas Grooms, Jenn True & Brandon Daigle met last week for board member review using rubric. Committee recommends Pete Fazio be renewed, as well as Highest scorers on rubric: Shawn Houck, Tim Shank.

Motion to Recommend Pete Fazio, Shawn Houck, & Tim Schenk to Council

Motion, Second, Passed (Will Reese, Critter Murray) (All Approved)

- Voting for Executive Committee (4 positions). Currently on slate: Jenn True for Chair, Brandon Daigle for Vice Chair, Nicholas Grooms for Treasurer, Pete Fazio for Secretary. All willing to serve.

Approval of Nominations as a Slate

Motion, Second, Passed (Will Reese, Critter Murray) (All Approved)

MARCOM Committee – Kevin Hawley

- Nick G: Budget: Mill Levy & \$2K flowers, parking, DSS Budget \$573 Friends of Plaza, Operational Grants
- Capital Budget-FF&E wish list, selling direct sponsorships
- Jenn T: PG revenue anticipate a decline as a big renter dropped 20 spaces
- Brandon: spend down savings as worst case scenario. Contingencies in budget.
- Nick G: Our cash position as of May is just under \$1M

Approval of Budget as Presented

Motion, Second, Passed (Jenn True, Sona Rummel) (All Approved)

- Public Budget Hearing scheduled for July 11th at noon.

Approval of Budget Hearing Schedule

Motion, Second, Passed (Will Reese, Brandon Daigle) (All Approved)

B.) David Street Station – Jackie Landess

- Upcoming events: Tonight will be David Street Station's first Family Game Night: Giant Connect 4, Giant Checkers, Cornhole, Bocce ball. Will roll out other ideas and games throughout the series. Concert Series on Friday nights with Whiskey's Alibi from Cheyenne, Lunch on the Lawn on Monday with Vibes, Farmer's Market on Tuesday, UW Pep Rally on Thursday at 6:00 pm: UW Colors will be presented along with the National Anthem. Speakers: UW President, Dr. Laurie Nichols; Football Head Coach, Craig Bohl; Women's Basketball Coach, Joe Legerski; and Men's Basketball Coach, Allen Edwards. Entertainment by the Western Thunder Marching Band and the UW Cheerleaders.
- Successful events: Splash Pad Grand Opening on June 1st and ArtWalk on June 7th (Hagen in the Grainbox)
- Splash Pad will run through Sept until winterized. 10 am - 10 pm everyday. Ice rink will have dasherboards all around rose colored concrete. Summer camps and daycare bus to utilize Splash Pad.
- Facebook testimonials-Many positive comments have been heard about "The Station" and its Splash Pad.

C.) Finance – Kevin Hawley (See Director's Report)

D.) Infrastructure – Brandon Daigle

- No Report

E.) Governance – Will Reese

- Working to find a sponsor for TV

Comments:

- Nick: Have not heard negative comments and nice letter from the city
- Critter: email from Cowboy Joe Club promoting DSS

Action Items: N/A

Motion to adjourn at approximately 12:27PM

Motion, Second, Passed (Critter Murray, Jenn True) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA - Balance Sheet

Jun 30, 18

ASSETS

Current Assets

Checking/Savings

CHECKING 81,719.86

NOW Acct 252,038.55

Total Checking/Savings 333,758.41

Other Current Assets

Due from Parking Garage -13,547.27

Total Other Current Assets -13,547.27

Total Current Assets 320,211.14

TOTAL ASSETS 320,211.14**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 2,515.03

Total Other Current Liabil 2,515.03

Total Current Liabilities 2,515.03

Total Liabilities 2,515.03

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -28,520.04

Net Income -36,108.29

Total Equity 317,696.11

TOTAL LIABILITIES & EQUITY 320,211.14

DDA - P&L

Jun 18

Ordinary Income/Expense	
Income	
ACCT. INTEREST	30.85
ASSESSMENTS	15,705.72
Total Income	15,736.57
Expense	
ADMINISTRATIVE	
Administrative Services	2,680.95
Director's Salary	
ED Allocation to PKG Garage	-816.67
Director's Salary - Other	6,250.02
Total Director's Salary	5,433.35
Social Security	646.71
Unemployment Insurance	20.72
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	8,856.73
MARKETING-COMMUNICATIONS	
PR - Director	7.30
MARKETING-COMMUNICATIONS - Otl	282.46
Total MARKETING-COMMUNICATIONS	289.76
OPERATIONS	
Repairs/Maintenance	135.00
Accountant/Bookkeeper	10.24
Office Automation	129.89
Music Service	50.00
Office Equipment	37.97
Office Rent	1,550.00
Office Supplies	249.72
Travel	237.24
Total OPERATIONS	2,400.06
Payroll Expenses	2,203.80
Total Expense	13,750.35
Net Ordinary Income	1,986.22
Net Income	1,986.22

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through November 2017

	TOTAL													Budget	\$ Over Budget	% of Budget
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18			
Ordinary Income/Expense																
Income																
City Funding - Temporary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	-125,000.00	0.0%
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	26.56	25.06	22.59	23.88	22.13	20.96	28.64	25.25	26.07	26.38	25.52	30.85	303.89	840.00	-536.11	36.18%
Misc.	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	69.79	0.00	469.79			
Total Income	520.22	6,743.07	22.59	23.88	24,045.90	20.96	103,749.64	3,267.98	2,923.85	26.38	8,895.55	15,736.57	165,976.59	288,840.00	-122,863.41	57.46%
Expense																
ADMINISTRATIVE																
Incentives	0.00	0.00	0.00	2,000.00	0.00	6,400.00	0.00	0.00	0.00	0.00	0.00	0.00	8,400.00	12,400.00	-4,000.00	67.74%
Operations Manager Salary	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	369.23	0.00	0.00	32,369.23	48,000.00	-15,630.77	67.44%
Admin Cost Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
ED Allocation to PKG Garage	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-9,800.04	-9,800.00	-0.04	100.0%
Total Director's Salary	5,433.35	5,433.35	5,433.35	5,433.35	5,433.35	5,433.34	5,433.35	5,433.35	5,433.35	5,433.35	5,433.35	5,433.35	65,200.19	65,200.00	0.19	100.0%
Social Security	784.13	784.12	784.13	937.12	784.13	1,273.72	784.13	784.12	478.13	520.49	478.14	646.71	9,039.07	6,400.00	2,639.07	141.24%
Unemployment Insurance	37.60	19.60	13.60	20.40	13.60	4.76	96.35	57.35	4.87	22.11	0.00	20.72	310.96	400.00	-89.04	77.74%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00	900.00	0.00	100.0%
Total ADMINISTRATIVE	10,330.08	10,312.07	10,426.75	12,465.87	10,306.08	22,082.24	10,388.83	10,349.82	6,231.62	7,984.74	9,463.29	8,856.73	129,198.12	233,600.00	-104,401.88	55.31%
MARKETING-COMMUNICATIONS																
City Funded Project Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Media Expenditures	3,570.04	493.48	1,759.48	1,482.13	5,757.56	205.94	283.14	0.00	0.00	25.00	0.00	0.00	13,576.77	16,500.00	-2,923.23	82.28%
Other Projects	2,000.00	0.00	0.00	0.00	429.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,429.00	3,200.00	-771.00	75.91%
PR - Director	242.63	0.00	0.00	499.80	170.46	41.92	564.99	0.00	77.34	217.00	0.00	7.30	1,821.44	2,068.00	-246.56	88.08%
Sponsorships/PR	2,800.00	0.00	0.00	0.00	0.00	625.00	0.00	1,000.00	0.00	0.00	0.00	0.00	4,425.00	12,800.00	-8,375.00	34.57%
MARKETING-COMMUNICATIONS - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.00	129.00	1,051.00	129.00	282.46	1,720.46			
Total MARKETING-COMMUNICATIONS	8,612.67	493.48	1,759.48	1,981.93	6,357.02	872.86	848.13	1,129.00	206.34	1,293.00	129.00	289.76	23,972.67	64,453.00	-40,480.33	37.19%
OPERATIONS																
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00	135.00			
Accountant/Bookkeeper	0.00	0.00	333.00	0.00	418.00	0.00	0.00	0.00	405.00	0.00	301.00	10.24	1,467.24	1,200.00	267.24	122.27%
Board Mtg. Expense	193.86	351.64	9.99	152.64	0.00	50.53	0.00	0.00	0.00	0.00	69.79	0.00	828.45	500.00	328.45	165.69%
Conference Registration	0.00	0.00	0.00	0.00	365.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	365.00	2,400.00	-2,035.00	15.21%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,650.00	-1,650.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	399.00	0.00	0.00	899.00	1,055.00	-156.00	85.21%
Planters	0.00	4,725.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00	0.00	0.00	0.00	9,525.00	10,000.00	-475.00	95.25%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	4,000.00	-1,500.00	62.5%
Office Rent - Other	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	18,600.00	25,800.00	-7,200.00	72.09%
Total Office Rent	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	18,600.00	25,800.00	-7,200.00	72.09%
Office Supplies	152.82	235.51	0.00	0.00	0.00	0.00	502.60	0.00	55.14	0.00	0.00	249.72	1,195.79	1,400.00	-204.21	85.41%
Pigeon Control	2,246.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,970.52	0.00	4,216.85	5,000.00	-783.15	84.34%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	196.00	0.00	0.00	0.00	0.00	0.00	196.00	700.00	-504.00	28.0%
Travel	0.00	0.00	0.00	0.00	0.00	995.96	0.00	0.00	0.00	0.00	0.00	237.24	1,233.20	12,500.00	-11,266.80	9.87%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,200.00	7,200.00	0.0%

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through November 2017

Total OPERATIONS	7,353.18	7,137.92	2,838.25	2,203.87	2,538.76	3,276.38	2,662.92	6,636.82	2,190.03	3,214.29	4,073.17	2,400.06	46,525.65	70,605.00	-24,079.35	65.9%
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.64	0.00	2,203.80	2,388.44			
RESERVES																
Downtown Priority Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	26,295.93	17,943.47	15,024.48	16,651.67	19,201.86	26,231.48	13,899.88	18,115.64	8,627.99	12,676.67	13,665.46	13,750.35	202,084.88	468,658.00	-266,573.12	43.12%
Net Ordinary Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-12,650.29	-4,769.91	1,986.22	-36,108.29	-179,818.00	143,709.71	20.08%
Net Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-12,650.29	-4,769.91	1,986.22	-36,108.29	-179,818.00	143,709.71	20.08%

DDA - June Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	06/11/2018	EFTPS	IRS USA TAXPYMNT	83-0286881	0.00	0.00
Bill Pmt -Check	06/11/2018	5719	casper Fire Extinguisher Service, Inc.	Invoice #49815	-37.97	-37.97
Bill Pmt -Check	06/11/2018	5720	CASPER STAR TRIBUNE	Reference #40649	-103.46	-141.43
Bill Pmt -Check	06/11/2018	5721	Charter Communications	Invoice #976435052118	-129.89	-271.32
Bill Pmt -Check	06/11/2018	5722	Express Services, INC.		-1,336.40	-1,607.72
Bill Pmt -Check	06/11/2018	5723	FIB - MASTERCARD		-683.50	-2,291.22
Bill Pmt -Check	06/11/2018	5724	MOOD	118518	-50.00	-2,341.22
Bill Pmt -Check	06/11/2018	5725	Super Nerd	Invoice #304	-135.00	-2,476.22
Bill Pmt -Check	06/11/2018	5726	Walsh Property Management	June Rent	-2,150.00	-4,626.22
Paycheck	06/12/2018	5727	Corey Masters		-177.30	-4,803.52
Paycheck	06/12/2018	5728	James McCash		-449.99	-5,253.51
Paycheck	06/15/2018		Kevin Hawley		-2,622.45	-7,875.96
Deposit	06/25/2018			Deposit	15,705.72	7,829.76
Bill Pmt -Check	06/25/2018	5729	Express Services, INC.	#20708846 & #20692720	-1,344.55	6,485.21
Paycheck	06/29/2018		Corey Masters		-613.51	5,871.70
Paycheck	06/29/2018		James McCash		-674.41	5,197.29
Paycheck	06/30/2018		Kevin Hawley		-2,622.45	2,574.84
Total CHECKING					2,582.15	2,582.15
NOW Acct						
Deposit	06/30/2018			Interest	23.54	23.54
Total NOW Acct					23.54	23.54
TOTAL					2,605.69	2,605.69

DDA - July Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	07/09/2018	5731	Charter Communications	Invoice #0976435062118	-129.89	-222.01
Bill Pmt -Check	07/09/2018	5732	Express Services, INC.		-1,771.00	-1,993.01
Bill Pmt -Check	07/09/2018	5733	Galles Greenhouse & Hepp Landscaping	Invoice # 10009	-4,725.00	-6,718.01
Bill Pmt -Check	07/09/2018	5734	MOOD	Invoice #119356	-50.00	-6,768.01
Bill Pmt -Check	07/09/2018	5735	Ricoh USA, Inc	#5053857827	-113.72	-6,881.73
Bill Pmt -Check	07/09/2018	5736	Rotary Club of Casper	Invoice # 5604	-217.00	-7,098.73
Bill Pmt -Check	07/09/2018	5737	Town Square Media	Invoice #530178-1	-800.00	-7,898.73
Liability Check	07/10/2018		IRS USA TAXPYMNT	83-0286881	0.00	-7,898.73
Total CHECKING					-8,665.33	-8,665.33
TOTAL					-8,665.33	-8,665.33

PG - Balance Sheet

Jun 30, 18

ASSETS

Current Assets

Checking/Savings

FIB - Parking Garage 20,078.75

Total Checking/Savings 20,078.75

Total Current Assets 20,078.75

TOTAL ASSETS 20,078.75

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable -4,021.16

Total Accounts Payable -4,021.16

Other Current Liabilities

Federal Withholding 250.00

Due to DDA -13,547.31

Payroll Liabilities -296.31

Total Other Current Liabilities -13,593.62

Total Current Liabilities -17,614.78

Total Liabilities -17,614.78

Equity

City of Casper-Distribution -1,694.16

Unrestricted Net Assets 29,210.74

Net Income 10,176.95

Total Equity 37,693.53

TOTAL LIABILITIES & EQUITY 20,078.75

Downtown Development Authority Parking Garage

Profit & Loss

July 2016

PG - P&L

	Jun 18
Income	
Parking Fees	
Parking Garage	7,230.00
1st & Center	840.00
Daily Parking	434.30
Parking Fees - Other	3.00
Total Parking Fees	8,507.30
Interest Income	2.48
Total Income	8,509.78
Gross Profit	8,509.78
Expense	
Administrative	
Office Staff	
Exec.Director - Alloc. from DDA	816.67
Administrative Office	4,333.34
Total Office Staff	5,150.01
Garage Staff Payroll Expense	
Payroll Expense	2,534.00
Payroll Taxes - FICA & Medicare	525.34
Payroll Expenses - WC/SUTA/FUTA	98.13
Total Garage Staff Payroll Expense	3,157.47
Total Administrative	8,307.48
OPERATIONS	
Mail / Postage	100.00
Bank Fees	76.52
Office Automation	179.35
Utilities	1,181.91
Landscaping, Repairs / Maint.	125.00
Equip. & Supplies	
Parking Garage	199.87
Total Equip. & Supplies	199.87
Parking Structure Rent	363.00
DDA Oper Costs - Allocated	600.00
Total OPERATIONS	2,825.65
Total Expense	11,133.13
Net Income	-2,623.35

