

INFORMATION PACKET

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Friday, January 18, 2019



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid
A working draft of Council Meeting Agendas

January 22, 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 <u>not</u> on Consent					
Pre-Meeting: Sole Source Purchase of Two Flygt Pumps from Water Technology Group in the Amount of \$79,112, for use at the Bar Nunn #1 and #2 Lift Stations.					
Pre-Meeting: Community Promotions					
Pre-Meeting: Amendment to the Plains RFP					
Bright Spots in Our Community - National Mentoring Month/Big Brother and Big Sisters (Proclamation)					
Establish February 5, 2019, as the Public Hearing Date for Consideration of Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center)	C				
Establish February 5, 2019, as the Public Hearing Date for Consideration of Rezoning of Lots 4-6, Block 19 Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8) Located Directly South of the Intersection of Foster Road and Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial).	C				
Establish February 5, 2019 as the Public Hearing Date for a New Resort Liquor License No. 7 for Avana Fund I, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street to Casper, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street.	C				
Establish February 5, 2019 as the Public Hearing Date for a Transfer of Ownership for Retail Liquor License No. 36, for Urban Market Wines, LLC d/b/a Urban Bottle Wine & Spirits.	C				
Amending Chapter 6.04 of the Casper Municipal Code - Animal Care and Control Ordinance- Public Hearing/First Reading		N			
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - Public Hearing/First Reading		N			
Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/Second Reading			N		
Authorizing a Contract for Professional Services with CH2M Hill Engineers, Inc., in the Amount of \$63,300 For Engineering Services related to the Development of a Business Plan for the Casper Public Utilities Division.				C	
Authorizing an Agreement with Playground Hound LLC dba LuckyDog Recreation, in the Amount of \$78,219.00 for the 2019 Playground Equipment Improvements Project.				C	
Authorizing a Final Acceptance Certificate with Wyoming Department of Transportation for the Robertson Road South Pathway.				C	
Authorizing Change Order No. 4 with Andreen Hunt Construction Inc., in the amount of \$5,924.97 and a Time Extension of 87 Days, for the East Casper Zone III Water System Improvements Project.				C	
Application for Taxicab Company License for Eagle Cab, Located at 2804 Coulter Drive.					C

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Authorizing and Signing the Conditional Sale Agreements for Seventy (70) New YDRA EFI Yamaha Golf Cars and Three (3) YU1A Yamaha Golf Cars for Use by the Casper Municipal Golf Course of the Parks and Recreation Department.					C
Authorizing the Purchase of One (1) New Single Axle Truck with Hydro Excavator Body, from CMI TECO, in the Total Amount of \$397,849, Before Trade, for Use by the Water Distribution Division of the Public Services Department.					C
Authorizing Appointments to the Council's Boards and Commissions.					C

January 29, 2019

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Events Center Audit (Tom Pitlick)	Information Only	40 min	4:50
Budget Calendar (Tom Pitlick)	Information Only	10 min	4:50
CATC Route Modification Update (Aaron Kloke)	Direction Requested	20 min	4:45
Council Goal Discussion	Direction Requested	20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

February 5, 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 <u>not</u> on Consent					
Pre-Meeting: Exchange Student Meet and Greet (tentative)					
Bright Spot - Francisco Deluca, Exchange Student (tentative)					
Bright Spot - Update on the Wyoming Reads Program from Dale Bohren, Steve Hopkins & Lisa Scroggins					
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) Public Hearing/First Reading		N			
Rezoning of Lots 4-6, Block 19 Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8) Located Directly South of the Intersection of Foster Road and Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial).		N			
New Resort Liquor License No. 7 for Fund I, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street to Casper, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street.		N			
Transfer of Ownership for Retail Liquor License No. 36, for Urban Market Wines, LLC d/b/a Urban Bottle Wine & Spirits.		N			

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Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/Third Reading			N		
Amending Chapter 6.04 of the Casper Municipal Code - Animal Care and Control Ordinance 2nd Reading			N		
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - 2nd Reading			N		
Authorizing the execution of an M-54 Utility License with the Wyoming Department of Transportation for the installation of a 1.5-inch, schedule 80, low pressure sanitary sewer service line to provide sewer service to 11105 and 11115 West US Highway 20/26.				C	
Amendment No. 2 to the Ice Hockey Development Escrow Agreement				C	
Authorizing a Contract for Professional Services with CH2M Hill Engineers, Inc., in the Amount of \$254,985, for the WWTP Secondary Treatment Improvements Project.				C	
Authorizing A Contract for Professional Services with Altitude Recycling Equipment LLC, in the Amount of \$472,350, for the Casper Materials Recovery Facility Baling System Procurement and Installation Project.				C	
Declaring Certain City-Owned Property as Surplus Property. (temporary title - will likely be 2 titles)				C	
Acknowledging the Receipt of Financial Disclosure Information from City Officials with Public Fund Investment Responsibility.					C
Executive Session - Two Property/Land & One Donation Item					

February 12, 2019 **Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Restricted Parking Areas (John Henley)	Direction Requested	20 min	4:30
Island Annexation (Carter Napier)	Direction Requested	20 min	4:50
Cedar Springs Wind Energy Project Overview (Consultant: Nextera Energy Resources)	Information Only	15 min	5:10
Agenda Review		20 min	5:25
Legislative Update		10 min	5:45
Council Around the Table		20 min	5:55
Approximate Ending Time			6:15

February 19, 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 <u>not</u> on Consent					
Bright Spot - Paul Zowada (tentative - confirming availability)			N		
Annual Renewal of Liquor Licenses.		N			

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Amending Chapter 6.04 of the Casper Municipal Code - Animal Care and Control Ordinance 3rd Reading			N		
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - 3rd Reading			N		
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) 2nd Reading			N		

February 26, 2019 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Plains RFP	Direction Requested	20 min	4:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

March 5, 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 <u>not</u> on Consent					
Bright Spot - Retired City employee resuscitated by WMC employees (tentative - need to confirm availability)			N		
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) 3rd Reading			N		

March 12, 2019 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

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Upcoming Work Session Agenda Items

Downtown Parking Study Implementation

Goodstein Lot Lease (Long Term Plan)

Property Code Revisions (after January 2019)
--

Parking on the Parkways (after January 2019)
--

Sign Code Revisions

David Street Station 501(c)(3)

Sidewalk Cafés

Historic Preservation & Building Codes (example - Marvin Piel's property)

Annual Financial Interest Disclosure Form

Calendar Year 2019

Pursuant to W.S. 6-5-118(a), I am hereby disclosing that, to the best of my knowledge, I have received a pecuniary benefit from, I conduct personal business with, or I have a financial interest in the following depositories or firms that also have involvement with investments of the City of Casper pursuant to W.S. 9-4-831:

- | | | |
|------------------------------------|-----------|----------|
| • Davidson Fixed Income Management | _____ Yes | _____ No |
| • First Interstate Bank | _____ Yes | _____ No |
| • Hilltop National Bank | _____ Yes | _____ No |
| • ANB Bank | _____ Yes | _____ No |
| • USbank | _____ Yes | _____ No |
| • Jonah Bank of Wyoming | _____ Yes | _____ No |
| • PFM Asset Management, LLC | _____ Yes | _____ No |

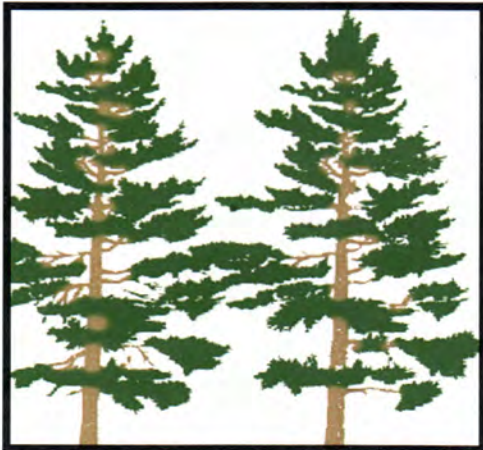
I request that submission of this form be made part of the record of proceedings for this meeting.

Name (Print): _____

Signed: _____

Date: _____

Office Held within the
Casper City Government: _____



Casper Mountain Forest Stewardship Association Natrona County Mountain NEWS

Fall 2018–Winter 2019

SPONSORED BY: Casper Mountain Forest Stewardship Association and
Wyoming State Forestry Division Cooperating

Notes from CMFSA President Lisa Evers

I'm so glad the mountain broke its "six year Curse" of devastating wildland fires this year. I know it was on the minds of many residents and landowners all summer. I saw many trucks and trailers loads of branches, sage brush and trees heading to the slash pile on East End Road this summer and am very thankful to all those people who put in all the hard work into mitigating. There was also a lot of continued work done on fire breaks as well.

Recently the Casper Mountain Fire Department (CMFD) held their annual election of officers. The new officers are: Chief—Cordell Anthony, Assist Chief—Lisa Evers, Secretary—John Farrell. CMFD is always looking to grow its membership. If you would like to volunteer, please visit CMFD's Facebook page for meeting dates and times.

As your board president of Casper Mountain Forest Stewardship Association (CMFSA), I would like to hear what you would like to see, or expect from the CMFSA. Please e-mail ideas to lever6969@gmail.com. You are the members that keep CMFSA going and I would very much appreciate your input.

I hope you all have a safe and warm winter. Please encourage your friends and neighbors to join CMFSA.

Lisa Evers, CMFSA Board President



Dwarf Mistletoe, The Forgotten Threat to Our Pine Forests

We had addressed many of the forest health issues present in the forests of Casper and Muddy Mountain over the past 30 plus years, with the Christmas season approaching we realized that we had never addressed Dwarf Mistletoe and its effects on our pine forests. Dwarf Mistletoe, also called American Dwarf Mistletoe (*Arceuthobium* spp.) is a native forest parasitic herbaceous plant that affects mostly lodgepole and limber pine in the western United States, which includes Casper & Muddy Mountain. This parasitic plant can infest trees of all sizes and age classes. Dwarf Mistletoe mostly attack pines trees within its range, with some species of mistletoe that will affect true firs, spruces or Douglas fir. Again, on Casper and Muddy Mountain Dwarf Mistletoe mostly affects lodgepole and limber pine, but can occasionally attack ponderosa pine. Dwarf Mistletoe is considered a partial parasite because it has green stems capable of their own photosynthesis in addition to robbing nutrients and water from their hosts.

Like most parasites, Dwarf Mistletoe has a greatly simplified body plan consisting of short, brushy whorls of yellowish, leaf-less stems tipped by petal-less flowers. Specialized stems penetrate the bark of the host plant to tap into the food-transporting phloem tissue and water conducting xylem, as well as providing a solid anchor. Dense clumpy areas created by mistletoe, as well as stunted growth in branching resulting from mistletoe attack are often referred to as witches'-brooms. Though the presence of witches'-broom structures do not always indicate presence of mistletoe. Witches'-brooms can also be formed by rust fungi and amoeba-like microbes. Dwarf Mistletoe produce one-seeded small berries that take more than a year to fully ripen. During this time, water pressure builds up inside the fruit until its wall finally bursts and seed is explosively discharged 15 to 50 feet (at a speed of 60 miles per hour). The seeds are very sticky and will adhere to a nearby branch or the stem of a neighboring tree and will stick to the stem of a tree or branch long enough for the seed to germinate. Seeds can also adhere to birds and squirrels who can then carry the seeds to new host trees

Control techniques generally involve removal of either affected branches, which can be pruned off the affected trees or removal of host tree if the main bole is attacked. This may not be feasible in areas of Casper Mountain, which have a nearly 100 percent affected rate in those lodgepole pine forests. Thinning of moderate to lightly infested forests can reduce infestation by removing affected trees during thinning operations and creating space between trees to reduce further infestation spread. All affected material resulting from thinning or pruning operations should be disposed of by either burning or in the case of larger diameter material utilizing material for firewood or lumber. There is a chemical treatment available that can be utilized to treat infested trees. The chemical approved for use in Dwarf Mistletoe control is Florel (active ingredient is ethephon) and is ethylene-releasing growth regulator that causes mistletoe shoot abscission. Unfortunately ethephon does not kill the root-like system of the mistletoe, however the chemical does delay production of seeds. This postpones spread of the parasite by 2 to 4 years. High-valued trees in recreation, residential or commercial sites may benefit from utilizing this chemical treatment option.

Dwarf Mistletoe is a very important forest management issue from a foresters stand point. Each year an estimated 3.3 billion board feet of timber is lost to dwarf mistletoe infestations that weaken the vigor of host trees, damage wood and increase drought stress and susceptibility to fire and attack by western pine beetles. (For perspective 13,600 board feet of lumber goes into a typical 2,000 square foot home.)

On the lighter side, since ancient times, humans have been fascinated by the peculiar growth habits of mistletoes. These parasitic plants were often thought to be omens of good fortune and so were frequently hung indoors during the winter to foster positive spirits. Over time this tradition morphed into the practice of hanging mistletoe over doorjambes at Christmas time (the type of mistletoe used here is deciduous with leaves and larger white berries growing from host trees such as oaks and cottonwoods). In Norway, tradition dictates that a man must remove one berry for each stolen kiss until all the berries are gone (then the smooching must cease). I wouldn't recommend trying to hang these smaller Dwarf Mistletoe plants we have on Casper and Muddy Mountain above your doorjambes this Christmas, but be aware of how to identify these forest pests in your pine forests next summer and determine ways to best control them.



Newly formed young Dwarf Mistletoe plants on a lodgepole pine branch located on Muddy Mountain.

NFP Cost-Share Practices & Rate Changes

PRACTICE	COST-SHARE%	MAXIMUM Practice Cost	Cost-Share Rate NOT TO EXCEED
Defensible Space	50%	\$4,200/treatment	\$2,100/treatment
Fuel Treatment	50%	\$1,600/acre	\$800/acre
Fuel Breaks	50%	\$1,800.00/acre	\$900/acre

DEFENSIBLE SPACE—Thinning, pruning, and fuels removal, as prescribed by the Wildfire Mitigation Plan by a Resource Professional, in a circular area not less than 100 feet from the exterior of a residence or business structure. Defensible Space Rate can also be used for planned construction site of a residence or business structure.

FUEL TREATMENT—Thinning, pruning, and fuel removal in areas other than the defensible space described above, as prescribed by the Wildfire Mitigation Plan written by a Resource Professional. Slash shall be removed from the site, chipped or piled for burning.

FUEL BREAK—Thinning, pruning and fuel removal in key areas identified by a Resource Professional and Wildfire Mitigation Plan. Key areas being those identified to support wildland firefighting suppression actions. Slash shall be removed from the site, chipped or piled for burning. Fuel breaks shall be at least three contiguous acres in area to qualify.

Landowner may hire a contractor or complete the work themselves. Records are to be kept of landowner in-kind hours and are to be turned in to the County Firewise Program upon completion of the practice.

Contact the Natrona County Firewise Office at (307) 234-6116 to schedule an appointment for developing a Defensible Space Plan for your property.



A typical witches' broom located in a lodgepole pine on Casper Mountain can be an indicator of a Dwarf Mistletoe infestation.

Wildfires

Wildfires can ruin homes and cause injuries or death to people and animals. A wildfire is an unplanned fire that burns in a natural area such as a forest, grassland, or prairie. Wildfires can:

- Often be caused by humans or lightning.
- Cause flooding or disrupt transportation, gas, power and communications.
- Happen Anywhere, anytime, Risk increases within periods of little rain and high winds.
- Costs the Federal Government billions of dollars each year.

IF YOU ARE UNDER A WILDFIRE WARNING, GET TO SAFETY RIGHT AWAY

- Leave if told to do so.
- If trapped, call 911
- Listen for emergency information and alerts.
- Use N95 masks to keep particles out of the air you breathe.

HOW TO STAY SAFE WHEN A WILDFIRE THREATENS

Prepare NOW

- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.
- Know your community's evacuation plans and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock.
- Gather emergency supplies, including N95 respirator masks that filter out particles in the air you breathe. Keep in mind each person's specific needs, including an updated asthma action plan and medication. Don't forget the needs of pets.
- Designate a room that can be closed off from outside air. Close all doors and windows. Set up a portable air cleaner to keep indoor pollution levels low when smoky conditions exist.
- Keep important documents in a fireproof, safe place. Create password-protected digital copies.
- Use fire-resistant materials to build, renovate, or make repairs.
- Find an outdoor water source with a hose that can reach any area of your property.
- Create a fire-resistant zone that is free of leaves, debris, or flammable materials for at least 30 feet from your home.
- Review insurance coverage to make sure it is enough to replace your property.

Survive DURING

- Evacuate immediately if authorities tell you to do so.
- If trapped, then call 911 and give your location, but be aware that emergency response could be delayed or impossible. Turn on lights to help rescuers find you.
- Listen to EAS, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.
- If you are not ordered to evacuate but smoky conditions exist, stay inside in a safe location or go to a community building where smoke levels are lower.

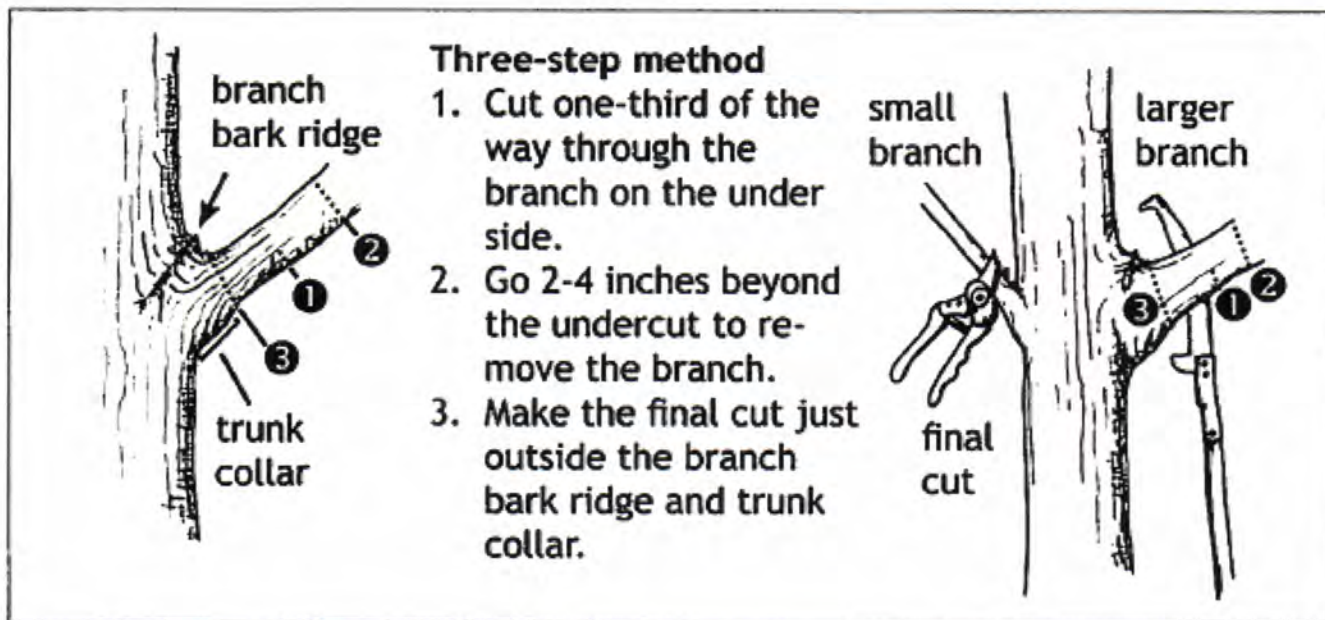
Be Safe AFTER

- Listen to authorities to find out when it is safe to return, and whether water is safe to drink.
- Avoid hot ash, charred trees, smoldering debris and live embers. The ground may contain heat pockets that can burn you or spark another fire. Consider the danger to pets and livestock.
- Send text messages or use social media to reach out to family and friends. Phone systems are often busy following a disaster. Make calls only in emergencies.
- Wear a NIOSH certified-respirator dust mask and wet debris down to minimize breathing dust particles.
- Document property damage with photographs. Conduct an inventory and contact your insurance company for assistance.
- Wildfires dramatically change landscape and ground conditions, which can lead to increased risk of flooding due to heavy rains, flash flooding and mudflows. Flood risk remains significantly higher until vegetation is restored—up to five years after a wildfire. Consider purchasing flood insurance to protect the life you've built and to assure financial protection from future flooding.

Where to Cut

Support the branch with one hand while you make the cut to prevent the bark from ripping. If the branch is too large to support, use the three-step method (see details below).

For the final cut, look for the branch bark ridge and trunk collar. Begin the cut just outside of the branch bark ridge, and angle down away from the trunk. Stay close to the trunk collar without cutting into it (see images below).

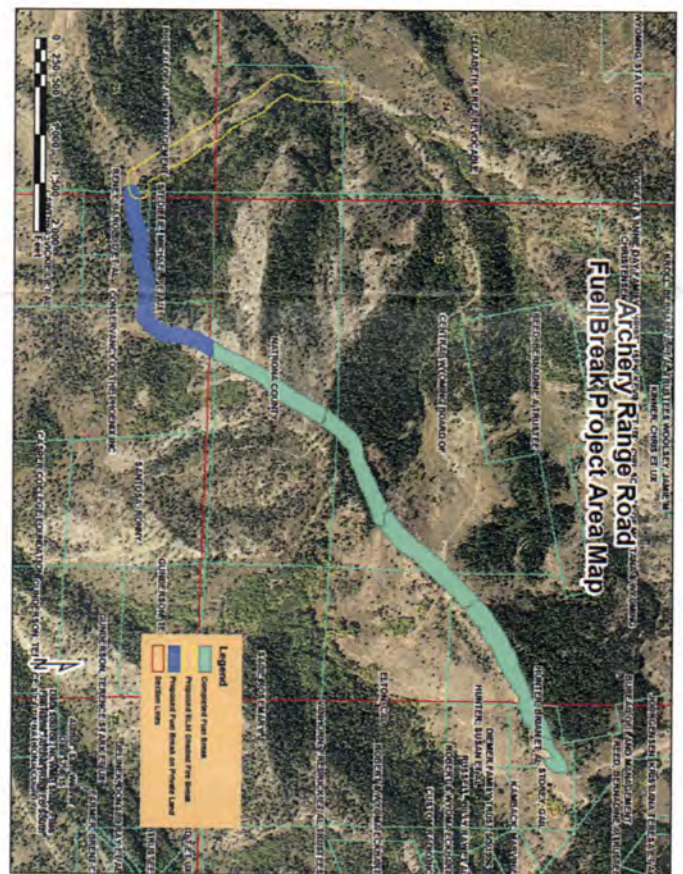
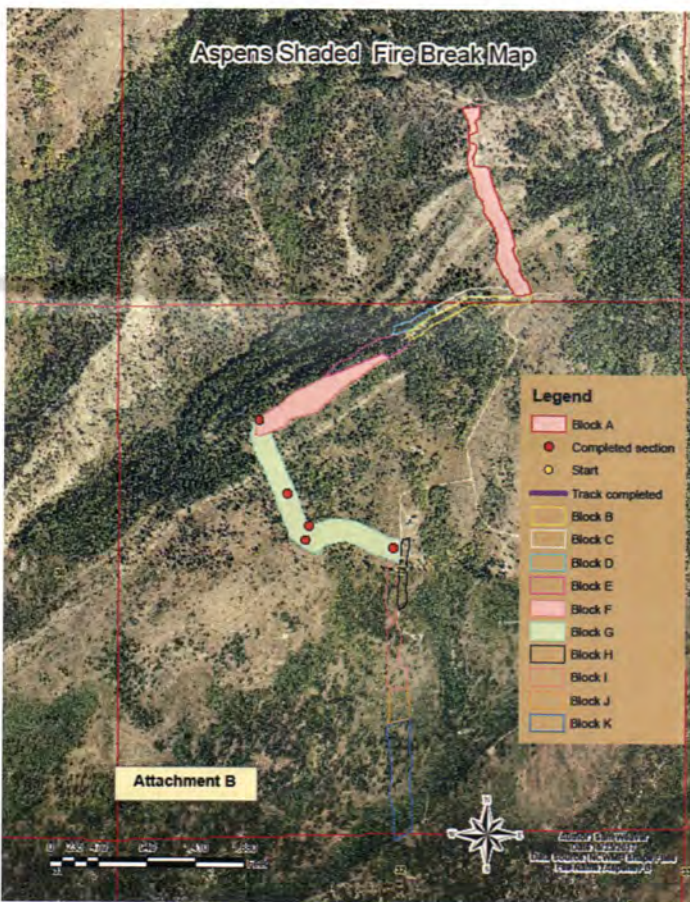


Natrona County Wildfire Mitigation Project Update

The Natrona County Wildfire Mitigation Projects (NCWMP) apply for Federal grants to offer landowners the opportunity to participate in creating defensible space around their cabins with a cost share of 50% with a max of \$2100.00. An additional program for fuel treatments which is also a 50% cost share with a max of \$800.00. Please see additional explanation under the Cost-Share practice & rates. These programs are designed to help minimize damage to structures during a wildland fire.

