

INFORMATION PACKET

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Friday, June 7, 2019



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We are CASPER

Communication **Accountability** **Stewardship** **Professionalism** **Efficiency** **Responsiveness**

The Grid

A working draft of Council Meeting Agendas

June 11, 2019		Councilmembers Absent: Pacheco		
Work Session Agenda Items		Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Council Meeting Follow-up			5 min	4:30
Fireworks Safety		Direction Requested	20 min	4:35
Trail Project Options 1%#16		Direction Requested	20 min	4:55
Downtown Flags		Direction Requested	10 min	5:15
Additional Sheet of Ice at Rec Center		Direction Requested	20 min	5:25
Budget Amendment #3 Review		Move Forward for Approval	20 min	5:45
WAM Training Videos (Code of Ethics)			20 min	6:05
Agenda Setting			20 min	6:25
Legislative Review			10 min	6:45
Council Around the Table			10 min	6:55
Approximate Ending Time:				7:05

June 18, 2019		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						
Ordinance Approving a Plat Creating Fleming Addition to the City of Casper, and Approving the Subdivision Agreement for said Addition.			N			
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. Public Hearing/First Reading			N			
Consideration of the Fiscal Year 2020 Budget.			N			
Consideration of Budget Amendment #3			N			
New Restaurant Liquor License No. 40 for Thai Kitchen Casper, LLC d/b/a Thai Kitchen, Located at 1120 East 12th Street.			N			
Amending Sections 17.12.150 (D) (Site Plan Approval Criteria) and (H) (City Council Review) of the Casper Municipal Code. 2nd Reading				N		
Amending Sections 17.52.100 and 17.52.110 (PUD Approval) of the Casper Municipal Code. 2nd Reading				N		
Amending Section 16.08.480 (Subdivisions) of the Casper Municipal Code to Harmonize with Wyoming Statutes § 15-1-501(a)(iii). 2nd Reading				N		
Amending Section 9.48.010 of the Municipal Code Regarding Camping in the City Limits. 2nd Reading				N		

Amending Section 10.36.030 of the Municipal Code Making Small Trailers Subject to the Same Parking Restrictions as Other Trailers and Recreational Vehicles. 2nd Reading			N		
Authorizing a Professional Services Contract with Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for Fiscal Year 2020, in an Amount not to Exceed \$1,994,966.				C	
Authorizing a Lease to Casper Area Transportation Coalition, Inc., a Wyoming Non- Profit Corporation, for Two Buildings, Parking Area and Adjacent Land at 1715 East 4th Street, in the Amount of \$25, Commencing July 1, 2019 through June 30, 2020.				C	
Authorizing a Lease for the use of Certain City-Owned Vehicles to Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for the Transportation of the Elderly, Disabled, and General Public for the Fiscal Year 2020, in an Amount of \$25, Commencing July 1, 2019 through June 30, 2020.				C	
Initiating the Annexation of 14.5-Acres, More or Less, Described as the Green Valley Mobile Home Park, Located at 2760 South Robertson Road.				C	
Authorizing Amendment No. 1 to the Cooperative Agreement with the Wyoming Department of Transportation for the Interstate 25 & Casper Marginal Beautification Project.				C	
Authorizing Amendment No. 1 to the Grant Agreement with the Wyoming Water Development Commission for a Time Extension of 365 days for the East Casper Zone III Water System Improvements Project.				C	
Authorizing an Amendment to the Agreement with Recycling Industrial Repairs, Inc., in the Amount of \$305,000, to Extend the Ejection Rams on the Trash Balers.				C	
Authorizing a Revocable License Agreement with Energy Property Holdings for Water and Sewer Services across City of Casper Property.				C	
Authorizing an Agreement with LONG Building Technologies, in the Amount of \$125,026, for the City Facilities Security Door Upgrades Project.				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$142,150, for the 2019 Platte River Trails Replacements, Project No. 19-019.				C	
Authorizing an Agreement with Carr Coatings, LLC, in the Amount of \$220,000, for the North Park Tank Exterior Painting, Project No. 19-016.					
Authorizing a Sole Source Purchase Agreement with Core and Main of Henderson, Colorado, for the Purchase of Neptune Water Meters and Meter Registers					C
Authorizing the Discharge of \$233,149.85 of Uncollectible Accounts Receivable Balances from OMNI.					C
Authorizing the Discharge of \$9,589.69 of Uncollectible Accounts Receivable Balances, Aged between the Date of January 1, 2014 and March 31, 2014, Including a More Recent Bankruptcy.					C
Authorizing the Purchase of One (1) New Side Loading, 27 Cubic Yard, Sanitation Truck, from CMI TECO, Casper, Wyoming, in the Total Amount of \$301,838, Before Trade, for Use by the Solid Waste Section of the Public Services Department.					C

Authorizing the Purchase of One (1) New Front-End Loader, from Wyoming Machinery, Casper, Wyoming, in the Total Amount of \$145,761, for Use by the Solid Waste Section of the Public Services Department.					C
Authorizing the Purchase of One (1) New Fuel Supply Trailer, from Ameritech Equipment Co., Casper, Wyoming, in the Total Amount of \$24,375, to be Used in the Solid Waste Section of the Public Services Department.					C

June 25, 2019 Councilmembers Absent:			
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Pool Fees	Direction Requested	20 min	4:35
International Code Availability	Direction Requested	20 min	4:55
'M' Street Alley Access	Direction Requested	30 min	5:15
State Health Plan Option	Direction Requested	60 min	5:45
Agenda Setting		20 min	6:45
Legislative Review		10 min	7:05
Council Around the Table		10 min	7:15
Approximate Ending Time:			7:25

July 2, 2019 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					
Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities (Tentative)		N			
Amending Sections 17.12.150 (D) (Site Plan Approval Criteria) and (H) (City Council Review) of the Casper Municipal Code. 3rd Reading			N		
Amending Sections 17.52.100 and 17.52.110 (PUD Approval) of the Casper Municipal Code. 3rd Reading			N		
Amending Section 16.08.480 (Subdivisions) of the Casper Municipal Code to Harmonize with Wyoming Statutes § 15-1-501(a)(iii). 3rd Reading			N		
Amending Section 9.48.010 of the Municipal Code Regarding Camping in the City Limits. 3rd Reading			N		
Amending Section 10.36.030 of the Municipal Code Making Small Trailers Subject to the Same Parking Restrictions as Other Trailers and Recreational Vehicles. 3rd Reading			N		
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. 2nd Reading			N		

July 9, 2019	Councilmembers Absent:		
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

July 16, 2019	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					
Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities (Tentative - 2nd Reading)			N		
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. 3rd Reading			N		

July 23, 2019	Councilmembers Absent:		
Work Session Agenda Items		Recommendation	Allotted Time Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up			5 min 4:30
Agenda Setting			20 min
Legislative Review			10 min
Council Around the Table			10 min
			Approximate Ending Time:

Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation		45 min	
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions		40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Code of Ethics		40 min	
Dog Parks			After Summer 2019
Green Valley - Annexation Status Report			After Annexation report is prepared
Arborist Licensing			Mayor's Request
Class & Compensation Study Scope	July 9, 2019		After Budget
Railroad Safety			
Daily/temporary food truck permits/standards	June 25th, 2019		

Staff Suggested Items:

Sign Code Revisions		60 min	Anytime after April 2019
Limo Amendment?			
Interactive Long Range Transportation Plan Update	July 23 @ 4:30 pm		
Context Sensitive Agreements with WYDOT on Poplar St Bridge			
Finance Policies Resolution	July 9, 2019		Anytime after Council Finance Committee Meeting
Casper Events Center Walkthrough	July 9, 2019	2 hours	Anytime after Budget Meetings
Memorials, Donations, and Sponsorship Policy	June 25th, 2019		
Boys & Girls Club Skate Park			
Hogadon Lights	July 9, 2019	10 min	
Tow Fee Policies Review			
Results of Police Assessment			
Museum Donations	June 25th, 2019		

Future Council Meeting Items

July 2, 2019 ? Ordinance Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration (Mayor of Casper in 1967)

Building & Fire Code Availability

The City of Casper has the following options for public viewing and code interpretations.

- A copy of the adopted 2018 International Codes has been supplied to the Natrona County Public Library including , 2018 International Building, Fire, Plumbing, Fuel Gas, Mechanical, Existing Building, Residential codes. These codes are for public viewing in the Library.
- The link to the codes is on the Building Division webpage:
 - [Building and Inspections - City of Casper](#)
- The City of Casper Community Development Dept. has copies of the above codes in loose leaf format. Upon request, any portion of the requested code may be copied and provided to the requesting party as long as the sections requested are not too lengthy which might violate the copyright declaration paragraph in the code book.
- There are preprinted handouts of most requested “Home Owner” projects including,
 1. Single Family Additions
 2. Basement finish
 3. Patio Covers/ Car ports
 4. One story detached garage
 5. Reroofing
 6. Enclosing existing patio covers
 7. Ramps
 8. Smoke Alarms
 9. Handrails/stairs
 10. Monolithic slabs
 11. Mobile Home setup

These handouts are given to home owners for guidance if they are self-performing a project on their principle residence.

- The Inspection team is in the office from 8:00 to 9:00 A.M., 1:00 to 1:45 P.M. and 4:00 to 5:00 P.M. Monday through Friday for code questions per phone conversation or one on one consultation.

Dan Elston, Chief Building Official
City of Casper



State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 May 2019 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rem-Basement	6	\$1,865.00	\$135,500.00
Rem-Residential	10	\$4,135.60	\$383,096.00
Rem-Bathroom	3	\$954.00	\$76,200.00
Rep-Re-Roof	66	\$15,468.40	\$1,312,102.40
New-Storage Bldg	3	\$312.00	\$7,400.00
Add-Deck	9	\$1,742.00	\$101,690.00
Rem-Commercial	7	\$6,315.12	\$486,997.00
New-Residential	6	\$11,547.60	\$1,461,000.00
Rep-Res Misc	4	\$1,002.00	\$68,400.00
New-Detached Garage	2	\$2,772.09	\$236,050.00
New-Fence	1	\$70.00	\$500.00
Rep-Deck	4	\$581.00	\$25,290.00
Add-Other	4	\$679.00	\$35,000.00
Add-Garage	5	\$1,956.00	\$161,100.00
Rem-Kitchen	1	\$242.00	\$15,000.00
New-Commercial	1	\$1,923.57	\$157,787.00
Add-Residential	2	\$491.00	\$33,155.27
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	134	\$52,056.38	\$4,696,267.67

Electrical Permits Issued	Fees Invoiced
94	\$12,630.60

Mechanical Permits Issued	Fees Invoiced
74	\$11,193.40

Plumbing Permits Issued	Fees Invoiced
206	\$15,461.00

Single Family Houses YTD			May 2019 Single Family Houses		
2018		27	2018		7
2019		20	2019		6



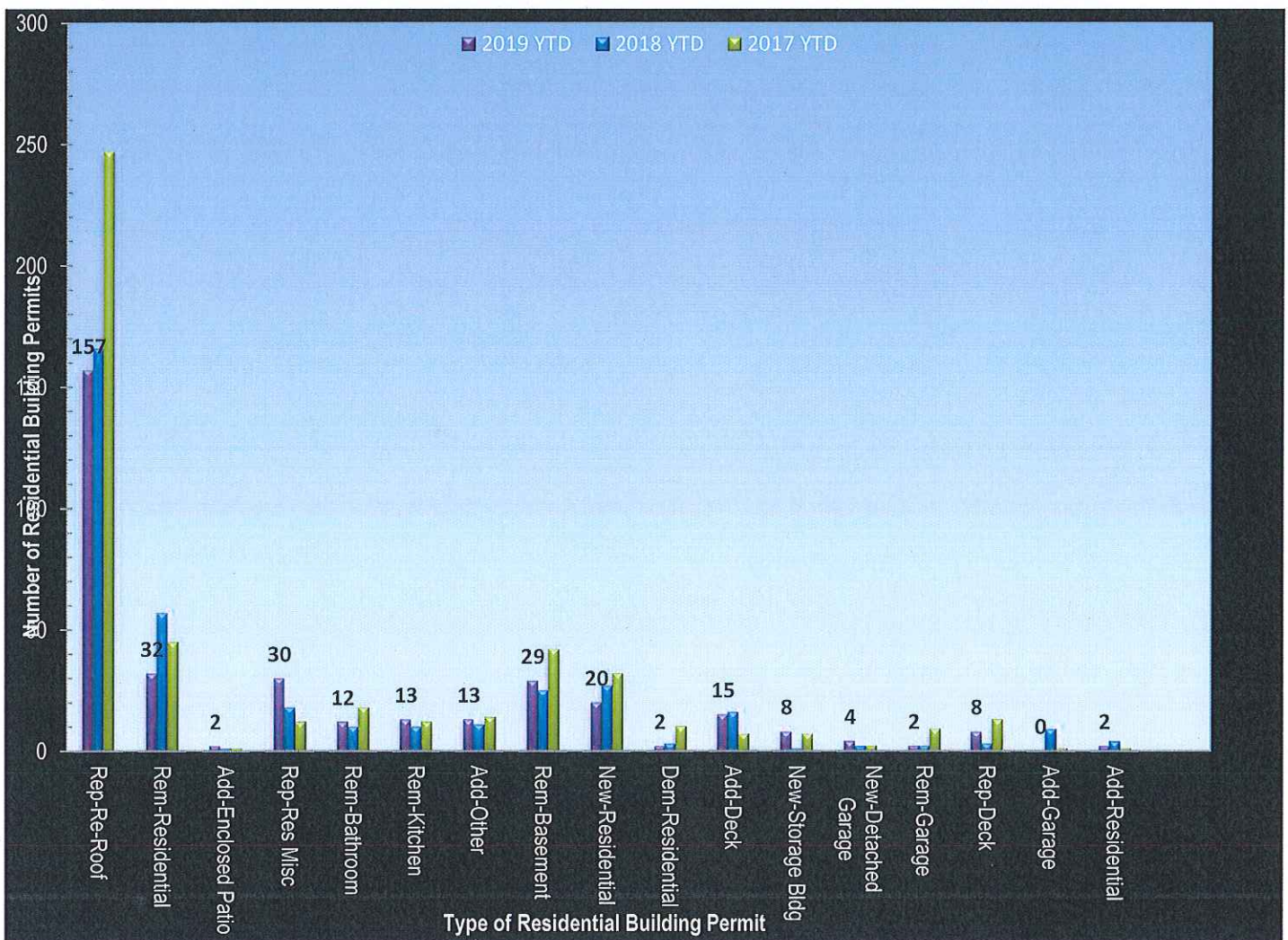
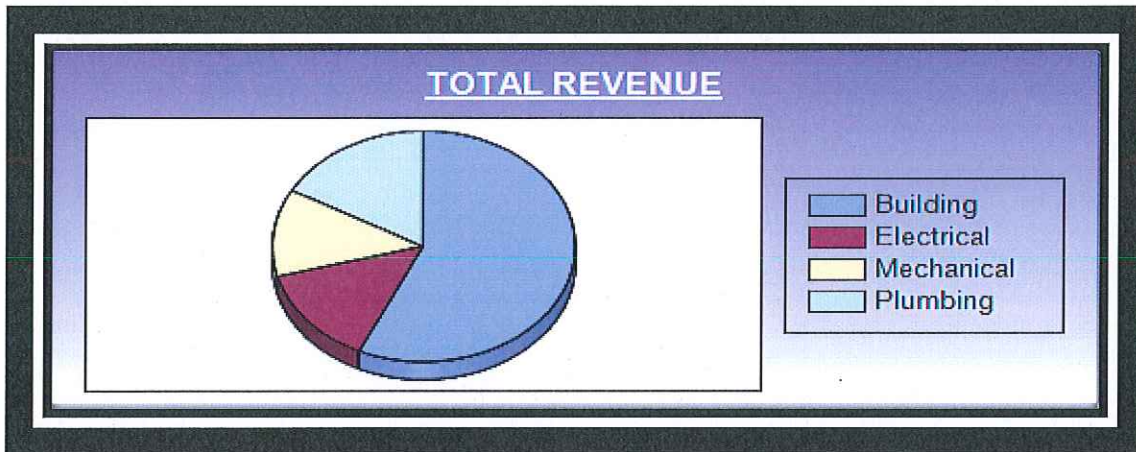
COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David St Phone: (307) 235-8264

Building Department

May 2019 Reports





COMMUNITY DEVELOPMENT
DEPARTMENT

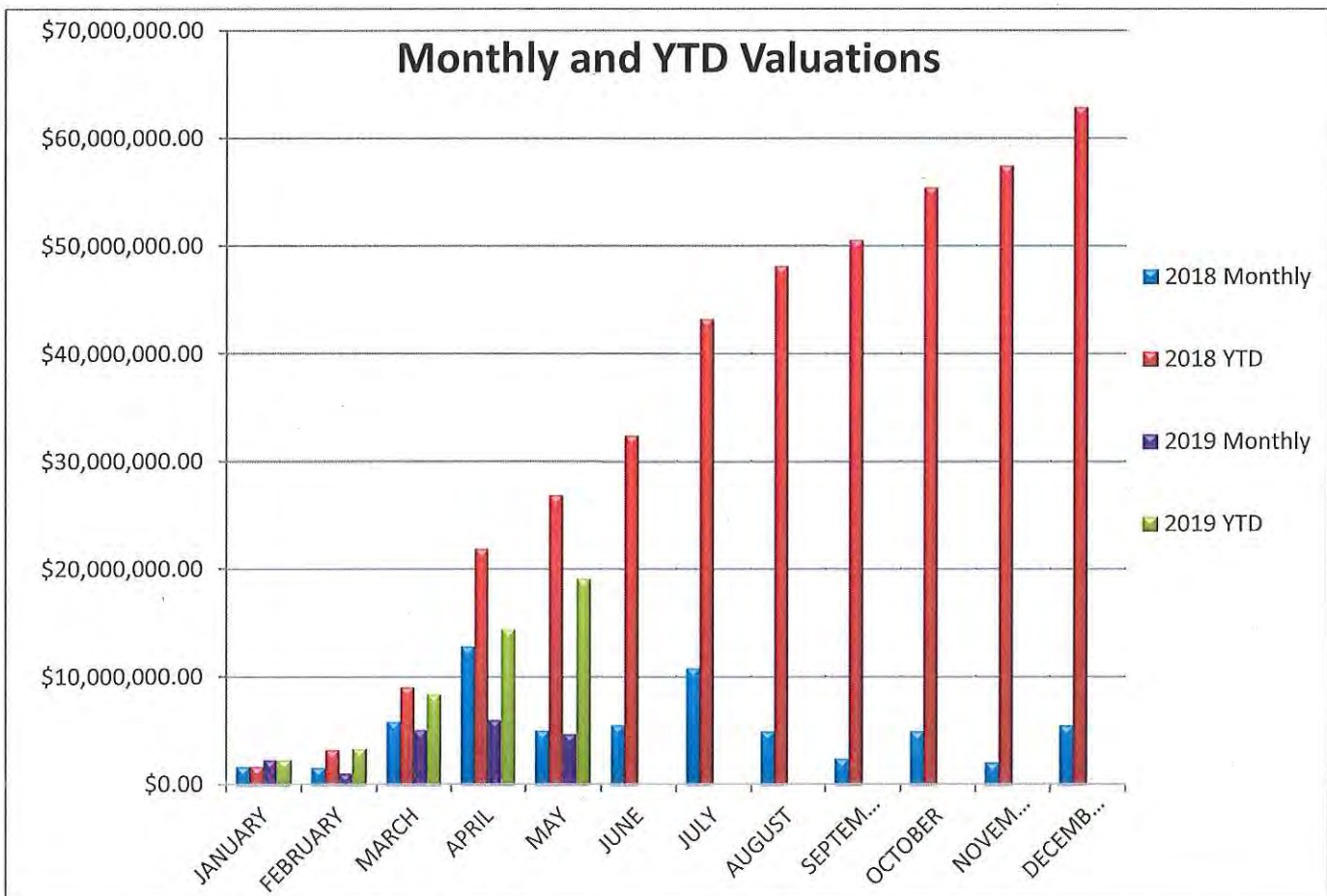
State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 May 2019 Reports