PG - Budget vs Actual														TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 1	Budget	Δ Over Budget	% of Budget
Income																
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Parking Fees																
Parking Garage	5,914.50	12,127.00	8,361.00	9,725.00	7,087.00	11,554.50	12,300.69	7,196.31	11,391.00	10,280.00	6,835.00	7,230.00	110,002.00	87,000.00	23,002.00	126.44%
1st & Center	1,925.00	2,065.00	1,540.00	1,995.00	1,750.00	910.00	3,465.00	910.00	2,625.00	1,575.00	1,995.00	840.00	21,595.00	23,500.00	-1,905.00	91.89%
Daily Parking	773.00	481.01	3,452.00	705.25	404.09	198.00	262.00	221.00	550.15	407.00	531.65	434.30	8,419.45	8,500.00	-80.55	99.05%
Parking Fees - Other	0.00	95.00	20.00	15.00	0.00	15.00	15.00	30.00	0.00	5.00	5.00	3.00	203.00			
Total Parking Fees	8,612.50	14,768.01	13,373.00	12,440.25	9,241.09	12,677.50	16,042.69	8,357.31	14,566.15	12,267.00	9,366.65	8,507.30	140,219.45	119,000.00	21,219.45	117.83%
Validation Incentive Program																
Parking Validations	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	20.00	0.00	0.00	370.00			
Validation Incentive Program - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Total Validation Incentive Program	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	20.00	0.00	0.00	370.00	500.00	-130.00	74.0%
Commission (Vending Machines)	0.00	109.74	0.00	129.86	0.00	0.00	54.17	0.00	0.00	44.38	0.00	0.00	338.15	300.00	38.15	112.72%
Interest Income	1.88	1.67	1.76	2.15	2.09	2.00	1.99	1.76	1.63	1.85	1.99	2.48	23.25	5.00	18.25	465.0%
Total Income	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	12,333.23	9,368.64	8,509.78	140,950.85	125,805.00	15,145.85	112.04%
Gross Profit	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	12,333.23	9,368.64	8,509.78	140,950.85	125,805.00	15,145.85	112.04%
Expense																
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00			
Administrative																
Office Staff																
Exec.Director - Alloc. from DDA	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	9,800.04	9,800.00	0.04	100.0%
Director Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Administrative Office	2,600.00	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	4,333.34	4,333.34	41,266.74	40,000.00	1,266.74	103.17%
Admin. Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Total Office Staff	3,416.67	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	5,150.01	5,150.01	51,066.78	53,400.00	-2,333.22	95.63%
Garage Staff Payroll Expense																
Payroll Expense	1,818.40	2,084.25	1,896.70	1,866.25	1,926.50	2,428.05	1,719.10	2,038.00	1,820.00	1,903.50	1,847.75	2,534.00	23,882.50	32,000.00	-8,117.50	74.63%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Payroll Taxes - FICA & Medicare	338.00	414.46	400.09	397.77	402.37	716.16	386.50	410.91	394.24	400.62	472.86	525.34	5,259.32	5,500.00	-240.68	95.62%
Payroll Expenses - WC/SUTA/FUTA	61.35	69.70	165.35	51.46	50.62	130.67	90.19	95.07	70.90	72.29	85.49	98.13	1,041.22	2,000.00	-958.78	52.06%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00			
Total Garage Staff Payroll Expense	2,217.75	2,568.41	2,462.14	2,315.48	2,379.49	6,874.88	2,195.79	2,543.98	2,285.14	2,376.41	2,406.10	3,157.47	33,783.04	40,500.00	-6,716.96	83.42%
Total Administrative	5,634.42	6,718.42	6,612.15	6,465.49	6,529.50	11,024.89	6,345.80	6,693.99	6,435.15	6,526.42	7,556.11	8,307.48	84,849.82	93,900.00	-9,050.18	90.36%
OPERATIONS																
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	188.00	135.81	0.00	0.00	0.00	0.00	323.81			
City Profit Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Web Development / Support	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	100.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Mail / Postage	148.82	2.03	27.24	98.00	0.00	98.00	0.00	0.00	23.51	0.00	11.26	100.00	508.86	700.00	-191.14	72.69%
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.73	0.00	0.00	264.73	300.00	-35.27	88.24%
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	58.05	58.25	64.55	64.45	68.35	58.30	75.45	58.65	54.75	111.80	61.70	76.52	810.82	800.00	10.82	101.35%
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	179.44	179.44	180.47	180.47	180.89	180.89	180.89	180.97	180.97	277.45	84.41	179.35	2,165.64	1,500.00	665.64	144.38%
Utilities	1,057.47	941.55	1,077.35	1,166.06	1,140.02	1,356.12	1,672.85	1,564.97	1,781.34	1,652.93	1,408.72	1,181.91	16,001.29	22,000.00	-5,998.71	72.73%
Landscaping, Repairs / Maint.	50.00	0.00	0.00	0.00	0.00	50.00	635.00	335.00	804.83	125.00	0.00	125.00	2,124.83	4,000.00	-1,875.17	53.12%
Equip. & Supplies																
Office	0.00	97.76	134.54	0.00	0.00	0.00	0.00	0.00	0.00	53.31	41.99	0.00	327.60			
Parking Garage	0.00	0.00	0.00	0.00	1,323.24	0.00	108.54	0.00	0.00	0.00	84.76	199.87	1,716.41			
Equip. & Supplies - Other	185.60	40.51	44.14	56.62	0.00	26.92	0.00	187.50	21.80	0.00	0.00	0.00	563.09	2,500.00	-1,936.91	22.52%
Total Equip. & Supplies	185.60	138.27	178.68	56.62	1,323.24	26.92	108.54	187.50	21.80	53.31	126.75	199.87	2,607.10	2,500.00	107.10	104.28%
Special Projects	5,920.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,420.00	6,000.00	420.00	107.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liability)	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	363.00	363.00	363.00	363.00	3,993.00	3,993.00	0.00	100.0%
DDA Oper Costs - Allocated	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00	7,200.00	0.00	100.0%
Total OPERATIONS	12,062.38	2,782.54	2,491.29	2,528.60	3,675.50	2,370.23	3,823.73	3,425.90	3,830.20	3,448.22	2,655.84	2,825.65	45,920.08	61,493.00	-15,572.92	74.68%
Total Expense	17,696.80	9,500.96	9,103.44	8,994.09	10,205.00	13,395.12	10,169.53	10,119.89	10,265.35	9,978.64	10,211.95	11,133.13	130,773.90	155,393.00	-24,619.10	84.16%
Net Income	-9,082.42	5,488.46	4,311.32	3,643.17	-911.82	-685.62	5,984.32	-1,760.82	4,302.43	2,354.59	-843.31	-2,623.35	10,176.95	-29,588.00	39,764.95	-34.4%

PG - June Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Paycheck	06/01/2018		Tevin C Reams		-409.28	-867.97
Deposit	06/11/2018			Deposit	2,569.00	6,098.03
Liability Check	06/11/2018		United States Treasury	83-0286881	-3,003.96	3,094.07
Bill Pmt -Check	06/12/2018	1505	AAA Landscaping	Invoice #15156	-125.00	2,969.07
Bill Pmt -Check	06/12/2018	1506	Century Link	Acct #3072614605	-84.41	2,884.66
Bill Pmt -Check	06/12/2018	1507	Charter	Invoice #0780589051018	-94.94	2,789.72
Bill Pmt -Check	06/12/2018	1508	City of Casper Business Services	Invoice #163648	-363.00	2,426.72
Bill Pmt -Check	06/12/2018	1509	City of Casper Water and Sewer	Acct # 381802	-65.46	2,361.26
Bill Pmt -Check	06/12/2018	1510	Mastercard		-307.44	2,053.82
Bill Pmt -Check	06/12/2018	1511	Rocky Mountain Power	Acct #04279137-001 0	-1,116.45	937.37
Paycheck	06/15/2018		Tevin C Reams		-225.42	297.13
Paycheck	06/15/2018		Jaclyn A Landess		-1,814.93	-1,517.80
Deposit	06/25/2018			Deposit	434.30	-1,083.50
Deposit	06/25/2018			Deposit	1,373.00	1,420.50
Paycheck	06/29/2018		Sharon A Elsberry		-458.69	961.81
Bill Pmt -Check	06/30/2018	1513	Charter	Invoice #0780589061018	-96.36	-1,305.60
Bill Pmt -Check	06/30/2018	1514	City of Casper Business Services	Invoice #164462	-363.00	-1,668.60
Bill Pmt -Check	06/30/2018	1515	City of Casper Water and Sewer	Acct #381802	-69.08	-1,737.68
Bill Pmt -Check	06/30/2018	1516	Rocky Mountain Power	Acct # 04279137-001 0	-908.31	-2,645.99
Bill Pmt -Check	06/30/2018	1517	WARM Property Insurance Pool	Invoice #1171	-2,500.00	-5,145.99
Total FIB - Parking Garage					-5,145.99	-5,145.99
TOTAL					-5,145.99	-5,145.99

PG - July Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	07/05/2018			Deposit	2,358.00	2,358.00
Bill Pmt -Check	07/10/2018	1518	Mastercard	#8674	-129.60	2,228.40
Liability Check	07/10/2018		United States Treasury	83-0286881	-3,606.13	-1,377.73
Total FIB - Parking Garage					-1,377.73	-1,377.73
TOTAL					-1,377.73	-1,377.73

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Angie Smart	0.00	0.00	0.00	20.00	0.00	20.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	0.00	35.00	0.00	0.00	0.00	35.00
First Interstate Bank-Emp.						
Amanda Harrison	0.00	35.00	0.00	35.00	0.00	70.00
Total First Interstate Bank-l	0.00	35.00	0.00	35.00	0.00	70.00
Garden Creek Law Office	0.00	0.00	113.00	78.00	0.00	191.00
Hampton M. Young Law Of	0.00	70.00	0.00	0.00	0.00	70.00
Ide, Land and Leasing	0.00	1,128.00	0.00	0.00	0.00	1,128.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Mitchell Clark	0.00	35.00	0.00	0.00	0.00	35.00
Okes Jewelers*						
Okes Jewelers - #1	0.00	183.00	0.00	0.00	0.00	183.00
Total Okes Jewelers*	0.00	183.00	0.00	0.00	0.00	183.00
Phil & Laura Nickerson	0.00	468.00	0.00	0.00	0.00	468.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rogers	0.00	35.00	35.00	35.00	0.00	105.00
Toni Hargrove	0.00	35.00	35.00	35.00	0.00	105.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
TOTAL	0.00	2,024.00	183.00	203.00	2,141.00	4,551.00

Plaza - Balance Sheet

Jun 30, 18

ASSETS

Current Assets

Checking/Savings

Plaza Checking 551,270.94

Special Events 38,804.15

Total Checking/Savings 590,075.09

Accounts Receivable

Accounts Receivable 6,800.00

Total Accounts Receivable 6,800.00

Total Current Assets 596,875.09

TOTAL ASSETS 596,875.09

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets 1,697,901.09

Net Income -1,101,026.00

Total Equity 596,875.09

TOTAL LIABILITIES & EQUITY 596,875.09

DDA _David Street Station
Profit & Loss
July 2016

Plaza - P&L

	<u>Jun 18</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	56.97
Direct Public Support	100,100.00
Other Types of Income	
Miscellaneous Revenue	950.00
Other Types of Income - Other	500,000.00
Total Other Types of Income	500,950.00
Program Income	
Event Sponsorship	17,000.00
Partners In Progress	500.00
Program Service Fees	12,341.50
Total Program Income	29,841.50
Total Income	630,948.47
Gross Profit	630,948.47
Expense	
Business Expenses	0.01
Contract Services	
Construction Expense	576,944.98
Design/Engineering	581.25
Total Contract Services	577,526.23
Facilities and Equipment	
Equip Rental and Maintenance	2,431.00
FF&E	12,031.78
Rent, Parking, Utilities	2,953.62
Facilities and Equipment - Other	4.09
Total Facilities and Equipment	17,420.49
Marketing	10,926.04
Operations	
Books, Subscriptions, Reference	417.99
Entertainment/Talent	4,300.00
Event Expense	9,229.43
Supplies	1,294.11
Total Operations	15,241.53
Total Expense	621,114.30
Net Ordinary Income	9,834.17
Other Income/Expense	
Other Expense	
Ask My Accountant	612.48
Total Other Expense	612.48
Net Other Income	-612.48
Net Income	9,221.69

Wyoming Business Council- Phase 1 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1 - \$65,963.60	23,747.00	3/28/2016	23,747.00		\$ 476,253.00
Draw 2 - \$71,608.70	\$ 25,779.00	4/27/2016	\$ 25,779.00		\$ 450,474.00
Draw 3 - \$245,233.00	\$ 88,284.00	5/18/2016	\$ 88,284.00		\$ 362,190.00
Draw 4 - \$309,394.00	\$111,188.00	8/8/2016	\$111,188.00		\$ 251,002.00
Draw 5 - \$94,132.78	\$33,887.00	9/17/2016	\$33,887.00		\$ 217,115.00
Draw 6 - \$116,480.00	\$46,133.00	12/28/2016	\$46,133.00		\$ 170,982.00
Draw 7- \$315,464.00	\$113,568.00	3/3/2017	\$113,568.00		\$ 57,414.00
Draw 8 - \$274,050.00	\$57,414.00	6/6/2017	\$57,414.00		\$0

Wyoming Business Council- Phase 2 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1	500,000	4/2/2018	\$ 500,000.00		\$ 500,000.00
					\$0