Here is a brief update on the progress for the Natrona County Wildfire Mitigation projects this summer. We had 12 new defensible space and/or fuel treatment plans written this summer with 25 plans pending. We inspected and approved 13 defensible space/fuel treatment projects for payment with reimbursement totaling \$20,209.09 to landowners for their portion of the cost share. These completed projects total 15.7 acres, of which 9 acres were from defensible space projects and 6.7 acres for fuel treatment areas.

The Aspen shaded fuel break connects to the Crooked Pine shaded fuel break to the north which was completed the summer of 2017. Out of 39 acres of the Aspen shaded fuel break, 21.6 acres were completed this past summer. The project will continue the summer of 2019.



The NCWMP team is also working on securing bids for an additional shaded fuel breaks which will tie into the Archery Range Road fuel break to the north and connect with a fuel break being created on BLM property to the west.

Please encourage your neighbors to participate in one of these programs. For additional information please contact us at (307) 234-6116 or by email at natronafirewise@gmail.com.

John Farrell
Project Coordinator

Casper Mountain Forest Stewardship Association
Natrona County Mountain NEWS
 P.O. Box 281
 Casper, Wyoming 82602-0281

NON-PROFIT ORG
 US POSTAGE
 PAID
 CASPER, WY
 PERMIT NO. 229

179

RENEE JORDAN-SMITH
 EX ASSIST CITY MANAGER
 200 N DAVID ST
 CASPER WY 82601-1815



Please do not forget to pay your dues!

New Member ____ Renew Member ____

Name _____

Permanent Address _____

_____ Zip Code _____

Mountain Address or Property Location

_____ Zip Code _____

Phone (home) _____ (work) _____

Name of spouse _____

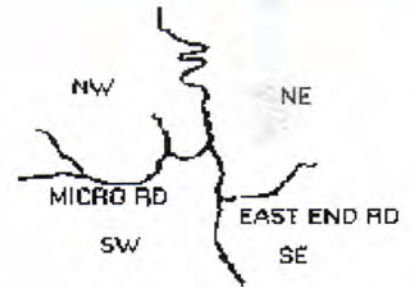
Are you a landowner? Yes ____ No ____ Is your spouse? Yes ____ No ____

ANNUAL MEMBERSHIP \$15.00 (January 1 to December 31)
 Please attach check payable to: (contributions are tax deductible)

Casper Mountain Forest Stewardship Association

P.O. Box 281
 Casper, WY 82602-0281

Receipt Requested: Yes ____ No ____



In what division is your land located?

- | | | | |
|----|--------------------------|------------------|--------------------------|
| NW | <input type="checkbox"/> | Rattlesnake Mtns | <input type="checkbox"/> |
| SW | <input type="checkbox"/> | South Bighorns | <input type="checkbox"/> |
| NE | <input type="checkbox"/> | Muddy Mountain | <input type="checkbox"/> |
| SE | <input type="checkbox"/> | | |

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

MEETING PROCEEDINGS

December 18, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, December 18, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

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

Natrona County – Lawson

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District –

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Roxy Skogen – Skogen, Cometto and Associates, P.C.

The Board meeting was called to order at 11:56 a.m.

1. In Announcements, Chairman King stated that Treasurer Lawson must leave for another meeting by 12:20 so he would be doing all agenda items that will need voted on while the quorum is in attendance.
2. Chairman King asked for a motion to approve the minutes from the November 20, 2018 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the November 20, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that three additional vouchers were added to the listing; voucher 7957 for DK Hauling, Inc. dba Viking Crane in the amount of \$800.00 for crane service for Raw Water Pump replacement; voucher 7958 for Modern Electric in the amount of \$317.00 for replacing and lengthening crane controller cable; and voucher 7959 for Casper Star-Tribune in the amount of \$261.04 for Notice of Final Payment Ad for the Airport Elevated Water Tank Project No. 14-48. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the December 2018 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the December 2018 voucher list to include voucher numbers 7948 through 7959 in the amount of \$434,500.69. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for November 2018 was 155 MG, which is 8.7 MG less than the five year average. Mr. Martin stated that year to date production is 1.987 BG.

Mr. Martin stated that Water Revenue for November is \$285,663.

Mr. Martin asked the Board to reference page 2 of the November 2018 Financial Report. Mr. Martin stated that Water Sales are \$3.656 M, which is an increase of \$171,617 due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$1,499,162, which is a 6.65% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this year.

Mr. Martin stated that the Net Operating Income is \$2,157,214.

Chairman King asked for a motion to approve the November 2018 Financial Report as presented. A motion was made by Treasurer Lawson and seconded by Secretary Powell to approve the November 2018 Financial Report as presented. Motion put and carried.

8. In New Business:

- a. Chairman King turned the time over to Ms. Roxy Skogen with Skogen, Cometto and Associates, P.C. for the annual audit presentation.

Ms. Skogen stated that the audit of the FY2018 financials was conducted in accordance with Government Audit Standards. Ms. Skogen stated that they look at the internal controls and compliance, and uniform guidance, which means the Board is receiving Federal Funds, almost \$700,000, through State grants and loans. Ms. Skogen stated that the audit contained no problems, no significant deficiencies or material weaknesses; the reports are what is known as unmodified, which is a clean opinion.

Ms. Skogen stated that when the Feds changed from the old Single Audit to the Uniform Guidance, they have put more restrictions on how you spend the Federal money. Ms. Skogen stated that one of these is that the Board's Procurement Policy must be updated. Ms. Skogen stated that when the Board puts a project out for bid there are new requirements as far as making sure you have a policy in place making sure none of the vendors are on a debarred list and that all the Federal Guidelines are being met. Ms. Skogen stated that because of the amount of Federal dollars that are being received, the policy must be specific to the Federal dollars and how the project is bid out and making sure all the vendors are meeting the standards. Ms. Skogen stated that most of the time the State is involved with the bid process with the larger projects, but the Board policy does need updated.

Ms. Skogen stated that the audit takes the Capital items and record the Capital Assets, and takes the debt, such as loan money from the State, and booking it as a Liability. Ms. Skogen stated that the audit is a complete look at the System as of June 30th.

Ms. Skogen asked the Board to reference page 11 of the FY18 Audit Report. Ms. Skogen stated that Capital Assets is what the Board historically paid for them, and they are being depreciated at varying useful lives. Ms. Skogen stated that for the most part, this is a 50 year system.

Ms. Skogen stated that one of the items that changed in the past year is Cash and Cash Equivalent. Ms. Skogen stated that the amount of cash in the bank was lower than last year due to reserves being used in conjunction with State funds on several of the large projects that have taken place.

Ms. Skogen stated that the overall assets are up almost \$4 M as the reserves are being used to purchase additional Capital Assets.

Ms. Skogen stated that there wasn't a big difference in Debts other than additional proceeds were received on the Emergency Power, and the Backwash System projects, but funds were paid on the obligation to the City of Casper. Ms. Skogen stated that the System remains financially strong, with the Total Net Position

increasing a little over \$2 M from the change between the Assets and the Liabilities.

Ms. Skogen asked the Board to reference page 12 of the audit report. Ms. Skogen stated that this is the Operating Report that shows how the System did with ins and outs. Ms. Skogen stated that this includes the City maintaining and operating the system, as well as the Board's separate accounts, and the recording of Depreciation.

Ms. Skogen asked the Board to reference page 22 of the audit report. Ms. Skogen stated that the largest portion of the assets is made up of capital assets. Ms. Skogen stated that there was an increase in the construction projects of \$6 M. Ms. Skogen stated that construction projects are not depreciated until they are completed.

Ms. Skogen asked the Board to reference page 24 of the audit report. Ms. Skogen stated that this page shows the changes to the Long-Term Debt. Ms. Skogen stated that the Emergency Power Project had an increase in debt to the State of \$1.9 M and the Backwash System \$1.8 M; there was also a decrease of \$1.3 M in principal to the City of Casper loan.

Ms. Skogen offered to answer any questions the Board might have on the report. Ms. Skogen stated that the audit report must be filed with the State by the end of the year. Ms. Skogen also stated that a copy of the audit report will be given to the City of Casper as the RWS is a component unit of the City.

Chairman King asked for a motion to accept the FY18 Annual Audit Report. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to accept the FY18 Annual Audit Report. Motion put and carried.

Secretary Powell informed staff they did a nice job managing the finances for the WTP.

- b. Mr. Martin stated that loan documents for the Backwash Water Supply Tank Project were executed in August 2015 for \$2.2 M, with an interest rate of 2.5%. Mr. Martin stated that the project is now completed and an interest and principal payment has been made. Mr. Martin stated that with this payment, the Board now qualifies for 25% principal forgiveness in the amount of \$550,000. Mr. Martin stated that the Amended Promissory Note is to establish a new schedule for repayment of the loan principal in the amount of \$1,648,945.20 plus interest, with annual payments to begin on July 15, 2019 in the amount of \$105,775.10.

A motion was made by Treasurer Lawson and seconded by Board Member Walsh to authorize the Chairman to execute an Amended Promissory Note for Wyoming State Loan and Investment Board DWSRF Loan #153, Alternate Backwash Water Supply Project. Motion put and carried.

- c. Mr. Martin stated that the agreement with 71 Construction, Inc. is for repairs to an exposed waterline in the North Platte River. Mr. Martin turned the time over to Mr. Scott Baxter with the City Engineering Department.

Mr. Baxter showed the Board pictures of the exposed waterline and stated that in 2010-2011 there was high water in the North Platte River and at that time serious erosion started along the bank. Mr. Baxter stated that once started, the erosion continued to wash material down the river. Mr. Baxter stated that there are a couple of natural gas pipelines that are slightly higher than the waterline, which started an eddy which caused higher velocity and began to move material and created a hole which eventually exposed the waterline. Mr. Baxter stated that approximately 70-80 feet of the waterline is exposed to the river. Mr. Baxter stated that clearance has been received from the Army Corp. of Engineers to work in the river.

Mr. Baxter stated that the project went out for bid and six bids were received. Mr. Baxter stated that 71 Construction submitted the low bid of \$348,588.71. Mr. Baxter stated that the Engineer's estimate was \$400,000. Mr. Baxter stated that this project includes removal of abandoned natural gas lines that have also been exposed to the river, stabilization and re-sloping of the river bank, replacement of lost material in the river channel to cover the waterline, and re-vegetation of the river bank.

Mr. Baxter recommended approval of the agreement with 71 Construction in the amount of \$348,588.71, with a contingency amount of \$51,411.29 for a total project amount of \$400,000.

Mr. Conner stated that he contacted CEPI to run a water model on the exposed waterline. Mr. Conner stated that this is a 24-inch ductile iron waterline that feeds the western part of town, which includes the Airport, Pioneer, Poison Spider, Vista West, Riverwest, Mt. View, and Paradise Valley. Mr. Conner stated that if the waterline fails, it would be very difficult to keep up with providing water during high demand.

Secretary Powell asked if there is a good estimate of how much material will be needed for the project. Mr. Baxter stated that there is a good estimate on what will be required. Mr. Baxter stated that the main goal is to get the waterline covered.

Treasurer Lawson stated that during the winter, ice flowing in the river will take out the waterline.

Chairman King asked if the removal of Russian olive trees caused the erosion. Mr. Baxter stated that he does not believe so. Mr. Baxter stated that this bank of the river is mainly sand and homeowners in this area told him that they have watched people on jet skis in the river going very fast and the wakes have just

taken down part of the river bank.

A motion was made by Secretary Powell and seconded by Vice-Chairman Keffer to approve the agreement with 71 Construction for the North Platte River Exposed Waterline Stabilization Project No. 17-097 in the amount of \$348,588.71 with a contingency amount of \$51,411.29, for a total project amount of \$400,000. Motion put and carried.

- d. Mr. Baxter stated that Landmark Structures I, L.P. is under contract to construct the new Airport Elevated Water Storage Tank. Mr. Baxter stated that for this project it was planned to make repairs to the access road to the tank, but the road held up fine and no repairs are necessary.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve Change Order No. 3 with Landmark Structures I, L.P., for a price reduction of \$79,565 for Final Quantity Variations for the Airport Elevated Water Storage Tank Project No. 14-48. Motion put and carried.

Treasurer Lawson left the meeting at 12:21 p.m.

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

Mr. Schroeder stated that last week three Raw Water pumps were pulled; two were replaced with new pumps and one was sent for repairs. Mr. Schroeder stated that the repaired pump should be returned in about a month. Mr. Schroeder stated that the Raw Water Pump House should be in good shape for the summer.

Mr. Schroeder stated that staff will be entering the Filter Clear Wells for inspection over the next week or so. Mr. Schroeder stated that the clear wells are three 100,000 gallon tanks. Mr. Schroeder stated that EPA requires inspection and cleaning of the clear wells every five years. Chairman King asked if divers will be used for the inspection. Mr. Schroeder stated no divers will be used, the tanks will be drained and confined space entry protocol will be used. Mr. Schroeder stated that it can be a dangerous operation and will be completed over the next few weeks.

Mr. Schroeder stated that the Settled Water Chamber will also be inspected.

Mr. Schroeder stated that staff is currently working on upgrades to the Ammonia and Corrosion Inhibitor chemical systems. Mr. Schroeder stated that new pumps and variable frequency drives will be installed by the Instrumentation Technician.

Mr. Schroeder stated that a pre-bid meeting for the SCADA Project was held last week. Mr. Schroeder stated that there was a good turnout for the meeting. Mr. Schroeder stated that bids for the project will be opened next month.

Mr. Schroeder stated that another scheduled power outage will take place tomorrow as

part of the Emergency Generator Project. Mr. Schroeder stated that Rocky Mountain Power will be here to simulate a power outage at the WTP in order to test the generator and put it under load. Mr. Schroeder stated that once the final power outage is done, a tank heater will need to be installed on the fuel tank, and the fuel tank will need to be filled; the project will then be complete.

Mr. Schroeder stated that staff is working on general clean up at the WTP.

Mr. Schroeder stated that chloramine residuals are slowly going up throughout the system.

Board Member Walsh asked for more information on the incident that occurred in Casper not long ago about an issue with the water and the increased pressures. Mr. Schroeder stated that the WTP was very involved with this incident. Mr. Schroeder stated that anytime there is a complaint that someone got sick from the water, staff just jumps on it in a hurry. Mr. Schroeder stated that a homeowner purchased a home test kit to test the water in their home and it came back positive for total coliform. Mr. Schroeder stated that Water Distribution staff went out and did a lot of sampling and the test taken at the homeowner's house came back positive for total coliform. Mr. Schroeder stated that a lot of flushing was done in the area. Mr. Schroeder stated that just because a total coliform test came back positive, it does not mean the water is unsafe to drink as the test is an indicator that there could be a problem. Mr. Schroeder stated that there was never an issue with the water being unsafe. Mr. Schroeder stated that the area was converted to Zone III water in October, and then the area was converted back to Zone II water, which contains a higher disinfection residual, in order to freshen up the water in that part of the distribution system. Mr. Schroeder stated that EPA was contacted to give them an upfront notice of the situation, which they appreciated.

Mr. Conner stated that Mr. Martin was also in contact with the Health Department during the whole incident.

Mr. Conner stated that the area of the incident was served with Zone II water, but was converted to Zone III water, which is in the same area served by the new tank on the south side of town. Mr. Conner stated that the water pressure increased from 45 psi to 105 psi, which is within DEQ regulations. Mr. Conner stated that prior to the conversion, residents in the area were notified of the need to install pressure reducing valves in their home plumbing system.

Secretary Powell asked if the situation was resolved and everyone was happy. Mr. Conner stated that the homeowner was happy with the action taken by City staff to resolve the issue. Mr. Conner stated that numerous samples were pulled from the home and the area over five days and all samples came back negative for total coliform.

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

Mr. Conner stated that a pump at Pioneer Booster was pulled for repairs.

Mr. Conner stated that the nitrification in the system is clearing up and residuals are climbing.

Mr. Conner stated that a second walk through for Westwinds Interchange was completed. Mr. Conner stated there are a few punch list items the contractor needs to address.

Mr. Conner stated that a 16-inch butterfly valve was cut into the RWS line on Salt Creek for the Fullspeed Subdivision tie in.

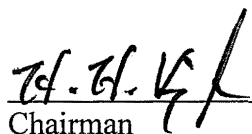
Mr. Conner stated that Distribution staff have been taking contractors to remote sites as part of the SCADA Project.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
8. e. Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.
 - f. There was no Other New Business.
9. A motion was made by Secretary Powell and seconded by Board Member Walsh to adjourn from Regular Session into Executive Session to discuss potential litigation at 12:37 p.m. Motion put and carried.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to adjourn from Executive Session back to Regular Session at 12:48 p.m. Motion put and carried.

A motion was made by Secretary Powell and seconded by Board Member Walsh to have the RWS attorneys move forward with litigation. Motion put and carried.
10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on January 15, 2019.

A motion was made by Board Member Walsh and seconded by Secretary Powell to adjourn the meeting at 12:49 p.m. Motion put and carried.


Chairman


Secretary

From: Roehr, Mary [mailto:Mary.Roehr@charter.com]
Sent: Tuesday, January 15, 2019 2:47 PM
Subject: Charter Spectrum Channel Lineup Changes

Good Afternoon.

Charter Communications, locally known as Spectrum, is making its customers aware that effective on or after February 15, 2019, the following changes that will occur on the channel line-up serving your community:

The **Spectrum TV Silver** package will no longer include Cinemax. Cinemax will be available for subscription as an a la carte service only. The monthly a la carte subscription rate will be reduced from \$15.00 to \$9.99.

The **Spectrum TV Gold** package will no longer include Cinemax and EPIX. These services will be available for subscription as a la carte services only. The monthly a la carte subscription rates for Cinemax and EPIX will each be reduced from \$15.00 to the following rates: Cinemax - \$9.99, EPIX - \$5.99.

Pricing for monthly a la carte TMC subscription service will be reduced from \$15.00 to \$9.99.

If customers would like to add any of these a la carte services, they can visit www.spectrum.com/getchannels. To view a current Spectrum channel lineup visit www.spectrum.com/channels. To view a current Spectrum rate card visit www.spectrum.com/ratecard. For questions call 1-855-70-Spectrum. Customers may downgrade or disconnect service without charge within 30 days of receipt of this notice.

If you have any questions about the above changes, please feel free to contact me at 406-671-7956 or via email at mary.roehr@charter.com.

Sincerely,

Mary Roehr



Mary Roehr | Director, Government Affairs, Colorado, Montana, Wyoming | C: 406-671-7956
951 W. Custer Ave. | Helena, MT 59601

From: Roehr, Mary [mailto:Mary.Roehr@charter.com]
Sent: Sunday, January 13, 2019 7:11 PM
Subject: Tribune Broadcasting Update

Good Evening.

Charter Communications, locally known as Spectrum, is happy to report that we have reached an agreement with Tribune Broadcasting to provide WGN America and multiple local ABC, CBS, FOX and CW, and digital multi-cast channel affiliate stations to our customers. We are pleased to have reached a fair agreement and appreciate your support and patience.

If you have any questions about the above this matter, please feel free to contact me at 517-974-5797 or via email at mary.roehr@charter.com

Sincerely,
Mary Roehr



Mary Roehr | Director, Government Affairs, Colorado, Montana, Wyoming | C: 406-671-7956
951 W. Custer Ave. | Helena, MT 59601

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and any attachments. If you are not the intended recipient, you are notified that any use, dissemination, distribution, copying, or storage of this message or any attachment is strictly prohibited.



2020 E. 12th Street Casper, WY 82601
P | 307.235.5097 F | 307.473.1440
cdccasper.org

January 3, 2019

Dear Child Development Center Supporter,

We are teachers who are in this solely for the love of teaching. We are parents who love children almost as much as our own. On any given day, we are doctors or nurses or cooks or comedians. We are pirates or Big Bird. We are the parents hand to hold and the kiddo's finger to hold onto. We are therapists, sometimes. We are the dream builders, the life shakers and the difference makers.

At the Child Development Center (CDC) we are amazed at what can be accomplished in a year's time. Each year the CDC impacts over 500 little lives through early intervention (occupational, speech and physical therapies), preschool services and provides over 1,414 free development screenings for children birth to five in our community to ensure they are reaching their developmental milestones. Rather than share a lengthy letter of all that the CDC has accomplished this past year, the attached infographic will give you a picture of our achievements and what your time, talents and treasures support.

Additionally, we cordially invite you to CDC's upcoming events:

February 13- Valentine's Week Snack

10am-11am- Enjoy a Valentine snack with CDC children at the main center! Simply stop by and we will assign you to a classroom to have conversation and snack. An hour well spent this New Year!

May 18- Art A La Carte

This year, CDC's Art A La Carte will be held on May 18, 2019, at the Casper Events Center (invitation to follow). The date of our annual event has been pushed back due to Easter falling on the weekend the event is usually held.

We wish you a very happy and healthy 2019! Should you find throughout the year an opportunity to give, we hope you will consider the Child Development Center. Every gift makes a lasting impact on the smallest voices of our community.

For the CDC,

Peter Van Houten
CDC Board President

Mark Zaback
CDC Foundation
Board President

Alisha Rone
Executive Director



**# OF HUGS
GIVEN AND RECEIVED**
*too many
to count...*

NUMBER OF CHILDREN SERVED

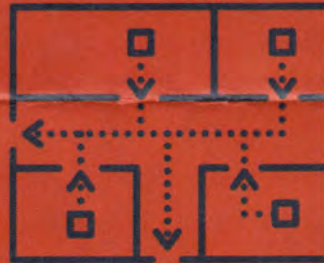
- 154** 0-2 years old receiving therapy services
- 271** 3-5 years old receiving therapy and preschool services
- 130** "Pacesetters" Children without special needs

Of the children (3-5) who entered the program below age expectations, the percent who substantially increased their rate of social-emotional growth by the time they exited the program:

85.98%

Percent of children (3-5) who were functioning at a level comparable to same-aged peers by the time they exited:

84.75%



FIRE DRILLS=24



**CURRENT NUMBER OF
EMPLOYEES=92**



**\$\$\$\$ 4MIL RAISED
FOR THE CDC FOUNDATION ENDOWMENT**

**1414 FREE DEVELOPMENT SCREENINGS
GIVEN TO CHILDREN BIRTH TO FIVE
IN THE COMMUNITY**



Percent of families who have reported that early intervention services for children 0-2 years of age have helped the family:

100%

Percent of families who indicate that the CDC effectively communicates child's needs:

100%

PROJECTS COMPLETED:

NEW SECURITY SYSTEM AND EMERGENCY PREPAREDNESS PLAN
Special thanks to the Myra Fox Skelton Foundation, CDC Foundation and River Valley Builders



NEW PLAYGROUND TURF
Special thanks to the CDC Foundation, Kelley Foundation, Tate Foundation, Forever Lawn and Daniels Fund.

NEW MOBILE SCREENING UNIT UNVEILED
Special thank you to Sonny's RV and Kitchen Connections.

NEW OUTPATIENT THERAPY SERVICES UNVEILED
Providing outpatient therapy to children birth to 21 years of age.



Advocacy & Self-Sufficiency
Aspen Creek Office Building
800 Werner Court, Suite 201
Casper, Wyoming 82601
PHONE: 307-232-0124
FAX: 307-232-0145
E-Mail: cap@natronacounty-wy.gov
<http://www.wcapnc.org>



12th Street HCH Clinic
1514 East 12th Street, Suite 201
Casper, Wyoming 82601
PHONE: 307-235-6116
FAX: 307-235-0249
E-Mail: hch@natronacounty-wy.gov
<http://www.capnc.org/services/Clinic.html>

COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY AGENDA
Board of Directors Meeting
Wednesday, January 23, 2018
4:00 pm
800 Werner Ct., Suite 352, CAPNC Conference Room
Casper, WY 82601

- I. MINUTES
 - a. Approval of Minutes of December 12, 2018 board meeting
- II. BUSINESS
 - a. County General/County One Cent Grant
 - b. Organizational Standards and requirements
 - c. MOU – HCH/Ken Bell
 - d. Conflict of Interest, Code of Conduct, Confidentiality Agreement
- III. FISCAL REPORT
- IV. COMMITTEE REPORTS
 - a. Finance Committee
 - b. Personnel and Governance Committee
 - c. Program Planning and Development Committee
- V. HCH REPORT
 - a. Monthly numbers
 - b. UDS
 - c. Onboarding book
 - d. QI Committee Reports
 - e. Relias
- IV. EXECUTIVE DIRECTOR'S REPORT
 - a. Monthly program reports

ADJOURNMENT

Next Board Meeting – February 27, 2019



MINUTES
Community Action Partnership of Natrona County
Board Meeting
December 12, 2018

Vice Chair (Interim Chair) Erin O'Brien called the board meeting to order at 4 pm on November 28, 2018, in the CAPNC Conference Room.