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,981,892.38	\$14,372,969.99
MAY	\$4,985,808.62	\$26,856,921.18	\$4,696,267.67	\$19,069,237.66
JUNE	\$5,525,644.37	\$32,382,565.55	\$0.00	\$0.00
JULY	\$10,827,919.90	\$43,210,485.45	\$0.00	\$0.00
AUGUST	\$4,916,015.14	\$48,126,500.59	\$0.00	\$0.00
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$0.00	\$0.00
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$0.00	\$0.00
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$0.00	\$0.00
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$0.00	\$0.00
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$19,069,237.66</u>	<u>\$19,069,237.66</u>

LARGE VALUATIONS:

May 2019 - No new projects over \$1,000,000





State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
Fees Collected
May 2019 Report



BUILDING PERMITS	\$ 48,105.15
ELECTRICAL PERMITS	\$ 11,505.00
MECHANICAL PERMITS	\$ 8,425.40
PLUMBING PERMITS	\$ 15,119.00
ELECTRICAL LICENSES	\$ 984.00
PLUMBING LICENSES	\$ 375.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 134.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 1,500.00
SIGN PERMITS	\$ 655.00
C-CAN PERMITS	\$ -
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 3,673.01
PLANNING FEES	\$ 950.00
DEMO PERMITS (included in Building Permits)	\$ -

Totals: \$ 91,425.56

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
189	160	148	46

CONSULTS	PLAN REVIEW	FIRE
20	26	0

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
724	700	580	217

CONSULTS	PLAN REVIEW	FIRE
81	147	0

2019 Monthly Inspections
May 2019

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	1	0	136	37	0	0	0	174
Justin Scott	140	0	0	0	23	0	0	163
Shawn Barrett	4	158	0	0	3	0	13	178
Dan Elston	44	0	12	9	0	0	7	72
Russ Lutz	0	2	0	0	0	0	0	2
								0
Monthly Total	189	160	148	46	26	0	20	589
YTD Totals	724	700	580	217	147	0	81	2449



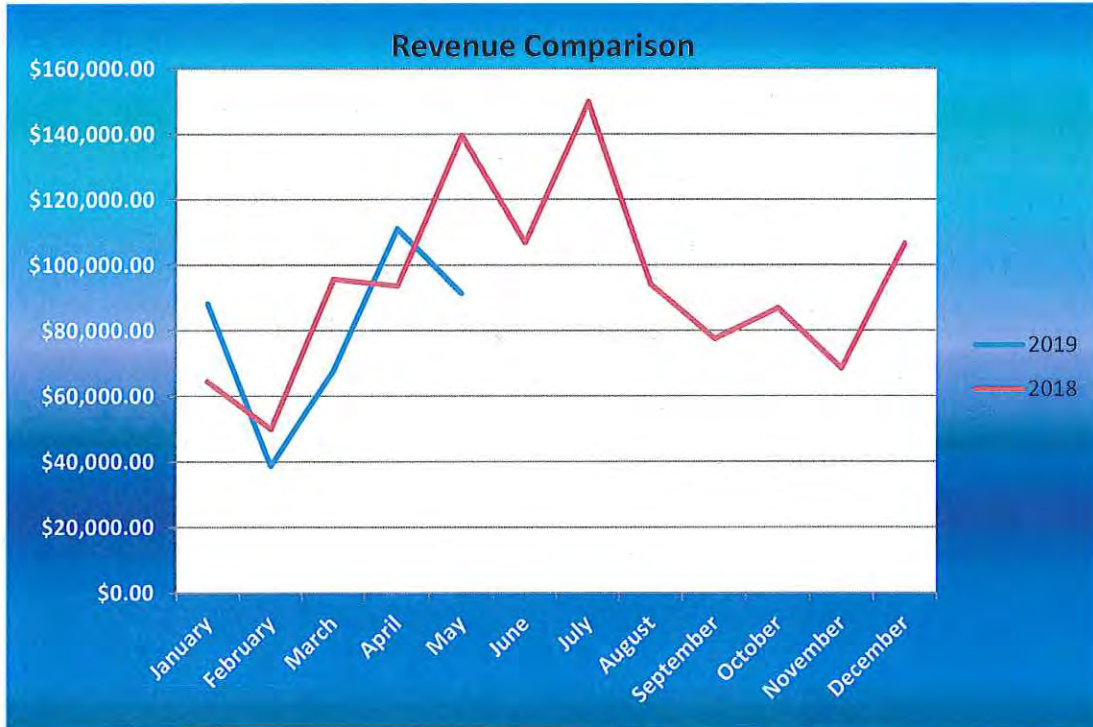
COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
May 2019 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2018, TOTAL REVENUE FOR 2019. Rows list months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING AGENDA**

**Sam H. Hobbs Regional Wastewater Plant
Thursday, June 13, 2019
10:00 a.m.**

AGENDA:

- * 1. Consider minutes of the June 6, 2018 meeting
- * 2. Regional Wastewater System 2018-2019 Cost Schedule – July 2018 – March 2019
- * 3. 201 RWWS Flow Measurement Update
- * 4. Discuss Proposed FY 18-19 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. New and Replacement Capital Improvement Projects
- 5. WWTP Operations Update
- 6. Update of Projects (Not covered in FY20 Budget)
 - a. WWTP Emergency Power Project – Under Construction
 - b. MCC Replacement Project – Under Design by Jacobs
 - c. Boiler Installation Project – Out to Bid
 - e. Secondary Rehabilitation Project – Under Design by Jacobs
- 7. Adjournment

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

REPRESENTATIVES:

City of Casper: Bruce Martin – Member, City of Casper Public Utilities
Liz Becher – Secretary – Member, City of Casper P & CD
Andrew Beamer – Public Services Director
Megan Lockwood – WWTP Manager
Krista Johnston – Wastewater Collection/Stormwater Manager
Janette Brown – Administrative Technician

Evansville: Dan Adcock – Member

Mills: Mike Coleman – Chairman – Member

Natrona County: Mike Haigler – Member

Wardwell: Larry Keffer – Member

Bar Nunn: Ray Catellier – Vice Chairman – Member

Others: Charlie Chapin – Legal Council

ABSENT:

TIME, DATE: 10:00 a.m., June 6, 2018
Sam Hobbs Regional Wastewater Treatment Plant

AGENDA:

- * 1. Election of Officers
- * 2. Consider minutes of the June 7, 2017 meeting
- * 3. Regional Wastewater System 2017-2018 Cost Schedule – July 2017 – March 2018
- * 4. 201 RWWS Flow Measurement Update
- * 5. Discuss Proposed FY 18-19 Regional Wastewater Budget
 - a. 201 RWWS Budget
 - b. New and Replacement Capital Improvement Projects
- * 6. Discuss System Investment Charge Fee Schedule Update
- 7. Operations Update
 - a. WWTP
 - b. Interceptor Sewers

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

8. Update of Projects (Not covered in FY19 Budget)
 - a. WWTP Emergency Power Project – Awarded to ITC Electrical Technologies
 - b. MCC Replacement Project – Design underway by CH2M
 - c. Lift Station Emergency Generator Replacement Project – Design underway by Engineering Design Associates
 - d. Boiler Installation Project – Design underway by HDR Engineering
 - e. Headworks Building Roof Handrails
 - f. Grit Mechanism Replacement

9. Adjournment

Chairman Haigler called the meeting to order at 10:03 a.m.

1. Chairman Haigler asked for nominations for Committee Officers.

A motion was made by Chairman Haigler and seconded by Secretary Becher to nominate Committee Member Coleman as Chairman. Motion passed.

A motion was made by Secretary Becher and seconded by Committee Member Adcock to nominate Committee Member Catellier as Vice Chairman. Motion passed.

Committee Member Keffer arrived at 10:05 a.m.

A motion was made by Vice Chairman Catellier and seconded by Chairman Coleman to nominate Secretary Becher as Secretary. Motion passed

The meeting was turned over to Chairman Coleman.

2. Chairman Coleman asked for a motion to approve the minutes from the June 7, 2017 meeting. A motion was made by Committee Member Adcock and seconded by Secretary Becher to approve the minutes of the June 7, 2017 meeting. Motion passed.

3. Mr. Martin stated that the City Manager has requested that all agenda packets be in electronic format. Mr. Martin stated that the agenda packets will be shown on the screen during the meeting.

Mr. Martin asked the Committee to reference the 2017-2018 Cost Schedule as of March 31, 2018. Mr. Martin stated that the Cost Schedule shows the actual budget spent for the first three quarters of the fiscal year and he expects the fourth quarter costs to be close to the second quarter costs.

4. Mr. Martin asked the Committee to reference the Five Year Flow Measurements. Mr. Martin stated that each meter station has an ultrasonic flow meter that is monitored continuously by the WWTP Operators. Mr. Martin stated that the flows are recorded

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

daily and the meter is calibrated monthly. Mr. Martin stated that if anything doesn't look right on the readings, the meter is checked.

5. Mr. Martin asked the Committee to reference the Budget Narrative for Fiscal Year 2019. Mr. Martin stated that staff has made serious efforts to minimize increases in the FY19 WWTP operations budget. Mr. Martin stated that Personnel costs have increased due to a 2% COLA and one-time bonus allocated by City Council. Mr. Martin stated that Contractual Services has increased mainly due to a revised method used for calculating Interdepartmental Fees. Mr. Martin stated that the WWTP Budget is driven by new and replacement capital projects.

Mr. Martin reviewed the Preliminary WWTP FY19 Budget:

Revenue

- a. Septic Tank/Commercial Sump Waste Charges - \$300,000 and \$72,000 – This is an increase of \$12,000 for Sump Waste Charge revenue. There has been a slight increase in the amount of sump waste received at the WWTP.
- b. Intergovernmental User Charges - \$5,452,278 – This represents an increase of \$842,147 from the FY18 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement.”
- c. Administrative Fees - \$17,088 – This line item covers personnel fees transferred to the WWTP Fund from the Sewer Fund for 0.2 FTE of the WWTP Instrumentation/Electronics Technician. This position assists Wastewater Collection with City lift stations.

Personnel Services

- a) Personnel Costs - \$1,380,752 – This is an increase of \$75,787 from the FY18 budget. The increase can mainly be contributed to a 2% COLA and one-time bonus allocated by City Council. Secretary Becher asked how many employees are at the WWTP. Mr. Martin stated there are 15 employees at the WWTP.

Contractual Services

- a) Refuse Collection - \$50,000 – This amount is unchanged from the FY18 budget. This includes both garbage service and disposal of dried grease and industrial waste.
- b) Interdepartmental Services - \$304,708 – The FY19 budget represents an increase of \$163,771 from the FY18 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney

201 MANAGEMENT OVERSIGHT COMMITTEE

MEETING MINUTES

Fees. Mr. Martin stated that the methodology used to calculate the allocation of the fees has been changed to include the number of employees in each Division.

- c) Administration and Management Fees - \$218,560 – These fees are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.” Two components of these fees (Sewer Collection Charges and Sewer Administration Charges) serve as revenue for the Sewer Fund. These charges also represent a transfer to the City General Fund for the WWTP Fund’s proportional share of the PSD Director and PSD Administrative Assistant.
- d) Energy – Natural Gas - \$71,000 – This line item is unchanged from FY18.
- e) Energy – Electricity - \$350,000 – This line item is unchanged from FY18. Current projections show that even after a rate increase by RMP, the current budgeted amount will meet anticipated electricity costs.
- f) Bulk Fuel - \$16,000 – This is a \$10,000 increase from the FY18 budget due to the new emergency generator fuel requirements.

Materials and Supplies

- a) Chemicals - \$432,000 – This reflects an increase of \$167,000 from the FY18 budget. The additional funds will cover the cost of ferrous chloride, which will be dosed into the North Platte Sanitary Sewer for corrosion control. Additionally, ferric chloride is now fed into the centrifuge feed sludge stream.
- b) Other Materials and Supplies - \$138,000 – This amount is unchanged from the FY18 budget. This covers the following:
 - Office Supplies – \$ 3,000 – Paper, Toner, Etc.
 - Other Materials & Supplies – \$ 5,000 – General Expenses
 - Safety Equipment/Supplies – \$10,000 – PPE Equipment, OSHA & Insurance Audit Requirements, Etc.
 - Pumps & Lube Supplies – \$ 8,500 – Oil, Grease, Etc.
 - Machinery Supplies – \$60,000 – Filters, Bearings, Seals, Etc.
 - Small Tools & Supplies – \$ 5,000 – Wrenches, Sockets, Etc.
 - Lab Supplies – \$12,000 – Reagents, Chemicals, Etc.
 - Other Structures – \$35,000 – Maintenance Items for Buildings and Other Concrete Structures
- c) Instrumentation - \$25,000 – This amount is unchanged from the FY18 budget. The WWTP is an old plant, and a sufficient amount of money is needed to be able to

201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES

purchase electronic/instrumentation supplies for the SCADA/PLC/MCC, etc. equipment.

Other Expenses

- a) Depreciation - \$750,000 – This amount is unchanged from FY18.

Debt Service

- a) Principal Payment - \$540,202 – This reflects the Principal amounts for two CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) - \$526,465
 - CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
- b) Interest Expense - \$147,080 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) - \$147,080
 - CWSRF Loan #128 (Biosolids Turner) - \$ 0
- c) The debt service payments for CWSRF Loan #127 (WWTP Improvements – Phase I – Bar Screen Replacement and Emergency Generator Project) will not start until one year after substantial completion (FY20 or FY21).

Capital Revenues

- a) System Development Charges – \$87,000 – This is an increase of \$15,000 from the FY18 budget and is the projected FY18 fund revenue. Mr. Martin stated that the System Development Charges are set to increase January 1, 2019.

Capital – New

- a) Improvements Other Than Buildings – None for FY19.
- b) Intangibles – \$50,000 – This is for Middle North Platte Watershed BMP Control. A yearly funding agreement is consummated between the City and the Natrona County Conservation District where capital monies would be available to the District to help construct BMP projects throughout the watershed.
- c) Light Equipment – \$5,000 – This is for specialized tools and equipment needed for the WWTP equipment and unit processes.
- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

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Capital – Replacement

a) Buildings – \$140,000 – This is for the following:

- Lighting Renovations – \$30,000 – This will upgrade lighting fixtures in several areas of the facility.
- Security Improvements – \$15,000 – This will cover additional security needs including secure doors to several of the buildings. Secretary Becher asked what other types of security will be added to the WWTP. Mr. Martin stated that video surveillance, exterior door locks on all the buildings, and gate improvements are all being considered.
- Miscellaneous Building Painting – \$15,000 – External and internal painting of several of the WWTP Buildings.
- Digester Control Building Roof Replacement – \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY19.

b) Improvements Other Than Buildings – \$2,052,000 – This includes:

- Sludge Grinder – \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
- Lab Equipment – \$12,000 – Standard lab equipment replacements.
- UV Disinfection Equipment – \$50,000 – The UV disinfection system has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
- Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
- Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements to the Mills meter station.
- Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out. This project was re-budgeted from FY17.
- Bar Nunn Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at the Bar Nunn No. 2 Lift Station is 31 years old and requires replacement. One generator per year will be replaced.
- Primary Sludge Pump Replacement – \$60,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds. One pump was upgraded in FY17; one will be upgraded in FY18, and one in FY19.
- Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing.
- Aeration Basin Isolation Gates - \$500,000 – This is to install isolation gates at each of the four aeration basins. Flow to the four basins cannot be isolated – this is a critical project.

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- Dewatering Pipe Connection Replacement - \$75,000 – This is to replace the failing connection in the secondary building. This project was identified in the Facilities Plan.
 - Large Diameter Steel Pipe Inspection - \$10,000 – This is to inspect the condition of the large diameter piping in the secondary building. The Facilities Plan identified sections of pipe with pinhole leaks that will need to be replaced.
 - Return Activated Sludge (RAS) Valve and Piping Replacement - \$900,000 – This is to replace the RAS room piping. There have been numerous failures and the Facilities Plan identified this project as a critical priority.
 - HVAC System Replacements - \$50,000 – This is to replace HVAC units on the dewatering building.
 - Regional Interceptor Replacement/Rehabilitation - \$100,000 – This will become an annual allotment to address issues in the RWWS Interceptor sewers.
- c) Intangibles – None this year. This line item is used for studies like the Facilities Plan.
- d) Light Equipment – \$145,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
 - Utility Cart Replacement - \$20,000.
- e) Heavy Equipment – None this year.
- f) Technologies – \$79,614 – This represents
- Computer Replacements - \$14,660.
 - ERP Software (GEMS Replacement) - \$64,954 – Financial software - work order portion is no longer supported.

Summary

The WWTP FY19 operations budget is 1.6% greater than the FY18 operations budget primarily due to increased personnel cost and chemical cost associated with the new North Platte Sanitary Sewer chemical feed facility and increased Interdepartmental Charges.

Major capital projects for FY19 include the projects associated with the secondary treatment process equipment (RAS Piping Replacement, Isolation Gate Installation, Dewatering Connection Replacement, Air Piping Recoating). Many of these projects were identified in the recent WWTP Facilities Plan (over \$5M in projects).

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The total FY19 WWTP budget shows a deficit of \$342,200 with depreciation added back in. At the end of FY19, the reserves in the WWTP Fund are projected to be \$4.58 M. The minimum required reserves per the CPU Minimum Fund Reserve Policy are \$2.29 M. The use of 1%#14 and 1%#15 monies in FY16, FY17 and FY18 has continued to help the cash flow and reserve balance of the WWTP Fund.

Rehabilitation of the North Platte Sanitary Sewer (\$8.0 M) will have to be accomplished in the near future. Its funding source has yet to be identified. Also on the horizon, in the next 10 - 15 years, major process changes may be necessary at the WWTP to accommodate Nutrient and Selenium removal due to regulatory action.

6. Mr. Martin stated that the System Investment Charge Fee Study has been completed by Raftelis. Mr. Martin stated that the Equity Buy-In method was chosen for calculating new fees.