City of Casper 1 Cent Allocation

Activity	Amount	Date	DR	CR	Balance
					\$ 3,000,000.00
Purchase of 226 South David	\$772,105.00	2/4/2016	\$ 772,105.00		\$ 2,227,895.00
Stateline No.7 - Design	\$39,423.20	3/7/2016	\$39,423.20		\$ 2,188,471.80
Draw #3	57,878.30	4/1/2016	57,878.30		\$ 2,130,593.50
Draw #4	326,124.20	4/25/2016	326,124.20		\$ 1,804,469.30
Draw #5	203,118.10	5/3/2016	203,118.10		\$ 1,601,351.20
Draw #6	326,376.29	6/3/2016	326,376.29		\$ 1,274,974.91
Draw #7	1,274,974.91	12/28/2017	1,274,974.91		\$0

state	\$ -
cash	494,800.00
pledges	170,000.00
Total funds	664,800

Plaza - June Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Check	06/01/2018		Cash	Cash withdrawal for beer bank - Gran	-800.00	-800.00
Deposit	06/05/2018			Deposit	2,466.00	1,666.00
Check	06/07/2018		Cash		-600.00	1,066.00
Deposit	06/11/2018			Deposit	3,735.00	4,801.00
Bill Pmt -Chec	06/12/2018	1328	Adbay	Invoice #4838	-4,243.56	557.44
Bill Pmt -Chec	06/12/2018	1329	AMBI Mail & Marketing	Invoice #18-06-012	-275.00	282.44
Bill Pmt -Chec	06/12/2018	1330	Black Hills Energy	Acct # 5833625606	-359.95	-77.51
Bill Pmt -Chec	06/12/2018	1331	C-Can Rentals	Invoice #27257	-100.00	-177.51
Bill Pmt -Chec	06/12/2018	1332	Charter Communications	Invoice #1113376060118	-79.97	-257.48
Bill Pmt -Chec	06/12/2018	1333	Chase Nash	June 1st Performance	-650.00	-907.48
Bill Pmt -Chec	06/12/2018	1334	City of Casper - Water Services	Acct #360003	-91.88	-999.36
Bill Pmt -Chec	06/12/2018	1335	CJ's Sound		-2,500.00	-3,499.36
Bill Pmt -Chec	06/12/2018	1336	Culmination & Co LLC	June 4th Performance	-150.00	-3,649.36
Bill Pmt -Chec	06/12/2018	1337	Hinge Studio	Invoice # 1073	-5,287.50	-8,936.86
Bill Pmt -Chec	06/12/2018	1338	Hood's Equipment & Sprinkler	Invoice #45813	-586.39	-9,523.25
Bill Pmt -Chec	06/12/2018	1339	Jackie Landess		-100.00	-9,623.25
Bill Pmt -Chec	06/12/2018	1340	Mastercard		-9,012.92	-18,636.17
Bill Pmt -Chec	06/12/2018	1341	Natrona County Schools	Invoice #2018-ISP	-3,477.39	-22,113.56
Bill Pmt -Chec	06/12/2018	1342	Nicholas Learned	June 1st Performance	-100.00	-22,213.56
Bill Pmt -Chec	06/12/2018	1343	Overhead Door		-137.28	-22,350.84
Bill Pmt -Chec	06/12/2018	1344	Rocky Mountain Power	Acct #4279137-002 8	-728.33	-23,079.17
Bill Pmt -Chec	06/12/2018	1345	Rocky Mountain Sound & Light	#017657	-500.00	-23,579.17
Bill Pmt -Chec	06/12/2018	1346	Sean Ingledew	June 7th Performance	-400.00	-23,979.17
Bill Pmt -Chec	06/12/2018	1347	Secure Gunz LLC	Invoice # 264	-442.50	-24,421.67
Bill Pmt -Chec	06/12/2018	1348	Strata	Invoice #CA181124	-581.25	-25,002.92
Bill Pmt -Chec	06/12/2018	1349	Swank Motion Pictures Inc	Order #RG1513956	-3,533.00	-28,535.92
Bill Pmt -Chec	06/12/2018	1350	The Two Tracks	June 28th Performance	-1,100.00	-29,635.92
Bill Pmt -Chec	06/12/2018	1351	Townsquare Media - Casper	Invoice #491456-1	-922.00	-30,557.92
Bill Pmt -Chec	06/12/2018	1352	Whiskey's Alibi	June 15th Performance	-800.00	-31,357.92
Bill Pmt -Chec	06/12/2018	1353	City of Casper - Water Services	#6167002	-7.81	-31,365.73
Bill Pmt -Chec	06/12/2018	1354	Culmination & Co LLC	July 5 - Art Walk	-600.00	-31,965.73
Bill Pmt -Chec	06/12/2018	1355	Rocky Mountain Power	#04279137-0036	-1,585.68	-33,551.41
Bill Pmt -Chec	06/12/2018	1356	R&R Rest Stops of Casper	Invoice #43748	-100.00	-33,651.41
Bill Pmt -Chec	06/12/2018	1357	Wyoming Signs, LLC		-2,510.66	-36,162.07
Deposit	06/13/2018			Deposit	700.00	-35,687.07
Bill Pmt -Chec	06/20/2018	1359	Donor Perfect	VOIDED CHECK to establish account	-0.01	-35,687.08
Deposit	06/22/2018			Deposit	3,214.50	-32,472.58
Deposit	06/25/2018			Deposit	117,500.00	85,027.42
Bill Pmt -Chec	06/25/2018	1360	Caspar Building Systems, Inc.	Pay App 11	-576,807.70	-491,780.28
Bill Pmt -Chec	06/25/2018	1361	LONG Building Technologies, Inc	#0090636	-2,331.00	-494,111.28
Deposit	06/25/2018			Deposit	100.00	-494,011.28
Deposit	06/28/2018			Deposit	500,000.00	5,988.72
Deposit	06/29/2018			Deposit	3,176.00	9,164.72
Deposit	06/30/2018			Interest	53.35	9,218.07
Total Plaza Checking					9,218.07	9,218.07
TOTAL					9,218.07	9,218.07

Plaza - July Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Bill Pmt -Check	07/10/2018	1362	AMBI Mail & Marketing		-1,279.94	-1,279.94
Bill Pmt -Check	07/10/2018	1363	Bailly's Plumbing & Heating Inc.	Invoice #20446	-227.81	-1,507.75
Bill Pmt -Check	07/10/2018	1364	C-Can Rentals	Invoice #27333	-49.90	-1,557.65
Bill Pmt -Check	07/10/2018	1365	Charter Communications	Invoice #1113376062118	-79.97	-1,637.62
Bill Pmt -Check	07/10/2018	1366	City of Casper - Water Services	Acct #360003	-84.17	-1,721.79
Bill Pmt -Check	07/10/2018	1367	Cowdin Cleaning	Invoice #01270	-1,500.00	-3,221.79
Bill Pmt -Check	07/10/2018	1368	Hinge Studio	Invoice # 1083	-12,198.75	-15,420.54
Bill Pmt -Check	07/10/2018	1369	Kustom Koncepts	Invoice #7422	-2,580.00	-18,000.54
Bill Pmt -Check	07/10/2018	1370	Mastercard		-9,835.98	-27,836.52
Bill Pmt -Check	07/10/2018	1371	R&R Rest Stops of Casper	Invoice #22931	-17.86	-27,854.38
Bill Pmt -Check	07/10/2018	1372	Rocky Mountain Power	Acct # 04279137-003 6	-1,858.60	-29,712.98
Bill Pmt -Check	07/10/2018	1373	Stateline No 7 Architects	Invoice # 1727	-1,262.55	-30,975.53
Bill Pmt -Check	07/10/2018	1374	Teton Distributors- Casper		-2,151.70	-33,127.23
Bill Pmt -Check	07/10/2018	1375	Townsquare Media - Casper	Invoice# 580836-1, 555332	-1,214.00	-34,341.23
Bill Pmt -Check	07/10/2018	1377	Wyoming Signs, LLC	Invoice #1822	-1,260.00	-38,101.23
Bill Pmt -Check	07/10/2018	1378	Adbay	#4986	-75.00	-38,176.23
Bill Pmt -Check	07/10/2018	1379	Alliance Electric	#7811	-1,884.55	-40,060.78
Bill Pmt -Check	07/10/2018	1380	Black Hills Energy	#5833 6256 06	-233.91	-40,294.69
Bill Pmt -Check	07/10/2018	1381	City of Casper - Water Services	#311502	-46.94	-40,341.63
Bill Pmt -Check	07/10/2018	1382	CJ's Sound		-4,440.00	-44,781.63
Bill Pmt -Check	07/10/2018	1383	John May	Concert Series	-250.00	-45,031.63
Bill Pmt -Check	07/10/2018	1384	Keefe's Flowers	#008388	-472.95	-45,504.58
Bill Pmt -Check	07/10/2018	1385	Nicolaysen & Associates, P.C.	#2775	-690.00	-46,194.58
Bill Pmt -Check	07/10/2018	1386	Quinlan Valdez	Lunch on Lawn	-50.00	-46,244.58
Bill Pmt -Check	07/10/2018	1388	Ronald Eugene Coulter	Lunch on Lawn	-300.00	-47,480.22
Bill Pmt -Check	07/10/2018	1389	Secure Gunz LLC		-3,587.50	-51,067.72
Bill Pmt -Check	07/10/2018	1390	Steve Frame	Concert Series	-600.00	-51,667.72
Bill Pmt -Check	07/10/2018	1391	City of Casper - Water Services	#6167002	-62.20	-51,729.92
Bill Pmt -Check	07/10/2018	1393	Jacob K. Maurer	Casper, WY - Flight Reimb	-4,205.15	-56,435.07
Total Plaza Checking					-56,435.07	-56,435.07
TOTAL					-56,435.07	-56,435.07

Activity Report for the Month of June 2018

Executive Director

Project Milestones (Event, Target Date, Completion Date)

- Phase II Opening

Accomplishments

- Donor Perfect
- YMCA Youth Empowerment Council

Planned Activities

- Budget
- State Task Force
- WCDA, Hilltop, Foss, CC
- AMBI P&P
- Donor Plan of Development (Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs
- Wayfinding/Selfie Spots?
- Grant Applications

Challenges/Concerns

- Fundraising
- Staffing
 - Plaza Team
- Opportunities:
 - Continual education and advocacy – DDA & PG & DSS

Board Action Requested (if any)

- Continued support from BOD

Downtown Development Authority (DDA)

Executive Committee

- 1. Participants:** Executive Committee
- 2. Date:** July 3, 2018
- 3. Purpose:** Monthly Planning Meeting
- 4. Attendees:** B.Daigle, J. True, N. Grooms, K. Hawley
- 5. Discussion:**

5.1. Financials, including draft budget, were reviewed and discussed.

5.2. Discussion on Plaza updates including funding for FFE & Operations/staff.

5.3. Discussion and update on events at David Street Station.

5.4. Discussion about long term planning at DSS, including reserve account & secondary endowment that is more aggressively invested and accessible.

6. Actions/Follow-Up

KH to prepare Public Budget Hearing documentation.

Lease Agreement

Landlord and Tenant agree to the terms and conditions in this Lease Agreement.

General Information

Lease Date	June 19, 2019
Landlord	Walsh Property Management
Landlord's Address	136 S. Wolcott Suite 203 Casper, WY 82601
Landlord's Telephone Number	307/247-0495
Tenant	Downtown Development Authority (DDA)
Tenant's Address	341 West Yellowstone Casper, WY 82601
Tenant's Telephone Number	307-235-6710
Manager	Charles T. Walsh
Manager's Address	136 S. Wolcott Suite 203 Casper, WY 82601
Manager's Telephone Number	307/247-0495
Manager's Electronic Mail	ctwalsh@wolcottgalleria.com
Suite	341 West Yellowstone, one room for office, shared bathroom, and two rooms for storage with approximately 3600 (1100 office + 2500 storage) square feet of space, Casper, Natrona County, Wyoming. Suite 337 West Yellowstone, one room for office, shared bathroom with approximately 375 square feet of space, Casper Natrona County, Wyoming.
Common Facilities	Sidewalks, Trash Dumpster, and Parking
Intended Use	Business Operations and Storage
Term	Five Years <i>\$2,150 current</i>
Commencement Date	July 1, 2018 <i>\$500 more per month for space</i>
Expiration Date	June 30, 2023
Rent Amount	Two Thousand Six Hundred Fifty Dollars (\$2650.00) per month
Rent Adjustment	A rent adjustment not to exceed five percent (5%) may be imposed at the conclusion of Year 3. Landlord must notify the tenant 60 days in advance of any proposed rent adjustments.
Security Deposit	Two Thousand One Hundred Fifty Dollars (\$2150.00) (currently on file)

MKT Rate

$$1475 \times 12 = 17,700$$

$$2500 \times 6 = 15,000$$

$$\frac{32,700}{12}$$

$$= 2,725$$

Includes parking, utilities, etc.

year 4+5 may see

+ \$1,500 annually

to account for inflation/

utilities - OK with

Terms and Conditions

1. Grant of Lease. Landlord leases the Suites to Tenant, and Tenant leases the Suites from Landlord, for the Intended Use during the Term of this Lease, subject to all terms and conditions described in this Lease Agreement. Tenant will not use the Suites for any purpose other than the Intended Use without Landlord's prior written consent.
2. The Suite. The Suite consists of Tenant's exclusive right to use and enjoy the property identified above, and the furnishings and fixtures presently located in those offices. The Suite also includes Tenant's concurrent, non-exclusive right with other tenants to use and enjoy the Common Facilities.
3. Condition. Tenant accepts Suite 337 and 341 as is without modifications by Landlord. Tenant will not make any alterations, or commit any damage, to any portion of the Suite or Common Facilities without Landlord's prior written consent. Upon expiration or termination of this Lease for any reason, Tenant will remove all of its personal property, repair any damages to the Suite, and return possessions of the Suite to Landlord in equal or better condition as it was on the Commencement Date, subject only to reasonable wear and tear. Tenant, at Tenant's expense, shall have the right, upon obtaining Landlord's consent, to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that Tenant shall repair, at Tenant's expense, all damage to the Leased Premises caused by such removal. Any possessions, trade fixtures, or other items left upon lease expiration or termination will become property of the Landlord and can be disposed of accordingly.
4. Possession. Tenant will have possession of the Suites 337 and 341 on July 1, 2018. Upon expiration or termination of this Lease for any reason, Tenant will immediately vacate the Suite and deliver possession of the Suite to Landlord without further demand.
5. Landlord's Access. Landlord will maintain a master key and a key for the suite and will have physical access to the Suite at all reasonable times for the purpose of inspecting it and making any necessary repairs upon reasonable notice. Upon notice, Landlord will also have the right to show the Suite to prospective future tenants during the last 90 days of the Term as long as Landlord does not interfere with Tenant's business.
6. Included Services. Landlord will provide and pay for all electric, gas, sewer, and water utility services, fire and casualty insurance on the building in which the Suite and Common Facilities are located, and all real estate taxes, assessments attributable to the Suite and Common Facilities. Landlord will also provide and pay for all structural maintenance services for the Suite and the Common Facilities. The cost of these Included Services is included as part of Tenant's rent. Tenant shall not use any equipment or devices that utilize excessive electrical, gas, or water utilities or which may, in Landlord's reasonable opinion, over load the wiring or interfere with electrical services to other tenants.
7. Tenant's Services. During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, except for major mechanical systems, common area plumbing or the roof, subject to the obligations of the parties otherwise set forth in this Lease. Tenant is responsible for obtaining and paying for its own telephone and Internet service and any other services, furnishings or equipment it may desire. Tenant is also responsible for obtaining and paying for a policy of insurance on its personal contents, and public liability insurance coverage, include property

damage and name the Landlord as an additional insured, and including death and personal injury, in an amount not less than \$1 Million. Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

8. Signs. Following Landlord's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant, and agreed upon by Landlord, any signs which are permitted by applicable zoning ordinances, public and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.
9. Term. The Term of this Lease will begin on the Commencement Date and will automatically end on the Expiration Date, unless Landlord and Tenant agree in writing to extend the Term. Either party may terminate this Lease before the Expiration Date if the other defaults on its obligations under this Lease and written notice and a 30 day period to correct are given. Tenant may renew the Lease for an extended term. Tenant shall exercise such renewal option, if at all, by providing written notice to Landlord not less than ninety (90) days prior to the expiration of the Initial Term. Landlord has until 30 days prior to the end of the lease to notify of rent adjustment at which time Tenant may retract option period. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as contained in this Lease. If Tenant remains in possession of the Suite beyond the Term, its holding-over will be considered a month-to-month tenancy on the same terms and conditions.
10. Rent. Tenant agrees to pay the Rent to Landlord on or before the first calendar day of each month. Tenant will also pay Landlord a late charge of \$50.00 if Landlord does not receive Tenant's full Rent payment by the fifteenth (15th) day of the calendar month. If this Lease terminates before the Expiration Date because of Tenant's default, Tenant will remain liable to Landlord for all Rent that would have become due and payable during the full Term of this Lease.
11. Damage and Destruction. If the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects, such damage or defects not being the result of any act of negligence by Tenant or by any of Tenant's agents, employees or invitees, that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant. The provisions of this paragraph extend not only to the matters aforesaid, but also to any occurrence which is beyond Tenant's reasonable control and which renders the Leased Premises, or any appurtenance thereto, inoperable or unfit for occupancy or use, in whole or in part, for Tenant's purposes.
12. Default and Remedies. An event of default shall have occurred under this Lease upon the occurrence of any one or more of the following events: (i) Tenant fails to make any payment of Rent or other cost or expense required to be paid by Tenant under this Lease within 10 days after it is due; or (ii) Either Party fails to perform or fulfill any of the other terms or conditions of this Lease and Landlord provided written notice to that effect, and fails to correct the breach within 30

days after written notice from the other party, or (iii) Either Party makes any assignment for the benefit of creditors, or a receiver is appointed for such party, or (iv) a petition for relief is filed by or against either party under any chapter of the Bankruptcy Code, and the petition is not dismissed or vacated within 60 days of filing; or (v) either party avails itself or becomes a party to any other form of insolvency or debtor protection under any federal or state law; or (vi) either party ceases to operate its business within, or otherwise abandons, the Suite. Upon default, the non-defaulting party may pursue any legal and equitable remedies, including recovery of attorney and collection fees, to which it may be entitled under applicable law. Upon Tenant's default the Landlord may lawfully re-enter the Suite without further notice or legal process, repossess the Suite and expel Tenant and those claiming under or through Tenant. Landlord may also remove all of Tenant's personal property and trade fixtures without being guilty of any manner of trespass or conversion, and without any liability to Tenant for any form of care or safekeeping. The enforcement of one or more legal or equitable remedies available to the non-defaulting party will not constitute an election of remedies, or a waiver of any right to enforce other remedies concurrently or cumulatively.