MEMBERS PRESENT: Ryan Klinger
Laura Kaehn
Kristy Oster
Micki Jaramillo
Lonna Jones
Erin O'Brien
Wyoma Groenenberg

OTHERS PRESENT: Marilyn Dymond Wagner, Interim Executive Director
Janice Laird, Senior Financial Coordinator
Lily Patton, Housing First Program Manager

HOUSING FIRST PRESENTATION:

Lily Patton, Housing First program manager, told the board about the program, which was started in Casper at the end of 2015. It provides permanent supportive housing and meets basic needs of people who have lived with chronic homelessness (having four episodes of homelessness over three years). The CAPNC-facilitated program has 18 units, which presently house 13 singles and five families: 19 adults and seven children (soon to be eight). In addition to Patton, Krystal Wallace, Housing First client advocate, and Mike Jackson, site manager, serve as staff. Patton and Wallace try to meet with residents once a week, working with clients to help increase their self-worth and to look for jobs and perhaps obtain more education.

Funded by Continuum of Care 2 and PATH grants, Patton noted that the program is a cost-saver to taxpayers, and the program celebrate little successes regarding its clients.

MINUTES:

The minutes of the November 28, 2018, board meeting were presented. Ryan Klinger made a motion to approve the minutes with a change; Lonna Jones seconded. The motion was unanimously carried.

FISCAL REPORT:

No discrepancies were found in the November 2018 financial report. Kristy Oster made a motion to approve the report; Micki Jaramillo seconded. Motion was carried unanimously.

COMMITTEE REPORTS:

Program Planning and Development Committee – Members met with Brad Hopkins and other staff members from Wyoming Rescue Mission to discuss a joint fundraiser. Hopkins said WRM only

sponsors two fundraisers a year and would not be able to join in one with CAPNC. Marilyn Dymond Wagner said the committee is back to square one, and new brainstorming for new ideas is necessary.

12th STREET CLINIC:

Lonna Jones, the board's liaison to the clinic, told the board that HCH's number of unduplicated patients was 726 at the end of November. About 35 clients obtained counseling at the clinic.

Lonna, who formerly worked with homeless patients in another state, had utilized funding from HRSA which helps health care workers pay back their student loans if they use their studies to work with homeless patients. For example, a full-time Nurse Practitioner or psychiatric nurse, could receive up to \$30,000 when working full time, or \$15,000 for part-time work. The clinic is looking into this.

BUSINESS:

- There is not enough money (\$120,000) available to hire with benefits a new CAPNC Executive Director. The board discussed hiring Marilyn Dymond Wagner to be the ED and Operations Manager for a year until November 28, 2019. Wyoma Groenenberg made a motion to do so, which was seconded by Laura Kaehn. The motion carried unanimously.
- Erin O'Brien agreed to become the CAPNC Board Chairman upon approval. Ryan Klinger made the motion; seconded by Micki Jaramillo. The motion was carried unanimously.
- CAPNC has hired Brenda Eickhoff as the grants and billing coordinator, paid by available funds.
- After a strategic planning session, the board needs to aggressively complete a strategic plan.

EXECUTIVE DIRECTOR'S REPORT:

Marilyn Dymond Wagner, Interim Executive Director, reviewed the following items:

- The board received a letter dated December 3, 2018, regarding the FY 2017 Financial Audit, which had two findings that require corrective action. The first finding was regarding the drawdown process for the HRSA grant that supports the health clinic. The corrective action was effective on January 1, 2018. The second finding concerned the clinic's sliding fee scale, which was in place no later than Feb. 28, 2018. The board discussed what needed to be complete to ensure both areas were in compliance with the audit. Lonna Jones made a motion to approve the letter; seconded by Micki Jaramillo. The motion carried unanimously.
- The board's composition and number need to be updated to correct numbers. She also discussed how a board calendar will be compiled, and how board members must record the hours they put in as a volunteer member.

A motion to adjourn the meeting was made by Kristy Oster; seconded by Wyoma Groenenberg. The meeting was adjourned.

Respectfully submitted,

Wyoma Groenenberg, Secretary-Treasurer

RECEIVED
DEC 26 2018

HCH-18-1

HUMAN SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between Community Action Partnership of Natrona County, Wyoming, hereinafter referred to as the "CAPNC" and Dr. Kenneth Bell Casper, Wyoming, hereinafter referred to as the "Contractor."

WITNESSETH

WHEREAS, CAPNC has a grant award from Federal Department of Health and Social Services, Health Resources and Services Administration, Bureau of Primary Health Care to provide health care services for homeless people in accordance with the Community Action Partnership of Natrona County Health Care for the Homeless Plan; and

WHEREAS, the Contractor is licensed to provide mental health and substance abuse services and willing to provide services to homeless people within Natrona County, on-site at the Health Care for the Homeless 12th Street Clinic; and,

WHEREAS, in consideration of the premises and of the mutual covenants herein contained, and other good and valuable consideration, the parties agree as follows:

I. INTRODUCTION

- A. The purpose of this contract is for the CAPNC to purchase services from Contractor. Contracts awarded under this authority are dependent upon actions taken by the United States Congress and the President. There is no obligation on the part of the CAPNC to continue this program with general funds or other federal grants and aids. Levels of funding will be adjusted to correspond with amounts appropriated by Congress and awarded to CAPNC.

II. RESPONSIBILITIES OF CONTRACTOR

- A. The Contractor will visit the Clinic not less than twenty (20) hours a week to provide psychotherapy, mental health and substance abuse screenings and evaluations, and necessary clinical meetings. We anticipate needing 46 hours of scheduled psychotherapy a month, 8 monthly screenings, 6 full evaluations annually, and up to 5 hours of clinical meetings a month. Although these direct services are anticipated needs, the exact clinical services will be based on individual needs of patients.

This instrument contains the entire agreement between the parties and no statement, promise, or inducement made by any party hereto which is not contained in this written contract shall be valid or binding; and this contract may not be enlarged, modified, or altered except in writing signed by the Contractor and the CAPNC Director on behalf of CAPNC.

B. Period Performance

This contract shall be effective as of March 1, 2018 and shall expire automatically February 28, 2019 unless sooner terminated as hereinafter provided. This contract may be extended within 30 days prior to the ending date of each federal grant year.

This contract may be terminated with thirty (30) days written notice by either party subject to the mutual settlement of all accounts payments and financial arrangements within thirty (30) days following the termination of the contract.

C. Lobbying

Contractor may not use the funds covered under this contract to attempt to influence the Wyoming State Legislature or the United States Congress. Federal Department of Health and Human Services (HHS) Circular 81.02 dated 10-01-81 relating to the restriction of grant funds for lobbying purposes is included in the CAPNC/HCH Plan which is attached hereto as an addendum and made a part hereof by paragraph IV.A., above.

D. Sovereign Immunity

CAPNC does not waive its sovereign immunity by entering into this contract and fully retains all immunities and defenses provided by law with regard to any action based on this contract.

The parties agree to indemnify and hold each other harmless from all losses, costs, expenses or damages, including attorney's fees, arising out of or in connection with that party's sole negligence in the performance or completion of this contract.

E. Medical Malpractice Liability Protection

The CAPNC will provide liability insurance through the Federal Tort Claims Act (FTCA) providing credentialing requirements are met. We will also provide supplemental liability protection, assuming required documentation is provided by Contractor. The Contractor shall be responsible for any additional malpractice coverage that is required.

Pursuant to P.O. 97-35, Section 677(a), as amended, Contractor agrees to give written assurances that: No person shall on the ground of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 50 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.

There shall be no discrimination against any employee who is employed in the work covered by this Contract, or against any applicant for such employment because of race, color, religion, sex or national origin, or on the basis of disability as stated in the Americans with Disabilities Act (ADA) (28 CFR 35). This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

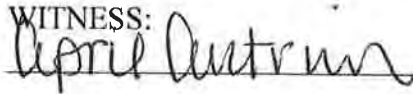
E. Certification Regarding Environmental Tobacco Smoke

Contractor shall complete attached certification regarding environmental tobacco smoke.

DATED this 19 day of Dec 2018.

By 
Kenneth Bell, Ph.D.

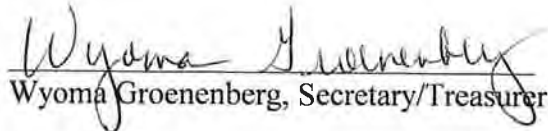
WITNESS:


April Austin

COMMUNITY ACTION PARTNERSHIP OF
NATRONA COUNTY

By 
Erin O'Brien, Vice Chair/Interim Chair

ATTEST:


Wyoma Groenenberg, Secretary/Treasurer

CONFLICT OF INTEREST POLICY FOR THE COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY BOARD MEMBERS AND COMMITTEE MEMBERS AS DEFINED IN THE BY-LAWS, ARTICLE XIII.

The purpose of this policy is to implement Article III, Section V of the Community Action Partnership of Natrona County (CAPNC) by-laws. The policy protects CAPNC, its funding sources, and those that CAPNC seeks to serve. It is the intention of the policy to protect CAPNC in those situations when the organization is involved in financial transactions or contractual arrangements that may benefit or harm the interests of a member of the CAPNC Board, a member of the Board of an advisory committee, or a CAPNC staff member.

1. The policy covers relationships both personal and financial between those covered and the following individuals or entities
 - a. Another board member of CAPNC
 - b. A member of an advisory committee
 - c. A CAPNC staff person
 - d. A vendor or supplier of goods to CAPNC
 - e. A CAPNC program participant
 - f. A consultant to CAPNC
 - g. A CAPNC funding source

2. Definitions
 - a. Financial Relationship: Any relationship that involves the exchange of funds, goods, or services between parties.
 - b. Covered Person: Any member of the CAPNC board, a member of the board of directors of any advisory committee, or a CAPNC staff member.
 - c. CAPNC: Community Action Partnership of Natrona County
 - d. Advisory Committees: All advisory committees as described in the by-laws of CAPNC.
 - e. Staff Member –The CAPNC Executive Director and his/her staff.

3. A conflict of interest will occur when:
 - a. Any covered person is involved in any way in a personal or financial relationship with other members of CAPNC/committees and other interested individuals/organizations as defined above. In most situations involving personal relationships, disclosure and refraining from votes/actions involving the individual with whom there is a personal relationship, is all that is required to avoid conflict of interest.
 - b. Any covered person uses his or her position, or the knowledge gained there from, in such a manner that a conflict or potential conflict arises between the interest of the CAPNC and the personal interests of the member.
 - c. Board members and their families should not receive any financial gain from their position, including salary, goods or special services for their participation; although they may be reimbursed for certain reasonable expenses associated with board service.



- d. Any covered person obtains for themselves, their relatives, or their friends, a material interest of any kind as a result of their association with CAPNC, or committees, or when any covered person suffers a loss or potential loss for themselves, their relatives, or their friends, of a material interest of any kind that influences their voting behavior with CAPNC or its committees
- e. Board members and staff are not excluded from being clients of CAPNC and receiving program services for which they are eligible; however; they should not receive preferential treatment in the nature or timing of these services.
- f. Competitive bidding procedures should be used for financial transactions of \$5,000 or more in which board members or staff has an interest. If it is unclear whether a conflict exists, the issue should be referred to the Executive Committee to determine the appropriateness of entering into the transaction. For smaller transactions, comparable quotes, prices or salaries should be collected.
- g. Board members should not seek or receive employment from CAPNC during their service on the Board and should resign and wait for a period of one year before applying for a paid position within the agency.
- h. Board members and staff shall adhere to the Code of Ethics for the Community Action Partnership of Natrona County.

Required Action by CAPNC Board/Committee Members/Staff

- All covered persons will review this Conflict of Interest Policy and sign a statement that declares no conflict of interest currently exists.
- All covered persons will review this Conflict of Interest Policy annually and sign a statement that declares no conflict of interest currently exists.
- All covered persons agree to immediately disclose any conflict of interest as defined in this policy that might arise at any time during their tenure.
- All Board members will agree in a signed statement that, if the CAPNC board determines a board member has violated the by-laws of the organization in relation to conflict of interest as interpreted by this policy, it shall be cause for immediate termination and they will not dispute such termination.
- All covered persons agree that any information relating to a conflict of interest shall be reported in writing by the individual to the Board, or Advisory Committee that they shall serve on, or the Executive Director if they are a staff member. A copy of such report shall in all cases be given to the Chair of CAPNC.
- Each covered person who has a conflict of interest shall abstain from any vote or action involving the person, issue, or entity with whom they have a conflict of interest as defined by this policy.
- All covered persons shall agree to submit their resignation from either CAPNC's Board or any Advisory Committee if such membership creates a violation creating a reason for default of any entity providing funding to.

Authority to Enforce the Conflict of Interest Policy

- The authority to enforce the CAPNC conflict of interest policy shall be with the CAPNC Board.
- The final authority as to the removal of any member of the CAPNC, or any CAPNC Advisory Committee member, for conflict of interest, as referred to in the CAPNC By-Laws, Article III, Section V shall be with the CAPNC Board of Directors, upon recommendation from the CAPNC Executive Committee or members of the Advisory Committee.

- All statements (self-disclosed or disclosed by a third party) or accusations regarding conflict of interest will be reviewed by the CAPNC Board Executive Committee, which will evaluate the actual or potential conflict(s) and recommend appropriate resolution to the full CAPNC Board who will make the final determination. Decisions regarding conflict of interest can be appealed to the CAPNC Board.
- Appropriate resolution is defined as:
 - Finding of no conflict of interest
 - Finding of conflict of interest requiring full disclosure of all parties, and the refraining from offering opinions, abstaining from appropriate votes and/or other actions that might influence the decision of a Board/Advisory Committee
 - Finding of conflict of interest and removal from all present positions with CAPNC, and Advisory Committees

I have read the statement of policy regarding conflicts of interest. To the best of my knowledge and belief, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, neither I or any person with whom I have or had a personal, business, or compensated professional relationship intends to engage in any transaction, acquire any interest in any organization or entity, or become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

Without exception

Except as described in the attached statement

Date: ___ / ___ / ___

Signature: _____

Confidentiality Statement

During the time that I serve on the Board of Directors, the Employee Review Team, or as an employee of or volunteer for Community Action Partnership of Natrona County, I realize that I will gain access to information that is considered to be confidential and/or proprietary. Such information relates to submitted proposals, client/patient information, criteria or decisions made with regard to the business of Community Action Partnership of Natrona County.

Since confidential and proprietary information is crucial to the operation of Community Action Partnership of Natrona County and because Community Action Partnership of Natrona County has the obligation to protect such information, I agree that I will not use, publish or disclose such information during or subsequent to my employment or volunteer time or participation on the Board of Directors or the Employee Review Team, and that I will preserve the restricted nature of this information except to the extent that it becomes publicly available, or is otherwise lawfully obtained outside the scope of this agreement from third parties.

I hereby certify that I have read, understand and agree to the Foundation's policies as described in this statement, with respect to confidential information and conflict of interest, and that the information given in this statement is complete and accurate to the best of my knowledge.

Signature

Date

Printed Name

Community Action Partnership of Natrona County
Code of Conduct

Community Action Partnership of Natrona County (CAPNC) employees, officers and agents must comply with all applicable laws and regulations. CAPNC will not condone the activities of employees, officers, or agents who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. CAPNC does not permit any activity that fails to stand the closest possible public scrutiny. Employees, officers, or agents uncertain about the application or interpretation of any legal requirements should refer the matter to a supervisor, who, if necessary, should seek appropriate legal advice. If employees, officers, or agents believe they have information of payments for illegal acts, indirect contributions, rebates, and bribery, they are required to report such knowledge with any supporting documentation to an appropriate supervisor.

Employees, officers or agents of CAPNC must not engage in sexual harassment, or conduct themselves in any way that could be construed as such by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Employees, officers, and agents must not accept entertainment, gifts, or personal favors that could, in any way, influence or appear to influence, business decisions in favor of any person or organization with whom or with which CAPNC has, or is likely to have, business dealings. Similarly, employees, officers, and agents must not accept any other preferential treatment under these circumstances because their positions with CAPNC might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Regarding CAPNCs business activities, employees, officers, and agents may not receive payment or compensation of any kind, except as authorized under the business and payroll policies. In particular, CAPNC strictly prohibits the acceptance of kickbacks and secret commission from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Employees, officers, and agents must take care to separate their personal roles from their CAPNC business when communicating on matters not involving CAPNC business. They must not use CAPNC identification, stationary, supplies and equipment for personal or political matters.

When communicating publicly on matters that involve CAPNC business, employees, officers, and agents must not presume to speak for our organization on any topic, unless they are certain that the views they express are those of CAPNC, and it is CAPNC's desire that such views be publicly disseminated.

In all matters relevant to clients, suppliers, community partners, government authorities, the public, and others in the our organization, all employees, officers, and agents must make every effort to achieve complete, accurate, and timely communications – responding promptly and courteously to all proper requests for information and to all complaints according to agency policy.

Failure to comply with CAPNC's Code of Conduct could result in immediate disciplinary action or immediate termination.

Employee, Officer, or Agent Signature

Date

Community Action Partnership of Natrona County

Balance Sheet

As of 12/31/2018

		Current Period Balance
Assets		
Current Assets		
Cash - Operating	1010	242,900.58
Petty Cash CAPNC	1012	100.00
Petty Cash HCH	1015	100.00
Accounts Receivable	1200	79,805.17
AR - Other	1220	0.00
Due from	1301	0.00
Due From	1400	0.00
Due from Primary Government	1401	0.00
Total Current Assets		<u>322,905.75</u>
Fixed Assets		
Construction In Progress	1305	0.00
Buildings and Improvements	1801	82,003.21
Machinery and Equipment	1802	197,748.23
Accum Depr-Machinery & Equipment	1803	(28,430.97)
Accumulated Depreciation -Building and Improvements	1804	(168,674.23)
Total Fixed Assets		<u>82,646.24</u>
Other		
Investment GFA	1890	0.00
Investment in GFA	1900	873.60
Deffered Outflows - Pension items	1901	338,947.87
Total Other		<u>339,821.47</u>
Total Assets		<u><u>745,373.46</u></u>
Liabilities		
Current Liabilities		
Accounts Payable	2010	90,665.33
Fed Withholding Payable	2040	0.00
FUTA Payable	2041	151.83
FICA Payable	2042	0.00
Retirement Payable	2043	0.00
Payroll Insurance Payable	2044	1,018.48
Garnishments Payables	2050	0.00
SUTA Payable	2051	(0.02)
Workers Compensation Payable	2052	966.75
Accrued Payroll	2055	0.00
Due To	2101	1,133.33
S-T accrued vaction/sick leave	2150	7,116.87
L-T accrued vacation/sick leave	2151	33,099.09
Due To	2400	(1,133.33)
Net pension laibility	2600	1,117,382.79
Deffered inflow	2610	218,770.80
Total Current Liabilities		<u>1,469,171.92</u>
Other Liabilities		
Capital Leases PayAble	2020	10,562.67
Capital Leases-Current Portion	2021	3,254.00
Total Other Liabilities		<u>13,816.67</u>
Total Liabilities		<u><u>1,482,988.59</u></u>

Community Action Partnership of Natrona County
Balance Sheet
As of 12/31/2018

		<u>Current Period Balance</u>
Net Assets		
Prior Year Fund Balance		
Fund Balance	3000	<u>(723,291.04)</u>
Total Prior Year Fund Balance		<u>(723,291.04)</u>
Net Income		<u>(14,324.09)</u>
Total Net Income		<u>(14,324.09)</u>
Total Net Assets		<u>(737,615.13)</u>
Liabilities and Net Assets		<u><u>745,373.46</u></u>

Community Action Partnership of Natrona County
 Aged Receivables by Due Date - Aged Receivables
 Aging Date - 12/31/2018
 From 7/1/2001 Through 12/31/2018

Customer ID	Customer Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
City of Casper	City of Casper On...	033118	5/30/2018	0.00	0.00	0.00	0.00	(69,734.30)	(69,734.30)
City of Casper	CITY		5/30/2018	0.00	0.00	0.00	0.00	69,734.30	69,734.30
City of Casper	CITY-14		7/30/2018	0.00	0.00	0.00	0.00	(64,257.29)	(64,257.29)
City of Casper	cityfinal		7/30/2018	0.00	0.00	0.00	0.00	68,732.62	68,732.62
Total City of Casper	City of Casper On...			0.00	0.00	0.00	0.00	4,475.33	4,475.33
CSBG	Community Servic...	csbg123118	1/30/2019	57,718.82	0.00	0.00	0.00	0.00	57,718.82
Total CSBG	Community Servic...			57,718.82	0.00	0.00	0.00	0.00	57,718.82
HUD-SHP	Housing and Urba...	hud123118	1/10/2019	7,929.00	0.00	0.00	0.00	0.00	7,929.00
Total HUD-SHP	Housing and Urba...			7,929.00	0.00	0.00	0.00	0.00	7,929.00
PATH	PATH GRANT	PATH123118	1/30/2019	632.15	0.00	0.00	0.00	0.00	632.15
PATH	PATHROUND...		9/30/2018	0.00	0.00	0.00	0.00	0.53	0.53
Total PATH	PATH GRANT			632.15	0.00	0.00	0.00	0.53	632.68
RSVP	National Corporati...	rsvp123118	1/30/2019	9,049.34	0.00	0.00	0.00	0.00	9,049.34
Total RSVP	National Corporati...			9,049.34	0.00	0.00	0.00	0.00	9,049.34
Report Total				75,329.31	0.00	0.00	0.00	4,475.86	79,805.17

Community Action Partnership of Natrona County
 Aged Payables by Invoice Date - Outstanding Payables
 Aging Date - 12/31/2018
 From 7/1/2015 Through 12/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
ABILA	ABILA	12/27/2018	QUOO55920	3,952.00	0.00	3,952.00	0.00	0.00	0.00
AceHardwar	Ace Hardware	12/14/2018	123210	23.99	0.00	23.99	0.00	0.00	0.00
ADAMSC	CLIS ADAMS	12/17/2018	ADAMSC121...	40.00	0.00	40.00	0.00	0.00	0.00
AFLACInsur	AFLAC	12/31/2018	AFLAC69785	859.30	859.30	0.00	0.00	0.00	0.00
AMBERVAL	AMBER VALLEY	12/1/2018	AMBERVALL...	320.00	0.00	320.00	0.00	0.00	0.00
Anderson-P	Percy Anderson	12/17/2018	ANDERSONP...	44.80	0.00	44.80	0.00	0.00	0.00
Bakken-S	Sophie Bakken	12/17/2018	BAKKENS121...	16.80	0.00	16.80	0.00	0.00	0.00
BARDGETT	MICHAEL BARDGETT	12/17/2018	BARDGETTM...	31.20	0.00	31.20	0.00	0.00	0.00
BARNETT	MARY ANN BARNETT	12/17/2018	BARNETTMA...	47.20	0.00	47.20	0.00	0.00	0.00
BASTIAN	JOHN BASTIAN	12/17/2018	BASTIANJ12...	48.00	0.00	48.00	0.00	0.00	0.00
BEATY	DOROTHY BEATY	12/17/2018	BEATYD121...	48.00	0.00	48.00	0.00	0.00	0.00
BHE	Black Hills Energy	11/6/2018	BHE/CREYN...	189.00	0.00	0.00	189.00	0.00	0.00
BLOEDORN	BLOEDORN LUMBER	12/7/2018	4678336	23.38	0.00	23.38	0.00	0.00	0.00
		12/14/2018	4689503	48.00	0.00	48.00	0.00	0.00	0.00
		12/28/2018	4707376	11.99	0.00	11.99	0.00	0.00	0.00
BROMLEY-RO	ROBIN BROUMLEY	12/17/2018	BROUM;EYR...	5.60	0.00	5.60	0.00	0.00	0.00
BROMLEY-TO	TOM BROUMLEY	12/17/2018	BROUMLEYT...	9.60	0.00	9.60	0.00	0.00	0.00
BROWNC	CLARENCE BROWN	12/17/2018	BROWNC121...	48.00	0.00	48.00	0.00	0.00	0.00
BROWNLEEJ	JIM BROWNLEE	12/17/2018	BROWNLEEJ...	48.00	0.00	48.00	0.00	0.00	0.00
CANTRELL	LINDA CANTRELL	12/17/2018	CCANTRELL...	46.40	0.00	46.40	0.00	0.00	0.00
CARDINAL	NORMAN CARDINAL	12/17/2018	CARDINALN...	20.00	0.00	20.00	0.00	0.00	0.00
Cardmember	Cardmember Services	12/5/2018	7AEB20A06A...	115.00	0.00	115.00	0.00	0.00	0.00
		12/6/2018	CARD/CWRM	101.29	0.00	101.29	0.00	0.00	0.00
		12/7/2018	CREDI/MMIC...	151.00	0.00	151.00	0.00	0.00	0.00
		12/26/2018	CARD/GRANT	199.00	0.00	199.00	0.00	0.00	0.00
		12/27/2018	CARDM/122...	119.97	0.00	119.97	0.00	0.00	0.00
		12/28/2018	CARDM/GVE...	188.66	0.00	188.66	0.00	0.00	0.00
		1/2/2019	2325914	(550.00)	(550.00)	0.00	0.00	0.00	0.00
CARRUTHJ	JUNE CARRUTH	12/17/2018	CARRUTHJ1...	48.00	0.00	48.00	0.00	0.00	0.00
CHARTER	Charter Communications	12/18/2018	CHARTERHC...	394.90	0.00	394.90	0.00	0.00	0.00
CHASEE	EDWARD CHASE	12/17/2018	CHASEE1217...	48.00	0.00	48.00	0.00	0.00	0.00