Mr. Martin asked the Committee to reference the updated fee schedule for Inside-City and Outside-City System Investment Charges. Mr. Martin stated that these fees go to Council for approval at their June 19th meeting and the plan is to implement them January 1, 2019. Mr. Martin stated that there is a big change for the WWTP fees as they have been artificially low for many years.

Mr. Martin asked the Committee to reference the Survey graph. Mr. Martin stated that the Casper (Existing) and Casper (Proposed) both include the fees charged by the Central Wyoming Regional Water System for the WTP. Mr. Martin stated that the proposed fees are still in the middle of the average range for system investment charges. Mr. Martin requested conceptual approval of the updated fees by the Committee.

Chairman Coleman stated that he would like to take the updated fee list back to the Town of Mills Council before the Committee votes on it.

A motion was made by Vice Chairman Catellier and seconded by Secretary Becher to conceptually approve the updated System Investment Charges. Motion passed with Chairman Coleman voting against.

Vice Chairman Catellier requested that a sheet listing the high points for the SIC increase be sent to each entity council.

7. In Operations Updates:
 - a) Mr. Martin turned the time over to Ms. Megan Lockwood, WWTP Manager, for the WWTP Operations Update.

Ms. Lockwood stated that there have been some recent staff changes. Ms. Lockwood stated that the Lead Operator resigned last summer and Ben Worley moved from Operator IV to Lead Operator. Ms. Lockwood stated that the vacancy left by Mr. Worley was filled by new hire, David Garland, who has already moved

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MEETING MINUTES

to an Operator II and will be able to take his Operator III exam soon. Ms. Lockwood stated that an Operator III has passed the exam for Operator IV. Ms. Lockwood stated that everyone is doing well in their new roles.

Ms. Lockwood stated that staff has started adding ferric chloride to the dewatering process to reduce hydrogen sulfide (H₂S) gas formation, because it is toxic. Ms. Lockwood stated that there are additional costs associated with the ferric addition, but staff has found the most efficient dosing rate to balance costs and keep low H₂S production.

Ms. Lockwood stated that overall plant removal efficiencies for the month of May were Biochemical Oxygen Demand (BOD) – 96%; Total Suspended Solids – 98%; Ammonia – 98%. Ms. Lockwood stated that the plant is performing very well.

Ms. Lockwood stated that the WYPDES discharge permit application was completed and sent to WDEQ for renewal in April 2018, but she hasn't had a response yet. Ms. Lockwood stated that permits are good for five years, and the current permit expires in October.

Ms. Lockwood stated that the Stormwater permit renewal was submitted to WDEQ and a Letter of Authorization to discharge was received in May 2018. Ms. Lockwood stated that the permit is valid for five years and expires in 2022.

Ms. Lockwood stated that the Industrial Pretreatment Program (IPP), headed by Randy Ogden, is working with Shepard of the Valley Assisted Living to install a grease interceptor at the facility. Ms. Lockwood stated that Wastewater Collection staff identified areas where grease collected in the lines from the facility.

Ms. Lockwood stated that two Significant Industrial Users (SIU) did not renew their discharge permits. Ms. Lockwood stated that Halliburton had two facilities at different locations that are not in use and no longer need permits.

Ms. Lockwood stated that the IPP Biosolids annual report was submitted to USEPA in January 2018. Ms. Lockwood stated that there were no issues concerning the IPP program.

Ms. Lockwood stated that EPA conducted an audit of the IPP and found a few minor issues that were immediately corrected within the program. Ms. Lockwood stated that no significant compliance issues were found.

Ms. Lockwood stated that WDEQ conducted a site and records inspection and found no compliance issues whatsoever.

Secretary Becher left the meeting at 10:46 a.m.

**201 MANAGEMENT OVERSIGHT COMMITTEE
MEETING MINUTES**

- b) Mr. Martin turned the time over to Ms. Krista Johnston for the Interceptor Sewers Update.

Ms. Johnston stated that staff is starting up the Corrosion Control Facility for the North Platte Sanitary Sewer and is continuously honing in the ferrous chloride dosing rate resulted in H₂S levels of 2-5ppm coming into the WWTP.

Ms. Johnston stated that staff has been working with other entities when tying into the 201 sewer lines to keep H₂S generation at a minimum.

Ms. Johnston stated that staff began inspecting interceptor manholes for coating or replacement needs evaluation.

8. In Project Updates:

- a. Mr. Martin stated that the WWTP Emergency Power Project has been awarded to ITC Electrical Technologies. Mr. Martin stated that this project is for one generator at the head of the WWTP and will replace three old generators. Mr. Martin stated that there have been slight delays with the project associated with the updated Fire Codes.
- b. Mr. Martin stated that the design of the MCC Replacement Project is underway by CH2M.
- c. Mr. Martin stated that the Lift Station Emergency Generator Replacement Project design for the River West Lift Station is underway by Engineering Design Associates. Mr. Martin stated that the emergency generator at the Bar Nunn Lift Station will be done next year.
- d. Mr. Martin stated that the Boiler Installation Project is to install a new boiler to heat the digesters. Mr. Martin stated that if the large boiler fails in the winter, the small boiler won't be able to keep up. Mr. Martin stated that HDR is doing the design for this project and they just submitted the 90% plans for review. Mr. Martin stated that this project is having the same issues with the updated Fire Code. Mr. Martin stated that the Digester Control Building must have six air changes per hour and a new HVAC system may be required.
- e. Mr. Martin stated that DEQ is requiring the HVAC units in the Headworks Building be moved to the roof top. Mr. Martin stated that installing handrails is a better safety option than staff and/or contractors just tying off.
- f. Mr. Martin stated that the Grit Mechanism is on order and will be installed by staff when it arrives.

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MEETING MINUTES

9. A motion was made by Vice Chairman Catellier and seconded by Committee Member Haigler to adjourn the meeting at 10:53 a.m. Motion passed.

Secretary

**201 REGIONAL WASTEWATER SYSTEM
2018-19 COST SCHEDULE
(As of March 31, 2019)**

Identification of Cost Bases	FY 18-19 Budget	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Actual FY 18-19 Final
Capital Recovery Cost						
Capital Recovery Costs						
North Platte Sewer						
Other Capital Requirements:						
Debt Service						
WWTP Improvements						
1) 2008 WWTP Imp.	\$673,545.00	\$168,386.25	\$168,386.25	\$168,386.25	\$0.00	\$505,158.75
2) WWTP - Phase I Imp.	\$227,330.00	\$56,832.50	\$56,832.50	\$56,832.50	\$0.00	\$170,497.50
Direct Costs for O & M						
Wastewater Plant:						
Personnel Services	\$1,380,752.00	\$308,812.58	\$334,319.16	\$343,795.47	\$0.00	\$986,927.21
Contractual Services	\$969,807.00	\$269,590.90	\$190,017.12	\$208,437.88	\$0.00	\$668,045.90
Materials and Supplies	\$631,500.00	\$103,220.79	\$101,098.31	\$132,455.34	\$0.00	\$336,774.44
LESS: Administrative Fee from Sewer Fund	(\$17,088.00)	(\$4,272.00)	(\$4,272.00)	(\$4,272.00)	\$0.00	(\$12,816.00)
Wastewater Collection	\$83,700.00	\$19,586.15	\$21,323.73	\$18,392.99	\$0.00	\$59,302.87
Replacement Capital Requirements	\$1,761,000.00	\$440,250.00	\$440,250.00	\$440,250.00	\$0.00	\$1,320,750.00
Management and Overhead of System	\$113,732.00	\$26,546.72	\$26,749.52	\$27,769.83	\$0.00	\$81,066.07
Administrative Services Billing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LESS:						
Septage Receiving Revenue	(\$372,000.00)	(\$145,550.18)	(\$133,072.57)	(\$123,367.37)	\$0.00	(\$401,990.12)
LESS:						
Industrial Pretreatment Program Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LESS:						
Correction to First Quarter Billing						\$0.00
	<u>\$5,452,278.00</u>	<u>\$1,243,403.71</u>	<u>\$1,201,632.02</u>	<u>\$1,268,680.89</u>	<u>\$0.00</u>	<u>\$3,713,716.62</u>
Quarterly Budget	\$1,363,069.50					\$3,713,716.62

201 REGIONAL WASTEWATER SYSTEM
FIVE YEAR FLOW MEASUREMENTS
 April 2014- March 2019

		Mills		Evansville		Brooks	Bar Nunn		Wardwell		Casper	
Apr.	2014	12.7635	5.76%	8.6461	3.90%	Combined with Mills	4.0682	1.84%	2.2376	1.01%	188.3760	85.05%
May	2014	13.6218	5.85%	9.0677	3.89%	Combined with Mills	4.1177	1.77%	2.3513	1.01%	198.8045	85.34%
June	2014	14.3149	6.01%	10.4179	4.38%	Combined with Mills	4.3891	1.84%	2.6255	1.10%	201.4422	84.60%
July	2014	15.3726	6.17%	10.903	4.38%	Combined with Mills	5.1065	2.05%	3.0507	1.23%	209.4052	84.10%
Aug.	2014	12.8051	5.25%	10.3176	4.23%	Combined with Mills	5.1337	2.11%	2.5637	1.05%	207.5098	85.12%
Sept.	2014	12.4768	5.42%	9.7051	4.22%	Combined with Mills	5.4488	2.37%	2.2869	0.99%	195.0703	84.74%
Oct.	2014	14.1866	6.15%	9.4469	4.09%	Combined with Mills	5.5306	2.40%	2.1449	0.93%	193.9392	84.02%
Nov.	2014	11.8862	5.46%	9.3429	4.29%	Combined with Mills	5.3575	2.46%	2.1110	0.97%	184.0636	84.52%
Dec.	2014	10.5790	4.92%	8.4013	3.91%	Combined with Mills	5.4386	2.53%	1.9695	0.92%	183.7181	85.52%
Jan.	2015	10.7901	4.98%	8.5722	3.96%	Combined with Mills	5.7047	2.63%	1.7445	0.81%	185.0265	85.43%
Feb.	2015	9.5384	4.92%	7.4404	3.84%	Combined with Mills	5.0796	2.62%	1.2727	0.66%	166.4746	85.82%
Mar.	2015	10.3386	4.89%	8.9942	4.25%	Combined with Mills	5.4137	2.56%	1.9918	0.94%	180.1184	85.20%
Apr	2015	10.5563	5.15%	7.5956	3.71%	Combined with Mills	4.972	2.43%	1.6112	0.79%	175.5083	85.64%
May	2015	12.9090	5.25%	8.9461	3.64%	Combined with Mills	4.4662	1.82%	3.6773	1.50%	210.6653	85.65%
Jun.	2015	14.1586	6.06%	10.0495	4.30%	Combined with Mills	4.3057	1.84%	3.8477	1.65%	196.5117	84.04%
July	2015	14.5757	6.22%	10.6967	4.56%	Combined with Mills	4.1578	1.77%	3.4184	1.46%	196.8967	83.98%
Aug.	2015	14.9336	6.57%	11.0786	4.87%	Combined with Mills	4.2945	1.89%	3.2817	1.44%	188.7966	83.08%
Sept.	2015	13.2212	6.26%	10.7846	5.10%	Combined with Mills	4.3273	2.05%	3.3762	1.60%	175.1063	82.84%
Oct.	2015	12.7888	5.97%	9.8566	4.60%	Combined with Mills	4.7505	2.22%	3.6783	1.72%	177.8190	83.03%
Nov.	2015	12.9202	6.30%	10.0309	4.89%	Combined with Mills	4.9902	2.43%	2.5461	1.24%	169.9027	82.81%
Dec.	2015	11.5787	5.47%	9.2156	4.35%	Combined with Mills	4.5963	2.17%	2.4822	1.17%	178.9560	84.56%
Jan.	2016	10.6698	4.96%	8.5626	3.98%	Combined with Mills	4.7	2.18%	2.6509	1.23%	183.7521	85.34%
Feb.	2016	9.8150	5.03%	7.3577	3.77%	Combined with Mills	4.3217	2.22%	2.8049	1.44%	165.9263	85.07%
Mar	2016	12.2316	5.49%	8.0383	3.61%	Combined with Mills	4.7726	2.14%	2.5873	1.16%	190.0040	85.36%
Apr	2016	13.3801	5.57%	9.5039	3.96%	Combined with Mills	4.5986	1.91%	2.4124	1.00%	204.7915	85.25%
May	2016	14.6636	5.48%	8.4356	3.15%	Combined with Mills	4.7204	1.77%	2.7904	1.04%	228.9953	85.63%

		Mills		Evansville		Brooks	Bar Nunn		Wardwell		Casper	
Jun	2016	17.0762	7.18%	10.3526	4.35%	Combined with Mills	4.3746	1.84%	2.4854	1.05%	197.8616	83.21%
Jul	2016	16.7835	7.68%	11.0429	5.05%	Combined with Mills	4.599	2.10%	2.6678	1.22%	178.2008	81.52%
Aug	2016	14.9653	7.14%	9.3752	4.47%	Combined with Mills	4.834	2.31%	2.7957	1.33%	172.4631	82.28%
Sep	2016	13.9295	6.52%	8.4689	3.97%	Combined with Mills	4.729	2.22%	2.7629	1.29%	178.5586	83.64%
Oct	2016	12.1705	5.74%	9.2561	4.36%	Combined with Mills	4.8075	2.27%	2.2100	1.04%	179.1978	84.50%
Nov	2016	10.9678	5.38%	7.59	3.72%	Combined with Mills	4.871	2.39%	2.0011	1.00%	174.2434	85.42%
Dec	2016	11.2254	5.30%	7.5261	3.56%	Combined with Mills	4.9304	2.33%	1.8831	0.89%	181.5397	85.78%
Jan	2017	15.6314	7.42%	7.8635	3.73%	Combined with Mills	4.9025	2.33%	2.0670	0.98%	174.2084	82.73%
Feb	2017	13.5445	7.15%	8.137	4.30%	Combined with Mills	4.2461	2.24%	1.8633	0.98%	156.8621	82.83%
Mar	2017	14.7909	7.09%	8.1581	3.90%	Combined with Mills	4.8215	2.31%	1.7033	0.82%	174.0442	83.40%
Apr	2017	13.3652	6.41%	8.6076	4.13%	Combined with Mills	4.7374	2.27%	1.9384	0.93%	174.6263	83.80%
May	2017	11.0629	5.00%	8.3636	3.78%	Combined with Mills	5.0226	2.27%	1.6854	0.76%	189.7225	85.78%
Jun	2017	10.5800	4.82%	8.5708	3.90%	Combined with Mills	4.7143	2.15%	1.8874	0.86%	189.2498	86.13%
Jul	2017	13.4170	5.79%	10.4836	4.53%	Combined with Mills	4.921	2.12%	1.5983	0.69%	195.9558	84.58%
Aug	2017	10.2043	4.80%	10.1485	4.77%	Combined with Mills	4.762	2.24%	2.4591	1.16%	179.7697	84.48%
Sep	2017	9.8700	4.97%	10.3767	5.22%	Combined with Mills	4.3807	2.20%	2.2069	1.11%	167.1556	84.12%
Oct	2017	12.9650	6.51%	8.9551	4.50%	Combined with Mills	4.533	2.28%	2.6311	1.32%	164.4268	82.59%
Nov	2017	12.6617	6.71%	7.4792	3.96%	Combined with Mills	4.2585	2.26%	2.5863	1.37%	156.9360	83.11%
Dec	2017	10.3579	5.37%	8.2087	4.25%	Combined with Mills	4.4216	2.29%	2.8203	1.46%	162.2805	84.11%
Jan	2018	12.5179	6.41%	9.0123	4.61%	Combined with Mills	4.6035	2.36%	3.0537	1.56%	161.7003	82.75%
Feb	2018	11.1029	6.27%	8.4534	4.77%	Combined with Mills	4.0874	2.31%	2.6578	1.50%	146.8142	82.87%
Mar	2018	13.6365	6.76%	9.1165	4.52%	Combined with Mills	4.3651	2.16%	2.4966	1.24%	167.6877	83.08%
Apr	2018	12.3976	6.56%	7.75	4.10%	Combined with Mills	4.1663	2.20%	2.2044	1.17%	157.6988	83.41%
May	2018	13.6191	6.17%	9.4093	4.27%	Combined with Mills	4.2995	1.95%	2.3748	1.08%	185.8936	84.26%
Jun	2018	13.0744	6.36%	9.0016	4.38%	Combined with Mills	4.0705	1.98%	2.3436	1.14%	172.5764	83.93%
Jul	2018	11.9510	5.43%	9.5599	4.34%	Combined with Mills	4.2262	1.92%	1.8370	0.83%	188.0404	85.39%
Aug	2018	9.5974	4.75%	8.4248	4.17%	Combined with Mills	4.5458	2.25%	1.6630	0.82%	172.4940	85.40%
Sep	2018	9.4550	4.95%	7.1385	3.74%	Combined with Mills	4.4855	2.35%	1.5840	0.83%	164.0098	85.81%
Oct	2018	9.2269	4.54%	6.4393	3.17%	Combined with Mills	4.4076	2.17%	2.4856	1.22%	174.8904	86.12%
Nov	2018	9.8857	5.02%	6.8572	3.48%	Combined with Mills	4.7756	2.42%	1.9705	1.00%	168.2721	85.42%
Dec	2018	11.7958	6.03%	7.4791	3.82%	Combined with Mills	5.2757	2.70%	2.0370	1.04%	163.4575	83.55%
Jan	2019	12.2379	6.49%	5.7422	3.04%	Combined with Mills	2.3369	2.83%	2.1997	1.17%	157.7036	83.57%
Feb	2019	11.9547	6.81%	6.1274	3.49%	Combined with Mills	4.7807	2.72%	1.8428	1.05%	145.8999	83.14%
Mar	2019	13.4864	6.99%	7.9841	4.14%	Combined with Mills	5.4021	2.80%	2.1317	1.11%	157.9900	81.93%