13. Quiet Possession. Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.
14. Condemnation. If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.
15. Subordination. Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.
16. Security Deposit. Landlord shall hold the Security Deposit without liability for interest and as security for the performance by Tenant of Tenant's covenants and obligations under this Lease, it being expressly understood that Tenant shall not consider the Security Deposit an advance payment of rent or a measure of Landlord's damages in case of default. Unless otherwise provided by law or regulation, Landlord may commingle the Security Deposit with Landlord's other funds. Landlord may, from time to time, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good any arrearages of rent or to satisfy any other covenant or obligation of Tenant hereunder. Following any such application of the Security Deposit, Tenant shall pay to Landlord on demand the amount so applied in order to restore the Security Deposit to its original amount. If Tenant is not in default at the termination of this Lease, Landlord shall return the balance of the Security Deposit remaining after any such application to Tenant.
17. Notice. Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

DDA

Landlord: Walsh Property Management
136 S. Wolcott
Suite 203
Casper, WY 82601
Attn: Charles Walsh

Tenant: Downtown Development Authority
341 West Yellowstone
Casper, WY 82601
Attn: Kevin Hawley, Executive Director

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

18. Brokers. Tenant represents that Tenant was not shown the Premises by any real estate broker or agent and that Tenant has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.
19. Waiver. No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.
20. Memorandum of Lease. The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.
21. Headings. The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.
22. Successors. The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.
23. Consent. Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.
24. Performance. If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the un-reimbursed balance Tenant on demand.
25. Compliance with Law. Tenant and Landlord each shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.
26. Assignment. Tenant may assign its rights under this Lease, or sublet all or any portion of the Suite, with Landlord's prior written consent. Landlord's consent to an assignment or subletting will not relieve Tenant of its obligations under this Lease during the remaining portion of the Term.
27. Rules and Regulations. Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing.

28. Parking. During the term of this Lease, Tenant shall have the non-exclusive use in common with Landlord, other tenants of the Building, their guests and invitees, of the private parking spaces directly in back of the Building. Additionally, the public parking spaces in front or sides of the Building are subject to rules and regulations for the use thereof as prescribed by the City of Casper or prevailing public authority.
29. General Provisions. This lease is the complete agreement between Landlord and Tenant, and is binding upon both parties and their respective successors and assigns. All terms and conditions of this Lease are material. No portion of this Lease may be amended or waived, except by the prior written agreement of Landlord and Tenant. Time is of the essence in the performance of all obligations of the parties under this Lease. The parties agree that they will not record this Lease in the public records for any purpose, but may mutually agree to record a memorandum of lease. Both parties represent and warrant to each other that there are no brokers, realtors or other agents who are entitled to any commission, fee or other compensation as a result of this transaction, unless they have a separate written agreement signed by the party from whom they claim to be owed. Wyoming Law governs all aspects of this Lease.
30. In the event the Landlord elects to sell the property located at 319-341 West Yellowstone, Casper, WY 82601, the tenant will be advised and afforded 15 days to present a qualified market rate offer to acquire the property. In the event an unsolicited offer is presented to the Landlord, the tenant will be afforded 15 days to make an offer greater than the highest bidder for the property. The Landlord reserves the right to refuse any and all offers.
31. Landlord and Tenant have signed this Lease effective as of the Lease Date.

Landlord: Walsh Property Management

By: _____
Print Name: Charles T. Walsh
Print Title: Landlord

Tenant: Downtown Development Authority

By: _____
Print Name: Kevin Hawley
Print Title: Executive Director

By: _____
Print Name: Brandon Daigle
Print Title: Chairman

MONTHLY ACTIVITY REVIEW June 2018

July 3, 2018

Committee Chair: Pete Fazio

Committee: MARCOM

Project(s): Review Budgets, Media Campaign, PR

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

PROJECT MILESTONES

- | <u>Event</u> | <u>Target Date</u> | <u>Complete Date</u> |
|-----------------------------------|--------------------|----------------------|
| • Website(s) | | |
| • Social Media/Marketing Services | | |
| • Phase II opening | | |

ACCOMPLISHMENTS

- Contract for services with Hinge Studio's for marketing
 - Donor recognition, sponsors, events, ambassadors, friends of station, etc.
 - Website, social media, newsletter, etc.
- Increased subscriptions to Newsletter
- Incremental increase in facebook followers
- Social Media/Marketing contract services
- Dylan Scott announcement – website event update, facebook, newsletter
- New Logo
- Website updated
- Downtown Map and Picture/Video

PLANNED ACTIVITIES

- Press Releases for Donors
- Website launch
- Social Media specialist

CHALLENGES/CONCERNS

-

Activity Report for the Month of June 2018

Committee: Finance

Chair: Nicholas Grooms

Project(s): Sales Tax TIF, DDA/Garage Financials, Plaza Funding

General Overview/Responsibilities

- Monthly Financials-
 - PG -112% of budget for revenues, 84% for expenses
 - DDA -58% on revenues, 43% for expenses
 - Station – invoices: Caspar Pay App, Stateline No. 7, utility bills.
- Market Driven Funding (TIF) - N/A

Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

Accomplishments

- W2s & 1099
- Mill-levy
- City Audit
- State reporting

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

*** Proof of Publication ***

Casper Star-Tribune
P.O. Box 80, Casper, WY 82602-0080, ph 307-266-0500

AFFIDAVIT OF PUBLICATION

STATE OF WYOMING)
COUNTY OF NATRONA)

I, the undersigned, being a person in the employ of the Casper Star-Tribune, a newspaper published in CASPER, NATRONA COUNTY, WYOMING, and, knowing the facts herein set forth do so solemnly swear that a copy of the notice as per clipping attached was printed and published

Daily

Weekly

In the regular and entire issue of said newspaper, and not in any supplement thereof, for 1 Consecutive Days Weeks

commencing with issue dated July 4, 2018
ending with issue dated July 4, 2018

Downtown Development Authority

Kevin Hawley

341 W. YELLOWSTONE HWY.

CASPER WY 82601

ORDER NUMBER 43179

Sarah Bowman
Signed

Subscribed in my presence and sworn to before me this

5th day of July 2018



NOTICE OF HEARING
ONDOWNTOWN
DEVELOPMENT AUTHORITY
BUDGET FISCAL YEAR
2018-2019

Notice is hereby given that a public hearing on the proposed budget for the Casper Downtown Development Authority (DDA) for the fiscal year ending June 30, 2019 will be held at the DDA office located at 341 W. Yellowstone Hwy., Casper, Wyoming, on Wednesday, 11th day of July, 2018, starting at 12:00 PM, at which time any and all persons interested may appear to be heard respecting such budget. A summary of such proposed budget follows:

SUMMARY OF BUDGET

Budget Classification
Activity

Amount

Capital Outla
\$1,483,000.00
Administrative budget
\$401,400.00
Operations budget
\$613,643.00
Total budget
\$2,498,043.00

Anticipated reserves for FY
2018-2019
\$142,873.00
Total Estimated Revenue
Available
\$2,355,170.00
Requirements for 2018-2019
Budget
\$2,498,043.00
Published: July 4, 2018
Legal No: 43179

PUBLISHED ON: 07/04/2018

TOTAL AD COST: 92.12

FILED ON: 7/5/2018

NOTICE OF HEARING ON
DOWNTOWN DEVELOPMENT AUTHORITY
BUDGET FISCAL YEAR 2018-2019

Notice is hereby given that a public hearing on the proposed budget for the Casper Downtown Development Authority (DDA) for the fiscal year ending June 30, 2019 will be held at the DDA office located at 341 W. Yellowstone Hwy., Casper, Wyoming, on Wednesday, 11th day of July, 2018, starting at 12:00 PM, at which time any and all persons interested may appear to be heard respecting such budget. A summary of such proposed budget follows:

SUMMARY OF BUDGET

Budget Classification Activity	Amount
Capital Outlay	\$1,483,000.00
Administrative budget	\$401,400.00
Operations budget	\$613,643.00
Total budget	\$2,498,043.00
Anticipated reserves for FY 2018-2019	\$142,873.00
Total Estimated Revenue Available	\$2,355,170.00
Requirements for 2018-2019 Budget	\$2,498,043.00

Publish: Wednesday, July 4, 2018
Legal No.

INSTRUCTIONS: Please fill in the legal number before publishing and *do not publish with these instructions.* Publish on Wednesday, July 4, 2018.

Please call 235-6710, if for any reason, the legal notice does *not* publish on July 4, 2018.

Thank you.
Kevin Hawley, Executive Director
235-6710 office
kevin@downtowncasper.com

Downtown Dev. Authority
Budget Summary 2018-2019

	Revenue	Expense	
DDA	\$167,250	\$195,050	-\$27,800
PG	\$131,920	\$148,893	-\$16,973
DSS	\$573,000	\$671,000	-\$98,000
Capital	\$1,483,000	\$1,483,000	\$0
	<hr/>	<hr/>	<hr/>
	\$2,355,170	\$2,497,943	-\$142,773

Casper DDA Budget for FY July 2018 - June 2019

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
(Allocation to Pkg Garage)	(\$9,800.00)
ED Bonus/Incentives	\$6,400.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$9,000.00
TOTAL ADMINISTRATIVE	\$81,500.00
OPERATIONS	
Board MTG Expense	\$750.00
Office Automation	\$3,000.00
Conference Registration	\$2,400.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,500.00
Planters	\$10,000.00
Graffiti	\$1,500.00
Insurance/Bonding (WARM)	\$4,000.00
Subscriptions	\$1,200.00
Music Service	\$600.00
Office Equipment	\$5,000.00
Office Rent	\$31,800.00
Garage Allocated	(\$7,200.00)
Office Supplies	\$3,000.00
Pigeon Control	\$5,000.00
Postage	\$1,000.00
Employee Development	\$1,500.00
Travel	\$6,000.00
TOTAL OPERATIONS	\$74,550.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$7,500.00
Strategic Planning	\$4,000.00
Media Expenditures	\$20,000.00
Other Projects	\$3,000.00
Recognition Awards	\$1,500.00
PR - Director	\$3,000.00
TOTAL Marketing/Comm.	\$39,000.00
TOTAL OPERATING EXPENSE	\$195,050.00
REVENUE	
Assessments @ Mill Levy of 16%	\$165,000.00
Interest (Savings and CD's)	\$250.00
Donations	
<u>Donations</u>	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$167,250.00
OPERATING SURPLUS/DEFICIT	(\$27,800.00)
BUDGET SUMMARY	BUDGET
BEGINNING BANK BAL (ALL ACCTS)	\$332,000.00
OPERATING EXPENSE	(\$195,050.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$167,250.00
ENDING BANK BALANCE	\$304,200.00

Parking Garage Budget July 1, 2018-2019

EXPENSE	BUDGET
Exec. Director Allocated	9,800.00
Administrative Expense	\$40,000.00
Garage Staff Payroll Expense	\$35,000.00
Staff Incentives	\$3,000.00
Director Incentives	\$1,600.00
Payroll Liabilities	\$8,500.00
TOTAL ADMINISTRATIVE	\$97,900.00
Advertising/Promotion	\$3,500.00
Mail/Postage	\$700.00
WARM Insurance Coverage	\$2,500.00
Software Subscriptions	\$300.00
Accounting and Legal	\$2,000.00
Bank Fees	\$800.00
Bad Debt	\$1,000.00
Office Automation	\$2,000.00
Utilities	\$18,000.00
Landscaping, Repairs/Maint.	\$4,000.00
Equip./Supplies	\$2,500.00
Annual City Profit Sharing	\$1,500.00
Building Repairs/Maintenance	\$1,000.00
DDA Operating Cost Allocated	\$7,200.00
Base Rent to City	\$3,993.00
	\$50,993.00

TOTAL ADMIN & OPERATIONS \$148,893.00

REVENUE	
	\$400.00
Validation Sticker Sales Income	\$500.00
Hourly Parking Income	\$7,500.00
Garage Monthly Rent }	\$100,000.00
1st and Center Lot Monthly Rent	\$23,500.00
	\$20.00
	\$0.00
TOTAL REVENUE	\$131,920.00

Monthly Net Profit/Loss (\$16,973.00)
(LESS INVESTMENT BY DDA)

BUDGET SUMMARY

BEGINNING BANK BALANCE	\$35,000.00
OPERATING EXPENSE	\$148,893.00
REVENUE COLLECTED	\$131,920.00
ENDING BANK BALANCE	\$18,027.00