Community Action Partnership of Natrona County
Aged Payables by Invoice Date - Outstanding Payables
Aging Date - 12/31/2018
From 7/1/2015 Through 12/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
CLARK-J	JANNYN CLARK DBA M&M HOMES LLC	12/26/2018	MM/122618/...	600.00	0.00	600.00	0.00	0.00	0.00
CLEMENTSW COLLING-J	WAYNE CLEMENTS PATRICK COLLING PROPERTIES(JAC... COLLING)	12/17/2018 12/12/2018	CLEMENTSW... COLLING/12...	48.00 600.00	0.00 0.00	48.00 600.00	0.00 0.00	0.00 0.00	0.00 0.00
CollingTim	Timothy P Colling	12/3/2018	COLLING/12...	400.00	0.00	400.00	0.00	0.00	0.00
COLLINS-A COLLINSR	ALISHA COLLINS REXINE COLLINS	12/3/2018 12/13/2018	COLLINGCRE... COLLINS/12...	(50.00) 517.00	0.00 0.00	(50.00) 517.00	0.00 0.00	0.00 0.00	0.00 0.00
Colonial Life Conquistador	Colonial Life Conquistador Apartments	12/17/2018 12/31/2018 11/8/2018	COLLINSR12... COLONIAL12... CONQUISTO...	46.40 70.87 700.00	0.00 70.87 0.00	46.40 0.00 0.00	0.00 0.00 700.00	0.00 0.00 0.00	0.00 0.00 0.00
CottonwdII	Cottonwood Estates II	12/3/2018 12/14/2018	CONQUISTA... CONQUISTA/...	800.00 700.00	0.00 0.00	800.00 700.00	0.00 0.00	0.00 0.00	0.00 0.00
Cottonwood	Cottonwood Estates I	11/26/2018	COTTONWO...	1,199.00	0.00	0.00	1,199.00	0.00	0.00
COUGHLINJ COXL COYLE	JOHN COUGHLIN LYLE COX KIM COYLE	12/5/2018	COTTONWO...	500.00	0.00	500.00	0.00	0.00	0.00
CsprRentalA...	Casper Rental Agency - Serge M D'Ella	12/17/2018 12/17/2018 11/14/2018 8/3/2018	COUGHLINJ1... COX121718 COYLE/1114... cha/0801318...	25.60 48.00 400.00 658.00	0.00 0.00 0.00 0.00	25.60 48.00 0.00 0.00	0.00 0.00 400.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 658.00
DeptEmploy	Department of Employment	11/21/2018 12/21/2018 12/31/2018	CRA/112118... CRA122118 DEP-EMP-W...	600.00 2,253.62 2,260.43	0.00 0.00 2,260.43	0.00 2,253.62 0.00	600.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
EASTONS ELLISS FIELD-F FIELD-J FirstCall1	SUSAN EASTON SALLY ELLIS FLOYD FIELD JANET FIELD First Call Communications	12/17/2018 12/17/2018 12/17/2018 12/17/2018 12/6/2018	EASTONS12... ELLISS121718 FIELDF121718 FIELDJ1217... 25959	48.00 46.80 42.40 42.40 237.00	0.00 0.00 0.00 0.00 0.00	48.00 46.80 42.40 42.40 237.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
FREIBERG	PATRICK FREIBERG	12/17/2018	FREIBURGP1...	20.80	0.00	20.80	0.00	0.00	0.00

Community Action Partnership of Natrona County
Aged Payables by Invoice Date - Outstanding Payables
Aging Date - 12/31/2018
From 7/1/2015 Through 12/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
FriendsCAP	Friends of Community Action Partnership of Natrona County	12/31/2018	FRIEND OF CAP	100.00	100.00	0.00	0.00	0.00	0.00
Gable	George and Linda Gable	12/17/2018	GABLEG1217...	24.00	0.00	24.00	0.00	0.00	0.00
GailGarden	Gail Gardens Ltd	12/12/2018	GAILGARDE...	300.00	0.00	300.00	0.00	0.00	0.00
GARDGATE	GARDEN GATE REALTY	12/28/2018	GARDEN122...	650.00	0.00	650.00	0.00	0.00	0.00
GRACED	DAN GRACE	12/17/2018	GRACED121...	48.00	0.00	48.00	0.00	0.00	0.00
GRANTMARSH	GRANT MARSH PROPERTY	12/12/2018	MARSH/1212...	400.00	0.00	400.00	0.00	0.00	0.00
GRAY-T	TIM GRAY	12/17/2018	GRAYT121718	48.00	0.00	48.00	0.00	0.00	0.00
GrimshawIn-1	Grimshaw Investments	8/2/2018	WYO/NATL/0...	550.00	0.00	0.00	0.00	0.00	550.00
HAMMELLM	MICKEY HAMMELL	8/3/2018	GRIMSHAW/...	400.00	0.00	0.00	0.00	0.00	400.00
HAYASHIDA	JOHN HAYASHIDA	12/17/2018	HAMMELLM1...	48.00	0.00	48.00	0.00	0.00	0.00
HEGDAHLM	MARIAN HEGDAHL	12/17/2018	HAYASHIDA...	23.20	0.00	23.20	0.00	0.00	0.00
HINES	ANN HINES	12/17/2018	HEGDAHL12...	29.23	0.00	29.23	0.00	0.00	0.00
HNB941Dept	HNB - 941 Deposit	12/31/2018	HINESA121718	4.80	0.00	4.80	0.00	0.00	0.00
HOOKE	ELMER HOKE	12/17/2018	HNB123118	16,227.90	16,227.90	0.00	0.00	0.00	0.00
HOLDENJ	JANET HOLDEN	12/17/2018	HOKE121718	48.00	0.00	48.00	0.00	0.00	0.00
HOPE FOR U	HOPE FOR U LLC	12/7/2018	HOLDENH12...	48.00	0.00	48.00	0.00	0.00	0.00
HUBBARDKEN	KENNETH R HUBBARD	12/21/2018	HOPE/12071...	650.00	0.00	650.00	0.00	0.00	0.00
JUBYA	ANCIL JUBY	12/17/2018	HUBBARD/1...	400.00	0.00	400.00	0.00	0.00	0.00
JuniperRidge	Juniper Ridge Apartments	12/19/2018	JUBY/121718	48.00	0.00	48.00	0.00	0.00	0.00
KINGR	ROSE MARY KING	12/17/2018	JUNIPER/12...	1,057.00	0.00	1,057.00	0.00	0.00	0.00
KIRCHEN	JAMES KIRCHEN	12/17/2018	KINGR/121718	48.00	0.00	48.00	0.00	0.00	0.00
KOWOLSKIK	KERRI KOWOLSKI	12/17/2018	KIRCHEN/1...	48.00	0.00	48.00	0.00	0.00	0.00
LariatCour	Lariat Mobile Home Court and RV Park LLC	12/20/2018	KOWALSKI/1...	22.40	0.00	22.40	0.00	0.00	0.00
LEAFDALE	BERNADINE LEAFDALE	12/17/2018	LARIAT/122...	270.00	0.00	270.00	0.00	0.00	0.00
				38.40	0.00	38.40	0.00	0.00	0.00

Community Action Partnership of Natrona County
Aged Payables by Invoice Date - Outstanding Payables
Aging Date - 12/31/2018
From 7/1/2015 Through 12/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
LOVELANDA	ALICIA LOVELAND	12/17/2018	LOVELANDA/...	22.00	0.00	22.00	0.00	0.00	0.00
MARCOTTE	JESSICA AND DREW MARCOTTE	12/28/2018	MARCOTTE/...	750.00	0.00	750.00	0.00	0.00	0.00
MAXFIELDM	MARY JO MAXFIELD COX	12/17/2018	MAXFIELDM...	48.00	0.00	48.00	0.00	0.00	0.00
MEANS	RICHARD MEANS	12/17/2018	MEANS/1217...	48.00	0.00	48.00	0.00	0.00	0.00
MESTAS	DEBBIS MESTAS	12/17/2018	MESTASD/12...	48.00	0.00	48.00	0.00	0.00	0.00
METZ-M	MARGARET METZ	12/17/2018	METZM/1217...	24.80	0.00	24.80	0.00	0.00	0.00
METZA	ALBERT METZ JR	12/17/2018	METZA/1217...	48.00	0.00	48.00	0.00	0.00	0.00
MEYER-K	KATHLEEN MEYER	12/17/2018	MEYERK/121...	32.40	0.00	32.40	0.00	0.00	0.00
MIDLAND	MIDLAND MORTGAGE	12/17/2018	midland/121...	366.21	0.00	366.21	0.00	0.00	0.00
MILLER-E	ERROL MILLER	12/17/2018	MILLERE/12...	48.00	0.00	48.00	0.00	0.00	0.00
MOFFATT-D	DOUG MOFFATT	12/17/2018	MOFFATTD/...	48.00	0.00	48.00	0.00	0.00	0.00
MOORE-S	SUE MOORE	12/17/2018	MOORES/12...	20.88	0.00	20.88	0.00	0.00	0.00
MOORER	ROBERT MOORE	12/17/2018	MOORER/12...	48.00	0.00	48.00	0.00	0.00	0.00
MOSSJ	JOE MOSS	12/17/2018	MOSSJ/121718	48.00	0.00	48.00	0.00	0.00	0.00
NatCoBenTr	Natrona County Benefit Trust	12/31/2018	HEALTH1231...	14,169.00	14,169.00	0.00	0.00	0.00	0.00
NAVARRO	Jackie Navarro	12/31/2018	NATCTYEMP	2,731.00	2,731.00	0.00	0.00	0.00	0.00
NIXON	MARK NIXON	12/17/2018	NAVARROJ/1...	8.00	0.00	8.00	0.00	0.00	0.00
OBRIEN	JANICE O'BRIEN	12/7/2018	MNIXON/121...	250.00	0.00	250.00	0.00	0.00	0.00
PATTON	Lily Patton -- Reimbursement	12/21/2018	JOBRIEN/12...	300.00	0.00	300.00	0.00	0.00	0.00
		12/20/2018	LNP/122018	49.69	0.00	49.69	0.00	0.00	0.00
PettyCash	Petty Cash--Debbie Foreman	12/21/2018	LNP/122118/...	215.96	0.00	215.96	0.00	0.00	0.00
		12/20/2018	PC/122018	13.49	0.00	13.49	0.00	0.00	0.00
PlatteVRLLP	Platteview Partners RLLP	12/7/2018	PLATTE/120...	682.00	0.00	682.00	0.00	0.00	0.00
PurchPower	Purchase Power	12/31/2018	123118	200.00	200.00	0.00	0.00	0.00	0.00
R&KProperties	R & K Properties, LLC	12/21/2018	RKPROPERTI...	350.00	0.00	350.00	0.00	0.00	0.00
RAYBURNJ	JANICE RAYBURN	12/17/2018	RAYBURNJ1...	46.80	0.00	46.80	0.00	0.00	0.00
RAYBURNJA	JIM RAYBURN	12/17/2018	RAYBURNJA...	48.00	0.00	48.00	0.00	0.00	0.00
RAYR	RAMONA RAY	12/17/2018	RAYR121718	48.00	0.00	48.00	0.00	0.00	0.00
RHODESP	PAUL RHODES	12/17/2018	RHODESP12...	48.00	0.00	48.00	0.00	0.00	0.00

Community Action Partnership of Natrona County
Aged Payables by Invoice Date - Outstanding Payables
Aging Date - 12/31/2018
From 7/1/2015 Through 12/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
RINTAMAKI	RICHARD RINTAMAKI	12/17/2018	RINTAMAKR...	48.00	0.00	48.00	0.00	0.00	0.00
RiversideMob	Riverside Mobile Home Park	12/17/2018	RIVERSIDE/...	700.00	0.00	700.00	0.00	0.00	0.00
ROBBINS	PHILIP ROBBINS	12/17/2018	ROBBINAP12...	48.00	0.00	48.00	0.00	0.00	0.00
ROBERTSONM	MARK ROBERTSON	12/17/2018	ROBERM121...	24.00	0.00	24.00	0.00	0.00	0.00
ROBERTSONV	VIOLA ROBERTSON	12/17/2018	ROBERTSON...	36.00	0.00	36.00	0.00	0.00	0.00
RockyMntPw	Rocky Mountain Power	11/2/2018	RMP/110218...	172.00	0.00	0.00	172.00	0.00	0.00
RONEMARTY	MARTY RONE	12/17/2018	RMP/121718...	335.46	0.00	335.46	0.00	0.00	0.00
RoneMarvin	Rone Enterprise	12/17/2018	RONEM121718	48.00	0.00	48.00	0.00	0.00	0.00
ROTARY-E	Rotary Club of Casper-Reveille	12/12/2018	RONE/12121...	475.00	0.00	475.00	0.00	0.00	0.00
		12/21/2018	117	260.00	0.00	260.00	0.00	0.00	0.00
RUSSELL-J	JUDITH RUSSELL	12/17/2018	RUSSELLJ12...	48.00	0.00	48.00	0.00	0.00	0.00
RUSSELLS	SUSAN RUSSELL	12/17/2018	RUSSELLS12...	30.00	0.00	30.00	0.00	0.00	0.00
SANTISTEVA...	PAUL SANTISTEVAN	12/17/2018	SAMTISTEVA...	48.00	0.00	48.00	0.00	0.00	0.00
SelfHelpCnt	Self Help Center	11/11/2018	selfhelp1119...	1,760.00	0.00	0.00	1,760.00	0.00	0.00
		12/19/2018	SELFHELP11...	2,510.00	0.00	2,510.00	0.00	0.00	0.00
SENA	JOSEPH SENA JR.	12/26/2018	JSENA/1226...	250.00	0.00	250.00	0.00	0.00	0.00
SLOCUMB	BILLYE SLOCUM	12/17/2018	SLOCUMB12...	37.12	0.00	37.12	0.00	0.00	0.00
SMITH-C	CAROL SMITH	12/17/2018	SMITHC1217...	24.00	0.00	24.00	0.00	0.00	0.00
SmithAssoc	Smith and Associates Inc	12/20/2018	SMITH/1220...	600.00	0.00	600.00	0.00	0.00	0.00
SMITHMA	MARGARET SMITH	12/17/2018	SMITHM121...	30.40	0.00	30.40	0.00	0.00	0.00
SNPROP	SN PROPERTIES FUNDING V ASPEN LLC/ ASPEN MOBILE HOME PARK	12/12/2018	snp/=buckall...	250.00	0.00	250.00	0.00	0.00	0.00
		12/12/2018	SNPROPERTI...	550.00	0.00	550.00	0.00	0.00	0.00
		12/18/2018	SNPROP/121...	800.00	0.00	800.00	0.00	0.00	0.00
		12/21/2018	ASPEN/1221...	900.00	0.00	900.00	0.00	0.00	0.00
		12/26/2018	SNPROP/122...	300.00	0.00	300.00	0.00	0.00	0.00
		12/28/2018	SNPRO/1212...	550.00	0.00	550.00	0.00	0.00	0.00
SOFFE	ANGELA SOFFE	12/17/2018	SOFFEA1217...	28.80	0.00	28.80	0.00	0.00	0.00
StaplesCre	Staples Credit Plan	6/1/2018	2067375861	41.94	0.00	0.00	0.00	0.00	41.94

Community Action Partnership of Natrona County
Aged Payables by Invoice Date - Outstanding Payables
Aging Date - 12/31/2018
From 7/1/2015 Through 12/31/2018

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
		7/12/2018	17104	64.28	0.00	0.00	0.00	0.00	64.28
		7/16/2028	31992	(39.89)	(39.89)	0.00	0.00	0.00	0.00
STARKT	TIM STARK	12/17/2018	STARKT1217...	48.00	0.00	48.00	0.00	0.00	0.00
STEINKE	CLAUDIA STEINKE	12/17/2018	STEINKEC12...	27.20	0.00	27.20	0.00	0.00	0.00
STEWARTN	NANCY STEWART	12/17/2018	STEWARTN1...	34.40	0.00	34.40	0.00	0.00	0.00
TEMPESTR	RICK TEMPEST	12/17/2018	TEMPESTR1...	48.00	0.00	48.00	0.00	0.00	0.00
TEMPLAR	DEBORAH TEMPLAR	12/17/2018	TEMPLARD1...	47.60	0.00	47.60	0.00	0.00	0.00
THAYERG	GAIL THAYER	12/17/2018	THAYERG12...	48.00	0.00	48.00	0.00	0.00	0.00
THAYERL	LUCY THAYER	12/17/2018	THAYERL121...	48.00	0.00	48.00	0.00	0.00	0.00
THOMASJ	JAMES THOMAS	12/17/2018	THOMASJ12...	43.20	0.00	43.20	0.00	0.00	0.00
TIPTONB	BILLIE TIPTON	12/17/2018	TIPTONB121...	26.00	0.00	26.00	0.00	0.00	0.00
TOWNSEND	HUBERT TOWNSEND	12/17/2018	TOWNSEND...	22.00	0.00	22.00	0.00	0.00	0.00
TROUT-D	DORIS TROUT	12/17/2018	TROUTT121...	48.00	0.00	48.00	0.00	0.00	0.00
TUCKERG	GREG TUCKER	12/17/2018	TUCKERG12...	37.20	0.00	37.20	0.00	0.00	0.00
VIDRINE	LAURA VIDRINE	12/17/2018	VIDRINEL12...	48.00	0.00	48.00	0.00	0.00	0.00
WALLACE-M	MARTHA WALLACE	12/17/2018	WALLACEM1...	48.00	0.00	48.00	0.00	0.00	0.00
WalshJerald	Jerald Walsh	12/7/2018	JWALSH/120...	650.00	0.00	650.00	0.00	0.00	0.00
WASHUT	CAROLINE M. WASHUT	12/6/2018	WASHUT/12... SHANS	600.00	0.00	600.00	0.00	0.00	0.00
WILLIAMSR	ROSE WILLIAMS	12/17/2018	WILLIAMSR1...	24.40	0.00	24.40	0.00	0.00	0.00
WILSON-R	ROBERT WILSON	12/21/2018	WILSON/122...	500.00	0.00	500.00	0.00	0.00	0.00
WINGERTER	TERRY WINGERTER	12/17/2018	WINGERTER...	40.00	0.00	40.00	0.00	0.00	0.00
WINZENRIEDL	LARRY WINZENRIEDL	12/17/2018	WINZENREI...	15.92	0.00	15.92	0.00	0.00	0.00
WOHLFIELD	ELIZABETH WOHLFIELD	12/17/2018	WOHLFIELD...	48.00	0.00	48.00	0.00	0.00	0.00
WyomNatLLC	Wyoming National LLC	1/2/2018	GRIMSHAW/...	682.00	0.00	0.00	0.00	0.00	682.00
WyoRetireSy...	Wyoming Retirement System	12/31/2018	RETIREMEN...	11,953.19	11,953.19	0.00	0.00	0.00	0.00
Report Total				87,818.78	47,981.80	32,420.76	5,020.00	0.00	2,396.22

} 2908.55
} 62.00
} 2846.55

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - CITY 18-19 - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
6801	City General Fund	0.00	30,000.00	(30,000.00)	(100.00)%
	Total Revenue	0.00	30,000.00	(30,000.00)	(100.00)%
Expenses					
7600	Emergency Rent/Mortgage	9,828.00	30,000.00	20,172.00	67.24%
	Total Expenses	9,828.00	30,000.00	20,172.00	67.24%
	Net Revenue Over Expenditures	(9,828.00)	0.00	(9,828.00)	0.00%

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - County Grant FY 19 - Unposted Transactions Included In Report
From 7/1/2018 Through 12/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>
Revenue				
6800	County General Fund	53,123.00	106,246.00	(53,123.00)
6810	County 1 Percent	27,718.00	55,436.00	(27,718.00)
	Total Revenue	<u>80,841.00</u>	<u>161,682.00</u>	<u>(80,841.00)</u>
Expenses				
7010	Salaries	34,918.82	55,578.00	20,659.18
7020	Retirement	5,200.37	6,299.00	1,098.63
7021	Social Security Match	2,123.82	3,448.00	1,324.18
7022	Medicare Match	496.68	808.00	311.32
7023	Employee Medical Insurance	6,663.40	8,403.00	1,739.60
7024	Unemployment Insurance	168.33	545.00	376.67
7025	Worker's Comp	275.85	359.00	83.15
7026	Other Insurance Expense	3,872.00	0.00	(3,872.00)
7130	Staff Development	4,000.00	6,996.00	2,996.00
7140	Office Supplies	(43.96)	700.00	700.00
7150	Software	0.00	500.00	500.00
7240	Repair/Maintenance/Equ... Contracts	0.00	500.00	500.00
7600	Emergency Rent/Mortgage	2,072.00	37,546.00	35,474.00
7700	Contractual Services	0.00	40,000.00	40,000.00
	Total Expenses	<u>59,747.31</u>	<u>161,682.00</u>	<u>101,890.73</u>
	Net Revenue Over Expenditures	<u>21,093.69</u>	<u>0.00</u>	<u>21,049.73</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - CSBG FY 18-19 - Unposted Transactions Included In Report
From 10/1/2018 Through 12/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
5101	CSBG	154,927.63	0.00	154,927.63	0.00%
	Total Revenue	<u>154,927.63</u>	<u>0.00</u>	<u>154,927.63</u>	<u>0.00%</u>
Expenses					
7010	Salaries	37,907.67	195,881.00	157,973.33	80.64%
7020	Retirement	5,349.61	27,305.87	21,956.26	80.40%
7021	Social Security Match	2,186.36	12,145.18	9,958.82	81.99%
7022	Medicare Match	511.36	2,840.91	2,329.55	82.00%
7023	Employee Medical Insurance	9,812.15	53,810.03	43,997.88	81.76%
7024	Unemployment Insurance	75.65	1,954.71	1,879.06	96.12%
7025	Worker's Comp	299.49	1,783.30	1,483.81	83.20%
7026	Other Insurance Expense	1,936.00	1,950.00	14.00	0.71%
7105	Travel -- In State	440.52	1,500.00	1,059.48	70.63%
7110	Travel Expense -- Out of State	0.00	4,155.00	4,155.00	100.00%
7130	Staff Development	191.62	2,000.00	1,808.38	90.41%
7140	Office Supplies	1,663.65	8,000.00	6,336.35	79.20%
7145	Printing/Duplicating	1,096.05	2,300.00	1,203.95	52.34%
7146	Postage	662.04	1,300.00	637.96	49.07%
7155	Advertising	230.00	250.00	20.00	8.00%
7160	Dues/Licensing	791.00	250.00	(541.00)	(216.40)%
7165	Publications	0.00	2,000.00	2,000.00	100.00%
7170	Telephone	1,076.13	5,318.00	4,241.87	79.76%
7180	Internet	239.94	1,200.00	960.06	80.00%
7200	Office Rent	11,852.70	48,000.00	36,147.30	75.30%
7240	Repair/Maintenance/Equ... Contracts	5,496.79	6,100.00	603.21	9.88%
7520	Pharmacy	22.14	0.00	(22.14)	0.00%
7580	Client Transportation	1,571.53	9,067.00	7,495.47	82.66%
7590	Food Assistance	8,608.42	15,000.00	6,391.58	42.61%
7600	Emergency Rent/Mortgage	56,292.84	130,000.00	73,707.16	56.69%
7610	Emergency Utilities	4,592.40	13,000.00	8,407.60	64.67%
7620	Emergency Motel/Shelter	354.08	5,000.00	4,645.92	92.91%
7640	Self-Sufficiency	1,802.49	5,000.00	3,197.51	63.95%
	Total Expenses	<u>155,062.63</u>	<u>557,111.00</u>	<u>402,048.37</u>	<u>72.17%</u>
	Net Revenue Over Expenditures	<u>(135.00)</u>	<u>(557,111.00)</u>	<u>556,976.00</u>	<u>(99.97)%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - ESG 2018-2019 - Unposted Transactions Included In Report
From 7/1/2018 Through 12/31/2018