201 REGIONAL WASTEWATER SYSTEM

FIVE YEAR FLOW MEASUREMENTS

April 2014 - March 2019

		Westland Park		Airport		Ardon		Vista West/Westgate		Skyline Ranches		Six Mile	
Apr.	2014	0.8304	0.37%	1.9711	0.89%	0.1580	0.07%	2.1299	0.96%	0.2563	0.12%	0.0498	0.02%
May	2014	0.7993	0.34%	1.9235	0.83%	0.1587	0.07%	1.8046	0.77%	0.2467	0.11%	0.0500	0.02%
June	2014	0.7992	0.34%	1.8865	0.79%	0.1680	0.07%	1.7792	0.75%	0.2426	0.10%	0.0530	0.02%
July	2014	0.6731	0.27%	1.8927	0.76%	0.1699	0.07%	2.1688	0.87%	0.2078	0.08%	0.0536	0.02%
Aug.	2014	0.7135	0.29%	1.724	0.71%	0.1666	0.07%	2.5643	0.90%	0.2203	0.09%	0.0525	0.02%
Sept.	2014	0.6676	0.29%	1.766	0.77%	0.1694	0.07%	2.3419	1.02%	0.2040	0.09%	0.0642	0.03%
Oct.	2014	0.6671	0.29%	2.1801	0.94%	0.1687	0.07%	2.2863	0.99%	0.2045	0.09%	0.0781	0.03%
Nov.	2014	0.7520	0.35%	1.9097	0.88%	0.1618	0.07%	1.8955	0.87%	0.2308	0.11%	0.0749	0.03%
Dec.	2014	0.6062	0.28%	2.0155	0.94%	0.1583	0.07%	1.6801	0.78%	0.1871	0.09%	0.0733	0.03%
Jan.	2015	0.5550	0.26%	2.08	0.96%	0.1544	0.07%	1.6630	0.77%	0.1713	0.08%	0.0733	0.03%
Feb.	2015	0.5338	0.28%	1.7751	0.92%	0.1583	0.08%	1.4751	0.76%	0.1618	0.08%	0.0733	0.04%
Mar.	2015	0.6392	0.30%	1.975	0.93%	0.1544	0.07%	1.5181	0.72%	0.1973	0.09%	0.0733	0.03%
Apr.	2015	0.8047	0.39%	2.0239	0.99%	0.1583	0.08%	1.3803	0.67%	0.2471	0.12%	0.0733	0.04%
May	2015	0.7498	0.30%	2.2212	0.90%	0.1599	0.07%	1.8469	0.75%	0.2314	0.09%	0.0741	0.03%
Jun.	2015	0.7877	0.34%	2.0685	0.88%	0.1681	0.07%	1.6004	0.68%	0.2432	0.10%	0.0779	0.03%
July	2015	0.7671	0.33%	1.8967	0.81%	0.1622	0.07%	1.5759	0.67%	0.2368	0.10%	0.0751	0.03%
Aug.	2015	0.7832	0.34%	1.7176	0.76%	0.1624	0.07%	1.8908	0.83%	0.2418	0.11%	0.0752	0.03%
Sept.	2015	0.7763	0.37%	1.5995	0.76%	0.1629	0.08%	1.7019	0.81%	0.2353	0.11%	0.0756	0.04%
Oct.	2015	0.7570	0.35%	1.8828	0.88%	0.1669	0.08%	2.1520	1.00%	0.2337	0.11%	0.0773	0.04%
Nov.	2015	0.5562	0.27%	1.8395	0.90%	0.1719	0.08%	1.9711	0.96%	0.1695	0.08%	0.0796	0.04%
Dec.	2015	0.5289	0.25%	1.8567	0.88%	0.1583	0.07%	2.0236	0.96%	0.1633	0.08%	0.0733	0.04%
Jan.	2016	0.6200	0.29%	1.9771	0.92%	0.1583	0.07%	1.9744	0.92%	0.1914	0.09%	0.0733	0.03%
Feb.	2016	0.6698	0.34%	1.9138	0.98%	0.1584	0.08%	1.7981	0.92%	0.2068	0.11%	0.0734	0.04%
Mar.	2016	0.7871	0.35%	1.9545	0.88%	0.1582	0.07%	1.7516	0.79%	0.2406	0.11%	0.0733	0.03%
Apr	2016	0.9078	0.38%	2.1724	0.90%	0.1605	0.07%	1.9344	0.81%	0.2802	0.12%	0.0743	0.03%
May	2016	1.1647	0.44%	2.4034	0.90%	0.1610	0.06%	3.6686	1.37%	0.3595	0.13%	0.0745	0.03%
Jun	2016	0.7947	0.33%	1.9198	0.81%	0.1637	0.07%	2.4413	1.03%	0.2453	0.10%	0.0758	0.03%
Jul	2016	0.8380	0.38%	1.8712	0.86%	0.1693	0.08%	2.0993	0.96%	0.2587	0.12%	0.0784	0.04%
Aug	2016	0.7051	0.34%	1.7523	0.84%	0.1692	0.08%	2.2461	1.07%	0.2177	0.10%	0.0784	0.04%
Sep	2016	0.6547	0.31%	1.803	0.84%	0.1704	0.08%	2.1339	1.00%	0.2002	0.09%	0.0789	0.04%
Oct	2016	0.5770	0.27%	1.9146	0.90%	0.1683	0.08%	1.5106	0.71%	0.1768	0.08%	0.0779	0.04%
Nov	2016	0.5813	0.29%	1.9521	0.96%	0.1690	0.08%	1.3587	0.67%	0.1744	0.09%	0.0783	0.04%
Dec	2016	0.5476	0.26%	1.9714	0.93%	0.1584	0.07%	1.6084	0.76%	0.1682	0.08%	0.0733	0.03%
Jan	2017	1.7171	0.82%	2.0658	0.98%	0.1584	0.08%	1.3595	0.65%	0.5300	0.25%	0.0734	0.03%
Feb	2017	0.9239	0.49%	2.0657	1.09%	0.1584	0.08%	1.2146	0.64%	0.2852	0.15%	0.0734	0.04%
Mar	2017	0.9584	0.46%	2.0865	1.00%	0.1584	0.08%	1.5939	0.76%	0.2944	0.14%	0.0734	0.04%
Apr	2017	0.9960	0.48%	2.2171	1.06%	0.1583	0.08%	1.3459	0.65%	0.3075	0.15%	0.0733	0.04%
May	2017	0.9391	0.42%	2.3057	1.04%	0.1608	0.07%	1.5068	0.68%	0.3211	0.15%	0.0745	0.03%
Jun	2017	0.7451	0.34%	2.0178	0.92%	0.1616	0.07%	1.4833	0.68%	0.2300	0.10%	0.0748	0.03%
Jul	2017	0.7618	0.33%	2.0016	0.86%	0.1694	0.07%	2.0346	0.88%	0.2605	0.11%	0.0784	0.03%
Aug	2017	0.8078	0.38%	2.06	0.97%	0.1678	0.08%	2.0738	0.97%	0.2762	0.13%	0.0777	0.04%
Sep	2017	0.6877	0.35%	1.9179	0.97%	0.1585	0.08%	1.6535	0.83%	0.2352	0.12%	0.0734	0.04%
Oct	2017	0.9425	0.47%	2.2676	1.14%	0.1586	0.08%	1.8165	0.91%	0.3184	0.16%	0.0735	0.04%
Nov	2017	0.8515	0.45%	1.9996	1.06%	0.1587	0.08%	1.5543	0.82%	0.2707	0.14%	0.0735	0.04%
Dec	2017	0.6916	0.36%	1.9373	1.00%	0.1588	0.08%	1.7564	0.91%	0.2365	0.12%	0.0735	0.04%

		Westland Park		Airport		Ardon		Vista West/Westgate		Skyline Ranches		Six Mile	
Jan	2018	0.6596	0.34%	1.9959	1.02%	0.1587	0.08%	1.4029	0.72%	0.2236	0.11%	0.0735	0.04%
Feb	2018	0.5279	0.30%	1.8795	1.06%	0.1587	0.09%	1.2353	0.70%	0.1805	0.10%	0.0735	0.04%
Mar	2018	0.7358	0.36%	2.0989	1.04%	0.1586	0.08%	1.2164	0.60%	0.2516	0.12%	0.0734	0.04%
Apr	2018	0.9647	0.51%	1.9197	1.02%	0.1587	0.08%	1.4030	0.74%	0.3262	0.17%	0.0735	0.04%
May	2018	0.6747	0.31%	2.0907	0.95%	0.1582	0.07%	1.7922	0.81%	0.2307	0.10%	0.0733	0.03%
Jun	2018	0.5352	0.26%	1.7733	0.86%	0.1584	0.08%	1.8203	0.89%	0.1830	0.09%	0.0733	0.04%
Jul	2018	0.6758	0.31%	1.5853	0.72%	0.1582	0.07%	1.8769	0.85%	0.2311	0.10%	0.0733	0.03%
Aug	2018	0.8221	0.41%	1.6028	0.79%	0.1586	0.08%	2.3226	1.15%	0.2795	0.14%	0.0734	0.04%
Sep	2018	0.6755	0.35%	1.6602	0.87%	0.1587	0.08%	1.6513	0.86%	0.2310	0.12%	0.0735	0.04%
Oct	2018	0.6657	0.33%	2.037	1.00%	0.1585	0.08%	2.4674	1.22%	0.2251	0.11%	0.0734	0.04%
Nov	2018	0.5362	0.27%	2.1146	1.07%	0.1585	0.08%	2.1707	1.10%	0.1833	0.09%	0.0734	0.04%
Dec	2018	0.6741	0.34%	2.1352	1.09%	0.1587	0.08%	2.3257	1.19%	0.2305	0.12%	0.0735	0.04%
Jan	2019	0.6858	0.36%	2.1729	1.15%	0.1589	0.08%	2.0922	1.11%	0.3037	0.16%	0.0736	0.04%
Feb	2019	0.6018	0.34%	2.0804	1.19%	0.1587	0.09%	1.6872	0.96%	0.2759	0.16%	0.0735	0.04%
Mar	2019	0.6946	0.36%	2.1942	1.14%	0.1588	0.08%	2.4114	1.25%	0.3181	0.17%	0.0735	0.04%

Figures are in million gallons per month and percentage of monthly flow.

June 3, 2019

MEMO TO: Mike Coleman, Chairman
Members, 201 Management Oversight Committee

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager

SUBJECT: Fiscal Year 2019–20 Budget

Budget Narrative

Find below the narrative regarding the Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2020.

The Public Utilities Division made serious efforts to minimize increases in the FY20 WWTP operations budget. Due to these efforts, most minor operational line items are unchanged from FY19; however, increases will be seen in Personnel, Contractual Services, and Debt Service costs.

The WWTP Budget is driven by new and replacement capital projects much more than by operational expenditures. The new and replacement capital expenditures generally follow the WWTP Fund Capital Improvement Plan (CIP). The CIP has been updated to contain projects identified in the recent WWTP Preliminary Facilities Plan. There are carryover capital projects in the FY20 budget from FY19 because of delays in obtaining regulatory approval for projects and/or delays in engineering design caused by project complexity, and/or funding acquisition problems.

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges – \$310,000 and \$120,000 – This represents a \$10,000 increase for the Septic Tank Waste Charge revenue and an increase of \$48,000 for Sump Waste Charge revenue. The increases have been made based on FY19 projections.
- b) Intergovernmental User Charges – \$5,754,359 – This represents an increase of \$302,081 from the FY19 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.

Personnel Services

- a) Personnel Costs – \$1,426,328 – This is an increase of \$45,576 from the FY19 budget. The increase can mainly be contributed to reinstated step increases and elimination of interdepartmental transfer of personnel fees.

Contractual Services

- a) Refuse Collection – \$50,000 – This amount is unchanged from the FY19 budget. This includes both garbage service and disposal of dried grease and industrial waste.
- b) Interdepartmental Services – \$486,870 – The FY20 budget represents an increase of \$182,162 from the FY19 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney Fees.
- c) Administration and Management Fees – \$123,515 – These fees (Sewer Collection Charges, Sewer Administration Charges, and PSD Administration Charges) are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.” Two components of these fees (Sewer Collection Charges and Sewer Administration Charges) serve as revenue for the Sewer Fund.
- d) Energy – Natural Gas – \$71,000 – This line item is unchanged from FY19.
- a) Energy–Electricity – \$350,000 – This line item is unchanged from FY19.

Materials and Supplies

- a) Chemicals – \$432,000 – This line item is unchanged from FY19.
- b) Other Materials and Supplies – \$138,500 – This amount is unchanged from the FY19 budget. Other Materials and Supplies contain the following:
- Office Supplies – \$ 3,000 – Paper, Toner, Etc.
 - Other Materials & Supplies – \$ 5,000 – General Expenses
 - Safety Equipment/Supplies – \$ 10,000 – PPE Equipment, OSHA & Insurance Audit Requirements, Etc.
 - Pumps & Lube Supplies – \$ 8,500 – Oil, Grease, Etc.
 - Machinery Supplies – \$ 60,000 – Filters, Bearings, Seals, Etc.
 - Small Tools & Supplies – \$ 5,000 – Wrenches, Sockets, Etc.
 - Lab Supplies – \$12,000 – Reagents, Chemicals, Etc.
 - Other Structures – \$35,000 – Maintenance Items for Buildings and Other Concrete Structures
- c) Instrumentation – \$25,000 – This amount is unchanged from the FY19 budget.

Debt Service

- a) Principal Payment – \$702,447 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 539,326
 - CWSRF Loan #128 (Biosolids Turner) – \$ 13,737
 - CWSRF Loan #127 (Phase 1 WWTP Imp) - \$ 90,802
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582
- b) Interest Expense – \$358,450 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 134,218
 - CWSRF loan #128 (Biosolids Turner) – \$ 0
 - CWSRF Loan #127 (Phase 1 WWTP Imp) - \$ 122,278
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 101,954

Capital Revenues

- a) State Loans – \$9,500,000 – This represents the following:
- CWSRF Loan #127 (WWTP Improvements Phase I – Emergency Power) This is carryover from the existing loan – \$1,000,000
 - CWSRF Supplemental Loan – Emergency Power – \$500,000
This is carryover from the existing loan.
 - CWSRF Loan – NPSS Rehabilitation - \$8,000,000
- a) System Development Charges – \$190,000 – This is an increase of \$103,000 from the FY19 budget. Projections are based on the new system investment charges implemented in January.

Capital – New

- a) Improvements Other Than Buildings – None for FY20.
- b) Intangibles – \$50,000 – Based on recommendations from the March CPU Advisory Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District.
- c) Light Equipment – \$5,000 – This is as follows:
- Specialized tools and equipment needed for the WWTP equipment and unit processes.

- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

Capital – Replacement

- a) Buildings – \$155,000 – This is for the following:
- Lighting Renovations – \$30,000 – This will upgrade lighting fixtures in several areas of the facility.
 - Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities, including the WWTP, took place in FY14. This will cover additional needs including secure doors to several of the buildings.
 - Miscellaneous Building Painting – \$15,000 – External and internal painting of several of the WWTP Buildings would take place. In most cases the work would be accomplished by WWTP personnel.
 - Digester Control Building Roof Replacement – \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY20.
- b) Improvements Other Than Buildings – \$9,432,000 – This includes:
- NPSS Rehabilitation Project - \$8,000,000 – This project is to rehabilitate several severely corroded section of the NPSS based off of the condition assessment completed in 2012. The project is to be funded with an SRF loan.
 - Sludge Grinder – \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
 - Lab Equipment – \$12,000 – Standard lab equipment replacements.
 - UV Disinfection Equipment – \$50,000 – The UV disinfection system has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
 - Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
 - Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.
 - Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out.
 - Bar Nunn Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at Bar Nunn No. 2 Lift Station is 31 years old and requires replacement.
 - Primary Sludge Pump Replacement – \$60,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
 - Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing

- HVAC System Replacements - \$125,000 – This is to replace HVAC units on the dewatering building.
 - Secondary Building Concrete Repair - \$300,000 – Concrete repair identified in the WWTP Facilities Plan.
 - MCC Replacements - \$500,000 – Additional funding for the MCC replacement project designed in FY18.
 - Grit System No. 1 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of grit system No 1.
- c) Intangibles – None this year.
- d) Light Equipment – \$145,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
 - Utility Cart Replacement - \$10,000.
 - Mower - \$10,000 – Riding mower replacement
- e) Heavy Equipment – None this year.
- f) Technologies – \$9,285 – This represents the following:
- Computer Replacements - \$7,500
 - Munis Compatible Time Clock - \$1,785

Summary

The WWTP FY20 operations budget is 13.1% greater than the FY19 operations budget primarily due to increased costs in interdepartmental services, personnel, and debt service.

Major capital projects for FY20 include the North Platte Sanitary Sewer Rehabilitation Project and the Secondary Building Concrete Repairs.

The total FY20 WWTP budget shows a surplus of approximately \$1.8 M. Subtracting out grant/loan funding anticipated to be received in FY20 (\$1.5 M) allocated to prior projects leaves a surplus of \$300,000. Based on the most recent rate model (February 2018), WWTP Fund Reserves will be approximately \$4.9 M at the end of FY20. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$2.9 M.

On the horizon, in the next 10 - 15 years, major process changes may be necessary at the WWTP to accommodate Nutrient and Selenium removal due to regulatory action.

201 REGIONAL WASTEWATER SYSTEM

PRELIMINARY 2019-20 BUDGET

Procedures For Computation of 201
Regional Wastewater System Charges

A) Capital Recovery Charges			\$0
B) Capital Recovery Charges North Platte Sanitary Sewer			\$0
C) Other Capital Requirements WWTP Improvements			
1) Existing 2008 WWTP Improvements	\$673,545		
2) WWTP - Phase I Improvements	\$257,352		
		<hr/>	\$930,897
D) Direct Costs For Operation & Maintenance			
1) Wastewater Treatment Plant			
a) Personnel	\$1,426,328		
b) Contractual Services*	\$1,136,200		
c) Materials & Supplies	\$631,500		
		<hr/>	\$3,194,028
* Less Sewer - Admin. 201 Charges			
Less:			
a) Adm. Fee from Sewer Fund (Inst. Tech. Svcs.)		<hr/>	\$0
			\$0
			\$3,194,028
2) Wastewater Collection			
a) Personnel	\$897,428		
b) Contractual Services	\$84,984		
c) Materials & Supplies	\$42,150		
		<hr/>	\$1,024,562
Less:			
a) Power Lift Stations	(\$6,500)		
b) Telemetry	(\$1,400)		
c) Sewer Mains	(\$6,000)		
d) Lift Stations	(\$4,200)		
		<hr/>	(\$18,100)
			\$1,006,462
30.34 <u>miles RWWS Sewer X</u>	\$1,006,462	=	\$102,656
297.46 miles RWWS and Casper Sewer			
E) Replacement Capital Expense			\$1,911,000

F) Management and Overhead of Regional System

1) Sewer Administration	
a) Personnel	\$0
b) Contractual**	\$316,567
c) Materials & Supplies	\$2,000
	<u>\$318,567</u>

** Less 201 WWTP Charges

Less:

a) Administrative Services	(\$167,798)
b) Risk Mgmt./Human Resources	(\$17,455)
c) Engineering Services	\$0
d) Insurance & Bonds	(\$18,404)
e) Legal Fees	(\$27,926)
f) City Adm. Charges	(\$50,954)
g) Investment Fees	(\$7,503)
	<u>(\$290,040)</u>

Total Administration Cost to be allocated to RWWS \$28,527

2) Regional 201 Direct Costs	
a) Wastewater Plant D) 1)	\$3,194,028
b) Wastewater Collection D) 2)	\$102,656
	<u>\$3,296,684</u>

3) Total Casper Sewer Function Costs	
a) Wastewater Plant D) 1)	\$3,194,028
b) Wastewater Collection	\$1,024,562
c) Sewer Expenditures not allocated to RWWS	\$290,040
	<u>\$4,508,630</u>

4) Percent of Administration Costs allocated to RWWS

$$\frac{\$3,296,684}{\$4,508,630} \times \$28,527 = \$20,858.78$$

5) Add Direct Costs For Administration Billing \$0

SUBTOTAL \$6,159,439

G) Less:

Septage Receiving and Non-Hazardous Industrial Waste (\$430,000)

H) Less:

Industrial Pretreatment Program Cost Recovery \$0

TOTAL 201 CHARGES FOR 2017-18 TO BE ALLOCATED \$5,729,439

Prepared in general accordance to "201 Regional Wastewater System Procedures for Computation of Regional Wastewater System Charges" approved by Management Oversight Committee at February 22, 1995 meeting.