A	B	C	D	E	F	AE	AL
1	David Street Station -Operational Budget						
2							
3	EXPENSE				Jul'17-Jun'18		Notes
4	ADMINISTRATIVE						
5	Operations Manager				\$52,000.00		
6	Marketing Manager				\$48,000.00		
7	Event Coordinator				\$40,000.00		
8	Maintenance Staff +1.5				\$52,000.00		
9	Payroll Bonuses				\$10,000.00		
10	Payroll Liabilities				\$20,000.00		
11	TOTAL ADMINISTRATIVE				\$222,000.00		
12							
13	OPERATIONS						
14	Website Development/Support				\$4,000.00		
15	Marketing/Advertising/Promotion				\$30,000.00		
16	Event Expenses				\$223,500.00		
17	Event Help (Contract)				\$30,000.00		
18	Mail/Postage				\$2,500.00		
19	Software Subscriptions				\$5,000.00		
20	Accounting and Legal				\$6,000.00		
21	Bank Fees				\$0.00		
22	Office Automation				\$2,400.00		
23	Utilities				\$45,000.00		
24	Landscaping, Repairs/Maint.				\$17,700.00		
25	Equip./Supplies				\$19,500.00		
26	Building Repairs/Maintenance				\$18,000.00		
27	Insurance (Liability)				\$25,500.00		
28	Fundraising				\$20,000.00		
29	Office Space Rent				\$0.00		
30	TOTAL OPERATIONS				\$449,100.00		
31							
32	TOTAL ADMIN & OPERATIONS				\$671,100.00		
33							
34	REVENUE						
35	Event Income/Sponsorships				\$171,000.00		
36	Endowment				\$30,000.00		
37	Ice Skating Income				\$65,000.00		
38	Operational Grants				\$50,000.00		
39	Friends of Plaza (Corp)				\$100,000.00		
40	Friends of Plaza (Citizens)				\$55,000.00		
41	Event Space Rental/Misc. Income				\$12,000.00		
42	Beverage Sales				\$90,000.00		
43	TOTAL REVENUE				573,000.00		
44							
45	Monthly Net Profit/Loss				(\$98,100.00)		
46	(LESS INVESTMENT BY DDA)						
47							

One Time Capital Campaign Needs

Caspar Phase II Pay	750,000
Design/Engineering	20,000
Dasher Boards	40,000
Zamboni	75,000
Misc	15,000
AV	150,000
Security Camera	35,000
LED WALL	100,000
FFE	100,000
Misc/Contingency	40,000
Ash	158,000
	1,483,000

MONTHLY ACTIVITY REVIEW June 2018

July 3, 2018

Name: Brandon Daigle**Committee:** Infrastructure**Project(s):** Gateway, Public Restrooms, Parking Garage, Downtown Plaza**GENERAL DESCRIPTION**

The Committee has the responsibility for the following:

- Maintain and develop utility infrastructure within DDA boundaries
- Develop special projects and support city in pursuit of projects
- Identify potential developments and recruit investors to DDA district
- Maintain and manage parking garage and surface parking lot

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>
• DDA Gateway	Ongoing
• One-Way Street Study	Ongoing
• Downtown Housing	Ongoing
• Downtown Sound Plan	Ongoing

ACCOMPLISHMENTS**PLANNED ACTIVITIES****CHALLENGES/CONCERNS**

- Budget Constraints
- Fundraising

PROJECT COSTS

<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
[title]	[]	[]	[]

MONTHLY ACTIVITY REVIEW June 2018

July 3, 2018

Committee Chair: Will Reese

Committee: Governance

Project(s): Complete Signage Update, Finalize Contracts

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Review and compliance of Statute
- Review and compliance of by-laws

PROJECT MILESTONES

Event

Target Date

Complete Date

ACCOMPLISHMENTS

- Review/Explore Insurance options
- Review Policy/Procedure
- Review of by-laws
- Review of State Statute

PLANNED ACTIVITIES

Investigate By-Laws and State Statute for Plaza Committee
Draft legal action plan to add to master plan of plaza
Recruit new governance volunteers

CHALLENGES/CONCERNS

PROJECT COSTS

Description

NA

Budget

NA

Actual

NA

Difference

NA



THE TOWN OF EVANSVILLE

June 21, 2018

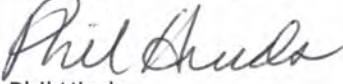
✓
Carter Napier, Casper City Manager
Liz Becher, Community Development Director
200 N. David Street
Casper, WY 82601

Dear Carter and Liz,

This letter serves as notification that the Town of Evansville would like to rescind the letter that was sent to you dated April 1, 2018, stating that the Town of Evansville would be withdrawing from the Metro Animal Control Agreement and its services effective July 1, 2018.

If you should have any questions, please do not hesitate to contact me at 307-234-6530.

Sincerely,


Phil Hinds
Mayor

WYOMING STATE TREASURER
Lottery Amount for Cities and Towns
W.S. 9-17-111 (b)(ii)

Qtrly Distribution Amount:

\$1,474,346.49

City/Town		City/Town	
Albany County	6,322.86	Fremont County	25,094.67
Laramie	37,190.20	Dubois	1,269.73
Rock River	295.69	Hudson	596.08
Big Horn County	4,493.53	Lander	9,822.97
Basin	1,371.54	Pavillion	301.27
Burlington	307.40	Riverton	13,955.42
Byron	632.94	Shoshoni	839.16
Cowley	699.11	Goshen County	9,372.16
Deaver	189.99	Fort Laramie	395.59
Frannie*	147.29	LaGrange	770.55
Greybull	1,971.39	Lingle	804.95
Lovell	2,518.94	Torrington	11,181.58
Manderson	121.68	Yoder	259.72
Campbell County	32,892.24	Hot Springs County	2,845.86
Gillette	67,609.68	East Thermopolis	496.12
Wright	4,097.08	Kirby	179.70
Carbon County	7,006.25	Thermopolis	5,877.28
Baggs	1,435.17	Johnson County	8,149.36
Dixon	316.39	Buffalo	10,041.60
Elk Mountain	622.99	Kaycee	576.00
Encampment	1,467.79	Laramie County	69,976.36
Hanna	2,743.13	Albin	413.74
Medicine Bow	926.34	Burns	688.04
Rawlins	30,200.58	Cheyenne	136,366.24
Riverside	169.61	Pine Bluffs	2,580.71
Saratoga	5,512.36	Lincoln County	16,885.87
Sinclair	1,412.34	Afton	3,627.87
Converse County	12,550.75	Alpine	1,567.78
Douglas	16,330.13	Cokeville	1,013.00
Glenrock	6,885.68	Diamondville	1,395.48
Lost Springs	10.68	Kemmerer	5,029.03
Rolling Hills	1,169.87	LaBarge	1,043.30
Crook County	8,115.88	Opal	181.77
Hulett	771.21	Star Valley Ranch	2,845.87
Moorcroft	2,037.04	Thayne	693.01
Pine Haven	989.25		
Sundance	2,386.31		

City/Town	
Natrona County	26,587.54
Bar Nunn	5,198.18
Casper	129,935.76
Edgerton	458.04
Evansville	5,954.54
Midwest	948.97
Mills	8,143.74
Niobrara County	1,954.26
Lusk	3,794.69
Manville	230.05
Van Tassell	36.32
Park County	18,084.16
Cody	14,316.94
Frannie*	28.57
Meeteetse	491.77
Powell	9,495.50
Platte County	8,699.74
Chugwater	540.23
Glendo	522.39
Guernsey	2,922.85
Hartville	157.99
Wheatland	9,242.51
Sheridan County	18,536.09
Clearmont	263.76
Dayton	1,419.81
Ranchester	1,603.13
Sheridan	32,642.52
Sublette County	10,488.84
Big Piney	896.26
Marbleton	1,725.55
Pinedale	3,231.01
Sweetwater County	23,428.12
Bairoil	343.72
Granger	450.73
Green River	40,581.73
Rock Springs	74,697.61
South Superior	1,083.04
Wamsutter	1,462.43
Teton County	16,900.31
Jackson	13,876.67
Uinta County	78,546.10
Bear River	8,461.07
Evanston	201,940.75
Lyman	34,300.75
Mountain View	21,030.40

City/Town	
Washakie County	4,078.65
Ten Sleep	380.63
Worland	8,032.86
Weston County	5,408.66
Newcastle	7,420.90
Upton	2,310.50
	<u>1,099,576.45</u>

*Frannie is located in two counties

NATRONA COUNTY TRAVEL & TOURISM COUNCIL
ANNUAL MEETING
Tuesday, July 17, 2018 ~ 11:30 A.M.
Casper Area Convention & Visitors Bureau ~ Casper, Wyoming
AGENDA

- 11:30 A.M.**
- I. Call to Order – Chair Renee Penton-Jones
 - A. Introductions
 - II. Roll Call (*Meetings: Attended/Excused/Held*)

Kevin Hawley, City of Casper (3/2/5)	Ken Thoren, Town of Edgerton (2/1/3)
Shawn Johnson, City of Casper (2/2/5)	Jim Ruble, Town of Evansville (2/3/5)
Renee Penton-Jones, Natrona County (5/0/5)	Debbie Peterson, Town of Midwest (4/0/5)
Tiffany Gamble, Natrona County (5/0/5)	Erik Aune, Town of Mills (3/2/5)
Brad Murphy, Town of Bar Nunn (5/0/5)	
 - III. Consent Agenda:
 - A. Agenda
 - B. Minutes: June 19, 2018

ANNUAL MEETING / BUDGET HEARING

Election of Officers

Adopt Resolution Approving Depositories
Bank of the West, Wyoming Government Investment Fund

Adopt Resolution Approving Signatures
Checking accounts, vouchers & warrants

2018/2019 Budget Hearing & Approval
 - IV. Treasurer's Report, *Tiffany Gamble*
June 30, 2018
 - V. Old Business:
 - A. Market Demand Study/Partner Feedback
 - B. Final 2017 2018 Financial Status
 - VI. New Business:
 - A. Board of Director Conflict of Interest Agreement, *Handout*
 - B. CNFR Hospitality Night 2019
 - C. 2017/2018 Audit
 - D. Stakeholder/Partner Surveys
 - VII. Communications Reports:
 - A. Staff Reports
 - B. Community Organization
 - VIII. Council Comments
 - IX. Public Comments
 - X. Upcoming Council Meeting Date: August 28, 2018
 - XI. Executive Session
 - XII. Adjournment

Natrona County Travel & Tourism Council

Casper Area Convention & Visitors Bureau

PUBLIC MEETING MINUTES TUESDAY, JUNE 19, 2018 ~ 11:30 AM CASPER, WYOMING

I. CALL TO ORDER

Chair Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, June 19, 2018, at 11:32 a.m. at the Casper Area Convention and Visitors Bureau. Roll call determined the presence of a quorum.

II. ROLL CALL

Present: Renee Penton-Jones, Natrona County
Erik Aune, Town of Mills
Ken Thoren, Town of Edgerton
Brad Murphy, Town of Bar Nunn
Tiffany Gamble, Natrona County
Debbie Peterson, Town of Midwest
Kevin Hawley, City of Casper

Excused: Jim Ruble, Town of Evansville
Shawn Johnson, City of Casper

Also Present: Brook Kaufman, CEO
Mikki Milosevic, Administrative Assistant
Karin East, DOS Ramkota

III. Moved by Mrs. Gamble, seconded by Ms. Peterson and carried without dissent to approve the consent agenda as presented. (Exhibit 1)

IV. TREASURER'S REPORT -- TIFFANY GAMBLE

Mrs. Gamble reviewed financial reports and checks for the CACVB and CSA ending May 31, 2018. Moved by Mr. Hawley, seconded by Mr. Thoren and carried without dissent to accept financial reports including CACVB checks 15567-15604 for a total of \$197,763.03 and CSA checks 6171-6183 for \$18,496.94. (Exhibit 2) (Exhibit 3)

V. OLD BUSINESS

2018/2019 FISCAL YEAR BUDGET REVIEW:

Ms. Kaufman informed the board the organization is below the 90% threshold outlined in state statute regarding tourism promotion. New computers/monitors have been purchased. She also explained the organization will be moving away from an agency of record but that we are entertaining a retainer contract with Adbay. Ms. Kaufman also reviewed the budget for next fiscal year. The budget will be discussed and approved at the July 17th annual meeting.

2018/2019 FISCAL YEAR BUDGET AMENDMENTS:

Ms. Kaufman informed the board that she has been working with Skogen, Cometto and Associates to ensure the organization spends no less than 90% and up to 100% of collections in fiscal 2017 2018. The unknown is the amount of the June lodging tax check. To fall within statute, Ms. Kaufman recommended the board grant the Casper Sports Alliance \$103,106 for sales and marketing. The organization has also requested bids for a new vehicle to replace the 2012 Jeep Grand Cherokee. Mr. Thoren asked for more detail about the research budget, the money has been invested in a strategic plan, a market demand study, a visitor profile study and an economic impact study for CNFR. Mr. Hawley asked if awarding a grant to CSA would be allowed. Ms. Kaufman has vetted the grant through the accountant and the attorney. Chair Renee Penton-Jones opened the floor for public comments on the amended budget. There were none. Moved by Mrs. Gamble, seconded by Mr. Murphy and carried without dissent to approve the 2017 2018 amended budget.

Moved by Mr. Aune, seconded by Mr. Thoren and carried without dissent to approve writing as many checks as possible though June 30, 2018.

CNFR ECONOMIC IMPACT STUDY:

Ms. Kaufman informed the board that the study is taking place immediately post CNFR and that results should be in near the end of July or early August.

VI. NEW BUSINESS

GUBERNATORIAL PANEL: Ms. Kaufman informed the board that the Panel will be on June 28th from 11:30am – 1:00pm at the Nicolaysen Art Museum and that she would appreciate if they were available to attend.

5150 LOCAL CREATIVE – The board unanimously gave a thumb up to go ahead with the 5150 Local brand and launch.

HVS MARKET DEMAND STUDY – Ms. Kaufman informed the board we have received the results of the HVS Market Demand Study. The next step is to get the study into as many owner/gm/developer hands as possible. Ms. Kaufman and Mr. Hauck will meet with hoteliers the week of June 25th to share the information. Mrs. Penton-Jones agreed we need to be proactive and share the results of the study.

FISH CASPER: Ms. Kaufman shared that the organization has signed a PR contract with Lightening Bug PR from Cheyenne to develop an earned media strategy around fishing. Influencers and media will be in market up to four times in fiscal 2018 2019 to position the asset/opportunity to new audiences.

SLATE OF OFFICERS: Ms. Kaufman proposed that the officers remain the same for the upcoming fiscal year to give the organization additional stability. There has been a great deal of turnover on the board in the last few years and it's important to build some depth so others will be prepared to step in. The board will vote on this at the July meeting.

OUTSTANDING GRANTS: Ms. Kaufman noted that the only grant that is outstanding is the CSA grant that was approved as part of the budget amendment.

NOTHING ADDITIONAL

VII. COMMUNICATIONS REPORTS:

Staff Reports: Mrs. Gamble inquired about Ryan Hauck's report on the Wyoming Outdoor Expo and wanted to know if Visit Casper thought it was successful and if it was too much for the staff. Ms. Kaufman explained that it was a big role for Visit Casper and that there was a gap between the original vision of the show and what was executed. Ms. Kaufman feels our involvement with the expo will be less going forward.

Ms. Kaufman asked the board if they would like to continue to meet monthly or go back to meeting 6x year. The board unanimously agreed they would like to meet monthly.

Community Liaison Reports: None

VIII. COUNCIL COMMENTS: Mr. Aune asked Mr. Hawley about the fishing festival. Mr. Hawley explained that his staff is working on it and that it will be a good event that they hope will be recurring every year.