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	
Revenue				
5190	Emergency Shelter Grant	64,512.13	148,164.07	(83,651.94)
	Total Revenue	<u>64,512.13</u>	<u>148,164.07</u>	<u>(83,651.94)</u>
Expenses				
7010	Salaries	4,387.25	2,152.90	(2,234.35)
7020	Retirement	458.52	302.00	(156.52)
7021	Social Security Match	253.56	134.00	(119.56)
7022	Medicare Match	59.27	32.00	(27.27)
7023	Employee Medical Insurance	779.00	362.00	(417.00)
7024	Unemployment Insurance	56.09	0.00	(56.09)
7025	Worker's Comp	28.28	17.10	(11.18)
7140	Office Supplies	0.00	1,000.00	1,000.00
7605	Homeless Prevention Rent	33,797.00	33,797.00	0.00
7606	Street Outreach	504.99	27,235.37	26,730.38
7607	Rapid Re-Housing Rent	17,220.00	19,766.00	2,546.00
7700	Contractual Services	4,270.00	63,365.70	59,095.70
	Total Expenses	<u>61,813.96</u>	<u>148,164.07</u>	<u>86,350.11</u>
	Net Revenue Over Expenditures	<u>2,698.17</u>	<u>0.00</u>	<u>2,698.17</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - HCH FY 18-19 - Unposted Transactions Included In Report
From 3/1/2018 Through 12/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
5110	HCH Grant	803,628.06	1,059,539.00	(255,910.94)	(24.15)%
	Total Revenue	<u>803,628.06</u>	<u>1,059,539.00</u>	<u>(255,910.94)</u>	<u>(24.15)%</u>
Expenses					
7010	Salaries	356,834.66	483,524.00	126,689.34	26.20%
7020	Retirement	49,102.69	67,693.00	18,590.31	27.46%
7021	Social Security Match	20,934.28	29,979.00	9,044.72	30.17%
7022	Medicare Match	4,895.79	7,011.00	2,115.21	30.16%
7023	Employee Medical Insurance	83,064.41	105,021.00	21,956.59	20.90%
7024	Unemployment Insurance	3,141.56	3,958.00	816.44	20.62%
7025	Worker's Comp	2,818.93	4,400.00	1,581.07	35.93%
7026	Other Insurance Expense	8,076.54	5,000.00	(3,076.54)	(61.53)%
7050	Temporary Staff	12,363.75	0.00	(12,363.75)	0.00%
7105	Travel -- In State	1,041.08	2,555.00	1,513.92	59.25%
7110	Travel Expense -- Out of State	1,157.47	8,000.00	6,842.53	85.53%
7130	Staff Development	2,977.90	3,000.00	22.10	0.73%
7140	Office Supplies	9,641.21	12,000.00	2,358.79	19.65%
7145	Printing/Duplicating	2,763.27	4,140.00	1,376.73	33.25%
7146	Postage	2,138.61	500.00	(1,638.61)	(327.72)%
7150	Software	3,588.90	23,600.00	20,011.10	84.79%
7155	Advertising	379.00	0.00	(379.00)	0.00%
7160	Dues/Licensing	2,101.25	4,000.00	1,898.75	47.46%
7170	Telephone	3,642.24	3,500.00	(142.24)	(4.06)%
7180	Internet	804.80	725.00	(79.80)	(11.00)%
7200	Office Rent	35,943.30	41,200.00	5,256.70	12.75%
7210	Janitorial	4,706.45	5,700.00	993.55	17.43%
7230	Bio-Hazard	537.00	600.00	63.00	10.50%
7240	Repair/Maintenance/Equipment Contracts	41,384.21	25,000.00	(16,384.21)	(65.53)%
7251	Office Equipment/Furniture	0.00	6,868.00	6,868.00	100.00%
7500	Mental Health-Substance Abuse	33,120.00	46,320.00	13,200.00	28.49%
7510	Lab	730.00	11,990.00	11,260.00	93.91%
7511	X-Ray	8,009.75	14,500.00	6,490.25	44.76%
7520	Pharmacy	15,510.16	20,000.00	4,489.84	22.44%
7530	Medical Supplies	11,403.50	10,000.00	(1,403.50)	(14.03)%
7540	Dental	7,110.00	15,000.00	7,890.00	52.60%
7550	Vision	11,217.24	19,000.00	7,782.76	40.96%
7560	Medical Supervision	175.00	3,000.00	2,825.00	94.16%
7570	Specialty Medical	12,640.25	12,000.00	(640.25)	(5.33)%
7580	Client Transportation	1,958.25	2,400.00	441.75	18.40%
7700	Contractual Services	49,965.00	40,000.00	(9,965.00)	(24.91)%
9010	Miscellaneous Costs	0.00	17,355.00	17,355.00	100.00%
	Total Expenses	<u>805,878.45</u>	<u>1,059,539.00</u>	<u>253,660.55</u>	<u>23.94%</u>
	Net Revenue Over Expenditures	<u>(2,250.39)</u>	<u>0.00</u>	<u>(2,250.39)</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - HUD 18-19 - Unposted Transactions Included In Report
From 7/1/2018 Through 12/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>
Revenue				
6900	HUD/SHP	<u>53,872.00</u>	<u>64,766.00</u>	<u>(10,894.00)</u>
	Total Revenue	<u>53,872.00</u>	<u>64,766.00</u>	<u>(10,894.00)</u>
Expenses				
7600	Emergency Rent/Mortgage	<u>53,872.00</u>	<u>64,766.00</u>	<u>10,894.00</u>
	Total Expenses	<u>53,872.00</u>	<u>64,766.00</u>	<u>10,894.00</u>
	Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - PATH 18-19 - Unposted Transactions Included In Report
From 9/1/2018 Through 12/31/2018

	<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue				
5116 PATH	34,631.15	0.00	34,631.15	0.00%
Total Revenue	<u>34,631.15</u>	<u>0.00</u>	<u>34,631.15</u>	<u>0.00%</u>
Expenses				
7010 Salaries	15,655.58	53,527.00	37,871.42	70.75%
7020 Retirement	2,211.89	6,444.00	4,232.11	65.67%
7021 Social Security Match	921.65	2,866.00	1,944.35	67.84%
7022 Medicare Match	215.53	670.00	454.47	67.83%
7023 Employee Medical Insurance	3,554.65	3,786.00	231.35	6.11%
7024 Unemployment Insurance	6.87	528.00	521.13	98.69%
7025 Worker's Comp	123.71	421.00	297.29	70.61%
7026 Other Insurance Expense	700.00	700.00	0.00	0.00%
7105 Travel -- In State	89.93	1,221.00	1,131.07	92.63%
7110 Travel Expense -- Out of State	0.00	761.00	761.00	100.00%
7130 Staff Development	0.00	500.00	500.00	100.00%
7140 Office Supplies	200.00	400.00	200.00	50.00%
7146 Postage	33.33	0.00	(33.33)	0.00%
7170 Telephone	0.00	400.00	400.00	100.00%
7200 Office Rent	1,130.01	4,520.00	3,389.99	74.99%
7600 Emergency Rent/Mortgage	9,788.00	33,256.00	23,468.00	70.56%
9010 Miscellaneous Costs	0.00	7,000.00	7,000.00	100.00%
Total Expenses	<u>34,631.15</u>	<u>117,000.00</u>	<u>82,368.85</u>	<u>70.40%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(117,000.00)</u>	<u>117,000.00</u>	<u>(100.00)%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - RUTH ELLBOGEN 2018 - Unposted Transactions Included In Report
From 1/1/2016 Through 12/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
5165	ELLBOGEN FOUNDATION	10,000.00	0.00	10,000.00	0.00%
	Total Revenue	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00%</u>
Expenses					
7580	Client Transportation	54.96	0.00	(54.96)	0.00%
7600	Emergency Rent/Mortgage	3,566.00	0.00	(3,566.00)	0.00%
7610	Emergency Utilities	414.04	0.00	(414.04)	0.00%
	Total Expenses	<u>4,035.00</u>	<u>0.00</u>	<u>(4,035.00)</u>	<u>0.00%</u>
	Net Revenue Over Expenditures	<u>5,965.00</u>	<u>0.00</u>	<u>5,965.00</u>	<u>0.00%</u>

Community Action Partnership of Natrona County
Statement of Revenues and Expenditures - RSVP 18-19 - Unposted Transactions Included In Report
From 7/1/2018 Through 12/31/2018

		<u>Current Period</u>	<u>Total Budget - Original</u>	<u>Total Budget Variance - Original</u>	<u>Percent Total Budget Remaining</u>
Revenue					
6545	National Health Service Corp	39,842.85	98,032.00	(58,189.15)	(59.35)%
	Total Revenue	<u>39,842.85</u>	<u>98,032.00</u>	<u>(58,189.15)</u>	<u>(59.36)%</u>
Expenses					
7010	Salaries	23,750.00	46,110.00	22,360.00	48.49%
7020	Retirement	3,340.78	6,594.00	3,253.22	49.33%
7021	Social Security Match	1,472.50	2,859.00	1,386.50	48.49%
7022	Medicare Match	344.39	668.00	323.61	48.44%
7024	Unemployment Insurance	51.74	0.00	(51.74)	0.00%
7025	Worker's Comp	187.64	0.00	(187.64)	0.00%
7026	Other Insurance Expense	367.00	300.00	(67.00)	(22.33)%
7105	Travel -- In State	443.98	1,681.00	1,237.02	73.58%
7110	Travel Expense -- Out of State	832.53	2,085.00	1,252.47	60.07%
7140	Office Supplies	547.14	1,200.00	652.86	54.40%
7146	Postage	262.19	0.00	(262.19)	0.00%
7160	Dues/Licensing	260.00	0.00	(260.00)	0.00%
7166	Marketing	90.00	0.00	(90.00)	0.00%
7580	Client Transportation	7,892.96	29,535.00	21,642.04	73.27%
7660	Volunteer Recognition Expenses	0.00	6,500.00	6,500.00	100.00%
9011	Meals	0.00	500.00	500.00	100.00%
	Total Expenses	<u>39,842.85</u>	<u>98,032.00</u>	<u>58,189.15</u>	<u>59.36%</u>
	Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Staff CQI Committee

12/27/18

Present:

Theresa Bush, Operations
Jennifer Helmer, Medical Director
Rosie Cardenas, Case Manager
Kat Brooker, Front Desk Reception,
Shannon Poste, Medical Assistant

Heidi Donaldson, Pharmacy Technician
Alex Brown, Medical Assistant
Eric Hodges, Medical Office Assist

Absent: Jackie Navarro, Front Desk/Special Projects, Cyndi Miller, Medical Office Coordinator

Review Minutes from 11/15/18

1. Meeting was called to order at 4 pm by Jennifer Helmer. Minutes from 11/15/18 approved.
2. **Risk Management**
 - a. Pharmacy: All calls for medications are to be directed to the pharmacy. This includes all calls for refills, refill status, patient assistance programs and medication questions. A new phone has been ordered for the pharmacy so that there will be two phones in the pharmacy.
 - i. Pharmacy staff are evaluating the possibility of moving the dispensary to Theresa's office and the break room. This would allow medications to be dispensed by the dispensary staff. Several small renovations would be required to allow this move: a new door lock, alarm, re-enforcement of the area where a previous window into the hallway. A half-door would serve as the dispensing counter. This change will eliminate the need for front desk staff to dispense medications.
 - ii. Also this would allow us to more closely monitor the refrigerator to make sure door is closed and the temperature is normal. There is also a proposal to purchase a new refrigerator. Some insulin was damaged last month when the door to the refrigerator was left ajar. All insulin has now been replaced.
 - b. Reduce health disparity by increasing access to care.
 - i. We will continue to monitor the effectiveness of walk-in clinics and scheduling.
 - ii. Scheduling changes including walk in clinic and early morning Mission clinic resulted in 143 MORE patients than last year!!
 - iii. 2018 total unduplicated patients 748
 - c. Goal- Reduce risk to the clinic by monitoring movement of protected health information.
 - d. Evaluate process for disclosure tracking of protected health information. Hipa training provided for disclosure of protected information and required consent to outside agencies.
 - e. Utilizing board approved HIPPA policies
 - f. Goal- Reduce risk to patients and clinic by monitoring incidents and near-misses. Jennifer provided encouragement and handout about reporting incidents and near misses, and the importance of these reports to improving patient safety.
 - g. Recent Incident reports. No new incidents to report this month.



- h. Develop a process for timely review of labs and records. Cyndi has worked hard this year to get a lab interface for all lab results. A lab interface will provide more patient safety by eliminating the need to re-enter lab results from faxes. Work is continuing on updating all the past labs.
 - i. Discuss health center area of highest risk for patient safety
3. CQI PDSA for laboratory tracking
- a. Work continues on updating all past labs
 - b. Current procedure
 - i. If patient has not been seen for 1 year and Labs/procedures order is > 1 year old lab/procedure order can be cancelled by clinic staff
 - ii. If patient has been seen within 1 year from the time of the lab/procedure order, then
 - 1. MA will attempt to contact patient by phone one time and send a message to provider that patient was contacted to come in to have lab work performed
 - 2. If MA is unable to reach patient by telephone on first attempt a patient message will be recorded in the patient's chart. The MA will then contact case management to attempt to get in touch with patient
 - 3. Case Management will attempt one phone call; this will be documented as a patient message.
 - 4. If case management is unable to reach patient after 1 phone call a letter will be sent.
 - 5. Case management will cancel labs/procedure if patient does not come in 1 month after letter is sent
 - iii. This is a new process and is subject to change
 - c. A HUGE priority in 2019 is to have integrated lab interface so that labs can safely be loaded into the system for review
4. Dispensary and Therapeutics Quality Improvement Committee-
- a. Meeting will be next week

Action Items

Next Meeting

Meeting adjourned.

Next meeting: to be determined

Minutes submitted by: Eric Hodges



Staff CQI Committee

11/15/18

Present:

Theresa Bush, Operations
Jennifer Helmer, Medical Director
Rosie Cardenas, Case Manager
Shannon Poste, Medical Assistant

Cyndi Miller, Medical Office Coordinator
Heidi Donaldson, Pharmacy Technician
Alex Brown, Medical Assistant

Absent: Kat Brooker, Front Desk Reception, Eric Hodges, Medical Office Assistant, Jackie Navarro, Front Desk/Special Projects

1. Meeting was called to order at 4 pm by Jennifer Helmer. Minutes from 10/12/18 approved.
2. **Risk Management:**
 - a. **Reduce health disparity by increasing access to care:**
 - i. We continue to see increasing number of patients. Total unduplicated at end of October is 699. Patient surveys are showing that some people do want appointments, but the majority of surveys are happy with the Open Access.
 - ii. Wait time: Some patients are dissatisfied with the wait time during Open Access. One incident in particular was very stressful for the patient and the provider heard the brunt of the frustration. That patient was in a very fragile state to begin with, and had been in contact with the Case Manager who had spoken to the MA to give warning of that fragility before ever seeing the provider. There was discussion about how the Front Staff informs that patients of the wait times, the difference between Check-In time and when the provider will see them, etc. It was decided that all Staff need to be on the same page when explaining to the patients. The general feeling is that many of the patients are only listening to the time, not whether that is a check-in time or the actual time to see the provider; most patients are in some distress to begin with, so really do not hear all they are being told – or just do not remember.
 - b. **Goal: Reduce risk to the clinic by monitoring of protected health information (PHI):**
 - i. Process for disclosure tracking of PHI: Jackie is almost finished with the project to put Disclosure of PHI notes in all charts that have been recorded in the Log Notebook since at least 2012. Any time current records are disclosed, an encounter is being charted and the signed release documentation is scanned to the Disclosure folder.
 - ii. Utilization of Board Approved HIPAA Policies: Theresa shared a HIPAA moment with the staff: be careful of the use of Sticky Notes! Do not leave “laying around” if there is patient information on them. Destroy by putting in the Shred Barrel.
 - c. **Goal: Reduce risk to patients and clinic by monitoring incidents and near-misses:**
 - i. No new incidents this month.
 - ii. A new refrigerator will be purchased to offer more space so that the fridge is not overloaded with so many packages. There was discussion about the probability of moving the Dispensary to a different part of the Clinic.
 - d. **Develop a process for timely review of labs and records:** Jennifer, Cyndi, Alex, and Shannon will meet on 11/16/18 to develop this workflow.



3. CQI:

- a. Lab Tracking PDSA is in process. Of the original 684 accounts with outstanding lab orders, 556 have been cleared by printing and entering the results. The remaining accounts have been compiled into a report listing the labs still not resolved, and on 11/16/18, Jennifer, Cyndi, Alex, and Shannon will develop a plan for resolving all of these old labs.
- b. Dispensary and Therapeutic Committee: Heidi gave an update regarding last month's Insulin incident. As of 10/31/18 all insulin that had been damaged was replaced by the manufacturer/patient assistance program. There were 45 pens of Toujeo and 50 pens of Lantus that had to be discarded. Heidi also reported that there have been zero discrepancies with the 340B program since July with the audits performed. The Dispensary Formulary has been provided to WBI.

4. Other Business:

- a. Operations Update:
 - i. Since Theresa will be on vacation next week, give time sheets to Cyndi to fax to CAP.
 - ii. Next HIV Testing date is 11/28/18. Public Health will be at Wyoming Rescue Mission from 7-9am and at the Clinic 10am-12pm.
 - iii. Theresa handed out a list of Cyndi's tasks that will be performed by others during her surgery leave.
 - iv. Theresa asked that everyone watch Netflix documentary, "God Knows Where I Am." Also, all staff members must watch the video "Same Kind of Different As Me".
- b. Dental Program: Volunteers filled about 200 Dental Packets. Jennifer, Cyndi, Alex, and Shannon will meet 11/16/18 to build a Protocol to use for the screenings.
- c. Cyndi brought up the issue that it seems there is a lot of tension in the clinic that is affecting everyone. Remember that this time of year can be very stressful in itself, and with the increased business of the clinic, we all need to remember to be courteous and respectful to each other. If something is brought to your attention, don't take it personally. We are all on the same team – an excellent team of caring individuals who each dedicate our lives to serving our patients and each other!

Meeting adjourned.

Next meeting: to be determined

Minutes submitted by: Cyndi Miller



RELIAS

**Proposal to
12th Street Clinic/
Healthcare for the Homeless**

Prepared by:
Paige Boyd
Relias LLC
111 Corning Road Suite 250
Cary, NC 27518

Submitted:
12/4/2018

CONFIDENTIAL



Ordering Document

12th Street Clinic/Healthcare for the Homeless
 1514 East 12th Street
 Suite 201
 Casper, WY 82601

The term of this agreement is: 60 Months	Method of Payment: ACH
Billing Frequency: Annually	
The Subscription Start Date is: 1/1/2019	

Subscription Services Name	Subscription Metric	Subscription Quantity
Community Health - Standard Package	Per Employee	10
Board Member Library	Per Employee	30

Discount - USD 141.40

Year 1 Annual Subscription Total **USD 1,200.00**

Professional Services Name	Metric	Quantity
Learning Setup Fee - Subportal	Flat Fee	1

Professional Services Total **USD 500.00**

Due Upon Receipt of Invoice **USD 1,700.00**

PRICING EXPIRES IF NOT EXECUTED BY 12/31/2018

This Ordering Document, together with the Master Services Agreement and the Schedules linked below, form the entire Agreement between the parties.

Contract Document	Link to Contract Document
MSA	https://www.relias.com/msa-2017
MSA Schedule A	https://www.relias.com/msa-2017-schedule-a

RELIAS

CUSTOMER SIGNATURE PAGE

This Agreement (as hereinafter defined) is entered into between Relias LLC ("Company") and the customer identified in the signature block below ("Customer"), effective as of 1/1/2019 ("Effective Date"). This Agreement establishes the general terms and conditions to which the parties have agreed in order to facilitate the provision of certain services as more fully described herein and in each Ordering Document.

By signing below, the Customer acknowledges that they have read and understood the Agreement and agree to be bound by all the terms and conditions contained therein.

12th Street Clinic/Healthcare for the Homeless

Relias LLC

Signature:

Marilyn Diamond Wagner

Signature:

Print Name:

Marilyn Diamond Wagner

Print Name:

Job Title:

Interim Executive Director

Job Title:

Date:

December 6, 2018

Date:

Address for Notices:

12th Street Clinic/Healthcare for the Homeless
1514 East 12th Street
Suite 201
Casper, WY82601

Address for Notices:

Relias LLC
111 Corning Road Suite 250
Cary, NC 27518

Liaison Contact :

Billing Contact :

Name:

Theresa Bush

Name:

Job Title:

Director of Operations

Job Title:

Email:

*+ bush@natrona County
- wy.gov*

Email:

Phone:

307-232-0124

Phone:

Address:

Address:



Contract Amendment ("Amendment")

Relias LLC ("Company") and 12th Street Clinic/Healthcare for the Homeless ("Client") are parties to a Master Services Agreement with a Subscription Start Date of 1/1/2019 (the "Agreement").

Effective as of 1/1/2019 ("Amendment Effective Date"), the parties amend the Agreement as follows:

- 1 Company agrees to provide access to the Board Member Site for Client's board members through a board member-only LMS Site ("Board Member Site") for no annual subscription fee. Client shall ensure that paid employees or independent contractors do not access the Board Member Site. If Client violates this provision, Company shall at its sole discretion either (i) invoice Client for all Users (including board members) in the Board Member Site at the current per User list price for the remaining Term of the Agreement, or (ii) shut-down the Board Member Site permanently.

Any inconsistencies between this Amendment and the Agreement shall be governed by this Amendment. Any terms used but not defined in this Amendment will have the meanings ascribed in the Agreement.

SIGNED AND AGREED:

12th Street Clinic/Healthcare for the Homeless

Relias LLC

Signature: _____
 Print Name: _____
 Job Title: _____
 Date: _____

Signature: _____
 Print Name: _____
 Job Title: _____
 Date: _____

EXHIBIT A

**SCOPE OF SERVICES FOR
12TH STREET CLINIC/HEALTHCARE FOR THE
HOMELESS (Allscripts)**

Consultant is being engaged to provide the following Services:

Summary of Services: Topics desired to be addressed include:

- Revenue Cycle Management Assessment: macro assessment, workflow review, staff function, policies and procedures, billing training, credentialing and provider enrollment issues and questions.
- Please note summary of documents required for review by Centerprise prior to start of engagement

Package	Deliverable	Methodology
Consulting and Training Services for Revenue Cycle Management	<ol style="list-style-type: none">1. Onsite initial training and RCM review to:<ol style="list-style-type: none">a. Review of policies and proceduresb. Review of staffing modelc. Review of Practice Management and EMR Optimization for RCM efficiencyd. Review of current RCM reporting and datae. Review of current operations impacting RCM, including interview with key leadershipf. Review of current RCM Workflowg. Review of existing payer contractsh. Review of Fee Schedules	1-2 hour call prior to visit for preparation 1 Day onsite training, additional training as needed for the first month
	<ol style="list-style-type: none">2. Subscription based RCM Decision Support:<ol style="list-style-type: none">a) Implementation of On-Site recommendationsb) Assure bills are processing correctly.c) Regular review of accounts receivable reports, denial and front-end rejections reports; and,d) assistance with billing team as needed.	TBD - minimum of weekly calls with appropriate staff

Required documents/responsibilities prior to onsite review:

- Executed Centerprise Consulting Agreement and Mutual Non-Disclosure Agreement
- Access to Allscripts billing system and training modules

- Fee Schedules since 2017
- List of charges with DOS, CPT, Charge amount, expect amount and insurance payer since 2017
- List of transactions (payment and adjustment) with DOS, CPT expect amount and insurance payer since 2017
- Denial report by encounter since 2017
- Payer Rejection report by encounter since 2017

EXHIBIT B

DESCRIPTION OF FEES

Total Cost of Services:

3. **Onsite initial training and RCM review:** Health Center will be provided a complete report of issues found, suggested solutions, workflow analysis and workplan to improve Revenue Cycle Management outcomes. \$3,500 + travel expenses
4. **RCM Decision Support and Workplan Implementation:** Subscription model designed to implement **On-Site recommendations** including EMR optimization, implementing staffing and process flows etc., A/R and denial work. The goal of Centerprise RCM Decision Support is to minimize errors and denials leading to increased clean claims and maximized revenue potential. Fees start at \$1,000/month. All work is completed remotely.



Course Catalog

About:

The course catalog is a resource that you will be able to use to learn about the specific library details at Relias Learning

Navigating through the catalog:

Each green tab at the bottom of the spreadsheet contains detailed information about the catalog. To view the information, click on the appropriate tab

Library Overview - The Library Overview tab contains detailed descriptions of the library. It includes in-depth explanations of the library categories and the total courses and course hours the library offers

Accreditation - The Accreditation tab lists all of the National, State, and course specific accreditations we provide

Course Information - The Course Information tab provides an in-depth snapshot of the courses in the library. Each course has a detailed description of what it contains and what category it is in, how many training hours it is worth, and the accrediting bodies that have approved it.

Additional Notes:

All of the tabs in this spreadsheet are printer friendly and will print to the ideal dimensions and format

LIBRARY DESCRIPTION

Relias Learning provides online courses and e-learning resources specifically designed to meet the varying training needs of staff in community health centers. Relias Learning partners with industry leaders to help ensure the delivery of online course content that reflects best practices in the industry and helps organizations meet the ever changing demands of compliance, continuing education and workforce development.

Through online training Relias Learning assists these organizations to:

- Reduce overall training costs
- Improve training effectiveness and consistency
- Ensure compliance with training mandates
- Reduce time spent in orientation and annual trainings
- Provide high quality continuing education to professional and direct support staff

Our libraries are designed to offer a robust online training resource that will blend effectively with your live and classroom based training events for a comprehensive organizational training program. Courses offerings include training and continuing education for licensed professional staff including nurses, psychologist, social workers, therapists and related clinical professionals; as well as support, administrative, Board of Directors and executive leaders. Specific national and state accreditations are listed at the end of the library document.