Current as of May 16, 2019

Wastewater Treatment Plant Fund

FY 2020 Capital Summary

<u>Replacement Capital</u>		<u>New Capital</u>	
Lighting Renovations	\$30,000	Middle North Platte Watershed BMPs	\$ 50,000
Security - Wireless Prox. Cards - Bldgs	\$30,000	Shop Equipment	\$ 5,000
Misc. Bldg. Painting	\$15,000		
Roof Replacement - DCB	\$80,000		
NPSS Rehabilitation	\$8,000,000		
Sludge Grinder (1)	\$10,000		
Lab Equipment	\$12,000		
Grit System #1 Rehabilitation	\$90,000		
UV Disinfection Equipment	\$50,000		
Plant Valves & Piping	\$75,000		
Meter Station Electrical/Telemetry Upgrades	\$10,000		
Bar Nunn Lift Station No. 2 Generator Repl	\$90,000		
Strainer for PW2 Water System	\$50,000		
Primary Sludge Pumps Repl. (1)	\$60,000		
MCC Replacements	\$500,000		
Aeration Basin Air Piping Recoating	\$60,000		
Secondary Building Concrete Repair	\$300,000		
HVAC System Replacements	\$125,000		
Utility Cart Replacemnet	\$10,000		
Equipment Replacement	\$125,000		
Mower	\$10,000		
Computers	\$7,500		
Munis Timeclock	\$1,785		
Total	\$9,741,285	Total	\$ 55,000



SCHEDULE OF EVENTS

Monday, June 3rd

2:00 p.m.
Position Draw
Location: NIRA
National Office

Friday, June 7th

**Work timed event
cattle & goats:**
7:30 a.m. – 9:00 a.m. –
Goat Tying
9:00 a.m. – 10:30 a.m. –
Steer Wrestling
10:30 a.m. – 11:30 a.m.
– Team Roping
11:30 a.m. – 12:30 p.m.
– Tie Down
12:30 p.m. – Finish –
Breakaway
Location: Events Center

2:00 p.m.
Draw Stock for 1st and
2nd Go-Round
Location: Events Center

Saturday, June 8th

8:00 a.m. -10:00 a.m.
Pancake Breakfast
Location: City Park
11:00 am
Contestant Media Head-
shots
Location: Events Center –
Oregon Room
Noon – 3:00 p.m.
Mandatory Contestant
Check-in
Location: Events Center –
Summit Room
3:00 p.m.
Coaches Meeting
Location: Events Center –
Summit Room
3:15 p.m.
Mandatory Contestant
Orientation Meeting
Location: Events Center –
Arena seating
4:00 p.m.-6:00 p.m.
Arena Time
Location: Events Center –
Arena
(4-4:30 Barrel Racers,
4:30-5 Goat Tyers, 5-6
Open)
Evening
“Cinich Welcome Event
– Nic Fest”

Sunday, June 9th

10:00 a.m.
Cowboy Church Service
Location: Fairgrounds

1:00 p.m.
“Bulls, Broncs & Break-
away” – Matinee
Location: Events Center

4:00 p.m.
“Bulls, Broncs & Break-
away” – Evening
Location: Events Center

Monday, June 10th

7:00 a.m.
Slack
Location: Events
Center

Tuesday, June 11th

7:00 a.m.
Slack
Location: Events Center

7:00 p.m.
1st Performance
1st Go-Round Ring
Presentation after Steer
Wrestling
Location: Events Center

Wednesday, June 12th

9:00 a.m.-3:00 p.m.
Softball Tourney
Location: Softball Field

7:00 p.m.
2nd Performance
2nd Go-Round Ring
Presentation after Steer
Wrestling
Location: Events Center

Thursday, June 13th

8:00 a.m. – 4:30 p.m.
Registration for 1st annual
Sporting Clay Shoot
Location:
Casper Shooting Clays,
Skeet, & Trap Club
700 JC’s Way, Casper,
WY 82601

9:00 a.m.
Golf Tournament
Location: Paradise Valley

7:00 p.m.
3rd Performance
Location: Events Center
**Ribbon Night at the
rodeo! Representing all
types of cancer**

Friday, June 14th

8:00 a.m.
NIRA Coaches Breakfast
Location: Ramkota Hotel
& Conference Center

9:00 a.m. – 3:30 p.m.
NIRA Alumni Reunion –
Ramkota Hotel and Con-
ference Center

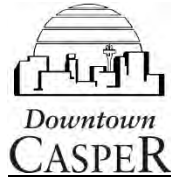
3:30 – 5:00 p.m.
NIRA Alumni Reunion
Hospitality Suite, Informa-
tional gathering – Ram-
kota Hotel and Conference
Center

7:00 p.m.
4th Performance
Location: Events Center

Saturday, June 15th

8:00 a.m.
Short-go leaders TV
head shots
Location: Events Center
9:00-10:30 a.m.
Special Olympics
(Volunteers Needed!)
Location: Events Center
11:30 a.m.
Cinich Style Show
Location: Ramkota
Hotel &
Conference Center
2:00 p.m.
Cowboy Church Service
Location: Fairgrounds
7:00 p.m.
Championship Round
3rd Go-Round Ring
Presentation after Steer
Wrestling





DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, June 5, 2019
11:30AM – 12:30PM
AGENDA

- I. Establish Quorum and Call Meeting to Order B. Daigle
- II. Public Comments
- III. City Report C.Powell
 - A) Charlie Powell
- IV. Approval of May 2019 Board Minutes B. Daigle
- V. Financials (DDA, PG, David Street Station)
 - A) May 2019 Reports N.Grooms
 - B) June 2019 Payments N.Grooms
 - C) Motion to Approve Financials
- VI. Director's Report K.Hawley
- VII. Committee Reports
 - A) Executive Committee B. Daigle
 - a. Election of Officers
 - B) Finance Committee N.Grooms
 - a. Motion to approve Budget to July 10th Hearing
 - b. July 10th Public Hearing – formally adopt
 - C) Governance W.Reese
 - a. Recommendation of new members
 - i. Trudi
 - ii. Ryan McIntyre
 - iii. Tony Hager
 - b. Consideration by City Council
- VIII. Executive Session (if needed)
- VIX. Action Items

- X. Adjourn

Next Meeting July 10, 2019

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

5/15/19

11:33 a.m.

I. Call Meeting to Order

Present: Trudi Holthouse, Shawn Houck, Brandon Daigle, Sona Rummel, Jenn True, Nicholas Grooms, Will Reese

Staff: Kevin Hawley, Jackie Landess, Julie Schmitt

Guests: Brendan LaChance

Excused: Pete Fazio, Charlie Powell, Critter Murray, Tim Schenk,

II. Public Comments: - N/A

III. City Report: - Kevin Hawley

- Liz provided a written report.
- Update on Midwest progress meeting and construction schedule

IV. Approval of March 2019 Board Meeting Minutes

Motion, Second, Passed (Nicholas Grooms, Trudi Holthouse) (All Approved)

V. Financials – Nicholas Grooms

- Nick asked Kevin to discuss some the financial payments.
- Kevin discussed how all inputs and outputs for three separate accounts could be viewed line item by line item on each transaction summary
- Kevin pointed out that each balance sheet and P&L contained two months of reporting

Approval of March-May 2019 DDA, DSS & Parking Garage Financial Reports & Payments

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

**Shawn Houck abstains due to \$250 payment to Adbay*

VI. Director's Report - Kevin Hawley

- KH discussed unsuccessful grant applications
- KH discussed two grant opportunities currently pursuing
- Discussed need to create Fundraising Committee or Task Force
- Update provided on 501c3 application for Foundation- Will & Nick assistance needed
- Still waiting to hear back from State Dpt. Of Revenue on Sales Tax tracking
- DSS Intern starts next week
- Discussed board applications and process of recommendation to City
- Discussed budget process and next steps

VII. Committee Reports –

A.) Executive Committee –Jenn True

- Discussed Open Board sets
- Discussed need for June meeting for budget, Exec elections, and BoD vote
- Discussed June meeting leads to July budget public hearing

B.) MARCOM Committee – Shawn Houck

- Adbay polled the city of Casper via a geo-fenced Facebook post in late April.
- Purpose of the poll was to better understand public perceptions of Downtown Casper
- We received 424 completed surveys, representing a statistically significant portion of the community
- Top of mind awareness response data is currently being tabulated, a full report will be shared with the board once this process is complete
- We will be using the results of the survey to guide future DDA initiatives, events, policies and marketing. The survey will also provide a “baseline” from which to measure impacts of future initiatives, events, policies and marketing.

- Some key takeaways are as follows:

Primary downtown trip motivaters include Restaurants (66.5%), Shopping (58%), City/State Government business (54%), David Street Station Events/Activities (53%), Movie Theatres (48%), Library (43.6%)

70% of respondents report “Positive” or “Very Positive” opinions of Downtown Casper

61% of respondents report their opinion of Downtown Casper is either “Somewhat more favorable” or “Much more favorable” compared to last year

Top characteristics of downtown include “Clean” (57%), Family Friendly (57%), Historical (53%), “Evolving” (52%), “Growing” (52%), “Welcoming” (51%).

63% of respondents report attending an event at David Street Station in the past 12 months

88% of respondents are either “Somewhat likely” or “Very likely” to recommend Downtown Casper to friends or family

C.) David Street Station – Jackie Landess

- An update on previous events held was given
- Taco Fest was extremely successful and look forward to expanding event next year
- Jackie discussed upcoming events, such as Fly Fish Casper, Trees for Trash, Salute to Service
- Kevin provided an update on sponsorships – all event sponsors from last year renewed

D.) Finance Committee – Nick Grooms

Nick and Kevin provided an overview of the first draft of the budget and asked for review and feedback from the board. June meeting will be a vote to move forward the budget to the public hearing in July.

E.) Infrastructure – Tim Schenk N/A

F.) Governance – Will Reese

Provided update on meeting to transition insurance. Meeting needed with City/WARM to understand Structural vs General Liability on city owned property

Comments: N/A

Action Items: KH to schedule meeting with City to discuss insurance

Motion to adjourn Board Meeting

Motion, Second, Passed (Shawn Houck, Trudi Holthouse) (Approved)

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____

Casper Downtown Development Authority
Balance Sheet
As of February 28, 2019

DDA - Balance Sheet

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	19,137.35
NOW Acct	202,348.60
Total Checking/Savings	<u>221,485.95</u>
Other Current Assets	
Due from Parking Garage	-23,321.50
Total Other Current Assets	<u>-23,321.50</u>
Total Current Assets	<u>198,164.45</u>
TOTAL ASSETS	<u><u>198,164.45</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	4,083.52
Total Other Current Liabilities	<u>4,083.52</u>
Total Current Liabilities	<u>4,083.52</u>
Total Liabilities	4,083.52
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-64,622.25
Net Income	-123,621.26
Total Equity	<u>194,080.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>198,164.45</u></u>

DDA - P&L

May 19

Ordinary Income/Expense	
Income	
ACCT. INTEREST	27.33
ASSESSMENTS	<u>6,491.42</u>
Total Income	6,518.75
Expense	
ADMINISTRATIVE	
Incentives	0.00
Director's Salary	6,250.02
Social Security	942.56
Unemployment Insurance	32.21
Cell Phone Reimbursement	<u>75.00</u>
Total ADMINISTRATIVE	7,299.79
MARKETING-COMMUNICATIONS	
PR - Director	21.80
MARKETING-COMMUNICATIONS - Other	<u>1,603.17</u>
Total MARKETING-COMMUNICATIONS	1,624.97
OPERATIONS	
Repairs/Maintenance	500.00
Accountant/Bookkeeper	350.00
Dues/Subscriptions	103.46
Office Automation	129.89
Music Service	50.00
Office Rent	<u>2,650.00</u>
Total OPERATIONS	3,783.35
Payroll Expenses	<u>6,070.84</u>
Total Expense	<u>18,778.95</u>
Net Ordinary Income	-12,260.20
Other Income/Expense	
Other Expense	
Bank Service Charge	<u>22.04</u>
Total Other Expense	<u>22.04</u>
Net Other Income	<u>-22.04</u>
Net Income	<u><u>-12,282.24</u></u>

**Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through May 2019**

	TOTAL												Budget	\$ Over Budget	% of Budget
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jul '18 - May 19			
Ordinary Income/Expense															
Income															
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	40.17	36.98	31.80	34.88	30.88	35.42	36.48	31.87	30.03	29.49	27.33	365.33	250.00	115.33	146.13%
ASSESSMENTS	3,951.69	0.00	1,189.00	0.00	23,585.83	66,488.17	27,973.29	807.49	0.00	2,475.67	6,491.42	132,962.56	165,000.00	-32,037.44	80.58%
Misc.	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	100.0%
Total Income	3,991.86	36.98	1,220.80	34.88	24,116.71	66,523.59	28,009.77	2,839.36	30.03	2,505.16	6,518.75	135,827.89	167,250.00	-31,422.11	81.21%
Expense															
ADMINISTRATIVE															
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Maintenance Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%
Event Coordinator	0.00	0.00	0.00	22.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.86	40,000.00	-39,977.14	0.06%
Marketing Manager	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,000.00	-48,000.00	0.0%
Incentives	0.00	0.00	0.00	0.00	0.00	13,100.00	0.00	0.00	0.00	0.00	0.00	13,100.00	6,400.00	6,700.00	204.69%
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%
Administrative Services	1,771.00	3,476.80	2,781.44	3,313.83	3,476.80	1,073.04	0.00	0.00	0.00	0.00	0.00	15,892.91	5,041.36	10,851.55	315.25%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
Director's Salary															
Performance 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	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,983.37	8,983.37	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	68,750.22	75,000.00	-6,249.78	91.67%
Total Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	68,750.22	72,416.63	-3,666.41	94.94%
Social Security	774.53	751.94	648.53	786.32	969.18	2,176.40	1,399.72	1,150.54	885.39	840.57	942.56	11,325.68	24,000.00	-12,674.32	47.19%
Unemployment Insurance	36.42	33.63	-11.96	32.39	52.81	16.16	172.00	108.35	206.00	45.79	32.21	723.80	3,000.00	-2,276.20	24.13%
Worker's Compensation	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%
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	825.00	900.00	-75.00	91.67%
Total ADMINISTRATIVE	8,906.97	10,587.39	9,743.03	10,480.42	10,823.81	22,690.62	7,896.74	7,583.91	7,416.41	7,211.38	7,299.79	110,640.47	320,257.99	-209,617.52	34.55%
MARKETING-COMMUNICATIONS															
Media Expenditures	0.00	0.00	2,720.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,720.08	20,000.00	-17,279.92	13.6%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	1,491.00	0.00	0.00	0.00	0.00	1,491.00	3,000.00	-1,509.00	49.7%
PR - Director	308.70	49.08	0.00	453.12	92.59	0.00	228.00	0.00	0.00	286.00	21.80	1,439.29	3,000.00	-1,560.71	47.98%
Recognition Awards	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%
Sponsorships/PR	800.00	0.00	0.00	0.00	0.00	1,000.00	0.00	27.00	0.00	0.00	0.00	1,827.00	7,500.00	-5,673.00	24.36%
Strategic 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	4,000.00	-4,000.00	0.0%
MARKETING-COMMUNICATIONS - Ot	25.00	0.00	0.00	1,068.00	1,068.00	2,688.75	1,065.00	2,418.91	2,534.40	1,491.32	1,603.17	13,962.55	0.00	13,962.55	100.0%
Total MARKETING-COMMUNICATIONS	1,133.70	49.08	2,720.08	1,521.12	1,160.59	3,688.75	2,784.00	2,445.91	2,534.40	1,777.32	1,624.97	21,439.92	39,000.00	-17,560.08	54.97%
OPERATIONS															
Employee Development	0.00	0.00	0.00	94.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.00	1,500.00	-1,406.00	6.27%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	500.00	100.0%
Accountant/Bookkeeper	0.00	0.00	325.00	0.00	0.00	385.00	0.00	550.00	0.00	0.00	350.00	1,610.00	2,500.00	-890.00	64.4%
Board Mtg. Expense	0.00	0.00	0.00	25.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.55	750.00	-724.45	3.41%
Conference Registration	0.00	0.09	304.91	0.00	395.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	2,400.00	-1,700.00	29.17%
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	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	226.98	0.00	0.00	0.00	35.88	500.00	0.00	104.99	0.00	399.00	103.46	1,370.31	1,200.00	170.31	114.19%
Planters	4,725.00	0.00	4,800.00	0.00	0.00	0.00	0.00	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	1,500.00	-1,500.00	0.0%
Insurance/Bonding	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%
Office Automation	129.89	129.89	129.89	131.83	331.86	129.89	131.83	129.89	131.83	131.86	129.89	1,638.55	3,000.00	-1,361.45	54.62%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	550.00	600.00	-50.00	91.67%
Office Equipment	113.72	53.77	910.82	1,124.70	3,305.12	1,598.98	343.00	1,529.38	1,325.38	1,109.12	0.00	11,413.99	5,000.00	6,413.99	228.28%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	29,150.00	31,800.00	-2,650.00	91.67%
Office Supplies	515.04	0.00	0.00	0.00	0.00	399.85	0.00	73.37	11.91	0.00	0.00	1,000.17	3,000.00	-1,999.83	33.34%
Pigeon Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Postage	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%

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through May 2019

													TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Travel	0.00	-0.09	1,616.25	67.20	0.00	239.80	387.19	0.00	29.14	0.00	0.00	2,339.49	6,000.00	-3,660.51	38.99%
OPERATIONS - Other	0.00	665.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	665.28			
Total OPERATIONS	8,410.63	3,548.94	10,786.87	4,143.28	6,767.86	5,953.52	3,562.02	5,087.63	4,198.26	4,339.98	3,783.35	60,582.34	81,750.00	-21,167.66	74.11%
Payroll Expenses	3,874.40	3,579.25	2,227.50	4,028.87	6,418.59	9,099.74	12,047.01	8,789.51	5,323.54	4,737.94	6,070.84	66,197.19			
Total Expense	22,325.70	17,764.66	25,477.48	20,173.69	25,170.85	41,432.63	26,289.77	23,906.96	19,472.61	18,066.62	18,778.95	258,859.92	441,007.99	-182,148.07	58.7%
Net Ordinary Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,054.14	25,090.96	1,720.00	-21,067.60	-19,442.58	-15,561.46	-12,260.20	-123,032.03	-273,757.99	150,725.96	44.94%
Other Income/Expense															
Other Expense															
Bank Service Charge	0.00	0.00	0.00	0.00	500.00	51.78	10.00	0.00	0.00	5.41	22.04	589.23			
Total Other Expense	0.00	0.00	0.00	0.00	500.00	51.78	10.00	0.00	0.00	5.41	22.04	589.23			
Net Other Income	0.00	0.00	0.00	0.00	-500.00	-51.78	-10.00	0.00	0.00	-5.41	-22.04	-589.23			
Net Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,554.14	25,039.18	1,710.00	-21,067.60	-19,442.58	-15,566.87	-12,282.24	-123,621.26	-273,757.99	150,136.73	45.16%