IX. PUBLIC COMMENTS: Ms. Karin East of the Ramkota Hotel had concerns about where we are with sports and events. She feels that the events are not producing as much as expected and that they are not putting heads in beds. Ms. East thinks that the Casper Sports Alliance should be focusing more on youth tournaments that bring in the public. Mr. Hawley stated that the CSA needs to grow and that they should be going after the not traditional as well as traditional markets. Ms. East noted that lodging tax dollars are funding the CSA and that the hotels need to see a return. Ms. Penton-Jones suggested to speak about this at the next Casper Sports Alliance Board Meeting. Mr. Murphy suggested Ms. East be present at this meeting to see what can be done.

X. UPCOMING MEETING DATE: The next Council meeting is Tuesday, July 17, 2018, and will convene at 11:30 a.m. at the Visit Casper office.

ADJOURNMENT: Moved by Ms. Gamble, seconded by Mr. Thoren and carried without dissent to adjourn. Motion carried.

Renee Penton-Jones, Chair

Kevin Hawley, Secretary

Natrona County Travel & Tourism Council

Report of the Nominating Committee

July 18, 2017

On behalf of the Natrona County Travel & Tourism Council, I present the following slate of officers for nomination:

Chairman: Renee Penton-Jones

Vice Chairman: Erik Aune

Secretary: Kevin Hawley

Treasurer: Tiffany Gamble

Respectfully submitted,

Brook Kaufman

Brook Kaufman

Date

RESOLUTION

NATRONA COUNTY TRAVEL & TOURISM COUNCIL

July 17, 2018

WHEREAS the Natrona County Travel & Tourism Council requires approval of financial institutions for Council funds,

NOW THEREFORE BE IT RESOLVED the Natrona County Travel & Tourism Council authorizes the financial institutions listed below as depositories of Council funds:

Bank of the West

Wyoming Government Investment Fund

Resolution approved this 17th day of July, 2018.

Erik Aune, Vice Chairman

Tiffany Gamble, Treasurer

RESOLUTION
NATRONA COUNTY TRAVEL & TOURISM COUNCIL
July 17, 2018

WHEREAS the Natrona County Travel & Tourism Council requires two signatures on vouchers, checks or warrants,

NOW THEREFORE BE IT RESOLVED the Natrona County Travel & Tourism Council authorizes Council officers and the CACVB CEO listed below to sign checks, warrants or vouchers on behalf of this Council:

Renee Penton-Jones, Chair

Erik Aune, Vice Chair

Kevin Hawley, Secretary

Tiffany Gamble, Treasurer

Brook Kaufman, Chief Executive Officer

Resolution approved this 17th day of July 2018.

Chair

Treasurer

Housing and Entertainment/Party		Sports/Events		Debtors/Recreation/Fishing and Leisure		Marketing/Communications		CIA		Welcome Center		Administration		Total		2017/2018 Budget	
OFFICE/ADMINISTRATIVE																	
Telephone/Internet	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Copier/Copier Supplies	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Office Supplies	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 645.00	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00
Subscriptions	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 20,800.00	\$ 20,800.00	\$ 20,800.00	\$ 20,800.00
Vehicle Expense	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
Equipment/Furniture	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 4,785.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Professional/Insurance	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 56,800.00	\$ 56,800.00	\$ 56,800.00	\$ 56,800.00
Rent/Maintenance	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 113.75	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00
Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renewal Fees	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Information Distribution	\$ 18,649.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 17,149.75	\$ 152,310.00	\$ 152,310.00	\$ 152,310.00	\$ 152,310.00
EMPLOYEE BENEFITS																	
Gross Wages/Taxes/Benefits	\$ 112,427.40	\$ 102,342.22	\$ 56,014.18	\$ 61,752.80	\$ 51,852.81	\$ 47,041.27	\$ 23,536.20	\$ 26,685.98	\$ 140,572.75	\$ 632,725.61	\$ 554,651.00						
Staff Training/Education	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 14,000.00	\$ 10,000.00						
TOTAL	\$ 113,427.40	\$ 104,342.22	\$ 58,014.18	\$ 63,752.80	\$ 53,852.81	\$ 49,041.27	\$ 23,536.20	\$ 28,685.98	\$ 145,572.75	\$ 636,725.61	\$ 564,651.00						
PROMOTIONAL ITEMS																	
Promotional Items	\$ 3,000.00	\$ -	\$ 1,000.00	\$ -	\$ 9,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 15,000.00	\$ 5,000.00						
Printing	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 5,000.00	\$ 2,500.00	\$ 5,000.00	\$ -	\$ -	\$ 14,500.00	\$ 25,000.00						
Trade-show Registration	\$ 11,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 17,000.00	\$ 28,000.00						
Staff Travel	\$ 9,000.00	\$ -	\$ 5,000.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ 29,000.00	\$ 25,000.00						
Board/Partner Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00						
Business Development	\$ 1,500.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,500.00	\$ 10,000.00						
Business Retention	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00						
FAM TOURS	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -						
Research	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Public Relations	\$ -	\$ -	\$ 35,000.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 46,500.00	\$ 37,500.00						
CSA Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Event Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Memberships	\$ 4,000.00	\$ -	\$ -	\$ 1,000.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,000.00						
Sponsorships	\$ 12,000.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ 97,000.00	\$ -						
Legislative/Issue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00						
TOTAL	\$ 45,000.00	\$ -	\$ 55,000.00	\$ 70,000.00	\$ 93,500.00	\$ 31,500.00	\$ 8,500.00	\$ -	\$ -	\$ 16,500.00	\$ 320,000.00	\$ 195,500.00					
MARKETING/ADVERTISING																	
Banners/Displays/Signs	\$ 10,000.00	\$ -	\$ 1,500.00	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 26,500.00	\$ -						
Print Advertisements	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 9,000.00						
Billboards/Out of Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 20,000.00						
Digital/Social Marketing	\$ 20,584.00	\$ -	\$ 20,500.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 1,000.00	\$ -	\$ -	\$ 94,584.00	\$ 86,766.00						
Content Production	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 65,000.00	\$ 10,500.00	\$ 1,000.00	\$ 2,500.00	\$ 10,000.00	\$ 129,000.00	\$ 121,000.00						
Website	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
2019 Visitor Guide	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 50,000.00	\$ 40,000.00						
TOTAL	\$ 30,584.00	\$ -	\$ 82,000.00	\$ 47,500.00	\$ 90,000.00	\$ 23,000.00	\$ 2,000.00	\$ 40,000.00	\$ 20,000.00	\$ 335,084.00	\$ 276,766.00						
GRANT AND SPONSORSHIP																	
Grants and Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,700.00	\$ -						
Unencumbered Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ -						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,700.00	\$ -						
GRAND TOTAL																	
\$ 207,665.15	\$ 323,491.97	\$ 210,163.93	\$ 199,902.55	\$ 254,502.56	\$ 120,691.02	\$ 54,904.95	\$ 73,586.98	\$ 305,918.50	\$ 1,055,200.00	\$ 150,000.00	\$ 350,000.00						
Grant Approved for \$103,601.67/1/18																	

Wish List
Sponsorships: \$64,000

Natrona County Travel and Tourism Council
Statement of Revenue and Expense

	June	Y-T-D	Budget	%	
INCOME	<u>\$114,245</u>	<u>\$1,644,916</u>	<u>\$1,658,825</u>	<u>99%</u>	
EXPENSE					
ADMINISTRATION					
Office Expense	\$45,148	\$165,939	\$171,500	97%	
Staff	\$44,472	\$476,230	\$491,959	97%	
Total Administration	<u>\$89,619</u>	<u>\$642,169</u>	<u>\$663,459</u>	<u>97%</u>	
MARKETING					
Grants and Sponsorships					
Grants/Sponsorships	\$176,056	\$263,396	\$253,601	104%	(a)
Total Grants/Sponsorships	<u>\$176,056</u>	<u>\$263,396</u>	<u>\$253,601</u>	<u>104%</u>	
DEPARTMENTAL MARKETING					
Fishing	\$14,100	\$14,425	\$30,000	48%	
Sports	\$24,052	\$53,597	\$45,000	119%	(b)
Meetings	\$14,090	\$35,336	\$29,000	122%	(c)
Tour & Travel	\$1,953	\$22,041	\$21,000	105%	
Information Distribution	\$1,674	\$6,623	\$15,000	44%	
Special Projects	\$10,814	\$104,479	\$149,167	70%	
Travel/Trade Shows	\$4,582	\$44,899	\$51,000	88%	
Total Departmental Marketing	<u>\$71,264</u>	<u>\$281,401</u>	<u>\$340,167</u>	<u>83%</u>	
ADVERTISING					
Leisure Travel	\$25,806	\$228,068	\$220,000	104%	
Fishing	\$0	\$2,188	\$3,000	73%	
Sports	\$2,755	\$2,855	\$3,000	95%	
Meetings	\$23,000	\$67,823	\$70,000	97%	
Tour & Travel	\$4,000	\$4,169	\$500	834%	(d)
Casper Guides	\$0	\$50,749	\$52,000	98%	
Total Advertising	<u>\$55,561</u>	<u>\$355,852</u>	<u>\$348,500</u>	<u>102%</u>	
Total Marketing	<u>\$392,501</u>	<u>\$900,649</u>	<u>\$942,268</u>	<u>96%</u>	
Total Expenses	<u>\$392,501</u>	<u>\$1,542,817</u>	<u>\$1,605,727</u>	<u>96%</u>	
INCOME IN EXCESS OF EXPENSES	<u>(\$278,255)</u>	<u>\$102,098</u>			

(a) Grant to the Casper Sports Alliance for Marketing/Sales in 2018 2019

(b) Aggressive digital strategy for bike race and 3x3 tournament

(c) Sales Folder, Meetings Video, Tradeshow Exhibit

(d) Ad in RMI Magazine



Natrona County Travel & Tourism Council Code of Conduct & Conflict of Interest Policy

Purpose

The purpose of this policy is to clarify the Casper Area Convention & Visitors Bureau's, (herein after referred to as the "Bureau"), expectations for its Board of Directors regarding a code of conduct so that conflicts of interest may be avoided. The Bureau requests that Directors review this policy, agree to its provisions and acknowledge their agreement by executing the attached Annual Statement. Any questions regarding this Policy should be brought before the entire Board.

Background

The Board of Directors of the Bureau, collectively and individually, have a fiduciary duty of care and a duty of loyalty in performing their duties for the Bureau. In performing duties for the Bureau, Directors are expected to use the degree of care, skill, caution and diligence that a prudent person would use in handling corporate affairs.

Directors are also expected to perform their duties in good faith with the best interests of the Bureau in mind. This means that Directors engage in ethical and professional conduct, exercising authority appropriately and acting with decorum. Directors must not seek to derive private gain from business transactions with the Bureau or advance their own personal or business interests at the expense of the Bureau. In that regard, Directors have a duty to avoid potential or apparent conflicts of interest. To avoid the appearance of impropriety, it is important for Directors to be honest and open with one another at all times. It is particularly important for Directors to disclose relevant information regarding potential conflicts of interest so that any appearance of impropriety is avoided and the risk of liability is negated. This Policy is designed to outline a code of conduct expected of Directors and to summarize pertinent information regarding conflicts of interest.

Conflict of Interest

A conflict of interest exists whenever a Director's personal or business interests are inconsistent with, adverse or harmful to the policies and interests of the Bureau, or whenever such personal or business interests impair the Director's ability to fulfill his/her fiduciary obligations to the Bureau. A conflict of interest also exists when a Director acts in a position of authority on an issue that is before the Bureau in which the Director has financial or other interests. When there is a dual interest--or the appearance of a dual interest--for any Director, the potential for a conflict of interest exists.

When a Director has an interest in a transaction being considered by the Board, the Director is expected to disclose the conflict (or potential conflict) before any action is taken on the matter. Generally, a Director's conflict will be cleared of any consequence by full disclosure, made before any action is taken, and by approval of the action by a disinterested majority of Directors. The Director in interest should excuse him/herself from that part of the meeting when the matter is discussed and must abstain from



voting on the matter. The Director's absence from the discussion and abstention from the vote should be recorded in the minutes.

Code of Conduct

1. A Director must fully disclose his/her desire to engage in transactions with the Bureau from which the Director, his/her family, organization, etc. will benefit and for which the value of the contract exceeds \$5,000.
2. Acts of self-dealing or private business or personal services constitute a breach of fiduciary duty. Full disclosure of any self-interest(s) by a Director under this provision allows the Bureau to procedurally control transactions and to ensure openness, competitive opportunity and equal access to otherwise "inside" information.
3. A Director may not use his/her position to obtain, for him/herself or for family members, employment or contractual relationships with the Bureau. Should a Director be considered for employment with the Bureau, he/she must resign from the Board of Directors prior to the consideration of his/her candidacy. If the individual is not offered employment he/she may be considered for a future Board of Directors position.
4. Directors are encouraged to support and endorse the goals and programs of the Bureau. If a Director individually opposes a Bureau position, goal, or program, it is expected that he/she will not publicly promote his/her individual views that openly conflict with the same.
5. It is not the Bureau's intent to insist on absolute loyalty in all conflicts that may arise between a Director in his/her professional capacity and the Bureau's positions, goals or programs. However, it is expected that a Director will disclose to the Natrona County Travel & Tourism Council any professional loyalties or positions that conflict with the Bureau's formal positions on issues. Professional conflicts arising under this provision of this Policy will be addressed on a case-by-case basis.
6. Directors may not attempt to exercise individual authority within the Bureau except as explicitly authorized by the Natrona County Travel & Tourism Board.
7. Directors are expected to understand and acknowledge that they lack individual authority in interactions with the Bureau Chief Executive Officer or staff except as noted above.
8. Directors are expected to understand and acknowledge the same lack of individual authority as it relates to interactions with the public, press or other entities. A Director has no authority to speak for the Board or the Bureau unless specifically authorized to do so.
9. Directors are expected to confine their public assessment of the performance of the Bureau Chief Executive Officer or staff to executive session.
10. Directors are expected to interact with one another, outside entities or individuals, clients and staff in an ethical manner reflecting fair play, respect and straightforward communication.
11. Directors are expected to maintain confidentiality of information that is proprietary and confidential to the Bureau.



12. The term "Confidential Information" includes without limitation any confidential and proprietary information relating to the affairs of the Bureau, its products and services; databases and programs; marketing, financial or personnel operations and techniques; technical and research data; Board of Directors' discussions; and letterhead and logos which are not otherwise publicly available.

13. Directors are expected to treat as confidential all matters involving the Bureau until there has been general public disclosure or unless the information is a matter of public record or common knowledge.

14. Disclosures should only be made through the Bureau designated spokesperson.

15. A Director should not use confidential information for his/her benefit or for the benefit of any other person or entity.

16. Upon completion of service as a Director, the Director agrees that he/she will not keep, copy or deliver to any other person or entity, any and all items and copies of items containing confidential information.



Board of Directors 2018/2019 Annual Statement

Concerning Possible Conflict of Interest

The undersigned individual acknowledges receipt of a copy of the Casper Area Convention & Visitors Bureau's "Code of Conduct and Conflict of Interest Policy" ("Policy") dated July 17, 2018.

By signature affixed below, I understand and acknowledge my agreement with the spirit and intent of the Policy and I acknowledge my fiduciary duty and agree to report to the Chair of the Natrona County Travel and Tourism Council Board of Directors any possible conflicts (other than those stated below) that may arise in the future.