Many courses are designed to assist organizations in meeting AAAHC and Joint Commission accreditation. Crosswalks of the coursework that supports the Accreditation are available upon request. If you would like more information about additional Relias Learning libraries, or to request a crosswalk visit www.relias.com, email solutions@relias.com, or call 877-200-0020.

CATEGORY DESCRIPTION

Basic Workforce Skills

The courses in this category address the basic knowledge and skills necessary for every employee to build the foundational skills to be successful in the workplace. These courses are appropriate for all employees within an organization, and are focused on general professional development including topics like effective communication, working in a team, customer service, and incident reporting.

Behavioral Health Paraprofessionals

This category contains trainings which target entry and intermediate level behavioral health paraprofessionals working in a variety of settings. Course offerings include key information regarding cultural diversity, case management, supported employment, boundaries, and overview of various mental health and substance use conditions. By taking these trainings, paraprofessional staff will deepen their understanding of the best practices they need in order to provide the best possible care for the individuals they serve.

Community Oriented Primary Care

This category contains trainings that address specific needs for healthcare providers. Courses are appropriate for clinical staff, and staff who work in a community oriented primary care setting or similar settings. The courses cover specific regulatory requirements, workforce development, and day to day operations.

Compliance/Safety

This category contains courses that are directly related to organizational quality improvement, compliance, and overall practices for a safe and healthy work environment. These courses are appropriate for all employees within an organization.

Compliance/Safety-HHS

This category contains trainings addressing regulatory requirements and safety related topics typically required of HHS organizations. Courses are designed to meet regulatory and organizational requirements on topics such as abuse reporting, client rights, de-escalation, safety in the field and incident reporting. Courses are appropriate for all staff working in a variety of settings who must meet various regulatory body training mandates.

Employee Wellness

This series of courses are designed to help promote a wellness across an organization's workforce. These courses align with the ACA specifications.

HR/Legal

This section addresses legal responsibilities for leadership roles in an organization who manage employee and personnel processes at their organization. Courses in this category cover requirements for employers as it pertains to hiring, protected leave, performance documentation, and

Management and Leadership Fundamentals

This library focuses on important areas of management and leadership. They are: Management, Communication, High Performing Teams, Leadership and Change Management. The courses provide skill based learning to assist supervisors and managers to manage effectively, communicate clearly, develop their teams and lead with vision, alignment and execution. Many of the courses, such as the communication suite, are suitable for skill building for all employees.

Medical and Dental

This category contains trainings for clinical staff covering a range of basic health conditions and procedures common in non-hospital settings such as community health clinics. The training is appropriate for nursing and other medical ancillary personnel as well as dental staff. The courses are not

intended for physicians.

Older Adults

This category contains trainings targeted at entry level and intermediate clinicians who provide services for older adults along with those who support them. Trainings in this library address key competencies in geriatric mental health including abuse/neglect, mood disorders, substance use disorders, and developmental milestones. Armed with this information, staff will be well-prepared to provide effective care for late life behavioral health care consumers in a variety of settings.

State-Specific

This category includes courses that have been written and targeted with state specific information.

Workforce Skills and Development

This category contains trainings targeted at all employees to improve basic workforce skills and professionalism. The courses in this category address the knowledge and skills necessary for every employee to be successful in the workplace. Topics include computer skills, time management, problem

Basic Supervision Skills

The courses in this section address the basic knowledge and skills necessary for new supervisors and managers in the workplace. These courses are focused on new supervisors, or employees that are being developed to become supervisors. Current supervisors would benefit from these courses as well.

Workforce Skills, Supervision and Management

This category contains trainings that address the knowledge and skills necessary for new supervisors and human resource managers to be successful in the workplace, as well as current and emerging leaders of an organization. Topics include team building, effective interviewing, evaluating performance, and risk management.

Employment Opportunity Services (EOS) Report 1/17/19

Allison Maluchnik, Community Program Coordinator

Since December 20th 2018, I have met with 20 individuals for employment and financial coaching services. We know that at least 2 of our EOS clients have found employment since the first of the year. As I follow up with clients a couple weeks after our initial meeting, I have found that the majority of clients are accomplishing their set goals for improving their financial and employment situation.

Housing First Monthly Report

Submitted by Lily Patton

January 3, 2019

In December, CAPNC's Housing First Program provided permanent supportive housing to 19 adults and 7 children (under the age of 18). During this month there were no clients who exited the program. CAPNC staff hosted a holiday party for all of the clients; we provided pizza, cookies and holiday favors for 11 clients and four guests. Several of the clients thanked the staff and mentioned that it would be the only gift they would receive for Christmas.

Dec-January Report for RSVP – Jonathan Schmidt

January 8th - RSVP partnered with the American Red Cross for a workshop on disaster preparedness. We had 18 RSVP members and 3 new recruits for the event. The RSVP members who attended the workshop considered the event as a positive contribution and were interested in the future workshops that are planned. Our next workshop will be March 19th. We will be partnering with AARP on Financial literacy, fraud and senior financial abuse.

January 10th – RSVP partnered with Wyoming Food Bank of the Rockies. We continued our support for the Commodity Surplus Food Program. We distributed a box of food to 76 households.

At the distribution we also conducted a survey that was aimed at food security and veteran involvement. Out of the 50 who agreed to take the survey, 45 indicated an increase in food security. Out of the 50 participants 17 were veterans.

January 15th – The advisory board kicked off the first lunch with RSVP at Seton House. We had 16 participants. Seton House's Director Deanna Fry gave a back ground on their organization and Ivonne Chavez shared with those in attendance the current needs they have for volunteers.

It was also used as an opportunity for membership to learn more about RSVP and other volunteer opportunities. We also had an opportunity to hear about each member's involvement within the community. It was a very enjoyable and meaningful event.

January 21st – RSVP is partnering with Serve Wyoming on MLK day of service.

The "day on-not off," will begin with the "realizing the equality state" student postcard display at Art 321, which is also the NEW starting point for the march at 11:00. The march will end at First United Methodist Church (302 East 2nd St.) where a ceremony and service project will follow. Participants who do not want to or are unable to walk, may ride the C.A.T.C. bus in the march or are welcome to come directly to the church.

The Ceremony will feature special **guest speaker, Mark Jenkins**, who will share an uplifting story of universality and working together for the betterment of mankind in our multicultural world. Jenkins is a Wyoming resident, who has been on assignment for National Geographic, in addition to other amazing adventures. The Ceremony will also include a proclamation by Mayor Powell, music provided by Casper's United Church of Christ, and additional message of hope and equality.

Immediately following the ceremony, participants are invited to lunch (free-will offering) and service projects benefiting those experiencing homelessness from 12:30 to 3:00 p.m. in the fellowship hall of the church.

SOAR January 17, 2019

Gwen Richardson
SOAR Program Manager

Since the 17th of December, I have met with 15 individuals that are seeking assistance applying for Social Security. Eight of the fifteen will meet with me again to fill out the majority of the applications for SS. The remaining seven individual appointments have been to fill out questionnaires that SS has sent them for more information for a determination.

I have accompanied one client on the CATC bus so she can go to appointments by herself. Our goal is to keep her husband working. She made her first reservation today to ride the bus by herself next week.

January 2019 Monthly Report for Street Outreach

Krystal Wallace, BSW

The Street Outreach team has exceeded our monthly goal with 10 new contacts and 6 new enrollments for case management. We have outreach programs under the Emergency Solutions (ESG) and Projects for Assistance in Transition (PATH) Grants. Jackie Navarro, Outreach Advocate and Allison Maluchnik, Empowerment Opportunities for Success Program Manager, have discovered new camps in North Casper. One camp was made out of a tarp and it had personal belongings and a cooler under it. The other camp was made into a tunnel with a trail of footprints. The Street Outreach Program is making great progress as a result of wonderful teamwork.

TANF January 2019 Report

This past month, the TANF program manager has met with ten families and enrolled six of those ten in the TANF program. One of those clients was approved for assistance with the cost of her CNA exam, and another is receiving help with higher education at Casper College. The TANF program manager also met with Chelse Depaolo-Lara at the Adult Learning Center at Casper College and has made plans for Chelse to speak with the whole team at a regular staff meeting about what the learning center has to offer.

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
JANUARY 17, 2019
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

AGENDA

- I. ROLL CALL**
- II. CONSIDERATION OF MINUTES FOR DECEMBER 20, 2018**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**

Election of Officers

- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

JOHN BODARY, WOODS CONSTRUCTION – Applying for a Class I General Contractor's License.

CHUCK BROOKS, NATRONA COUNTY SCHOOL DISTRICT – Applying for a Class II General Contractor's License.

MECHANICAL APPLICATIONS

KASEY FORD – Applying for a Master Mechanical License.

KENT BARNES – Applying for a Master Mechanical License.

- VI. COMPLAINTS**
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**

Completed Projects in November:

- Rescue Mission
- NCHS – S VAC Building Remodel

New Plans Submitted for Approval:

- Wyoming Medical Center – Hybrid OR
- Blackmore Marketplace – Three tenant spaces to be constructed in front of the Marriott Residence Inn.
- Grooms and Harkins Certified Public Accountants Remodel
- Greiner Ford Remodel

LICENSE APPLICATIONS –

WES HAYDEN, CASPAR BUILDING SYSTEMS, INC. – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavits, Steve Boyle moved to approve Wes Hayden to test for a Class I General Contractor’s License. Scott Warren seconded the motion. Motion approved.

COLTON SASSER, CASPAR BUILDING SYSTEMS, INC. – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavits, Scott Warren moved to approve Colton Sasser to test for a Class I General Contractor’s License. Andrew Elston seconded the motion. Motion approved.

RICHARD ALLUIS – Applying for a Master Plumbing License. After discussion and review of the application and affidavits, Andrew Elston moved to approve Richard Alluis to license as a Master Plumber. Steve Boyle seconded the motion. Motion approved.

JOEL LONG - Applying for a Master Plumbing License. After discussion and review of the application and affidavits, Andrew Elston moved to approve Joel Long to test for a Master Plumbing License. Scott Warren seconded the motion. Motion approved.

TYLER CLARK – Applying for a Class II General Contractor’s License. After discussion and review of the application and affidavits, Scott Warren moved to deny Tyler Clark for a Class II General Contractor’s License, but did approve Tyler to test for a Class III General Contractor’s License. Steve Boyle seconded the motion. Motion approved.

KEVIN CUMMINGS, CROWN CONSTRUCTON – Re-applying for a Class I General Contractor’s License. After discussion and review of the application, affidavits and listing of requested additional documentation, Scott Warren moved to deny Kevin Cummings a Class I General Contractor’s License but did approve Kevin to test for a Class II General Contractor’s License. Andrew Elston seconded the motion. Motion approved.

MATHEW LILLYWHITE – Applying for a Master Mechanical License. After discussion and review of the application and affidavits, Andrew Elston moved to approve Mathew

Lillywhite to license as a Mechanical Master. Steve Boyle seconded the motion. Motion approved.

COMPLAINT – Randall Sargent, Class III General Contractor – A complaint was received last year from a homeowner on Randall Sargent. The homeowner took Randall Sargent to court and won. However, Dan Elston doesn't recall the specifics on the complaint but the issue was noted on Randall's record when he came into the office to renew his license. This complaint will go into our complaint log for reference. The Contractors' Licensing and Appeals Board was okay with the City renewing Randall Sargent's Class III license for 2019.

ELECTION OF NEW OFFICERS – Dan Elston stated that we will elect new officers for the Board in January.

ADJOURN – The meeting adjourned at 4:55 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Dan Elston". The signature is written in a cursive style with a large, sweeping initial "D" and a long, horizontal flourish extending to the right.

Dan Elston, Secretary



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 December 2018 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rem-Basement	5	\$927.00	\$49,000.00
New-Residential	8	\$16,264.80	\$2,099,290.00
Dem-Commercial	2	\$600.00	\$0.00
Rep-Re-Roof	18	\$2,879.00	\$132,924.00
Add-Other	2	\$302.00	\$13,575.00
New-Storage Bldg	1	\$104.00	\$2,800.00
Rep-Res Misc	6	\$1,397.00	\$92,400.00
Add-Commerical	1	\$220.00	\$12,587.00
Add-Deck	2	\$235.00	\$8,000.00
New-Twin Home	2	\$3,126.80	\$356,270.00
Rem-Bathroom	1	\$104.00	\$2,500.00
Rem-Commerical	5	\$22,509.96	\$2,239,076.00
Rem-Residential	3	\$1,605.00	\$180,000.00
New-Commerical	1	\$2,819.85	\$254,133.00
	57	\$53,094.41	\$5,442,555.00

Electrical Permits Issued	Fees Invoiced
60	\$20,089.20

Mechanical Permits Issued	Fees Invoiced
44	\$8,423.00

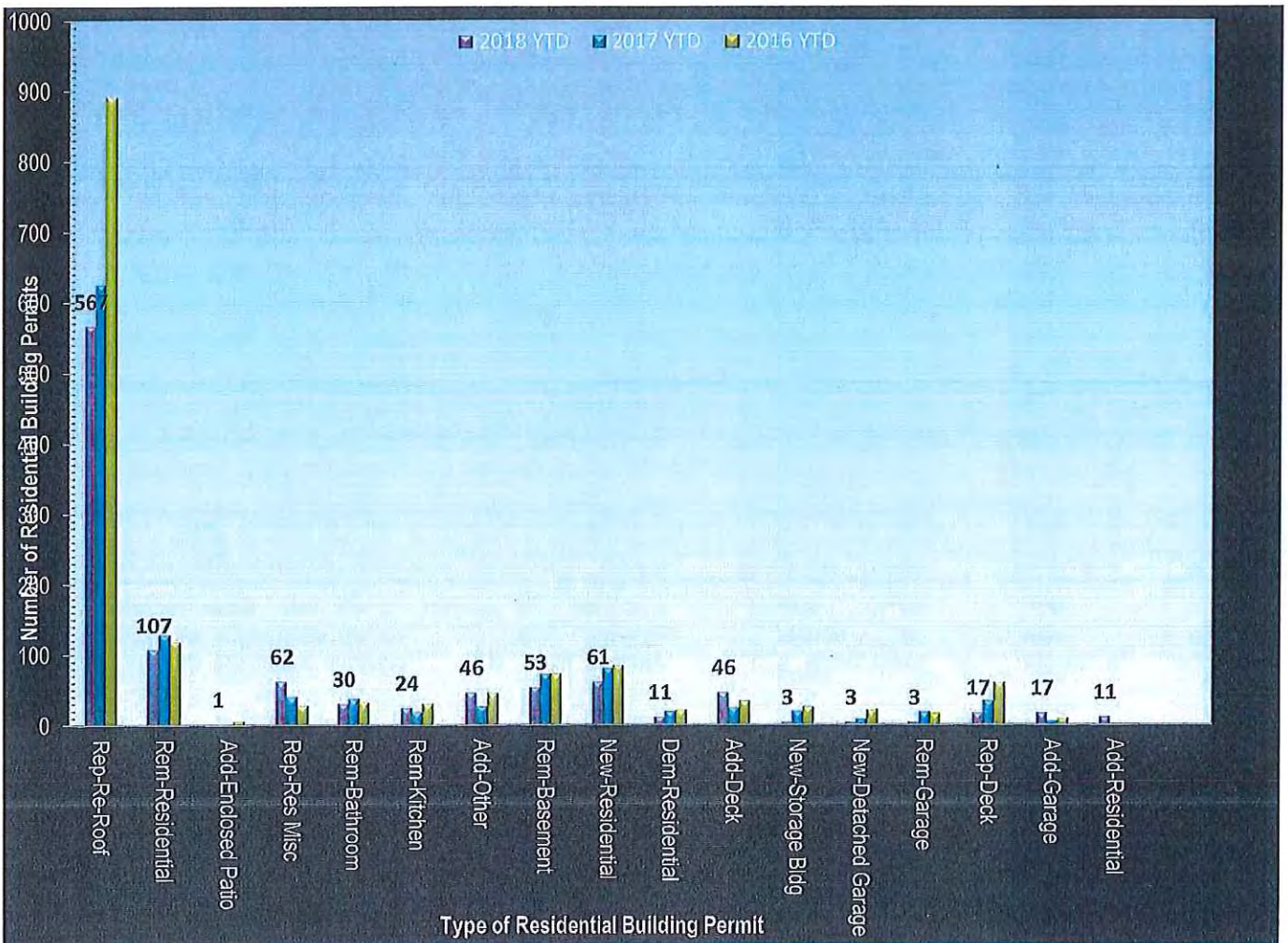
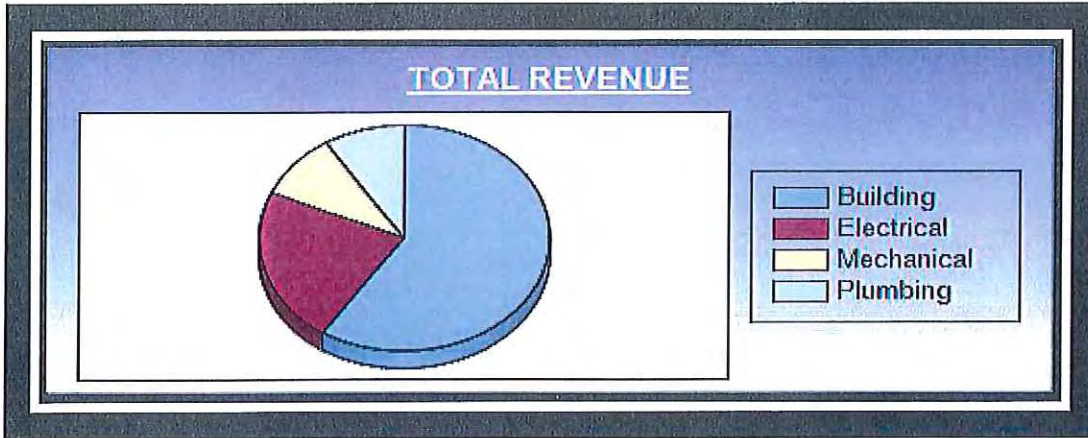
Plumbing Permits Issued	Fees Invoiced
68	\$8,005.00

Single Family Houses YTD:			December 2018 Single Family Houses		
2017		80	2017		4
2018		61	2018		8



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 December 2018 Reports





COMMUNITY DEVELOPMENT
DEPARTMENT

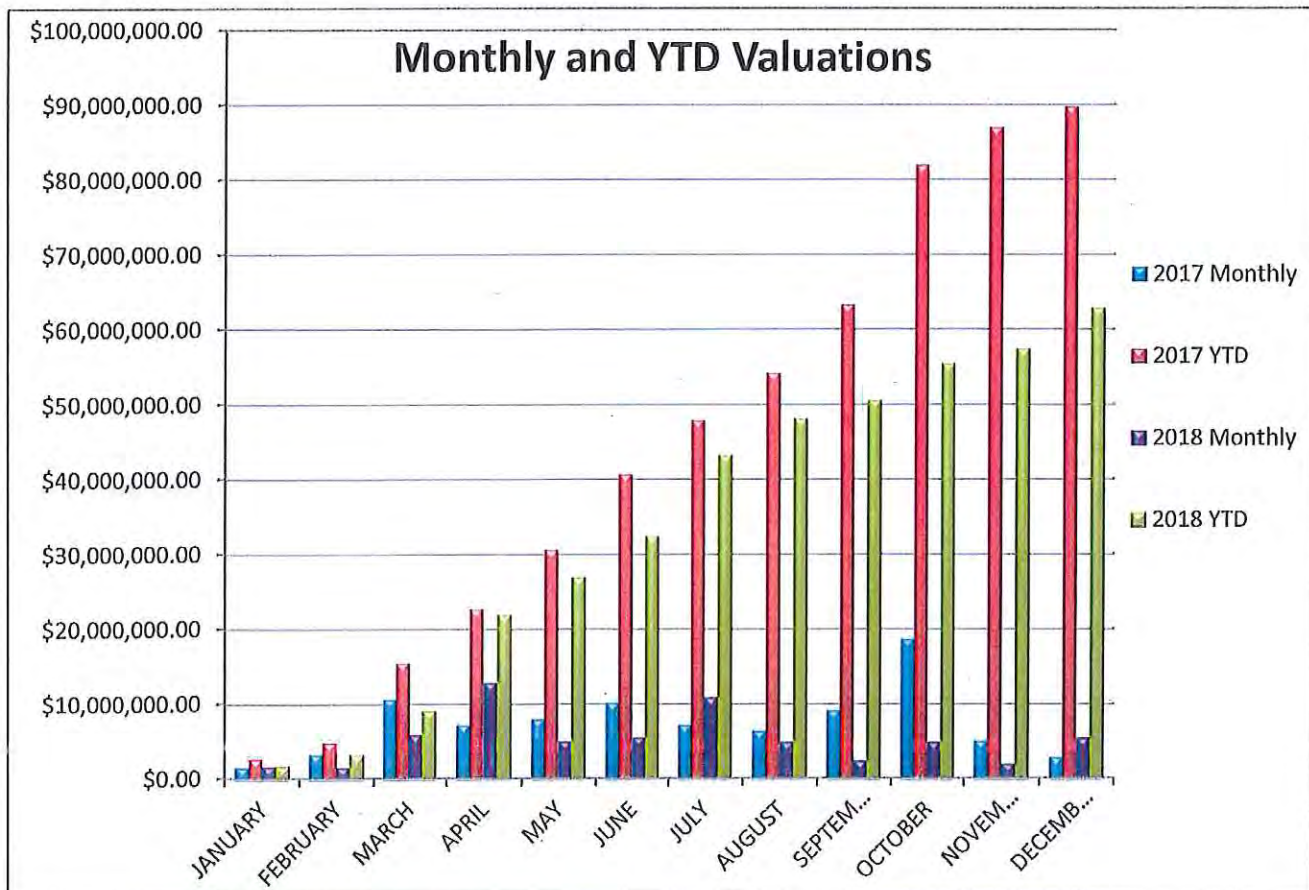
State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 December 2018 Reports



MONTH	2017 Monthly Valuation	2017 YTD Valuation	2018 Monthly Valuation	2018 YTD Valuation
JANUARY	\$1,530,744.20	\$2,659,149.99	\$1,661,039.40	\$1,661,039.40
FEBRUARY	\$3,271,856.76	\$4,802,600.96	\$1,551,977.75	\$3,213,017.15
MARCH	\$10,662,750.45	\$15,465,351.41	\$5,836,851.00	\$9,049,868.15
APRIL	\$7,162,724.38	\$22,628,075.79	\$12,821,244.41	\$21,871,112.56
MAY	\$7,907,350.15	\$30,535,425.94	\$4,985,808.62	\$26,856,921.18
JUNE	\$10,111,043.55	\$40,646,469.49	\$5,525,644.37	\$32,382,565.55
JULY	\$7,183,820.80	\$47,830,290.29	\$10,827,919.90	\$43,210,485.45
AUGUST	\$6,342,767.77	\$54,173,058.06	\$4,916,015.14	\$48,126,500.59
SEPTEMBER	\$9,109,861.61	\$63,282,919.67	\$2,389,571.30	\$50,516,071.89
OCTOBER	\$18,606,798.53	\$81,889,718.20	\$4,907,298.90	\$55,423,370.79
NOVEMBER	\$5,007,976.20	\$86,897,694.40	\$2,004,394.65	\$57,427,765.44
DECEMBER	\$2,850,440.36	\$89,748,134.76	\$5,442,555.00	\$62,870,320.44
	<u>\$89,748,134.76</u>	<u>\$89,748,134.76</u>	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>

LARGE VALUATIONS:

December 2018 - POPE CONSTRUCTION: 3333 CY AVE, REMODEL EXISTING DEALERSHIP, \$1,101,477.00





COMMUNITY DEVELOPMENT
DEPARTMENT

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

Building Department
Fees Collected
December 2018 Report



BUILDING PERMITS	\$ 34,435.83
ELECTRICAL PERMITS	\$ 19,731.80
MECHANICAL PERMITS	\$ 8,819.00
PLUMBING PERMITS	\$ 7,598.00
ELECTRICAL LICENSES	\$ 6,637.50
PLUMBING LICENSES	\$ 3,659.00
MOBILE HOME LICENSES	\$ 90.00
MECHANICAL LICENSES	\$ 3,261.00
UTILITY LICENSES	\$ 825.00
GENERAL CONTRACTORS LICENSES	\$ 11,287.50
SIGN PERMITS	\$ 405.00
C-CAN PERMITS	\$ 50.00
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 9,130.50
PLANNING FEES	\$ 600.00
DEMO PERMITS (included in Building Permits)	\$ -

Totals: \$ 106,530.13

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
139	136	100	36

CONSULTS	PLAN REVIEW	FIRE
8	29	0

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
2252	2056	1450	588

CONSULTS	PLAN REVIEW	FIRE
235	435	22

2018 Monthly Inspections
December 2018

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	3	0	85	27	0	0	0	115
Justin Scott	83	0	0	0	14	0	0	97
Shawn Barrett	1	60	0	0	4	0	5	70
Dan Elston	50	0	15	9	6	0	3	83
Bill McCloy	2	76	0	0	5	0	0	83
								0
Monthly Total	139	136	100	36	29	0	8	448