DDA - May Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Paycheck	05/03/2019		Dylan Smith		-25.86	-25.86
Paycheck	05/03/2019		Nathan Reams		-613.55	-639.41
Liability Chec	05/07/2019		IRS USA TAXPYMNT	83-0286881	0.00	-639.41
Bill Pmt -Chec	05/08/2019	5890	ADBAY.COM	Invoice #6150	-250.00	-889.41
Bill Pmt -Chec	05/08/2019	5891	Casper Electric	Invoice #47582	-500.00	-1,389.41
Bill Pmt -Chec	05/08/2019	5892	Casper Star-Tribune	Invoice # 52968	-103.46	-1,492.87
Bill Pmt -Chec	05/08/2019	5893	Charter Communications	Invoice #0976435050119	-129.89	-1,622.76
Bill Pmt -Chec	05/08/2019	5894	Hinge Studio	invoice #1212	-1,143.75	-2,766.51
Bill Pmt -Chec	05/08/2019	5895	MOOD	Invoice # 127671	-50.00	-2,816.51
Bill Pmt -Chec	05/08/2019	5896	Walsh Property Management	May Rent	-2,650.00	-5,466.51
Deposit	05/10/2019			Deposit	6,491.42	1,024.91
Bill Pmt -Chec	05/13/2019	5897	FIB - MASTERCARD		-97.26	927.65
Bill Pmt -Chec	05/13/2019	5898	PMCH	Invoice #6066	-350.00	577.65
Bill Pmt -Chec	05/14/2019		Town Square Media		-156.00	421.65
Paycheck	05/15/2019		Julie Schmitt		-1,387.17	-965.52
Paycheck	05/15/2019		Kevin Hawley		-2,623.44	-3,588.96
Paycheck	05/17/2019		Aydan Bullard		-53.11	-3,642.07
Paycheck	05/17/2019		Dylan Smith		-53.56	-3,695.63
Paycheck	05/17/2019		Kade R Taheri		-53.10	-3,748.73
Paycheck	05/17/2019		Nathan Reams		-626.95	-4,375.68
Paycheck	05/17/2019		Samantha McCain		-53.10	-4,428.78
Paycheck	05/31/2019		Nathan Reams		-700.90	-5,129.68
Paycheck	05/31/2019		Abbey Kersenbrock		-270.96	-5,400.64
Paycheck	05/31/2019		Kevin Hawley		-2,623.44	-8,024.08
Paycheck	05/31/2019		Julie Schmitt		-1,387.16	-9,411.24
Deposit	05/31/2019			Interest	3.27	-9,407.97
Total CHECKING					-9,407.97	-9,407.97
NOW Acct						
Deposit	05/31/2019			Interest	24.06	24.06
Total NOW Acct					24.06	24.06
TOTAL					-9,383.91	-9,383.91

DDA - June Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	06/03/2019		IRS USA TAXPYMNT	83-0286881	0.00	0.00
Bill Pmt -Chec	06/03/2019	5900	FIB - MASTERCARD	#6441	-2,493.82	-2,493.82
Bill Pmt -Chec	06/03/2019	5901	Hinge Studio	DDA On going services - Invoice #1235	-1,856.25	-4,350.07
Bill Pmt -Chec	06/03/2019	5902	Walsh Property Management	June Rent	-2,650.00	-7,000.07
Total CHECKING					-7,000.07	-7,000.07
TOTAL					-7,000.07	-7,000.07

PG - Balance Sheet

May 31, 19

ASSETS

Current Assets

Checking/Savings

FIB - Parking Garage 16,402.41

Total Checking/Savings 16,402.41

Accounts Receivable

Accounts Receivable 5.00

Total Accounts Receivable 5.00

Total Current Assets 16,407.41

TOTAL ASSETS 16,407.41

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to DDA -23,321.54

Payroll Liabilities 150.18

Total Other Current Liabi -23,171.36

Total Current Liabilities -23,171.36

Total Liabilities -23,171.36

Equity

Unrestricted Net Assets 37,768.04

Net Income 1,810.73

Total Equity 39,578.77

TOTAL LIABILITIES & EQUITY 16,407.41

PG - P&L

May 19

Income	
Parking Fees	
Parking Garage	6,033.00
1st & Center	1,712.00
Daily Parking	2,063.35
Total Parking Fees	<u>9,808.35</u>
Validation Incentive Program	
Parking Validations	15.00
Total Validation Incentive Program	<u>15.00</u>
Interest Income	2.32
Total Income	<u>9,825.67</u>
Gross Profit	9,825.67
Expense	
Bank Service Charges	6.00
Administrative	
Office Staff	
Administrative Office	4,333.34
Total Office Staff	<u>4,333.34</u>
Garage Staff Payroll Expense	
Payroll Expense	3,064.00
Payroll Taxes - FICA & Medicare	565.91
Payroll Expenses - WC/SUTA/FUTA	104.81
Total Garage Staff Payroll Expense	<u>3,734.72</u>
Total Administrative	8,068.06
OPERATIONS	
Bank Fees	195.10
Office Automation	180.64
Utilities	1,413.01
Parking Structure Rent	363.00
OPERATIONS - Other	20.00
Total OPERATIONS	<u>2,171.75</u>
Total Expense	<u>10,245.81</u>
Net Income	<u><u>-420.14</u></u>

PG - Budget v Actual

													TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Income															
Returned Check Charges	35.00	4.00	0.00	0.00	0.00	6.00	0.00	0.00	3.00	0.00	0.00	48.00			
Uncategorized Income	0.00	0.00	91.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.74			
Parking Fees															
Parking Garage	7,020.00	10,609.00	10,068.00	8,080.50	6,380.00	8,334.00	11,255.00	9,956.50	5,470.00	9,008.00	6,033.00	92,214.00	100,000.00	-7,786.00	92.21%
1st & Center	1,812.22	1,932.78	2,345.00	1,521.00	1,626.00	1,634.00	3,481.00	1,661.00	907.00	2,517.00	1,712.00	21,149.00	23,500.00	-2,351.00	90.0%
Daily Parking	499.00	719.00	713.00	271.00	673.25	31.00	710.80	146.00	91.00	563.00	2,063.35	6,480.40	7,500.00	-1,019.60	86.41%
Parking Fees - Other	5.00	80.00	10.00	20.00	20.00	0.00	0.00	0.00	20.00	5.00	0.00	160.00	0.00	160.00	100.0%
Total Parking Fees	9,336.22	13,340.78	13,136.00	9,892.50	8,699.25	9,999.00	15,446.80	11,763.50	6,488.00	12,093.00	9,808.35	120,003.40	131,000.00	-10,996.60	91.61%
Validation Incentive Program															
Parking Validations	7.78	52.22	20.00	120.00	90.00	60.00	0.00	10.00	0.00	0.00	15.00	375.00	0.00	375.00	100.0%
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	500.00	-500.00	0.0%
Total Validation Incentive Program	7.78	52.22	20.00	120.00	90.00	60.00	0.00	10.00	0.00	0.00	15.00	375.00	500.00	-125.00	75.0%
Commission (Vending Machines)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.49	0.00	94.49	400.00	-305.51	23.62%
Interest Income	3.17	2.68	2.39	2.97	2.24	2.01	0.95	0.64	1.46	2.74	2.32	23.57	20.00	3.57	117.85%
Total Income	9,382.17	13,399.68	13,250.13	10,015.47	8,791.49	10,067.01	15,447.75	11,774.14	6,492.46	12,190.23	9,825.67	120,636.20	131,920.00	-11,283.80	91.45%
Gross Profit	9,382.17	13,399.68	13,250.13	10,015.47	8,791.49	10,067.01	15,447.75	11,774.14	6,492.46	12,190.23	9,825.67	120,636.20	131,920.00	-11,283.80	91.45%
Expense															
Bank Service Charges	4.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	6.00	16.00	0.00	16.00	100.0%
Administrative															
Office Staff															
Exec.Director - Alloc. from DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
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	1,600.00	-1,600.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	47,666.74	40,000.00	7,666.74	119.17%
Total Office Staff	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	47,666.74	51,400.00	-3,733.26	92.74%
Garage Staff Payroll Expense															
Payroll Expense	2,055.95	2,180.35	2,207.00	2,265.50	2,848.50	1,792.00	1,957.00	2,311.20	2,644.60	2,370.00	3,064.00	25,696.10	35,000.00	-9,303.90	73.42%
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	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	488.77	498.31	500.33	504.81	549.42	820.48	481.20	508.32	533.81	512.80	565.91	5,964.16	7,000.00	-1,035.84	85.2%
Payroll Expenses - WC/SUTA/FUTA	81.03	67.53	338.27	65.28	72.57	621.33	113.62	110.06	99.99	743.55	104.81	2,418.04	1,500.00	918.04	161.2%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	4,600.00	0.00	0.00	0.00	0.00	0.00	4,600.00	0.00	4,600.00	100.0%
Total Garage Staff Payroll Expense	2,625.75	2,746.19	3,045.60	2,835.59	3,470.49	7,833.81	2,551.82	2,929.58	3,278.40	3,626.35	3,734.72	38,678.30	46,500.00	-7,821.70	83.18%
Total Administrative	6,959.09	7,079.53	7,378.94	7,168.93	7,803.83	12,167.15	6,885.16	7,262.92	7,611.74	7,959.69	8,068.06	86,345.04	97,900.00	-11,554.96	88.2%
OPERATIONS															
Bad Debt Expense	0.00	0.00	0.00	52.50	35.00	-87.50	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
City Profit Sharing	0.00	996.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	996.00	1,500.00	-504.00	66.4%
Web Development / 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	0.00	0.0%
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	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	104.00	0.00	0.00	0.00	156.00	0.00	0.00	0.00	260.00	700.00	-440.00	37.14%
Software Subscriptions	0.00	0.00	351.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	351.75	300.00	51.75	117.25%
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	2,000.00	-2,000.00	0.0%
Bank Fees	147.95	62.00	103.15	129.30	160.25	235.60	335.90	225.80	128.20	150.20	195.10	1,873.45	800.00	1,073.45	234.18%
Bad Debt	0.00	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.00	0.00	43.00	0.0%
Office Automation	180.77	180.85	180.85	180.85	186.66	277.83	84.99	276.27	86.00	180.94	180.64	1,996.65	2,000.00	-3.35	99.83%

Utilities	977.39	934.18	872.40	895.96	1,327.49	1,671.55	1,736.92	1,762.24	1,685.91	1,707.30	1,413.01	14,984.35	18,000.00	-3,015.65	83.25%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	0.00	585.00	500.00	580.00	525.00	625.00	0.00	2,815.00	4,000.00	-1,185.00	70.38%
Equip. & Supplies															
Office	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%
Parking Garage	0.00	257.38	0.00	0.00	54.46	66.06	319.58	14.64	0.00	0.00	0.00	712.12	0.00	712.12	100.0%
Equip. & Supplies - Other	129.60	0.00	39.48	90.07	0.00	0.00	0.00	0.00	141.21	0.00	0.00	400.36	2,500.00	-2,099.64	16.01%
Total Equip. & Supplies	129.60	257.38	39.48	90.07	54.46	66.06	319.58	14.64	141.21	0.00	0.00	1,112.48	2,500.00	-1,387.52	44.5%
Special Projects	0.00	0.00	0.00	1,616.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,616.25	0.00	1,616.25	100.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	229.50	0.00	0.00	0.00	0.00	0.00	229.50	1,000.00	-770.50	22.95%
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	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	398.00	364.00	363.00	3,666.00	3,993.00	-327.00	91.81%
DDA Oper Costs - Allocated	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%
OPERATIONS - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00			
Total OPERATIONS	4,298.71	2,836.41	1,910.63	3,431.93	2,126.86	2,978.04	3,340.39	3,377.95	2,964.32	3,027.44	2,171.75	32,464.43	50,993.00	-18,528.57	63.66%
Total Expense	11,261.80	9,915.94	9,289.57	10,603.86	9,933.69	15,145.19	10,225.55	10,640.87	10,576.06	10,987.13	10,245.81	118,825.47	148,893.00	-30,067.53	79.81%
Net Income	-1,879.63	3,483.74	3,960.56	-588.39	-1,142.20	-5,078.18	5,222.20	1,133.27	-4,083.60	1,203.10	-420.14	1,810.73	-16,973.00	18,783.73	-10.67%

PG - May Trans

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	05/01/2019			Deposit	4,093.00	4,093.00
Deposit	05/01/2019			Deposit	619.00	4,712.00
Deposit	05/01/2019			Deposit	1,242.00	5,954.00
Paycheck	05/03/2019		Sharon A Elsberry		-613.01	5,340.99
Paycheck	05/03/2019		Tevin C Reams		-278.52	5,062.47
General Journal	05/03/2019	DDA-60	Heather Wells	Bounced Check#	-43.00	5,019.47
Liability Check	05/07/2019		United States Treasury	83-0286881	-4,214.77	804.70
Bill Pmt -Check	05/08/2019	1592	Century Link	Acct #3072614605	-85.70	719.00
Bill Pmt -Check	05/08/2019	1593	Charter	Invoice #0780589041819	-94.94	624.06
Bill Pmt -Check	05/08/2019	1594	City of Casper Business Services	Invoice #173777	-363.00	261.06
Bill Pmt -Check	05/08/2019	1595	City of Casper Water and Sewer	Acct #381802	-145.48	115.58
Bill Pmt -Check	05/08/2019	1596	Rocky Mountain Power	Acct #04279137-001 0	-1,267.53	-1,151.95
Deposit	05/10/2019			Deposit	603.35	-548.60
Deposit	05/10/2019			Deposit	238.00	-310.60
General Journal	05/13/2019	DDA-55	Heather Wells	Bank service charges for bounced check#	-3.00	-313.60
General Journal	05/13/2019	DDA-56	First Interstate Bank-Emp.:Shylan Vorderberg	Bounced Check#	-52.50	-366.10
General Journal	05/13/2019	DDA-57	First Interstate Bank-Emp.:Shylan Vorderberg	Bank service charges for bounced check#	-3.00	-369.10
General Journal	05/13/2019	DDA-62	Heather Wells	bounced ACH	-86.00	-455.10
Paycheck	05/15/2019		Jaclyn A Landess		-1,815.92	-2,271.02
Paycheck	05/17/2019		Sharon A Elsberry		-539.49	-2,810.51
Paycheck	05/17/2019		Tevin C Reams		-278.88	-3,089.39
Bill Pmt -Check	05/17/2019	1598	Pronghorn Agency	Parking fee	-20.00	-3,109.39
Deposit	05/20/2019			Deposit	1,624.00	-1,485.39
Deposit	05/23/2019			Deposit	645.00	-840.39
Deposit	05/23/2019			Deposit	113.00	-727.39
Deposit	05/29/2019			Deposit	196.00	-531.39
Deposit	05/29/2019			Deposit	1,579.00	1,047.61
Paycheck	05/31/2019		Jaclyn A Landess		-1,815.91	-768.30
Paycheck	05/31/2019		Sharon A Elsberry		-614.39	-1,382.69
Paycheck	05/31/2019		Tevin C Reams		-276.31	-1,659.00
Check	05/31/2019			Service Charge	-195.10	-1,854.10
Deposit	05/31/2019			Interest	2.32	-1,851.78
Total FIB - Parking Garage					-1,851.78	-1,851.78
TOTAL					-1,851.78	-1,851.78

PG - June Trans

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
General Journal	06/03/2019	DDA-58	First Interstate Bank-Emp.:Shylan Vorderberg	Bounced Check#	-35.00	-35.00
General Journal	06/03/2019	DDA-59	First Interstate Bank-Emp.:Shylan Vorderberg	Bank service charges for bounced check#	-3.00	-38.00
General Journal	06/03/2019	DDA-61	Heather Wells	Bank service charges for bounced check#	-3.00	-41.00
Liability Check	06/03/2019		United States Treasury	83-0286881	-4,596.88	-4,637.88
Bill Pmt -Check	06/03/2019	1599	Century Link	Acct #3072614605 096B	-85.70	-4,723.58
Bill Pmt -Check	06/03/2019	1600	Charter	Invoice # 0780589051819	-96.36	-4,819.94
Bill Pmt -Check	06/03/2019	1601	City of Casper Business Services	June Rent	-363.00	-5,182.94
Bill Pmt -Check	06/03/2019	1602	Mastercard		-432.26	-5,615.20
Bill Pmt -Check	06/03/2019	1603	Rocky Mountain Power	Acct # 04279137-001 0	-1,463.88	-7,079.08
Total FIB - Parking Garage					<u>-7,079.08</u>	<u>-7,079.08</u>
TOTAL					<u>-7,079.08</u>	<u>-7,079.08</u>

Pg - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Transportation	0.00	0.00	20.00	20.00	86.00	126.00
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
Emilee Willard	0.00	0.00	0.00	0.00	140.00	140.00
First Interstate Bank-Emp.						
Shylan Vorderberg	0.00	0.00	35.00	52.50	0.00	87.50
Total First Interstate Bank-Emp.	0.00	0.00	35.00	52.50	0.00	87.50
Heather Wells	0.00	86.00	43.00	-40.00	46.00	135.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
John Harold	0.00	20.00	0.00	0.00	0.00	20.00
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
Judy Baker	0.00	35.00	35.00	35.00	0.00	105.00
Lisa Knapp	0.00	35.00	0.00	0.00	0.00	35.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Mitchell Clark	0.00	35.00	35.00	35.00	35.00	140.00
Nicole Miller	0.00	0.00	385.00	0.00	0.00	385.00
Nona Goodrich	0.00	43.00	0.00	0.00	0.00	43.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Shirley Naab	0.00	35.00	0.00	0.00	0.00	35.00
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
Tina Long	0.00	20.00	0.00	0.00	0.00	20.00
Tom Rea	0.00	43.00	0.00	0.00	0.00	43.00
Tom Rogers	0.00	35.00	0.00	0.00	0.00	35.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
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	422.00	553.00	102.50	2,561.00	3,638.50