Resolutions Concerning Conflict of Interest

_____ I am not aware of any conflict of interest.

_____ I wish to disclose the following relationships that might be construed as a conflict of interest.

Business(es) or Organization(s)	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

Print Name _____

Company/Employer _____

Signed _____

Dated _____



Casper Area Convention

And Visitor's Bureau

Thursday, June 13

5:30 pm - 9:00 pm

In the "TACK ROOM"

Located on the East Concourse in the Rockstar Balcony.

This document is to reserve the balcony on June 13, 2019 for CACVB. CACVB will also receive 100 balcony tickets, private cash bar, free snacks and water. There will options to upgrade the menu and drinks with at least 3 weeks notice.

The total for the Tack Room will be \$2,400 due by May 1, 2019.

Casper Event Center

(print name)

(signature and date)

CACVB

(print name)

(signature and date)

CEO REPORT

JULY 2018

WHY I'M STOKED. (AND WHY YOU SHOULD BE, TOO!)

Wallet Hub placed Wyoming at the top of their 2018 Best Summer Travel Destinations list. Whoop! And... our Gubernatorial Panel at the NIC in late June was an enormous success – over 100 hospitality, tourism and retail professionals were there to listen to 6 of the candidates.

NEED-TO-KNOW PROJECTS/INITIATIVES

2018/2019 Budget: You'll be asked to approve the fiscal 2018 2019 budget at the board meeting on the 17th. The organization is budgeting \$1.548M in lodging tax collections next year.

HVS Market Demand Study – Ryan and I shared the Market Demand Study with several DOS/GMs in the market, all were receptive to sharing the findings with their owners. There will also be an article on this study in the next Wyoming Business Report.

2017/2018 Final Numbers – We finished our fiscal year 19% ahead of budget. (\$239K) more than that we anticipated. This has allowed us to invest heavily in research and other initiatives that the organization has historically put on hold. We're waiting on final #s from Skogen, but we're definitely in the 90% - 100% spend range.

OTHER PROJECTS/INITIATIVES

Sustainable Funding for the Wyoming Office of Tourism – During our meeting with hoteliers we asked if adding a 3% statewide lodging tax would negatively impact their business. All agreed it's something that needs to be done and it still keeps Wyoming under the national average for lodging tax.

CNFR 2018: We're nearing completion of the survey phase of our Economic Impact study. The Casper Events Center and NIRA have been outstanding partners in data collection. More to come on this as things progress.

Visitor Profile Study – 18 out of 39 properties have participated for a total of 69% of rooms available. We're tweaking the visitor section of the survey now and we're on track for this project to be complete in September.

Casper Area CTA Program – Our next class is August 7 at the National Historic Trails Interpretive Center between 8:30 and 12:00 pm. We've been showing our CTAs a ton of love lately with tickets to CNFR, The Eli Young Band and CWFR.

5150 Local – We'll be doing a soft launch in mid-July and we're working with David Street Station on the promotion of the 5150 Festival August 24/25. You can see what we're up to at 5150Local.com.

Crisis Communication Plan – The City of Casper has a proposed copy of our Communication plan. I'm hopeful we'll see any revisions in the next few weeks.

Meetings Sales Collateral – See Ryan's report.

3x3 Basketball – We asked hoteliers if it would be a hardship on their business if we moved 3x3 to another weekend. All are open to the idea of changing dates.

Slate of Officers – I'd like the board to consider

Audit – We’re currently pulling documents together for our 2017 2018 audit – Grooms and Harkins has been retained to perform audits on the Casper Sports Alliance and Visit Casper. The cost is \$9,500.

Mark Your Calendar – we’re hosting Food Network Celebrity Chef Nancy Fuller on Thursday, Sept 27, 2018 at the Nicolaysen Art Museum from 5pm – 7:30pm. This will be an opportunity to connect with all candidates and elected and share the power of tourism in NC. There is no cost to attend and we are partnering with Community Greenhouse and Johnson Restaurant Group.

Influencer/Media FAMS – Wyoming Office of Tourism continues to work hard for Visit Casper – we hosted an international media tour Thursday, June 26th and we’re working with Miles Media on a photo shoot (Fremont Canyon

and the National Historic Trails Interpretive Center) Saturday, July 7th.

Destinations International: I’ll be in Anaheim July 10 – 15 for the annual DI conference. In addition to graduating from the Certified Destination Management Executive program, I’ll be speaking on “The All-Too-Real Truths About Preparing Your Small Town for a Super Bowl-Like event.” Go Casper!

Front Line Training/Awareness: Casper continues to lead the way in the front-line training space across the state. I’ll be shooting a quick video with the Wyoming Business Council July 3rd to help inspire and educate other frontline workers and volunteers across the State. Look for this resource to be available in Fall 2018.

Bear Bait 8 – See John’s report... but the team crushed it!

Sports and Events Summary
July 5, 2018
Projects

- **Facebook**
 - Work daily on updating Casper Sports Alliance and Cowboy State Games
- **Cowboy State Games**
 - Preparing for Casper Chase 5K
 - Hosted Summer Biathlon
 - Preparing for Chumash and Softball
 - Secured Fitness and Weightlifting
- **Foss Motors 3x3 Basketball Tournament**
 - Reviewing new dates for 2019
- **White's Mountain Subaru Bear Bait 8**
 - 80 racers
 - Very positive results – based on survey
 - Five states represented
- **Proud to Host the Best**
 - Meeting on transitioning to stand-alone organization

Meetings and Functions Attended

- **Gubernatorial Panel**
 - Attended gubernatorial panel at Nicolaysen Art Museum

Director of Sales & Corporate Sponsorships Board Report

June 13, 2018 – July 2, 2018

Sales & Marketing

New RFPs

- Wyoming Library Association Welcome Reception
- Taylor Haynes for Governor Town Hall Meeting

New Business Booked

- Taylor Haynes for Governor Town Hall Meeting
- Alpine Coach Summer Ride In

Site Visits Coming Up

- National Assessment Governing Board – 7/10-7/11

Connect in Casper Presentation

The Connect in Casper presentation proves to continue being a great way to educate Casper on what we do and how they can help bring meetings into our city. Two weeks ago, I presented to the House Real Estate Group. They were blown away by everything they learned about what we do, the assets Casper possesses, and the events we host. Like many of the other groups I have been presenting to, they are now very interested in becoming CTAs.

Promotional Tools & Marketing

Amanda Scherlin and myself have been working on many promotional tools that will be very beneficial for the next few years. First, we have created and ordered a new exhibit set up for the trade shows I will be attending. It does a phenomenal job of showing off our close proximity to so many amenities that Casper provides such as our abundance of history, world-class outdoor recreation, entertainment, and our exciting new restaurants and beverage options. Second, we have partnered with The Bark Firm and helped create a new MICE sales packet that can be used to show off Casper and regional highlights. This has just been ordered and should be here in time for Destination West July 15th. Lastly, Amanda hired a professional photographer to come into Casper to take high-end updated pictures that we all desperately needed. I helped with the coordination of the sites, talent, and modeling for some of these shoots. We will own all the working and edited files from his shoot that we can use for anything needed. Once we have the video back from West Edge I will have a completely updated sales tools for almost any scenario I will come up across for the following fiscal year.

Orange 142 has officially started July 1 and will run through the fiscal year. This is a \$10,000 spend solely focused on paid search. Most forms of advertising focus more on number of impressions, whereas paid search is a proven method to help gain access to qualified leads. The high praises of Orange 142's current clientele can attest to the results that they have received partnering with Orange 142 and using around the same spend.

CNFR FAM Trip

On June 15, 16, and 17 I hosted six domestic tour operators. The purpose of the FAM was to show off Casper, but ultimately gain attendance at CNFR for future years. They were very impressed with everything

Casper had to offer, they really enjoyed the rodeo, and I think this FAM trip has a lot of promise to bring more attendance to CNFR for years to come. The attendees were:

Name	Company	Where From
Beverly Scott	Panache Group	Ontario, Canada
Bob Garrett	Sunshine Travel	South Carolina
Shirley Garrett	Sunshine Travel	South Carolina
Gail Singleton	C&S Tours	South Carolina
Victoria Moorer	C&S Tours	South Carolina
Paula Reynolds	American Tour Guide Association	New York

Events

Bear Bait 8

I helped quite a bit with Bear Bait 8 this year from helping with the set up of the course, to purchasing all the food and cooking all day on Saturday. Even though registration was only up by two people from last year to this year, the overall satisfaction of the course, awards, and fellowships were nothing to be ignored. There are also some ideas we came away with to help market this event to qualified racers even better for the future.

Partner Relations

1v1 Appointments w/ Hotel Partners

Brook and I met with thirteen hotels to discuss the 3/2 bill, the HVS demand study, information on the PAC, and moving the Foss Motors 3v3 Basketball Tournament. Every hotelier agreed the 3/2 bill would not affect their occupancy level, ADR, or ability to increase rates. They all feel that the tax rates in Wyoming are currently much less than other markets, and even with this 3% increase their venues would continue to be competitive. In regard to the HVS demand study, there was interest in what it could bring to our community, but the issue it brought up was staffing a venue that large. Many of our hotels are currently having a hard time keeping their venues fully staffed and suggested a building this size would probably have the same issues. When asked about the impact on their hotel if the Foss Motors 3v3 Basketball Tournament was moved to a different weekend, nobody seemed concerned since they do not currently see a lot of business from it. When I asked what Summer month they are typically slow and would like to see more business, the answer was late June, early July, or early August.

MARKETING MANAGER REPORT

JULY 2018

PROJECTS IN PROGRESS

Visit Casper Marketing Plan

Marketing strategy, implementation plan and calendar build out is in progress for FY19 for Visit Casper's leisure, meeting and sports marketing activities.

5150 Local

5150 Local has launched the blog, social media channels and the first phase of in-market promotion will begin later this month. This includes coffee sleeves, coasters and stickers at local businesses around Casper.

Meetings & Conventions

Finished creation of sales material for meetings with Ryan and began a new quarterly email series to all meeting and convention leads. This email series features venues, things to do, signature events, and keeps leads informed about new things happening in Casper.

Lodging Tax education materials

Working with Anna to develop educational materials around the use of the Natrona County Lodging Tax

VISIT *Casper*

Anna Wilcox

Advocacy and Communications

DMAP

- Remaining Requirements for completing our Destination Management Accreditation Program have been reviewed
- Step one to complete...I will begin working with individual departments on incorporating industry standards for Performance Measures, Productivity Metrics, Reporting and Terminology etc.

5150

- Buzzworthy promotional items for the launch have been ordered and arrangements made to get them out and about around the community coffee shops, bars, restaurants etc.
- Festival details were discussed with David Street Station staff to determine needs or where we could help. We will be assisting with the coordination of filler activities, programing and contests to take place on Saturday. A list of ideas/options was sent to DSS for approval.

Lodging Tax

- Researched and Compiled statistics that can be used to best visually explain lodging tax collection and use.
- Overall approach and direction on who we want to reach and how has been agreed upon.
- Educational based materials are being created and an overall landing page for more information will be available on visit Casper
- Coordinating any design & creative efforts with Amanda for presentations, handouts, partner messaging etc.

Partnerships/Sponsorships

- CWFR
 - Met with CWFR to ensure we are moving forward on all agreed upon opportunities.
 - CWFR's Visit Casper Night arrangements made, invitations sent out.
 - Reviewing remaining events for 2018 to fulfill our ticket needs (to benefit CTA, Promotions, Giveaways, or In-Market Influencers) or for the participation (5150 brand opportunities)
- Nancy Fuller
 - Reviewed agreement and researched Nancy, working with Garijo to lock down event logistics, details and opportunities



FY 2018 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form to the City Manager's Office, 200 N. David, Casper WY 82601. **Failure to complete and send in this form could result in a denial of payment for in-kind AND facilities awards, as well as a disqualification from any future funding grants.**

Organization: The Nicolaysen Art Museum Program/ Event: NIC Fest 2018

Contact Person: Dana Volney Phone Number: 307-235-5247 Date: 7/9/18

Email Address: dana@thenic.org

1. Mission

Please state the agency's mission/vision:

The NIC's Mission is to collect preserve, and exhibit the work of contemporary artists and present it to the community as a vital source of inspiration and education. Our Vision: The NIC showcases and celebrates significant contemporary art through innovative art exhibitions, art education and art appreciation opportunities, helping everyone understand the role of art in our daily lives. Through these different experiences, we invite and encourage individuals to be creative and enjoy the art created by others. By providing a place for citizens to gather together to explore, learn, create, and express themselves, we sustain an environment that encourages children, families, and community members to discover art, be creative, and interact with each other through their shared arts experience. Our success in fulfilling this vision makes us a cultural anchor for our community.

2. Written Account of your Event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your written account to one (1) page of written material.**

3. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from community promotions funding and whether it was for in-kind services, facilities, or a combination of the two.**

4. Program Significance (use bullet points)

- a. Describe the individuals who are the focus of your work and are influenced by your activities.
 - Community members
 - Community businesses, artists, food vendors
 - CNFR participants and families
- b. What impact did the program have on the specified target population and community?
 - Community members had a fun and free festival to attend.
 - Businesses, including artists and food, had a way to reach their market and participate in a well-established community event.

- CNFR had a stage (7pm on Saturday night) to recognize committee members and participants as well as let all of their athletes know of a free festival in town that is family friendly.
- c. Have there been significant trends over the past months regarding your target population?
 - Casper offers many events, but not all of them are free to everyone
 - Businesses are often looking for a way to connect with potential customers and have asked The NIC beyond NIC Fest how to participate in our various events to connect to customers.
 - CNFR has a choice of venue, it is important that we show them Casper is the place to be. Our partnership with them and Visit Casper this year was helpful to show our appreciation.

5. Results

- a. Please describe the outcomes/outputs.
 - We wanted to capture vendors earlier this year for 2019.
- b. Please describe the method of measurement.
 - We put renewal slips in their vendor bags and spoke to them about it throughout the festival.
- c. Please describe the performance results.
 - We have had over 25% of 2018 vendors already renew for 2019.

6. Program Results/Impacts (use bullet points)

- a. Explain how much (quantity) service the program delivered.
 - Over a three day period, our festival was open for twenty-one hours.
 - We had (estimated) over 10,000 people attend.
 - We had 11 bands in the festival and over 100 vendors surround The NIC.
- b. Describe how well (quality) the services were delivered. For example, describe how individuals were better because of the event.
 - Community members were able to come outside and be with their friends and families in a comfortable space while listening to free bands.
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - We listened to feedback about the noise last year (this year we faced the main stage north), about our hours, the type of music, and type of food available and made adjustments. This year we will do the same when the surveys are completed.
- d. How could the event have worked better?
 - One area we've identified internally was the handling of cash at the beer tent.
- e. How will you address this?
 - We have already made internal changes and calls to our bank to put our new processes in place in 2019 to be better prepared for the influx of cash on hand.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. **Please fill out the information in one of the three boxes below.** If you intend to use a counting method that is not listed, contact Tanya Johnson in the City Manager's Office (235-8224) to inquire about pre-approval.
- b. Please provide information as to number of participant/spectators who are from Casper and those that are from outside of Casper, as well as what method you used to count.