YTD Totals	2252	2056	1450	588	435	22	235	7038
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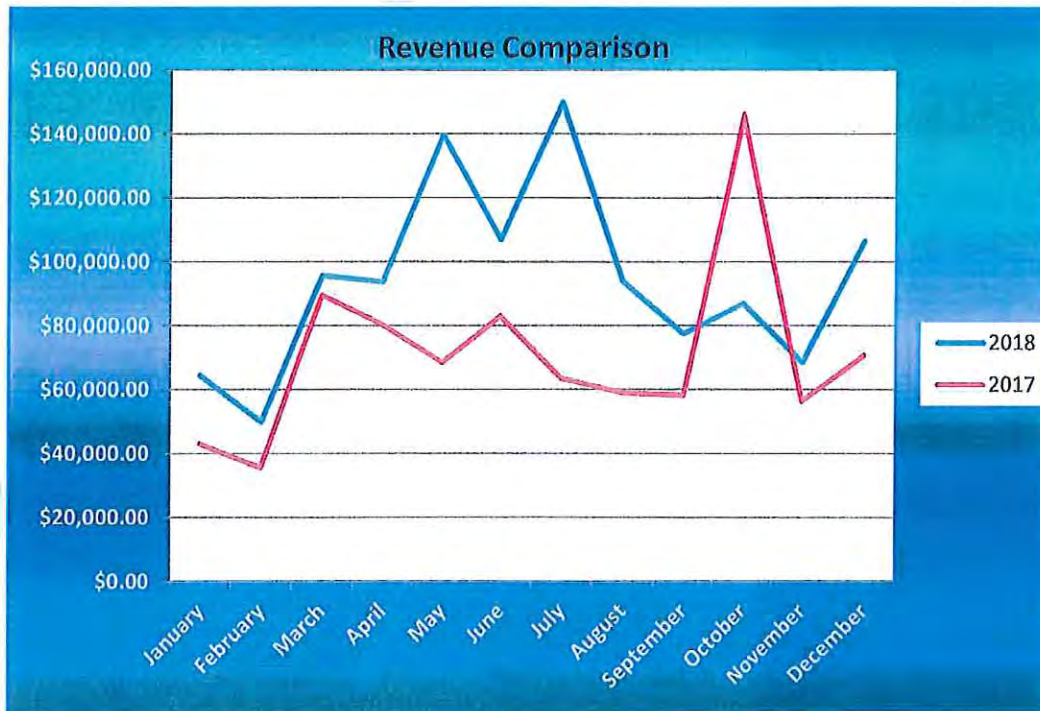
COMMUNITY DEVELOPMENT
DEPARTMENT

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



Building Department
Revenue Collected
December 2018 Report

Month	TOTAL REVENUE FOR 2017	TOTAL REVENUE FOR 2018
January	\$42,948.76	\$64,406.94
February	\$35,564.22	\$49,910.69
March	\$89,533.66	\$95,661.23
April	\$80,340.27	\$93,605.60
May	\$68,451.29	\$139,648.90
June	\$82,939.45	\$106,906.31
July	\$63,462.70	\$149,912.87
August	\$58,880.15	\$93,951.10
September	\$58,098.97	\$77,512.91
October	\$146,173.92	\$86,919.71
November	\$56,338.25	\$68,523.56
December	\$70,664.59	\$106,530.13
	\$853,396.23	\$1,133,489.95



Dan Elston: Building Official

TARGET REMODEL ✓
DL

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Name of Company (if applicable) Woods Construction Inc Date 1-4 2019
Name of Qualifying Person or Persons John Bodary
Current Address 6396 Prosper Dr City Stirling HTS State MI Zip 48312
Telephone Number 586-939-9991 Cell Number 586-630-1910
Email jbodary@WOODSCONSTRUCTION.COM
Employer Woods Construction Inc
Employer's Address SEE ABOVE City _____ State _____ Zip _____
Position PRESIDENT Years at present employer 34 Comments _____

Date and location of residence in Wyoming N/A

If not Wyoming resident, location of residence Michigan

Class of License you are applying for? Class I Class II _____ Class III _____

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>PLEASE SEE ATTACHED</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name John Bonamy
(Print)

Name and address of employer or person verifying time and position of Applicant
(Name) DEBRA WILLIAMS
(Address) 6396 Prospect Dr
(City) Stirling HTS (State) MI
(Zip) 48312 (Phone No.) 586-939-9991 x 121

Date of Employment: From Nov. '84 through current Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant President & owner
Job Description of Applicant _____

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 6396 Prospect Dr City Stirling HTS State MI Zip 48312
Day Phone No. 586-939-9991 Cell Phone No. 586-630-1910
Email Address dwilliams@WOODSONSTRUCON.COM

DATED this 4th day of January, 2019

Debra Williams
Signature

DEBRA WILLIAMS
Printed Name of Signature

Subscribed and sworn to before me this 4th day of Jan, 2019

Suzanne Grant
Notary Public

My Commission Expires:

SUZANNE C. GRANT
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES May 31, 2021

Woods Construction, Inc Licenses

State	State	Contractor License	State Contractor Registration	Expires	Operate (Y/N)
AL	Alabama	Y	41256	07/31/19	Y
AR	Arkansas	N			N
AK	Alaska	Y	21583	12/31/18	Y
AZ	Arizona	Y	ROC255679	06/30/19	Y
CA	California	Y	871976	02/29/20	Y
CT	Connecticut	N			N
CO	Colorado	N			N
DC	District of Columbia	N			N
DE	Delaware	Y	1990008936	12/31/19	Y
FL	Florida	Y	CBC048960	08/31/20	Y
GA	Georgia	Y	GCCO001844	06/30/20	Y
HI	Hawaii	Y	BC18733	09/30/20	N
ID	Idaho	Y	RCE-20998	04/03/19	Y
IL	Illinois	N	Not Required		Y
IN	Indiana	N	Not Required		Y
IA	Iowa	N			N
KS	Kansas	N	Not Required		Y
KY	Kentucky	N	Not Required		Y
LA	Louisiana	Y	26954	02/20/21	N
ME	Maine	N			N
MD	Maryland	Y	30995437	04/30/19	Y
MA	Massachusetts	N	Not Required		Y
MI	Michigan	N	Not Required		Y
MN	Minnesota	N	IR728903	12/31/19	Y
MS	Mississippi	Y	12320-MC	04/08/19	N
MO	Missouri	N	Not Required		Y
MT	Montana	N			N
NE	Nebraska	Y	42630	01/01/20	Y
NJ	New Jersey	N	Not Required		Y
NH	New Hampshire	N	Not Required		N
NV	Nevada	Y	45015	01/31/21	Y
NM	New Mexico	Y	359391	12/31/20	Y
NC	North Carolina	N			N
ND	North Dakota	Y	20613	03/01/19	Y
NY	New York	N	Not Required		Y
OH	Ohio	Y	Not Required		Y
OK	Oklahoma	N	Not Required		N
OR	Oregon	Y	188130	10/07/19	Y
PA	Pennsylvania	N	Not Required		Y
RI	Rhode Island	N	Not Required		N
SC	South Carolina	Y	G101196	10/31/18	Y
SD	South Dakota	N			N
TN	Tennessee	Y	297182	04/30/20	Y
TX	Texas	N	Not Required		N
UT	Utah	Y	322035-5501	11/30/19	Y
VT	Vermont	N	Not Required		N
VA	Virginia	Y	2705 087041A	07/31/20	Y
WA	Washington	Y	WOODSC1932RG	01/09/20	Y
WI	Wisconsin	N	Not Required		Y
WV	West Virginia	Y	WV012825	11/18/19	Y
WY	Wyoming	N			N
PR	Puerto Rico	N			N
VI	Virgin Islands	N			N
	Guam	N			N

STATE OF ALABAMA



LICENSE NO.: 41256
TYPE: RENEWAL

BID LIMIT: U
AMOUNT: UNLIMITED

State Licensing Board for General Contractors

THIS IS TO CERTIFY THAT

WOODS CONSTRUCTION INC
STERLING HEIGHTS, MI 48312
is hereby licensed a General Contractor in the State of Alabama and is authorized
to perform the following type(s) of work:

BC: BUILDING CONSTRUCTION

until July 31, 2019 when this Certificate expires.

Witness our hands and seal of the Board, dated Montgomery, Ala.,

1st day of July, 2018

Mark H. Dancy
SECRETARY-TREASURER

Ally Whaley
CHAIRMAN

144556

License #: CONE21583
Effective: 11/26/2018
Expires: 12/31/2020

STATE OF ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Regulation of Construction Contractors and Home Inspectors

Licensee: **WOODS CONSTRUCTION INC**

License Type: **General Contractor Without Residential Contractor Endorsement**

Status: **Active**

Doing Business As: **WOODS CONSTRUCTION INC**

Commissioner: Mike Navarre

06/30/2019

LICENSE EFFECTIVE THROUGH:
STATE OF ARIZONA

Registrar of Contractors CERTIFIES THAT
Michigan Woods Construction Incorporated (FNI)



CONTRACTORS LICENSE NO. 255679 CLASS B-1

General Commercial Contractor

THIS CARD MUST BE
PRESENTED UPON DEMAND


JEFF FLEETHAM, DIRECTOR



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



LICENSE NUMBER **871976** Entity **CORP**

Business Name **WOODS CONSTRUCTION INC DBA
MICHIGAN WOODS CONSTRUCTION
INC**

Classification(s) **B**

Expiration Date **02/29/2020**

www.cslb.ca.gov



LICENSE NO. 1990008936 DORBL

STATE OF DELAWARE

VALID

01/01/17 - 12/31/19
NOT TRANSFERABLE

POST CONSPICUOUSLY

DIVISION OF REVENUE

DLN: 17 60153 42

BUSINESS CODE 335
GROUP CODE

LICENSED ACTIVITY CONTRACTOR-NON-RESIDENT

DATE ISSUED: 01/19/17

VALIDATED

2019

LICENSE FEE: \$ 225.00

MAILING ADDRESS

BUSINESS LICENSE

BUSINESS LOCATION

WOODS CONSTRUCTION INC
6396 PRODUCT DR
STERLING HTS MI 48312-4568



WOODS CONSTRUCTION INC
6396 PRODUCT DR
STERLING HTS MI 48312-4568

DAVID GREGOR

DIRECTOR OF REVENUE

IS HEREBY LICENSED TO PRACTICE, CONDUCT OR ENGAGE IN THE OCCUPATION
OR BUSINESS ACTIVITY INDICATED ABOVE IN ACCORDANCE WITH THE LICENSE
APPLICATION DULY FILED PURSUANT TO TITLE 30, DEL CODE.



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

BODARY, JOHN FRANCIS

MICHIGAN WOODS CONSTRUCTION COMPANY
6396 PRODUCT DR
STERLING HEIGHTS MI 48312

LICENSE NUMBER: CBC048960

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Above is your license issued by the Georgia State Board of Residential and General Contractors. A pocket-sized license card is below. Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. License renewals may be completed prior to the expiration date via the Board's website or by obtaining a paper renewal from the Board office.

Reminder: It is your responsibility to keep your insurance current. Please provide the Board with a copy of your Certificate of Insurance each time your insurance is renewed. The Board does receive copies of cancellation notices which will affect the status of your license.

It is the licensee's responsibility to notify the board office immediately of any change of name or address. You may update your address online at the board's website at www.sos.ga.gov/plb/contractors/.

You may contact the Board at:
GEORGIA STATE BOARD FOR RESIDENTIAL & GENERAL CONTRACTORS
237 COLISEUM DRIVE, MACON, GEORGIA 31217-3858
478-207-2440 (phone) website: www.sos.ga.gov/plb/contractors/





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GEORGIA STATE BOARD FOR RESIDENTIAL & GENERAL CONTRACTORS
237 COLISEUM DRIVE, MACON, GEORGIA 31217-3858
478-207-2440 (phone) website: www.sos.ga.gov/plb/contractors/



LICENSE NUMBER
BC - 18733

EXPIRATION DATE
09/30/2020

STATE OF HAWAII DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
CONTRACTOR



WOODS CONSTRUCTION INC
C/O CSC SERVICES OF HAWAII
1003 BISHOP ST STE 1600
PAUHI TOWER
HONOLULU HI 96813

(SIGNATURE
OF LICENSEE)

A handwritten signature in black ink, appearing to be "John F. Bodary", is written over a horizontal line.

CLASSES (ACTIVE):
B

THE FOLLOWING 'C' CLASSES ARE
AUTOMATICALLY ISSUED
WITH A 'B' LICENSE: 5,6,10,12,24,25,31A,
32A,42A,42B.

LICENSE NUMBER
BC - 18734

EXPIRATION DATE
09/30/2020

STATE OF HAWAII DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
CONTRACTOR



JOHN F BODARY
C/O WOODS CONSTRUCTION INC
6396 PRODUCT DR
STERLING HEIGHTS MI 48312

(SIGNATURE
OF LICENSEE)

A handwritten signature in black ink, appearing to be "John F. Bodary", is written over a horizontal line.

CLASSES (ACTIVE):
B

THE FOLLOWING 'C' CLASSES ARE
AUTOMATICALLY ISSUED
WITH A 'B' LICENSE: 5,6,10,12,24,25,31A,
32A,42A,42B.

**Bureau of Occupational Licenses
Department of Self Governing Agencies**

The person named has met the requirements for registration and is entitled under the laws and rules of the State of Idaho to operate as a(n)

REGISTERED ENTITY CONTRACTOR

**WOODS CONSTRUCTION INC
JOHN BODARY, ET AL
6396 PRODUCT DR
STERLING HEIGHTS MI 48312**

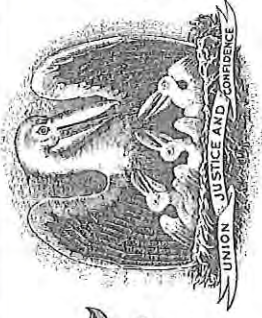
Tana Cory

**Tana Cory
Chief, B.O.L.**

**RCE-20998
Number**

**04/03/2019
Expires**

State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

WOODS CONSTRUCTION INC.
6396 Product Dr.
Sterling Heights, MI 48312

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION



Expiration Date: February 20, 2021

License No: 26954

Witness our hand and seal of the Board dated,
Baton Rouge, LA 21st day of February 2018

Will S. McPherson Director

Lee Mallett Chairman

Andy Duvall Treasurer

This License Is Not Transferrable

State of Maryland

30386616
30977288
08277880

18

90 County



License
MICHIGAN WOODS CONSTRUCTIN INC
6396 PRODUCT DRIVE
STERLING MI 48312

MICHIGAN WOODS CONSTRUCTIN INC
6396 PRODUCT DRIVE
STERLING MI 48312

DATE OF ISSUE
MO DAY YR
04/26/2018

MONTHS PAID
12

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
66	060	OUT-OF-STATE CONTRACTOR	1	60.00

ISSUING FEES	2.00
TOTAL	62.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON APRIL 30, 2019

ISSUED BY
MARILYN BENTLEY, CLERK CIRCUIT COURT
100 N. CALVERT STREET, ROOM 627
BALTIMORE, MARYLAND 21202 (410)333-3790

YKG

State of Mississippi

BOARD OF CONTRACTORS

MICHIGAN WOODS CONSTRUCTION, INC.
6396 PRODUCT DRIVE
STERLING HEIGHTS, MI 48312

ACTIVE

is duly registered and entitled to perform

BUILDING CONSTRUCTION



We have herewith set our hand and raised the Seal of the Mississippi Board of Contractors to be affixed this 8 day of Apr., 2018.

CERTIFICATE OF RESPONSIBILITY

No. 12320-MC

Expires Apr. 8, 2019

Joel A. Canell

CHAIRMAN OF THE BOARD

NEBRASKA

Good Life. Great Connections.

DEPARTMENT OF LABOR

Contractor Registration Certificate

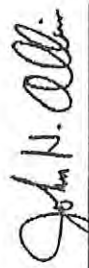
This certificate is non-transferable

Registration # 42630-19

Date Issued: 1/1/2019 Date Expiring: 1/1/2020

Woods Construction, Inc
6396 Product Dr
Sterling Heights, MI 48312

Nebraska Department of Labor
550 South 16th Street
Lincoln, NE 68508
402-471-2239


Commissioner of Labor

Southern Nevada Office
2310 Corporate Circle, Suite 200
Henderson, Nevada 89074
(702) 486-1100

Northern Nevada Office
5390 Kietzke Lane, Suite 102
Reno, Nevada 89511
(775) 688-1141

STATE CONTRACTORS BOARD

The Nevada State Contractors Board certifies that

WOODS CONSTRUCTION INC

Licensed since January 06, 1998

License No. **0045015**

Is duly licensed as a contractor in the following classification(s):

PRINCIPALS:

JOHN BODARY, President, CI/
DEBRA WILLIAMS, Vice President
MICHELLE BODARY, Assistant
Secretary

LIMIT: **\$10,000,000**
EXPIRES: **01/31/2021**

B-2 Residential and Small Commercial



Margaret Cavin
Chair, Nevada State Contractors Board

STATE OF NEW MEXICO
CONSTRUCTION INDUSTRIES DIVISION

MICHIGAN WOODS CONSTRUCTION INC

EXPIRES

12/31/2020

LICENSE NUMBER

359391

Qualifying Party(S)

BODARY JOHN

CLASSIFICATION(S)

6382


DIRECTOR

This seal is a portion of the CE and shall remain in place.

State of North Dakota

SECRETARY OF STATE



CONTRACTORS LICENSE RENEWAL

NO: 20613 CLASS A

I, Alvin A. Jaeger, Secretary of State of the State of North Dakota, and as Registrar of Contractors, certify that **WOODS CONSTRUCTION INC.** whose address is Sterling Heights, MI has filed in this office proper application for Renewal of Class A Contractor's License valid to March 1, 2019, and has paid the required fee, and has complied with all requirements of Chapter 43-07, North Dakota Century Code.

WOODS CONSTRUCTION INC. therefore, is entitled to bid on and accept contracts as authorized by law, under this license, without limit as to value of any single contract.

Dated January 22, 2018.

A handwritten signature in cursive script, reading "Alvin A. Jaeger", is positioned above the printed name.

Alvin A. Jaeger
Secretary of State

STATE OF OREGON
CONSTRUCTION CONTRACTORS BOARD
LICENSE CERTIFICATE

LICENSE NUMBER: 188130

This document certifies that:

WOODS CONSTRUCTION INC A CORP OF MICHIGAN
6396 PRODUCT DRIVE
STERLING HEIGHTS MI 48312

is licensed in accordance with Oregon Law as a Commercial General Contractor Level 1.

License Details:

EXPIRATION DATE: 10/07/2019

ENTITY TYPE: Corporation

INDEP. CONT. STATUS: NONEXEMPT

RESIDENTIAL BOND: NONE

COMMERCIAL BOND: \$75,000

INSURANCE: \$1,000,000 / \$2,000,000

RMI: JOHN FRANCIS BODARY

HOME INSPECTOR CERTIFIED: NO

CCB1044016

STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
SC CONTRACTOR'S LICENSING BOARD

LICENSE CERTIFICATE

LICENSE# - G101196

The following licensee:

LICENSE# - G101196

WOODS CONSTRUCTION INC
6396 PRODUCT DRIVE
STERLING HEIGHTS MI 48312

has met the necessary qualifications required by the laws of the state of South Carolina and is duly qualified and entitled to practice as a:

GENERAL CONTRACTOR

for the Classification(s) and Group Limitation shown below:

BD4

EXPIRATION DATE:10/31/2020

Effective License Issue:07/07/2018

Initial License Date:.....05/14/1999

Qualifying Party(s): JOHN F BODARY

***** Group Number and Dollar Limitations: *****

The number after your 2-letter classification(s) above is your Group#

Group #1 - \$50,000 Group #3 - \$500,000

Group #2 - \$200,000 Group #4 - \$1,500,000

Group #5 - \$Unlimited


Administrator

It is at the discretion of the licensee, not the Board, to authorize officers or employees of the company to pull permits and conduct business.

State of Tennessee

342692 10971041

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

WOODS CONSTRUCTION, INC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 43394

LIC STATUS: ACTIVE

EXPIRATION DATE: April 30, 2020

AGLM \$1,000,000.00 ; BC-B



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING

ACTIVE LICENSE

EFFECTIVE DATE: 07/09/1999
EXPIRATION DATE: 11/30/2019
ISSUED TO: Woods Construction Inc
6396 Product Dr
Sterling Heights MI 48312



REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)

322035-5501 Contractor With LRF DBAs: None Associated

B100

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
07-31-2020

NUMBER
2705087041

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CBC

WOODS CONSTRUCTION INC
6396 PRODUCT DRIVE
STERLING HEIGHTS, MI 48312



Jay W. D. Boren
JAY W. D. BOREN
LIC. 1414

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



STATE OF
WASHINGTON

BUSINESS LICENSE

Profit Corporation

WOODS CONSTRUCTION INC.
WOODS CONSTRUCTION INC. DBA MICHIGAN WOODS
CONSTRUCTION INC
6396 PRODUCT DR
STERLING HEIGHTS, MI 48312-4568

Unified Business ID #: 601233755
Business ID #: 001
Location: 0001

UNEMPLOYMENT INSURANCE - ACTIVE

TAX REGISTRATION - ACTIVE

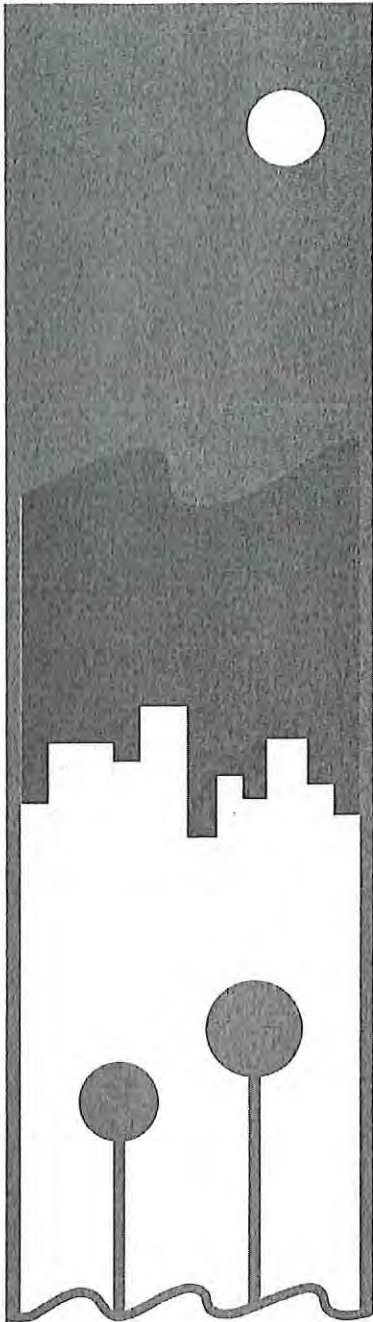
REGISTERED TRADE NAMES:

MICHIGAN WOODS CONSTRUCTION, INC

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Handwritten signature of Vicki Smith in cursive.

Director, Department of Revenue



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV012825

Classification:
GENERAL BUILDING

WOODS CONSTRUCTION CO INC
DBA WOODS CONSTRUCTION CO INC
6396 PRODUCT DRIVE
STERLING HEIGHTS, MI 48312

Date Issued

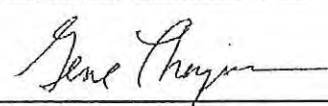
Expiration Date

NOVEMBER 18, 2018

NOVEMBER 18, 2019



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.

new qualifying party for the school district.

✓
A

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Name of Company (if applicable) Natrona County School District Date 11-29 2018
 Name of Qualifying Person or Persons Chuck Brooks
 Current Address 6470 Indian Wells City Casper State WY Zip 82604
 Telephone Number 253-5288 Cell Number 262-5979
 Email chuck4067@myncsd.org
 Employer Natrona County School District
 Employer's Address 970 N. Glenn Rd. City Casper State WY Zip 82601
 Position General Services Years at present employer 9 1/2 Comments _____
Foreman

Date and location of residence in Wyoming 1970, Casper, WY

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II X Class III _____

Demolition _____ Roofing 6/11

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Chuck Brooks
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Mike Capshaw
(Address) 49 Fairway Dr
(City) Casper (State) WY
(Zip) 82601 (Phone No.) 237-8301

Date of Employment: From 3/01 through 6/09 Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant Carpenter
Job Description of Applicant Frame houses, Trim houses, Install Cabinets, siding, decks

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES _____ NO _____

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 49 Fairway Dr City Casper State WY Zip 82601
Day Phone No. 307-262-1255 Cell Phone No. 307-262-1255
Email Address _____

DATED this 2nd day of January, 2019

Michael R. Capshaw
Signature
MICHAEL R. CAPSHAW
Printed Name of Signature

Subscribed and sworn to before me this 2nd day of January, 2019

[Signature]
Notary Public

My Commission Expires: June 16, 2019



Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Chuck Brooks
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Scott Hanken
(Address) 1038 N. Glenn Road
(City) Casper (State) WY
(Zip) 82601 (Phone No.) 307-253-5286

Date of Employment: From 6/09 through Present Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant General Services Foreman
Job Description of Applicant Oversee day to day functions of General Services crew, Repair of schools, Carpentry, Decks, roofs,

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO _____

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 1038 N. Glenn City Casper State WY Zip 82601
Day Phone No. 307-253-5286 Cell Phone No. 307-258-3693
Email Address Scott.Hanken@natrona-schools.org

DATED this 29th day of November, 2018



Scott Hanken
Signature
Scott Hanken - 2550 #1 Director
Printed Name of Signature minist passer

Subscribed and sworn to before me this 29th day of November, 2018

[Signature]
Notary Public

My Commission Expires: June 16, 2019

V
D.