DSS - P&L

May 19

Ordinary Income/Expense	
Income	
ACCT. INTEREST	32.30
Other Types of Income	
Miscellaneous Revenue	925.00
Other Types of Income - Other	500.92
Total Other Types of Income	1,425.92
Program Income	
Beverage Sales	3,514.49
Event Sponsorship	15,000.00
Friends of Station	560.00
Partners In Progress	750.00
Salute to Service	1,587.00
Taco Fest Tickets	6,519.12
Vendor Fees	200.00
Total Program Income	28,130.61
Total Income	29,588.83
Gross Profit	29,588.83
Expense	
Contract Services	
Construction Expense	161.45
Contract Services - Other	1,100.00
Total Contract Services	1,261.45
Facilities and Equipment	
Building Repairs/Maint	50.00
Equip Rental and Maintenance	1,963.04
FF&E	1,731.76
Rent, Parking, Utilities	
Ash Street	1,965.49
DSS	1,268.62
Total Rent, Parking, Utilities	3,234.11
Total Facilities and Equipment	6,978.91
Marketing	
Advertising/Media	116.70
Marketing - Other	4,951.09
Total Marketing	5,067.79
Operations	
Bank Fees	39.45
Equip/Supplies	659.99
Event Expense	
A/V	1,000.00
Bands	3,750.00
Insurance	1,688.24
Security	3,600.00
Event Expense - Other	4,786.00
Total Event Expense	14,824.24
Office Automation	19.11
Service Charge	51.74
Software/Subscriptions	260.03
Supplies	1,068.61
Operations - Other	28.21
Total Operations	16,951.38
Other Types of Expenses	
Other Costs	39.96
Total Other Types of Expenses	39.96
Total Expense	30,299.49
Net Ordinary Income	-710.66
Net Income	<u><u>-710.66</u></u>

Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through April 2019

DSS - Balance Sheet

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	229,273.04
Special Events	38,917.96
Total Checking/Savings	268,191.00
Accounts Receivable	
Accounts Receivable	58,250.00
Total Accounts Receivable	58,250.00
Total Current Assets	326,441.00
TOTAL ASSETS	<u><u>326,441.00</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	596,875.09
Net Income	-270,434.09
Total Equity	326,441.00
TOTAL LIABILITIES & EQUITY	<u><u>326,441.00</u></u>

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
ACCT. INTEREST	88.39	63.24	59.41	53.51	47.54	48.92	47.67	41.75	33.26	32.21	32.30	548.20			
Direct Public Support															
Operational Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
Direct Public Support - Other	0.00	0.00	0.00	133,333.34	33,333.33	0.00	12,500.00	0.00	0.00	0.00	0.00	179,166.67			
Total Direct Public Support	0.00	0.00	0.00	133,333.34	33,333.33	0.00	12,500.00	0.00	0.00	0.00	0.00	179,166.67	50,000.00	129,166.67	358.33%
Investments															
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,200.84	0.00	0.00	0.00	31,200.84	30,000.00	1,200.84	104.0%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,200.84	0.00	0.00	0.00	31,200.84	30,000.00	1,200.84	104.0%
Other Types of Income															
Miscellaneous Revenue	950.00	700.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	9,975.00			
Other Types of Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.92	500.92			
Total Other Types of Income	950.00	700.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	925.00	1,425.92	10,475.92			
Program Income															
Beverage Sales	8,184.00	15,440.25	4,780.00	2,114.00	0.00	0.00	142.00	0.00	1,529.38	0.00	3,514.49	35,704.12	90,000.00	-54,295.88	39.67%
Event Sponsorship	20,000.00	40,000.00	7,500.00	0.00	5,243.72	0.00	0.00	0.00	0.00	61,500.00	15,000.00	149,243.72	171,000.00	-21,756.28	87.28%
Facility Rental	1,500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	1,500.00	10,000.00	0.00	13,500.00	12,000.00	1,500.00	112.5%
Friends of Station															
Giving Tuesday 2018	0.00	0.00	0.00	0.00	801.00	0.00	0.00	0.00	0.00	0.00	0.00	801.00			
Treedtion 2018	0.00	0.00	0.00	0.00	2,255.00	0.00	0.00	0.00	0.00	0.00	0.00	2,255.00			
Friends of Station - Other	265.00	160.00	224.00	60.00	45.00	960.00	3,051.95	680.00	110.00	60.00	560.00	6,175.95	55,000.00	-48,824.05	11.23%
Total Friends of Station	265.00	160.00	224.00	60.00	3,101.00	960.00	3,051.95	680.00	110.00	60.00	560.00	9,231.95	55,000.00	-45,768.05	16.79%
Ice Skating Fees	0.00	0.00	0.00	0.00	4,369.02	30,781.46	23,005.69	1,546.75	0.00	0.00	0.00	59,702.92	65,000.00	-5,297.08	91.85%
Membership Dues	0.00	0.00	0.00	-330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-330.00			
Partners In Progress	4,000.00	28,000.00	26,500.00	10,500.00	1,000.00	5,000.00	23,750.00	0.00	1,000.00	0.00	750.00	100,500.00	100,000.00	500.00	100.5%
Program Service Fees	0.00	3,785.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,785.00			
Salute to Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,587.00	1,587.00			
Taco Fest Tickets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	855.90	6,519.12	7,375.02			
Vendor Fees	525.00	2,625.00	450.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	3,850.00			
Total Program Income	34,474.00	90,010.25	39,454.00	12,894.00	13,713.74	36,741.46	49,949.64	2,226.75	4,139.38	72,415.90	28,130.61	384,149.73	493,000.00	-108,850.27	77.92%
Total Income	35,512.39	90,773.49	40,438.41	147,205.85	48,019.61	37,715.38	63,422.31	34,394.34	5,097.64	73,373.11	29,588.83	605,541.36	573,000.00	32,541.36	105.68%
	35,512.39	90,773.49	40,438.41	147,205.85	48,019.61	37,715.38	63,422.31	34,394.34	5,097.64	73,373.11	29,588.83	605,541.36	573,000.00	32,541.36	105.68%
Expense															
Contract Services															
Accounting Fees	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%
Construction Expense	1,902.41	0.00	191,691.10	8,050.80	26,069.00	1,061.00	2,076.00	75,925.00	1,253.50	7,000.00	161.45	315,190.26	750,000.00	-434,809.74	42.03%
Design/Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
Legal Fees	690.00	0.00	0.00	31.59	0.00	0.00	46.95	0.00	0.00	0.00	0.00	768.54			
Contract Services - Other	2,762.55	1,550.00	1,550.00	1,500.00	3,543.00	3,802.00	5,110.00	4,131.00	2,662.56	1,350.00	1,100.00	29,061.11			
Total Contract Services	5,354.96	1,550.00	193,241.10	9,582.39	29,612.00	4,863.00	7,232.95	80,056.00	3,916.06	8,350.00	1,261.45	345,019.91	806,000.00	-460,980.09	42.81%
Facilities and Equipment															
Building Repairs/Maint	0.00	0.00	0.00	0.00	490.60	0.00	1,807.23	0.00	0.00	0.00	50.00	2,347.83	18,000.00	-15,652.17	13.04%
Equip Rental and Maintenance	768.05	586.91	440.62	708.00	644.51	10,710.00	405.69	34,077.39	1,409.84	1,675.34	1,963.04	53,389.39			
FF&E	44,961.36	671.83	6,480.61	12,391.85	14,632.57	14,676.81	4,310.97	2,554.97	159.92	0.00	1,731.76	102,572.65	555,000.00	-452,427.35	18.48%

Landscaping, Repairs/Maint.	0.00	0.00	0.00	1,060.31	89.49	0.00	0.00	0.00	0.00	177.00	0.00	1,326.80	17,700.00	-16,373.20	7.5%
Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,500.00	-25,500.00	0.0%
Property Insurance	2,500.00	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%
Rent, Parking, Utilities															
Ash Street	2,176.68	2,021.20	2,120.37	2,081.56	1,753.57	5,219.02	1,480.18	3,798.93	1,564.34	2,219.18	1,965.49	26,400.52			
DSS	1,124.75	1,417.42	1,723.13	1,814.73	1,060.17	1,613.91	5,423.04	5,645.58	3,651.84	2,689.97	1,268.62	27,433.16			
Rent, Parking, Utilities - Other	277.71	88.38	0.00	1,148.34	0.00	7.97	450.00	752.72	0.00	450.00	0.00	3,175.12	158,000.00	-154,824.88	2.01%
Total Rent, Parking, Utilities	3,579.14	3,527.00	3,843.50	5,044.63	2,813.74	6,840.90	7,353.22	10,197.23	5,216.18	5,359.15	3,234.11	57,008.80	158,000.00	-100,991.20	36.08%
Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.08	0.00	61.09	0.00	253.17			
Total Facilities and Equipment	51,808.55	4,785.74	10,764.73	19,204.79	18,670.91	32,227.71	13,877.11	47,021.67	6,785.94	7,272.58	6,978.91	219,398.64	776,700.00	-557,301.36	28.25%
Marketing															
Advertising/Media	1,214.00	0.00	1,070.31	0.00	0.00	0.00	161.87	0.00	0.00	3.38	116.70	2,566.26	30,000.00	-27,433.74	8.55%
Fundraising Expense	1,279.94	0.00	67.68	0.00	0.00	0.00	0.00	0.00	74.80	553.95	0.00	1,976.37	20,000.00	-18,023.63	9.88%
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.39	45.00	0.00	195.39	4,000.00	-3,804.61	4.89%
Marketing - Other	13,858.75	13,210.71	14,106.92	11,923.97	10,401.56	25,125.47	572.47	8,442.03	9,448.69	4,488.78	4,951.09	116,530.44			
Total Marketing	16,352.69	13,210.71	15,244.91	11,923.97	10,401.56	25,125.47	734.34	8,442.03	9,673.88	5,091.11	5,067.79	121,268.46	54,000.00	67,268.46	224.57%
Operations															
Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.90	78.79	39.45	152.14			
Books, Subscriptions, Reference	376.99	177.00	0.00	33.45	846.87	0.00	311.06	0.00	0.00	260.03	0.00	2,005.40			
Entertainment/Talent	1,800.00	3,925.00	3,600.00	400.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	10,225.00			
Equip/Supplies	0.00	0.00	0.00	52.49	151.64	2,568.27	605.12	361.62	344.85	115.36	659.99	4,859.34	19,500.00	-14,640.66	24.92%
Event Expense															
A/V	4,440.00	10,130.00	4,200.00	2,500.00	200.00	200.00	400.00	200.00	0.00	100.00	1,000.00	23,370.00			
Bands	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	3,750.00			
Insurance	1,488.65	1,734.37	941.40	684.00	684.00	469.70	0.00	0.00	0.00	354.20	1,688.24	8,044.56			
Security	3,587.50	3,025.00	6,490.00	3,150.00	2,875.00	4,072.50	2,800.00	3,375.00	2,700.00	2,850.00	3,600.00	38,525.00			
Event Expense - Other	10,835.01	23,631.83	15,068.81	3,957.19	5,682.58	5,620.72	1,592.84	1,894.80	5,498.49	5,223.28	4,786.00	83,791.55	223,500.00	-139,708.45	37.49%
Total Event Expense	20,351.16	38,521.20	26,700.21	10,291.19	9,441.58	10,362.92	4,792.84	5,469.80	8,198.49	8,527.48	14,824.24	157,481.11	223,500.00	-66,018.89	70.46%
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.11	19.11	2,400.00	-2,380.89	0.8%
Postage, Mailing Service	0.00	0.00	0.00	0.00	1.71	104.00	0.00	0.00	0.00	0.00	0.00	105.71	2,500.00	-2,394.29	4.23%
Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	252.00	0.00	0.00	0.00	0.00	252.00			
Service Charge	28.78	8.33	7.59	28.81	3.81	75.70	32.18	9.62	6.99	3.81	51.74	257.36			
Software/Subscriptions	0.00	0.00	177.00	313.04	0.00	187.03	0.00	255.02	453.02	81.36	260.03	1,726.50	5,000.00	-3,273.50	34.53%
Supplies	1,042.64	704.21	1,688.40	1,058.64	195.29	2,076.30	0.00	225.41	235.09	363.73	1,068.61	8,658.32			
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
Operations - Other	0.00	0.00	0.00	426.50	0.00	632.20	0.00	177.51	0.00	0.00	28.21	1,264.42			
Total Operations	23,599.57	43,335.74	32,173.20	12,604.12	10,640.90	16,006.42	5,993.20	6,498.98	9,272.34	9,930.56	16,951.38	187,006.41	297,900.00	-110,893.59	62.78%
Other Types of Expenses															
Other Costs	0.00	0.00	0.00	0.00	0.00	316.99	0.00	0.00	0.00	0.00	39.96	356.95			
Total Other Types of Expenses	0.00	0.00	0.00	0.00	0.00	316.99	0.00	0.00	0.00	0.00	39.96	356.95			
Travel and Meetings															
Conference, Convention, Meeting	48.08	0.00	0.00	325.00	0.00	0.00	0.00	419.00	473.40	0.00	0.00	1,265.48			
Travel	0.00	0.00	0.00	74.14	0.00	0.00	0.00	0.00	1,524.70	0.00	0.00	1,598.84			
Travel and Meetings - Other	0.00	0.00	0.00	60.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.76			
Total Travel and Meetings	48.08	0.00	0.00	459.90	0.00	0.00	0.00	419.00	1,998.10	0.00	0.00	2,925.08			
Total Expense	97,163.85	62,882.19	251,423.94	53,775.17	69,325.37	78,539.59	27,837.60	142,437.68	31,646.32	30,644.25	30,299.49	875,975.45	1,934,600.00	-1,058,624.55	45.28%
Net Ordinary Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-40,824.21	35,584.71	-108,043.34	-26,548.68	42,728.86	-710.66	-270,434.09	-1,361,600.00	1,091,165.91	19.86%
Net Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-40,824.21	35,584.71	-108,043.34	-26,548.68	42,728.86	-710.66	-270,434.09	-1,361,600.00	1,091,165.91	19.86%

DSS - May Trans

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	05/01/2019			Deposit	122.70	122.70
Deposit	05/02/2019			Deposit	113.30	236.00
Deposit	05/03/2019			Deposit	600.00	836.00
Bill Pmt -Check	05/03/2019	1647	Chancey Williams Music LLC	Deposit for 8/23 performance	-2,500.00	-1,664.00
Deposit	05/03/2019			Deposit	20,000.00	18,336.00
Bill Pmt -Check	05/03/2019	1681	Cash DSS		-500.00	17,836.00
Deposit	05/06/2019			Deposit	6,393.16	24,229.16
Deposit	05/06/2019			Deposit	3,054.95	27,284.11
Deposit	05/06/2019			Deposit	480.20	27,764.31
Deposit	05/07/2019			Deposit	369.30	28,133.61
Bill Pmt -Check	05/08/2019	1648	ADEGA LLC	Invoice #16861	-500.00	27,633.61
Bill Pmt -Check	05/08/2019	1649	Ahern Rentals	Invoice #19629398-008	-485.63	27,147.98
Bill Pmt -Check	05/08/2019	1650	Alliance Electric	Invoice #8492	-161.45	26,986.53
Bill Pmt -Check	05/08/2019	1651	AMBI Mail & Marketing	Invoice #19-04-591	-312.50	26,674.03
Bill Pmt -Check	05/08/2019	1652	Brent Phillips	Taco Fest	-1,000.00	25,674.03
Bill Pmt -Check	05/08/2019	1653	City of Casper - Water Services	Acct #311502	-186.00	25,488.03
Bill Pmt -Check	05/08/2019	1654	Cowdin Cleaning	201307	-1,100.00	24,388.03
Bill Pmt -Check	05/08/2019	1655	Galles Greenhouse & Hepp Landscaping	Invoice #10804	-1,731.76	22,656.27
Bill Pmt -Check	05/08/2019	1656	GW Mechanical	Invoice #5146	-1,333.91	21,322.36
Bill Pmt -Check	05/08/2019	1657	H6R Ventures LLC	Taco Fest Reimbursement	-500.00	20,822.36
Bill Pmt -Check	05/08/2019	1658	Hinge Studio	Invoice #1210 & 1211	-4,551.25	16,271.11
Bill Pmt -Check	05/08/2019	1659	KET LLC	Taco Fest Reimbursement	-500.00	15,771.11
Bill Pmt -Check	05/08/2019	1660	Proud to Host the Best	Invoice #5085	-640.00	15,131.11
Bill Pmt -Check	05/08/2019	1661	Rocky Mountain Power	Acct #04279137-003 6	-1,079.36	14,051.75
Bill Pmt -Check	05/08/2019	1662	Secure Gunz LLC		-2,925.00	11,126.75
Bill Pmt -Check	05/08/2019	1663	The Lyric	Storage May	-100.00	11,026.75
Bill Pmt -Check	05/08/2019	1664	The Smokin' Armadillo LLC	Taco Fest Reimbursement	-500.00	10,526.75
Bill Pmt -Check	05/08/2019	1665	Western Distributing	Invoice #281756	-591.00	9,935.75
Bill Pmt -Check	05/08/2019	1666	Wyoming Department of Agriculture	Facility ID: 8457	-50.00	9,885.75
Bill Pmt -Check	05/08/2019	1667	Black Hills Energy	Acct #833625606	-578.37	9,307.38
Bill Pmt -Check	05/08/2019	1668	City of Casper - Water Services	Acct #360003	-307.76	8,999.62
Bill Pmt -Check	05/08/2019	1669	Rocky Mountain Power	Acct #04279137-002 8	-854.41	8,145.21
Bill Pmt -Check	05/08/2019	1670	Black Hills Energy	Acct #2897771773	-38.77	8,106.44
Bill Pmt -Check	05/08/2019	1671	City of Casper - Water Services	Acct #6167002	-16.10	8,090.34
Bill Pmt -Check	05/08/2019	1672	City of Casper - Water Services	Acct #6167904	-93.35	7,996.99
Bill Pmt -Check	05/08/2019	1673	Charter Communications	invoice #1113376050119	-79.99	7,917.00
Deposit	05/08/2019			Deposit	613.00	8,530.00
Bill Pmt -Check	05/09/2019	1674	Mastercard	1558 - Jackie Landess	-2,393.37	6,136.63
Bill Pmt -Check	05/09/2019	1675	Peden's Inc.		-485.00	5,651.63
Deposit	05/09/2019			Deposit	257.50	5,909.13
Deposit	05/09/2019			Deposit	71.50	5,980.63
Bill Pmt -Check	05/09/2019	1676	Mastercard		-1,351.85	4,628.78
Bill Pmt -Check	05/09/2019	1677	Secure Gunz LLC	Invoice #368	-675.00	3,953.78
Deposit	05/10/2019			Deposit	6,500.00	10,453.78
Deposit	05/15/2019			Deposit	2,800.00	13,253.78
Deposit	05/15/2019			Deposit	257.50	13,511.28
Bill Pmt -Check	05/15/2019	1678	The Grab and Go Gourmet	Taco Fest	-375.00	13,136.28
Bill Pmt -Check	05/15/2019	1679	Wyoming Ale Works	Taco Fest	-500.00	12,636.28
Deposit	05/16/2019			Deposit	170.00	12,806.28
Deposit	05/20/2019			Deposit	250.00	13,056.28
Bill Pmt -Check	05/20/2019	1680	Dean Simms	Deposit for JULY 27th Performance	-1,250.00	11,806.28
Deposit	05/22/2019			Deposit	500.00	12,306.28
Deposit	05/22/2019			Deposit	20.00	12,326.28
Deposit	05/24/2019			Deposit	50.00	12,376.28
Deposit	05/28/2019			Deposit	257.50	12,633.78
Deposit	05/29/2019			Deposit	10,300.00	22,933.78
Check	05/31/2019			Service Charge	-51.74	22,882.04
Deposit	05/31/2019			Interest	27.67	22,909.71
Total Plaza Checking					22,909.71	22,909.71
TOTAL					22,909.71	22,909.71