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

<i>I can <u>Accurately Count</u> the number of people who attended my event because:</i>	
<input type="checkbox"/> We sold tickets <input type="checkbox"/> We took a turnstile count or counted people as they came in <input type="checkbox"/> We conducted an organized head count <input type="checkbox"/> All participants were registered <input type="checkbox"/> We used sign-in sheets <i>We used another method that was pre-approved by the City Manager's Office</i>	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

<i>I can only make a <u>Rough Estimate</u> of the number of people who attended my event.</i>	
Number who Actively Participated: 120	<input type="text"/>
Number who attended as Spectators: 10,000	<input type="text"/>

<i>I can make an <u>Educated Guess</u> at the number of people who attended my event because:</i>	
<input type="checkbox"/> We counted cars <input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i> <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

What's the difference between a participant and a spectator?

A **participant** is someone who is actively involved in the activity; a **Spectator** is someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator! For example:

If your event was....	Then your count of <u>Participants</u> would include...	And your count of <u>Spectators</u> would include...
.... a Baseball Tournament		

	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
<i>.... a Bake Sale fundraiser</i>	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
<i>... a class for teens about alcohol abuse</i>	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
<i>.... a soup kitchen that gave food to the homeless</i>	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>

ADDITIONAL NOTES (IF NEEDED): _____

City of Casper Community Promotions Grant – FY 2018 Final Report for The Nicolaysen Art Museum's NIC Fest

The mission of The NIC is to collect, preserve, and exhibit the work of contemporary artists and present it to the community as a vital source of inspiration and education.

In its 13th year in 2018, NIC Fest is a cornerstone of summertime events for Casper and the region. Attended by over 10,000 people, this art show has grown to include community business and non-profit booths, three days of main stage entertainment, a family fun zone, artists tents full of original art, and food and drink vendors. NIC Fest is a must-attend community event for not only local Wyoming residents but for citizens in our region. Partnerships with the City of Casper and many other generous sponsors have made this possible.

NIC Fest 2018 went according to plan. Our new Water Fun Zone was a success for visitors of NIC Fest. Not only did the children have a good time in the free area but so did the adults. The new direction of the main stage and bigger beer tent allowed more visitors to enjoy the area and entertainment. NIC Fest 2019 will be June 7-9 to continue to coincide with the beginning of CNFR. We are in the process of receiving NIC Fest 2018 vendor feedback and then will adjust our festival accordingly for 2019 to continue to improve the experience for vendors and patrons alike.

NIC Fest is an arts and culture event that represents the kind of high-quality community events that Casper and the state of Wyoming need to cultivate to promote our way of life. As a benefit to the city of Casper, the event adds greatly to our community vitality. Events like NIC Fest make Casper a destination area for out-of-town visitors and garners revenue for local businesses through lodging, food purchases, and additional retail shopping. For individuals looking to relocate to the Casper area, a strong base of community activities is an essential factor. As the premier summer festival in Wyoming, NIC Fest offers an attractive incentive in the area of community activities and arts accessibility. Sales tax on the art and food items sold at NIC Fest also benefit the City of Casper. In addition, The NIC spends more than \$26,000 hiring performing artists to entertain our guests at the festival and purchasing goods and services from local businesses to make the event possible, further contributing to our economic impact of this event.

In 2017, The NIC moved the date of NIC Fest to coincide with the opening of CNFR. This was done with the support and encouragement of Visit Casper which had received feedback that CNFR participants wanted more to do before the rodeo started. We again saw increased food and beverage sales and hope NIC Fest will be a positive in keeping CNFR in Casper.

NIC Fest also fosters a culture of community volunteerism as the festival requires the help of community volunteers to make the festival successful. People from all walks of life, who care deeply about our city, the arts, and The NIC, volunteer each year at NIC Fest.

Finally, NIC Fest greatly increases access to the arts in Casper. Artists from across the United States have the opportunity to introduce and sell their work to a large audience. Many of our attendees also visit the galleries of The NIC during the three day event. This fits directly with the NIC's mission to educate and enrich the community through engaging experiences in contemporary art. Art is critical to the health and vitality of a community and The NIC strives to be the cultural anchor of our wonderful city.

NIC Fest

Profit Loss

NIC Fest 2018

Projected Budget as of 4/10/18

	2018		
	To-date	Projected	Budget
Ordinary Income/Expense			
Income			
6000 · Contributed Income			
6001 · Individuals			300.00
6002 · Corporations/Organizations	-	-	-
6003 · Foundations	10,000.00	10,000.00	10,000.00
6007 · Sale of Unaccessioned Art	-	-	-
6101 · Sponsorships	47,200.00	48,000.00	50,000.00
6108 · In-Kind Events		43,000.00	30,000.00
Total 6000 · Contributed Income	57,200.00	101,000.00	90,300.00
6100 · Earned Income			
6103 · Event Revenue		40,000.00	25,000.00
6105 · Tuition/class/workshop Fees		500.00	500.00
6107 · Booth & Artists Fees	23,445.00	27,500.00	31,500.00
6112 · Membership Dues		500.00	500.00
Total 6100 · Earned Income	23,445.00	68,500.00	57,500.00
Total Income	80,645.00	169,500.00	147,800.00
Expense			
7000 · Personnel Expenses			
7010 · Salaries & Wages		-	1,750.00
7011 · Payroll Taxes		-	750.00
Total 7000 · Personnel Expenses	-	-	2,500.00
7500 · Professional Services			
7503 · Contract Fees	16,000.00	26,000.00	25,000.00
7510 · Engineering/Sound		1,500.00	2,500.00
7511 · Event Entertainment		22,000.00	22,800.00
7512 · Engineering/Sound - Inkind		25,000.00	18,000.00
Total 7500 · Professional Services	16,000.00	74,500.00	68,300.00
7999 · Museum Marketing & Advertising			
8000 · Marketing & Promotion	2,130.00	3,130.00	3,000.00
8001 · in-Kind Marketing		15,000.00	5,000.00
Total 7999 · Museum Marketing & Advertising	2,130.00	18,130.00	8,000.00
8700 · Occupancy/Operations			
8702 · Postage & Freight	300.00	100.00	-
8706 · Travel			-
8707 · Licenses & Fees		350.00	350.00
8710 · Bank & Credit Card Fees		100.00	100.00
8712 · Hospitality, Catering & Food		5,000.00	5,000.00
8712 · Meals		500.00	500.00
8714 · Rentals		18,000.00	21,000.00
8715 · Utilities		550.00	550.00
8721 · Computer Maint/Software Updates		-	-
8726 · Contracts/Inspections		650.00	650.00
8801 · Supplies	239.00	2,000.00	2,500.00
8805 · Bldg, Grounds, Maint Supplies		300.00	300.00
Total 8700 · Occupancy/Operations	539.00	27,550.00	30,950.00
Total Expense	18,669.00	120,180.00	109,750.00
Net Income	61,976.00	49,320.00	38,050.00

NIC Fest Profit Loss

NIC Fest 2018

Projected Budget as of 4/10/18

	2,017.00
Ordinary Income/Expense	
Income	
6000 · Contributed Income	
6001 · Individuals	300.00
6002 · Corporations/Organizations	-
6003 · Foundations	-
6007 · Sale of Unaccessioned Art	3,060.00
6101 · Sponsorships	23,222.22
6108 · In-Kind Events	1,680.00
Total 6000 · Contributed Income	28,262.22
6100 · Earned Income	
6103 · Event Revenue	24,192.82
6105 · Tuition/class/workshop Fees	493.00
6107 · Booth & Artists Fees	27,555.00
6112 · Membership Dues	335.00
Total 6100 · Earned Income	52,575.82
Total Income	80,838.04
Expense	
7000 · Personnel Expenses	
7010 · Salaries & Wages	1,750.00
7011 · Payroll Taxes	750.00
Total 7000 · Personnel Expenses	2,500.00
7500 · Professional Services	
7503 · Contract Fees	13,000.00
7510 · Engineering/Sound	2,500.00
7511 · Event Entertainment	6,900.00
7512 · Engineering/Sound - Inkind	-
Total 7500 · Professional Services	22,400.00
7999 · Museum Marketing & Advertising	
8000 · Marketing & Promotion	2,625.77
8001 · in-Kind Marketing	1,680.00
Total 7999 · Museum Marketing & Advertising	4,305.77
8700 · Occupancy/Operations	
8702 · Postage & Freight	37.67
8706 · Travel	-
8707 · Licenses & Fees	331.50
8710 · Bank & Credit Card Fees	76.31
8712 · Hospitality, Catering & Food	4,902.40
8712 · Meals	384.50
8714 · Rentals	19,620.00
8715 · Utilities	-
8721 · Computer Maint/Software Updates	150.00
8726 · Contracts/Inspections	230.00
8801 · Supplies	7,337.32
8805 · Bldg, Grounds, Maint Supplies	309.89
Total 8700 · Occupancy/Operations	33,379.59
Total Expense	62,585.36
Net Income	18,252.68

Renee Jordan-Smith

From: Platte River Trails Trust <platteriver@wyoming.com>
Sent: Wednesday, July 11, 2018 10:12 AM
To: Renee Jordan-Smith
Subject: Platte River Trails July Newsletter



Platte River Trails July Newsletter

July 2018



**Summertime is trail time.
Get out and enjoy our community trails!**

Special Thanks to Matt Kadlick Photography

Construction Continues on Phase II Casper Mountain Road Trail



Construction continues on Phase II of the Casper Mountain Road to Rotary Park trail. Soon cyclists, runners and walkers will have a safe and separate route from downtown Casper to Rotary Park. Stay tuned for details about our Ribbon Cutting celebration scheduled for September.

Join Us For Food Truck Friday Presented By First Interstate Bank



JULY 13

BARREL HOUSE BAND



Join us for Food Truck Friday Presented by First Interstate Bank this Friday, July 13th. Come out to the Pumphouse and enjoy some delicious new Food Trucks along with everyone's favorites, great regional microbrews and rockin' tunes from Barrel House Band. Special thanks to our July Food Truck Friday Sponsor **Wind City Physical Therapy**. Stop by their booth at FTF and learn more about how to stay healthy as you enjoy all your favorite activities on the trail.

*All proceeds from Food Truck Friday are directed towards special projects such as Dylan's Park, our new fenced dog park at the Pumphouse. **If you are interested in sponsoring FTF on August 3rd or September 7th call the trails office today, 577-1206.***



New Trails Website Coming Soon

The Platte River Trails will launch a new and improved website this month. The new site will feature updated trail maps, trail calendar, information about current and future trail projects and much more.



SAVE THE DATE!

You don't want to miss Casper's original river festival --- 2018 Riverfest Presented by Foss Motors! Mark your calendar!



Platte River Trails | 307-577-1206
platteriver@wyoming.com | www.platterivertrails.com

STAY CONNECTED



Platte River Trails Trust | P.O. Box 1228, Casper, WY 82602

[Unsubscribe rjordansmith@casperwy.gov](mailto:rjordansmith@casperwy.gov)

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Constant Contact
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1. Mission:

Mission Statement - The Wyoming Rescue Mission rescues and reconciles the homeless and needy with the love of Christ, restoring them back to society as healthy, productive, independent community members.

Vision Statement – Wyoming Rescue Mission will nurture sanctuaries of radical hospitality where the homeless and needy experience the transforming love of Jesus thus propelling the church into the lead role alleviating poverty in Wyoming.

2. Financial Information:

Please see attached financial summary of Project Transformation.

3. Program Significance:

Target Population:

- a. Homeless individuals and families.
- b. Individuals struggling with substance abuse and other addictions.
- c. Individuals and families escaping domestic violence.
- d. Individuals exiting the correctional system.

Impact:

- a. Meet the basic physical needs of the homeless and needy.
- b. Provide a sanctuary providing both physical and mental rest.
- c. Allow guests to find stability during transition to self-sufficiency.
- d. Reduction in hospital and jail stays for detox.
- e. Reduction in criminal recidivism.

Trends:

- a. 78% increase in community members seeking meals.
- b. 6% increase in overall meals.
- c. 4% increase in women sheltered.
- d. 33% increase in veterans sheltered.
- e. 46% increase in guests with mental illness.

4. Results:

Outputs:

- a. Nights of shelter.
- b. Meals served.
- c. Case management sessions.

Outcomes:

- a. Guests in the Emergency Services Program will become employed and find suitable housing within 90 days.
- b. Guests in the Discipleship Program will maintain stable housing after completing the program.
- c. Reduction in recidivism rate of substance abuse and legal infractions.

Methods of Measurement:

Outputs are measured by a physical count of individuals receiving services and entered into our program database. Outcomes are measured through qualitative methods including surveys 4, 8, and 12 months after guests leave Wyoming Rescue Mission.

5. Program Results/Impacts:

Outputs:

- a. 28,653 nights of shelter provided from 7/1/17 – 6/30/18.
- b. 47,853 meals served from 7/1/17 – 6/30/18.
- c. Almost 3,000 sessions with a Case Management completed.

Outcomes:

- a. 79% of Emergency Services Program guests gain employment within 4 weeks.
- b. 65% of Discipleship Recovery Program guests maintain stable housing 12 months after completing the program.
- c. Wyoming Rescue Mission programs significantly contribute to Wyoming's recidivism rate being the 2nd lowest in the nation, per Wyoming Department of Corrections.

Quality of Services:

Those we provided services to were able to receive warm nutritious meals, safe shelter, employment, and recovery programs to address their life controlling issues. While these programs are managed well and operated by very caring and hospitable staff, these guests can often feel added stress due to the tight living quarters and extended wait times for services, such as meals, due to being over capacity.

Data Analysis Trends:

We have seen our target population continuing to grow, especially due to the local economic downturn. We have seen employment become more difficult to obtain as the time it takes for our guests to achieve employment has doubled over the past year.

6. Results Analysis:

How could the program have worked better?

The biggest obstacle that our programs face is being over capacity. During recovery and/or transitioning from crisis to stability, adequate personal space is critical to a healthy healing process. Currently the demand for our services require us to use all available space to give our guests a safe place to sleep at night. We routinely have 5-10 men sleeping on mats in our dining room each night, in addition we operate a cold-weather shelter in partnership with the City to house our overflow women and children at Life-Steps Campus. We also have to serve meals in shifts as our current dining room has capacity for 35 when we feed nearly 60 individuals per meal. A lack of adequate classroom/meeting space prevents us from offering classes, such as budgeting, resume writing, and other life skills, to our guests in the Emergency Services Program that focuses on employment and housing.

How will you address this?

We are addressing the lack of space with Project Transformation. Project Transformation includes the construction of our new Park Street Center. This facility will more than double our capacity for shelter, provide a dining room that will sit 100 guests, and provide over 2000 square feet of classroom and computer lab space. The funding that Wyoming Rescue Mission received through the Optional 1% 15 Sales Tax provided the resources to obtain complete design and construction plans. These plans have enabled us to launch fundraising efforts for Project Transformation. The investment from City Council of \$298,321 has enabled us to raise over \$4,500,000 of private investment for Project Transformation as of 6/30/2018. Construction of the Park Street Center is planned to be completed in September 2018.

7. Attendance and Participation:

All participants were registered (entered into our database).