**Downtown Development Authority
 Transaction Detail by Account
 May 1 - 13, 2019**

DSs - June Trans

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Bill Pmt -Chec	06/03/2019	1682	Associated Pool Builders Inc	Invoice 41384	-1,480.00	-1,480.00
Bill Pmt -Chec	06/03/2019	1683	Bar D Signs	Salute to Service Banner Invoice #35047	-185.33	-1,665.33
Bill Pmt -Chec	06/03/2019	1684	Caspar Building Systems, Inc.	Invoice # 3	-3,503.00	-5,168.33
Bill Pmt -Chec	06/03/2019	1685	GW Mechanical	Invoice #5236	-629.44	-5,797.77
Bill Pmt -Chec	06/03/2019	1686	Hawkins Inc		-2,518.73	-8,316.50
Bill Pmt -Chec	06/03/2019	1687	Hinge Studio	Invoice #1233, 1234 & 1232	-6,165.00	-14,481.50
Bill Pmt -Chec	06/03/2019	1688	Jacob K. Maurer	Casper performances	-13,000.00	-27,481.50
Bill Pmt -Chec	06/03/2019	1689	Kustom Koncepts	#7750	-2,218.00	-29,699.50
Bill Pmt -Chec	06/03/2019	1690	Lacy Nelson	Hilltop Concert Series - June 15th	-200.00	-29,899.50
Bill Pmt -Chec	06/03/2019	1691	Mastercard		-5,721.07	-35,620.57
Bill Pmt -Chec	06/03/2019	1692	Rocky Mountain Power	Acct #04279137-003 6	-1,098.76	-36,719.33
Bill Pmt -Chec	06/03/2019	1693	Secure Gunz LLC		-2,025.00	-38,744.33
Bill Pmt -Chec	06/03/2019	1694	The Lyric	June Storage	-100.00	-38,844.33
Bill Pmt -Chec	06/03/2019	1695	The Two Tracks	Hilltop Concert series - June 21st	-1,100.00	-39,944.33
Bill Pmt -Chec	06/03/2019	1696	Wyoming Signs, LLC	Invoice # 11949	-508.62	-40,452.95
Bill Pmt -Chec	06/03/2019	1697	Zack Schommer	ArtWalk June 6th	-250.00	-40,702.95
Bill Pmt -Chec	06/03/2019	1698	Rocky Mountain Power	Acct # 04279137-002 8	-784.72	-41,487.67
Total Plaza Checking					<u>-41,487.67</u>	<u>-41,487.67</u>
TOTAL					<u>-41,487.67</u>	<u>-41,487.67</u>

Downtown Dev. Authority
Budget Summary 2019-2020

	Revenue	Expense	
DDA	\$167,250	\$188,100	-\$20,850
PG	\$129,720	\$155,443	-\$25,723
DSS	\$537,000	\$695,400	-\$158,400
	<hr/>	<hr/>	<hr/>
	\$833,970	\$1,038,943	-\$204,973

Casper DDA Budget for FY July 2019 - June 2020

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	\$500.00
Office Automation	\$3,000.00
Conference Registration	\$2,400.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,500.00
Planters	\$10,500.00
Graffiti	\$1,000.00
Insurance/Bonding (WARM)	\$4,000.00
Subscriptions	\$1,200.00
Music Service	\$600.00
Office Equipment	\$3,500.00
Office Rent	\$31,800.00
Garage Allocated	(\$7,200.00)
Office Supplies	\$3,000.00
Pigeon Control	\$5,000.00
Postage	\$800.00
Employee Development	\$1,500.00
Travel	\$5,000.00
TOTAL OPERATIONS	\$71,600.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$7,500.00
Strategic Planning	\$4,000.00
Media Expenditures	\$16,000.00
Other Projects	\$3,000.00
Recognition Awards	\$1,500.00
PR - Director	\$3,000.00
TOTAL Marketing/Comm.	\$35,000.00
TOTAL OPERATING EXPENSE	\$188,100.00
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	(\$20,850.00)
BUDGET SUMMARY	
BUDGET	
BEGINNING BANK BAL (ALL ACCTS)	\$220,000.00
OPERATING EXPENSE	(\$188,100.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$167,250.00
ENDING BANK BALANCE	\$199,150.00

Parking Garage Budget July 1, 2019-2020

EXPENSE	BUDGET
Exec. Director Allocated	9,800.00
Administrative Expense	\$52,000.00
Garage Staff Payroll Expense	\$32,000.00
Staff Incentives	\$3,000.00
Director Incentives	\$1,600.00
Payroll Liabilities	\$8,500.00
TOTAL ADMINISTRATIVE	\$106,900.00
Advertising/Promotion	\$3,500.00
Mail/Postage	\$500.00
WARM Insurance Coverage	\$2,500.00
Software Subscriptions	\$300.00
Accounting and Legal	\$2,000.00
Bank Fees	\$1,800.00
Bad Debt	\$1,000.00
Office Automation	\$2,000.00
Utilities	\$17,000.00
Landscaping, Repairs/Maint.	\$3,000.00
Equip./Supplies	\$1,750.00
Annual City Profit Sharing	\$1,000.00
Building Repairs/Maintenance	\$1,000.00
DDA Operating Cost Allocated	\$7,200.00
Base Rent to City	\$3,993.00
	\$48,543.00

TOTAL ADMIN & OPERATIONS \$155,443.00

REVENUE	
Vending	\$200.00
Validation Sticker Sales Income	\$500.00
Hourly Parking Income	\$6,000.00
Garage Monthly Rent	\$100,000.00
1st and Center Lot Monthly Rent	\$23,000.00
Interest	\$20.00
	\$0.00
TOTAL REVENUE	\$129,720.00

Net Profit/Loss (\$25,723.00)

(LESS INVESTMENT BY DDA)

BUDGET SUMMARY

BEGINNING BANK BALANCE	\$30,000.00
OPERATING EXPENSE	\$155,443.00
REVENUE COLLECTED	\$129,720.00
ENDING BANK BALANCE	\$4,277.00

David Street Station -Operational Budget

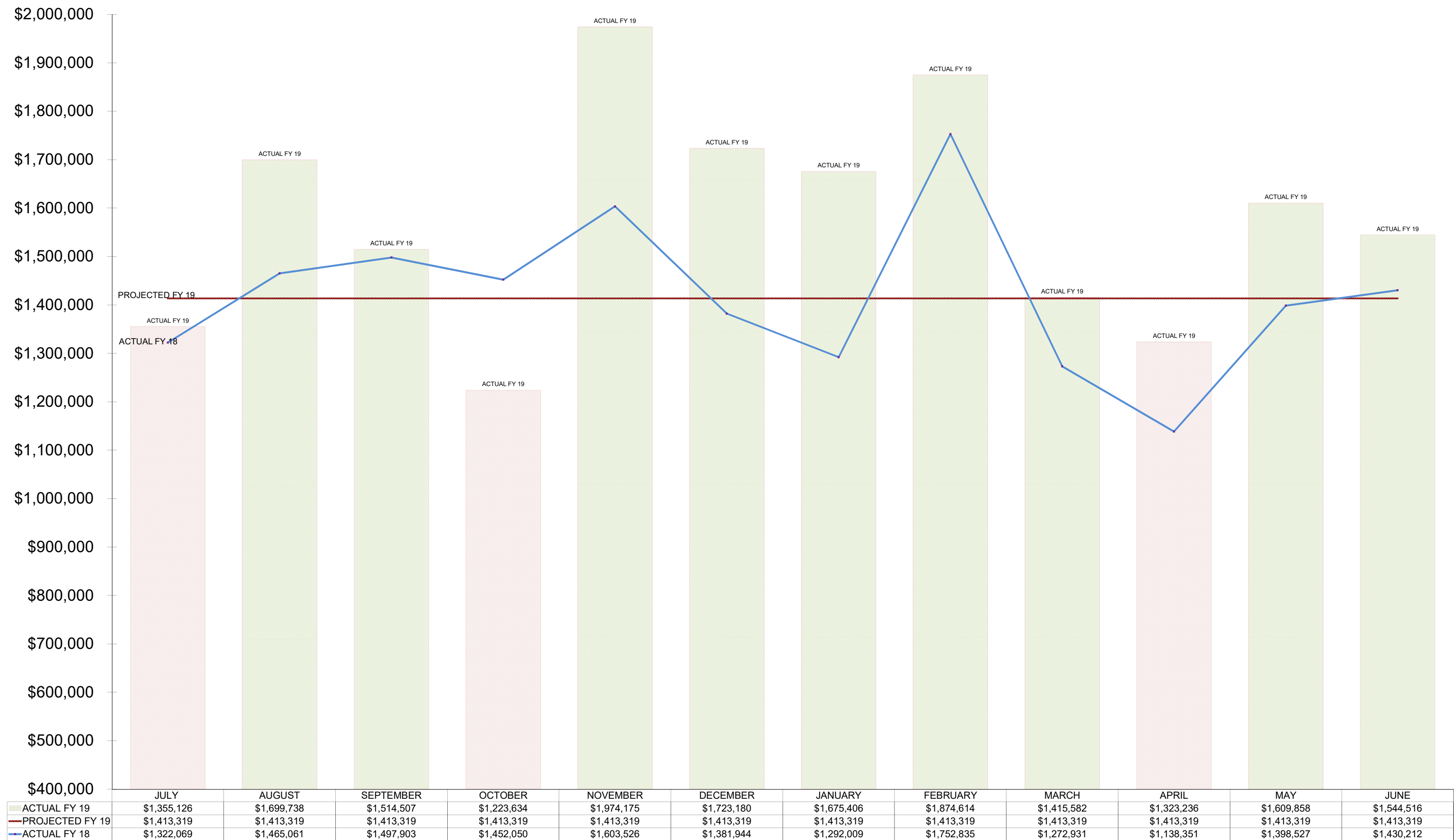
EXPENSE	Jul'19-Jun'20	Notes
ADMINISTRATIVE		
Event Coordinator	\$42,000.00	
Marketing Manager	\$24,000.00	1/2 year (hire post summer)
Summer Interns	\$10,000.00	
Event/Ice Staff	\$35,000.00	
Maintenance Staff +1.5	\$52,000.00	
Payroll Bonuses	\$6,000.00	
Payroll Liabilities	\$15,000.00	
TOTAL ADMINISTRATIVE	\$184,000.00	
OPERATIONS		
Website Development/Support	\$2,500.00	
Marketing/Advertising/Promotion	\$30,000.00	
Event Expenses		
AV	\$25,000.00	
Security	\$40,000.00	
Cleaning	\$15,000.00	
Event Supplies	\$12,000.00	
Op. Mgr - PR	\$1,500.00	
Entertainment	\$108,000.00	
Total Event Expense		\$201,500.00
Mail/Postage	\$2,500.00	
Software Subscriptions	\$3,500.00	
Accounting and Legal	\$6,000.00	
HINGE (MKT Contract)	\$25,000.00	
Zamboni Contractor	\$12,000.00	
Office Automation	\$2,400.00	
Utilities		
DSS	\$24,000.00	
Ash	\$36,000.00	
Total Utilities		\$60,000.00
Grounds-Repairs/Maint.	\$10,000.00	
Office - Eq. & Supplies	\$6,000.00	
Grounds -Equip./Supplies	\$10,000.00	
Building-Repairs/Maint.	\$10,000.00	
FF&E	\$60,000.00	
Insurance (Liability)	\$20,000.00	
Fundraising	\$10,000.00	
Chiller Rental	\$40,000.00	
TOTAL OPERATIONS	\$511,400.00	
TOTAL ADMIN & OPERATIONS	\$695,400.00	
REVENUE		
Event Income/Sponsorships	\$130,000.00	
Endowment	\$32,000.00	
Ice Skating Income	\$60,000.00	
Operational Grants	\$65,000.00	
Partners in Progress	\$140,000.00	
Friends of Station	\$30,000.00	
Event Space Rental/Misc. Income	\$20,000.00	
5150 Funding	\$20,000.00	
Beverage Sales	\$40,000.00	
TOTAL REVENUE	537,000.00	
Net Profit/Loss	(\$158,400.00)	
(LESS INVESTMENT BY DDA)		

City of Casper
Optional 1% and State Shared Sales Tax Receipts
100% of Fiscal Year 2019 has Lapsed

Attached is the optional Sales tax report for FY19 we are currently at 100% of the budget year.
 General Fund is up 11.64% from projected year to date which is at 111.64% of budget.
 1%15 is up 13.16% from projected year to date which is at 113.16% of budget.
 1%16 is up 2.76% from projected year to date which is at 102.76% of budget

State Shared Sales Tax					
	Date	Amount	Amount		Percent of Annual
	Received	Received	Budgeted	Actual-Budget	Budget
FY 2019 General Fund	7/11/2018	\$ 1,355,126	\$ 1,413,319	\$ (58,193)	7.99%
	8/10/2018	1,699,738	1,413,319	286,419	18.01%
	9/7/2018	1,514,507	1,413,319	101,188	26.94%
	10/4/2018	1,223,634	1,413,319	(189,685)	34.16%
	11/5/2018	1,974,175	1,413,319	560,856	45.80%
	12/6/2018	1,723,180	1,413,319	309,862	55.96%
	1/7/2019	1,675,406	1,413,319	262,088	65.84%
	2/6/2019	1,874,614	1,413,319	461,295	76.89%
	3/6/2019	1,415,582	1,413,319	2,263	85.24%
	4/4/2019	1,323,236	1,413,319	(90,083)	93.04%
	5/6/2019	1,609,858	1,413,319	196,539	102.53%
6/6/2019	1,544,516	1,413,319	131,197	111.64%	
Total FY 2019	\$	18,933,572	\$ 16,959,827	\$ 1,973,744	
FY 2019 1%15	Optional One Cent 15% Tax				
	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%
	8/10/2018	1,420,883	1,015,060	405,823	26.70%
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%
	10/4/2018	1,034,782	1,183,169	(148,387)	50.59%
	11/5/2018	1,646,134	1,212,564	433,570	67.65%
	12/6/2018	1,435,793	1,210,613	225,180	82.54%
	1/7/2019	1,394,293	1,102,712	291,581	96.99%
2/6/2019	1,560,379	1,404,830	155,549	113.16%	
Total FY 2019	\$	10,918,160	\$ 9,648,571	\$ 1,269,589	
FY 2019 1%16	Optional One Cent 16% Tax				
	3/6/2019	1,184,801	1,184,486	315	24.75%
	4/4/2019	1,106,603	1,132,982	(26,379)	47.86%
	5/6/2019	1,341,681	1,124,017	217,663	75.89%
	6/6/2019	1,286,375	1,345,943	(59,569)	102.76%
Total FY 2019	\$	4,919,460	\$ 4,787,429	\$ 132,031	
Total	\$	34,771,191	\$ 31,395,827	\$ 3,375,364	

Sales Tax FY 2019 Versus Projection and Prior Year



	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 17,007,417	\$ 16,959,827	\$ 18,933,572
YTD VARIANCE			\$ 1,973,745
		% Difference	In Dollars
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH		9.28%	\$131,197
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		11.64%	\$1,973,745
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH		7.99%	\$114,304
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE		11.33%	\$1,926,154

From: Justin Schilling [mailto:jschilling@wyomuni.org]

Sent: Friday, June 7, 2019 3:11 PM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Word from WAM - WAM Capitol Celebration Lunch, Convention Location Reminder, Interim Committee Schedule, Mary Kelly Message, Trivia!



Wyoming
Association of
Municipalities
Building Strong Communities

Word from WAM!

A Weekly Message

**Please Join Us! WAM to Hold Member
Lunch Before Capitol Ribbon Cutting**

The People's House

**WYOMING STATE CAPITOL
OPEN HOUSE *and* CELEBRATION
JULY 10, 2019 | 1:00 P.M. to 10:00 P.M.**



RIBBON CUTTING | LIVE MUSIC
CAPITOL SQUARE TOURS | FIREWORKS
www.wyomingcapitolsquare.com

Join us in Cheyenne at the WAM Office for Lunch
Before the Capitol Ribbon Cutting on July 10th

We've been anxiously watching here at WAM Headquarters as the scaffolding has come down around the Capitol Building over the last few weeks. The People's House looks amazing and we're excited to get our first look inside on July 10th, at the official ribbon cutting, open house and celebration. Festivities at the Capitol start at 1 p.m., but we'd like to welcome any and all WAM Members who will be in town for the event to join us here at the WAM Office, 315 West 27th St., for lunch and refreshments from 11 a.m. to 12:30 p.m. before we walk over (we're less than a block from the Capitol) to enjoy the day's events. Please let us know if you'll be able to attend so we can gauge catering needs. We hope to see you here in Cheyenne July 10th!

[RSVP](#)

Can't Wait to See You All at WAM Summer Convention!!



All Training and Classes Will be Held in the Whitney Student Center on the Campus of Sheridan College

We're excited to see everyone next week in Sheridan, but we had several members ask for more information about the host venue, which is the Whitney Student Center,

1 Whitney Way, Sheridan, WY 82801. It's a short drive from all of the host hotels, and is an awesome space to hold this year's convention in.



[Click here for more information and directions](#)

[Click here for an interior map of the Whitney Center](#)

Legislative Interim Committee Schedule



Left to right: Representative Cyrus Western (Sheridan), WCCA Executive Director Jerimiah Rieman and WAM Executive Director David Fraser listen as Lander Mayor Monte Richardson testifies in front of the Joint Revenue Committee.

Interim Committee Season Begins and WAM Needs You!

As the Wyoming Legislature begins its interim committee work, remember how impactful your presence and participation in these meetings can be to advancing WAM's legislative efforts. Simply put, legislators love to see, and receive input from, local elected officials. So, if any upcoming meetings are in your neck of the woods, we'd encourage you to join us as we lay the groundwork for a successful 2020 Legislative Session.

Interim Committee Schedule

June

10-11 Joint Agriculture, Sheridan College Thorne Rider Campus Center, TRCC008, Sheridan, 8:30 AM

13-14 Joint Labor, Central Wyoming College, HS 10, Riverton, 8:00 AM

25 Joint Natural Resources, Ruthe James Williams Conference Center,
Douglas, 8:30 AM

27-28 Joint Travel, Gillette College TEC 136, Gillette, 8:30 AM

Weekly WAM Wyo-centric Trivia!

This Week's Winner Gets a \$10 Pre-Paid Card

You've got to have a little fun in life. So, every week in Word From WAM, we'll be posting a Wyo-centric trivia question for fun and fabulous prizes. Click the button below to submit your answer, and we'll draw a winner from all the correct answers we receive to get a \$10 pre-paid card from your friends here at WAM. Have fun and good luck!

Please Note These cards are good for in-person purchases anywhere Mastercard is accepted, but cannot be used for online purchases.

Question: What year was the Wyoming Capitol building originally built?

[Click to Answer](#)

Congratulations to last week's winner Tracy Glanz, Clerk/Treasurer for the City of Worland. She knew that Gannett Peak is indeed the tallest mountain in Wyoming. Thanks for playing and your gift card is on its way!



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315 West 27 Street, Cheyenne, WY 82001

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