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO
BEING REGISTERED AS A Mechanical Masters

NAME: Kasey Ford

ADDRESS: 3243 Borrossa St CITY, STATE, ZIP: Evans, CO, 80634

TELEPHONE NUMBER: 307-247-1709 CELL NUMBER: _____

EMAIL ADDRESS: kford@aircomfortcomplete.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 34

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE Mechanical Masters

CITY AND STATE OF LICENSE Cheyenne, WY

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
<u>Casper Tin Shop</u>	<u>Casper</u>	<u>Aug 2005-Sep 2013</u>
<u>CK Mechanical</u>	<u>Casper</u>	<u>2014-2015</u>
<u>Air Comfort Complete.inc</u>	<u>Casper</u>	<u>2015-Current</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Casper Tin Shop	Casper	Aug 2005-Sep 2013

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Air Comfort Complete.inc	Casper	2015-Current

6. WHO WAS YOUR LAST EMPLOYER?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
CK Mechanical	Casper	2014-2015

7. DATE OF TERMINATION: October 2015

8. CURRENT EMPLOYER:

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Air Comfort Complete.inc	Casper	2015-Current

SIGNATURE: Kasey Ford DATE: 12/28/2018

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE, THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

Casper Tin Shop
711 N Park St
Casper, Wy 82601
307-235-9080

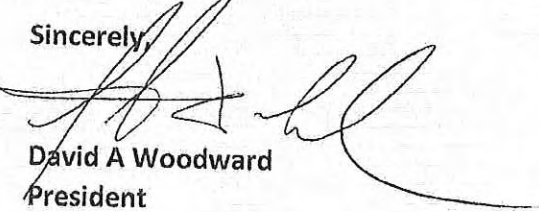
October 14, 2015

To whom it may concern:

Kasey W Ford worked as an apprentice & journeyman sheet metal mechanic for Casper Tin Shop from August 2005 until September 2013.

His total hours worked during that time period was 15,686 hours.

Sincerely,


David A Woodward
President

From: Terra Nevins terra@ckmechanicalph.com
Subject: Hours
Date: October 1, 2015 at 2:23 PM
To: kford@aircomfortcomplete.com

Kasey-

Your total number of hours worked for CK Mechanical are 2,182.50. You will need to contact Dave Woodward, for the total number of hours worked for Casper Tin Shop. Let me know if I can be of anymore assistance! J

Thank you,

Terra Nevins

Accounting Lead

CK Mechanical Plumbing & Heating, Inc.

PH: 307.473.8448 Fax: 307.235.7959

www.ckmechanicalph.com



NOTICE: This e-mail is intended only for the addressee named above. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender if you have received the message in error, then delete it and any and all copies of it. Thank you.



OFFICIAL RESULTS REPORT

359 - Wyoming Master HVAC



Name:	Kasey Ford	Candidate ID:	ICNON135696
Address:	412 N. Fenway	Date:	11/27/2017
	Casper	WY	82601

EXAMINATION RESULT: **PASS**

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. **Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

*The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:
www.PearsonVUE.com/authenticate
Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.*

Registration Number: 324969414

Validation Number: 909110667

✓
LE

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO

BEING REGISTERED AS A Master HVAC

NAME: Kent W. Barnes

ADDRESS: 2716 S. Coffman CITY, STATE, ZIP: Casper WY 82604

TELEPHONE NUMBER: _____ CELL NUMBER: 307-262-7083

EMAIL ADDRESS: kentster37@yahoo.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 49

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE _____

CITY AND STATE OF LICENSE _____

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER	CITY	TIME OF EMPLOYMENT
<u>Commercial Refrigeration</u>	<u>Casper</u>	<u>MAY 1997 - SEP 1998</u>
<u>Arrowhead Inc.</u>	<u>Casper</u>	<u>Apr 2000 - Nov 04</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Advanced Air	Cheyenne	Jun 05 Aug 07

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Advanced Thermal Solutions	Casper	may 10

6. WHO WAS YOUR LAST EMPLOYER?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Gyrodair	Casper	
CK mechanical		much 15 may 16

7. DATE OF TERMINATION: June 16

8. CURRENT EMPLOYER:

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Advanced Thermo Solutions	Casper	may 16 to present

SIGNATURE: Andrew D. [Signature] DATE: 12/28/2018

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

NOTARIZED AFFIDAVIT

NAME OF APPLICANT: KENT BARNES
(PRINT)

IS APPLYING TO THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER,
WYOMING, TO BECOME A LICENSED MASTER
(TYPE OF LICENSE)

JOHN CONWAY, BEING DULY SWORN ON HIS OATH,
(NAME OF PERSON SUPPORTING AFFIDAVIT)
DEPOSES AND SAYS:

1. THAT HE HAS KNOWN THE APPLICANT FOR 18 YEARS.
2. APPLICANT WAS EMPLOYED BY ADVANCED THERMAL SOLUTIONS
(FIRM NAME)
FROM 7-24-17 TO PRESENT

AS JOURNEYPERMAN AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED):
HVAC SERVICE, REFRIGERATION SERVICE AND REPAIR
PREVENTATIVE MAINTENANCE - EPA CERTIFICATE TYPE I-II
INSTALL, UPDATE AND MAINTAIN RESIDENTIAL, LIGHT COMMERCIAL,
COMMERCIAL AND INDUSTRIAL HVAC EQUIPMENT

DATED THIS 8 DAY OF JANUARY, 2019

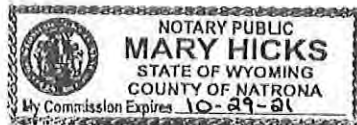
[Signature]
SIGNATURE

John Conway
PRINTED NAME OF SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 8 DAY OF JANUARY, 2019

Mary Hicks
NOTARY PUBLIC

MY COMMISSION EXPIRES: 10-29-21



a Control number		OMB No. 1545-0008					This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.					
b Employer identification number			1 Wages, tips, other compensation		2 Federal income tax withheld							
			9362.00		1197							
c Employer's name, address, and ZIP code Commercial Refrigeration, Inc. 653 GY Avenue Casper, WY 82601			3 Social security wages		4 Social security tax withheld							
			5362.00		580.42							
			5 Medicare wages and tips		6 Medicare tax withheld							
			9362.00		135.75							
d Employee's social security number 520-04-5181			7 Social security tips		8 Allocated tips							
e Employee's name, address, and ZIP code Kent W. Barnes 610 1/2 East 2nd Street Casper, WY 82601			9 Advance EIC payment		10 Dependent care benefits							
			11 Nonqualified plans		12 Benefits included in box 1							
			13 See Instrs. for box 13		14 Other							
			15 Statutory employee	Deceased	Pension plan	Legal rep.	Deferred compensation					
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
16 State	Employer's state I.D. no.		17 State wages, tips, etc.	18 State income tax	19 Locality name	20 Local wages, tips, etc.	21 Local income tax					

Form W-2 Wage and Tax Statement 1998 (O) Department of the Treasury—Internal Revenue Service
Copy C For EMPLOYEE'S RECORDS (See Notice to Employee on back of Copy B.)



Northwest Sheet Metal Pension Plan
 1220 SW Morrison St. Suite 300, Portland OR 97205-2222
 Phone: (503) 222-7694 or (800) 413-4928 Fax: (503) 228-0149
<http://www.nwsheetmetal.aibpa.com/Pension>



KENT W BARNES
 46 LILAC ST
 CASPER, WY 82604-3888

BirthDate: 2/23/1969
 Gender: M

Northwest Sheet Metal Pension Plan

ANNUAL STATEMENT OF TENTATIVE PENSION INFORMATION AS OF 4/30/2014

Total Vesting Credits: 7.800

Monthly Benefit: \$773.98

Percentage Vested: 100%

Total Monthly Benefit Amount: \$773.98

Spouse Name: BARNES, SUNSHINE R

Spouse DOB: 4/29/1975

Plan Year	Hours	Contributions	Yearly Vest Credit	Total Vest Credit
2001	787.00	\$1,377.26	0.600	0.600
2002	1,826.25	\$3,234.28	1.000	1.600
2003	1,747.25	\$3,305.44	1.000	2.600
2004	1,663.25	\$3,505.19	1.000	3.600
2005	1,847.00	\$5,688.76	1.000	4.600
2006	1,852.00	\$5,704.16	1.000	5.600
2007	1,753.00	\$5,621.24	1.000	6.600
2008	1,479.00	\$5,051.39	1.000	7.600
2009	439.00	\$1,611.56	0.200	7.800
2010	-	\$0.00	0.000	7.800
2014	-	\$0.00	0.000	7.800

Pension Status: Inactive Vested

Please verify your date of birth is correct. If incorrect, please contact the Trust Office at (503) 222-7694 or (800) 413-4928

INTERNAL REVENUE SERVICE



FAX TRANSMISSION
Cover Sheet

Date: January 16, 2018

To: KENT BARNES

Address/Organization: _____

Fax Number: (307) 237-6017 Office Number: _____

From: IRS

Address/Organization: Internal Revenue Service

Fax Number: _____ Office Number: 314-339-1780

Number of pages: *Including cover page*

Subject: _____

This communication is intended for the sole use of the individual to whom it is addressed and may contain confidential information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited by the provisions of the Internal Revenue code. If you have received this communication in error, please contact the sender immediately by telephone. Thank you.

Code "R" Employer's Contribution to MSA:	\$0.00
Code "S" Employer's Contribution to Simple Account:	\$0.00
Code "T" Expenses Incurred for Qualified Adoptions:	\$0.00
Code "V" Income from exercise of non-statutory stock options:	\$0.00
Code "AA" Designated Roth Contributions under a Section 401(k) Plan:	\$0.00
Code "BB" Designated Roth Contributions under a Section 403(b) Plan:	\$0.00
Third Party Sick Pay Indicator:	Unanswered
Retirement Plan Indicator:	Unanswered
Statutory Employee:	Not Statutory Employee
W2 Submission Type:	Original
W2 WHC SSN Validation Code:	

Form W-2 Wage and Tax Statement

Employer:

Employer Identification Number (EIN): 841375261
ADVANCED AIR SYSTEMS INC

Employee:

Employee's Social Security Number: [REDACTED]
KENT W BARNES

Submission Type:	Original document
Wages, Tips and Other Compensation:	\$2,103.00
Federal Income Tax Withheld:	\$231.00
Social Security Wages:	\$2,103.00
Social Security Tax Withheld:	\$130.00
Medicare Wages and Tips:	\$2,103.00
Medicare Tax Withheld:	\$30.00
Social Security Tips:	\$0.00
Allocated Tips:	\$0.00
Advanced EIC Payment:	\$0.00
Dependent Care Benefits:	\$0.00
Deferred Compensation:	\$0.00
Code "Q" Nontaxable Combat Pay:	\$0.00
Code "W" Employer Contributions to a Health Savings Account:	\$0.00
Code "Y" Deferrals under a section 409A nonqualified Deferred Compensation plan:	\$0.00
Code "Z" Income under section 409A on a nonqualified Deferred Compensation plan:	\$0.00
Code "R" Employer's Contribution to MSA:	\$0.00
Code "S" Employer's Contribution to Simple Account:	\$0.00
Code "T" Expenses Incurred for Qualified Adoptions:	\$0.00
Code "V" Income from exercise of non-statutory stock options:	\$0.00
Code "AA" Designated Roth Contributions under a Section 401(k)	\$0.00



This Product Contains Sensitive Taxpayer Data

Wage and Income Transcript

Request Date: 01-16-2018
Response Date: 01-16-2018
Tracking Number: 100365900599

SSN Provided: 520-04-5191
Tax Period Requested: December, 2008

Form W-2 Wage and Tax Statement

Employer:

Employer Identification Number (BIN): 841375261
ADVANCED AIR SYSTEMS INC

Employee:

Employee's Social Security Number: [REDACTED]
KENT W BARNES

Submission Type:	Original document
Wages, Tips and Other Compensation:	\$16,791.00
Federal Income Tax Withheld:	\$2,031.00
Social Security Wages:	\$16,791.00
Social Security Tax Withheld:	\$1,041.00
Medicare Wages and Tips:	\$16,791.00
Medicare Tax Withheld:	\$243.00
Social Security Tips:	\$0.00
Allocated Tips:	\$0.00
Advanced EIC Payment:	\$0.00
Dependent Care Benefits:	\$0.00
Deferred Compensation:	\$0.00
Code "Q" Nontaxable Combat Pay:	\$0.00
Code "W" Employer Contributions to a Health Savings Account:	\$0.00
Code "Y" Deferrals under a section 409A nonqualified Deferred Compensation plan:	\$0.00
Code "Z" Income under section 409A on a nonqualified Deferred Compensation plan:	\$0.00
Code "R" Employer's Contribution to MSA:	\$0.00
Code "S" Employer's Contribution to Simple Account:	\$0.00
Code "T" Expenses Incurred for Qualified Adoptions:	\$0.00
Code "V" Income from exercise of non-statutory stock options:	\$0.00



This Product Contains Sensitive Taxpayer Data

Wage and Income Transcript

Request Date: 01-16-2018
Response Date: 01-16-2018
Tracking Number: 100365900599

SSN Provided: 520-04-5191
Tax Period Requested: December, 2009

Form W-2 Wage and Tax Statement

Employer:

Employer Identification Number (EIN): 840579292
LONG BUILDING TECHNOLOGIES INC.
5001 SOUTH ZUNI STRE
LITTLETON, CO 80120-0000

Employee:

Employee's Social Security Number: [REDACTED]
KENT W BARNES
2520 DEMING BLVD APT. #2
CHEYENNE, WY 82001-0000

Submission Type:	Original document
Wages, Tips and Other Compensation:	\$29,455.00
Federal Income Tax Withheld:	\$3,814.00
Social Security Wages:	\$29,455.00
Social Security Tax Withheld:	\$1,826.00
Medicare Wages and Tips:	\$29,455.00
Medicare Tax Withheld:	\$427.00
Social Security Tips:	\$0.00
Allocated Tips:	\$0.00
Advanced EIC Payment:	\$0.00
Dependent Care Benefits:	\$0.00
Deferred Compensation:	\$0.00
Code "Q" Nontaxable Combat Pay:	\$0.00
Code "W" Employer Contributions to a Health Savings Account:	\$0.00
Code "Y" Deferrals under a section 409A nonqualified Deferred Compensation plan:	\$0.00
Code "Z" Income under section 409A on a nonqualified Deferred Compensation plan:	\$0.00

Statutory Employee:
W2 Submission Type:
W2 WHC SSN Validation Code:

Not Statutory
Employee
Original

Form W-2 Wage and Tax Statement

Employer:

Employer Identification Number (EIN): 910589283
NOR JH ES SHE M AL WOR RS

Employee:

Employee's Social Security Number: [REDACTED]
K W BARNES

Submission Type:	Original document
Wages, Tips and Other Compensation:	\$10,400.00
Federal Income Tax Withheld:	\$0.00
Social Security Wages:	\$10,400.00
Social Security Tax Withheld:	\$644.00
Medicare Wages and Tips:	\$10,400.00
Medicare Tax Withheld:	\$150.00
Social Security Tips:	\$0.00
Allocated Tips:	-\$0.00
Advanced EIC Payment:	\$0.00
Dependent Care Benefits:	\$0.00
Deferred Compensation:	\$0.00
Code "Q" Nontaxable Combat Pay:	-\$0.00
Code "W" Employer Contributions to a Health Savings Account:	\$0.00
Code "Y" Deferrals under a section 409A nonqualified Deferred Compensation plan:	\$0.00
Code "Z" Income under section 409A on a nonqualified Deferred Compensation plan:	\$0.00
Code "R" Employer's Contribution to MSA:	\$0.00
Code "S" Employer's Contribution to Simple Account:	\$0.00
Code "T" Expenses Incurred for Qualified Adoptions:	\$0.00
Code "V" Income from exercise of non-statutory stock options:	\$0.00
Code "AA" Designated Roth Contributions under a Section 401(k) Plan:	\$0.00
Code "BB" Designated Roth Contributions under a Section 403(b) Plan:	\$0.00
Third Party Sick Pay Indicator:	Unanswered
Retirement Plan Indicator:	Unanswered
Statutory Employee:	Not Statutory Employee
W2 Submission Type:	Original
W2 WHC SSN Validation Code:	

This Product Contains Sensitive Taxpayer Data

Code "AA" Designated Roth Contributions under a Section 401(k) Plan:	\$0.00
Code "BB" Designated Roth Contributions under a Section 403(b) Plan:	\$0.00
Third Party Sick Pay Indicator:	Unanswered
Retirement Plan Indicator:	Unanswered
Statutory Employee:	Not Statutory Employee
W2 Submission Type:	Original
W2 WHC SSN Validation Code:	

Form W-2 Wage and Tax Statement

Employer:

Employer Identification Number (EIN): 910589283
NOR JH ES SHE M AL WOR RS

Employee:

Employee's Social Security Number: [REDACTED]
K W BARNES

Submission Type:	Original document
Wages, Tips and Other Compensation:	\$10,400.00
Federal Income Tax Withheld:	\$0.00
Social Security Wages:	\$10,400.00
Social Security Tax Withheld:	\$644.00
Medicare Wages and Tips:	\$10,400.00
Medicare Tax Withheld:	\$150.00
Social Security Tips:	\$0.00
Allocated Tips:	\$0.00
Advanced EIC Payment:	\$0.00
Dependent Care Benefits:	\$0.00
Deferred Compensation:	\$0.00
Code "Q" Nontaxable Combat Pay:	\$0.00
Code "W" Employer Contributions to a Health Savings Account:	\$0.00
Code "Y" Deferrals under a section 409A nonqualified Deferred Compensation plan:	\$0.00
Code "Z" Income under section 409A on a nonqualified Deferred Compensation plan:	\$0.00
Code "R" Employer's Contribution to MSA:	\$0.00
Code "S" Employer's Contribution to Simple Account:	\$0.00
Code "T" Expenses Incurred for Qualified Adoptions:	\$0.00
Code "V" Income from exercise of non-statutory stock options:	\$0.00
Code "AA" Designated Roth Contributions under a Section 401(k) Plan:	\$0.00
Code "BB" Designated Roth Contributions under a Section 403(b) Plan:	\$0.00
Third Party Sick Pay Indicator:	Unanswered
Retirement Plan Indicator:	Unanswered

2004 LICENSE ARROWHEAD, INC.

BUD SPRENGER

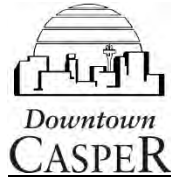
	Date	Name	License #	Amount	Insurance
1	12/11	Arrowhead, Inc	MC-013	75.00	1/1/04
2	12/11	Bud Sprenger	MM-004	37.50	
3	12-13	Dale Waczak	MA-001	3.00	
4	12-18	Brent Willardson	MJ-002	15.00	
5	12-19	Gannett Sorensen	MJ-004	15.00	
6	12-22	Charles Nabeis	MJ-005	15.00	
7	12-29	Timothy Jensen	MJ-008	15.00	
8	1-2-04	Michael Bannion	MT-027	15.00	
9	1-2-04	Richard Fink	MI-028	15.00	
10	1-15-04	Brian Sotte	MT-029	15.00	
11	1-21-04	Kent Barnes	MA-017	3.00	
12	1-30-04	Dan Burchfield	MM-019	37.50	
13	2-2-04	Russell Nading	MA-028	3.00	
14	2-2-04	Brent Paulson	MA-029	3.00	
15	3-10-04	Chris Faarhuus	MT-43	15.00	
16	3-15-04	Fred Casey	MA-21	3.00	
17	4-12-04	Ern Zawada	MA-30	3.00	
18	8-26-04	Paul Algaard	MM-024	37.50	
19	8-30-04	John Godet	MA-031	3.00	
20	9-29-04	Chris Brown	MA-030		
21					
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2003 LICENSES-- Arrowhead, Inc

DATE	COMPANY	NAME	LICENSE #	AMOUNT	INSURANCE
1 1/15/03	Arrowhead, Inc	Bud Spangler	MT-013	75.00	11/03
2	"	"	MM-091	37.50	
3 12/13	Arrowhead, Inc.	Chris Navers	MT-004	15.00	
4 12-11	Arrowhead, Inc.	Brent L. W. Hodson	MT-005	15.00	
5		Timothy Jensen	MT-011	15.00	
6		Wally Kirk Macel.	MA-005	3.00	
7		Michael Bonanza	MT-031	15.00	
8 12/31	Arrowhead, Inc	Brian Sofie	MT-033	15.00	
9 1/3/03		Kent W Barnes	MA-024	3.00	
10		Russell Nadine	MA-030	3.00	
11 1/16		Daniel Burchfield	MM-003	75.00	
12 1/16		Garnett Simmons	MT-010	15.00	
13 1/16		Charles Nelson	MD-027	3.00	
14 1/31		Richard Frank	MT-042	15.00	
15 3/28	Arrowhead, Inc	Shawn J. Eric Huss	MT-041	15.00	-->
16 3/28	Arrowhead, Inc	Don Hahner	MT-043	15.00	
17 4/24	"	Charles Ross Navers	MT-044	15.00	
18					
19					
20					
21					
22					
23					
24					
25					

2002 LICENSES -- Arrowhead, Inc

DATE	COMPANY	NAME	LICENSE #	AMOUNT	INSURANCE
1/10/02	Arrowhead, Inc	Brid Sprenger	MT-013	75.00	1/1/02
2/10/02	"	"	MT-020	37.50	
3/2/02	Arrowhead, Inc	Timothy Terbin	MT-003	15.00	
4/2/02	Arrowhead, Inc	Michael Barnish	MT-023	15.00	1/1/02
5	"	Richard Fink	MT-024	15.00	
6	"	Brent L. Willadsen	MT-025	15.00	
7/1/01	"	Barnett Sorenson	MT-026	15.00	
8	"	John Dorn	MA-029	3.00	
9/11/02	"	Don Hafner	MA-030	3.00	
10/11/02	"	Chris Hensler	MT-032	15.00	
11/15/02	"	Kent D Barnes	MA-031	3.00	
12/29/02	"	Brian Sofke	MT-033	15.00	
13/7/22/02	"	Dale Delczak	MA-034	3.00	
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DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, January 9, 2019
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|---|-----------|
| I. | Establish Quorum and Call Meeting to Order | J.True |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| | A) Charlie Powell | |
| | B) Liz Becher | |
| IV. | Approval of November 2018 Board Minutes | J.True |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) Nov/December 2018 & January 2019 Reports | N.Grooms |
| | B) December 2018 & January 2019 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| | A) Executive Committee | J.True |
| | B) MARCOM Committee | P.Fazio |
| | C) David Street Station | J.Landess |
| | D) Finance Committee | N.Grooms |
| | E) Infrastructure | B.Daigle |
| | F) Governance | W.Reese |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting February 13, 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
September 12, 2018
11:32 a.m.

I. Call Meeting to Order

Present: Nicholas Grooms, Trudi Holthouse, Shawn Houck, Sona Rummel, Brandon Daigle, Pete Fazio, Will Reese, Charlie Powell, Tim Schenk, Critter Murray; Kevin Hawley, Jackie Landess, Michelle Solko
Liz Becher, Craig Collins

Excused: Jenn True

II. Public Comments: N/A

III. City Report:

- A.) Charlie Powell:** Discussed Plains Property RFP release and highest bidder aspect was voted down by the majority. Uncertain of appraised value requirement. Property utilization that best suits the community is the ideal goal. Proposals due on Feb. 14, 2019. Discussed One Cent Tax and City's anticipated expenditures.
- B.) Craig Collins:** Midwest reconstruction will start in October. Liz B is putting together a Wayfinding Committee for Wayfinding guidelines. Jenn True & Shawn Houck are part of it.

IV. Approval of August 2018 Board Meeting Minutes & Budget Hearing Minutes

Motion, Second, Passed (Trudi Holthouse, Tim Schenk) (All Approved)

V. Financials – Nicholas Grooms

- In Financials packet, no unusual expenditures. Kevin: Retainage from Caspar Builders for ice rink finalization and for finishing Splash pad etching and resurfacing. Chiller issues with ice rink needed extra \$10K to rent a pup chiller to kick in to help main chiller when weather gets warmer.
- Parking garage aging report discussed.

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

Motion, Second, Passed (Sona Rummel, Critter Murray) (All Approved)

VI. Director's Report - Kevin Hawley

- Complex situation coming up with the new ice rink: Maintaining, operating, staff & volunteers, credit card process, skate purchase \$15K and storage racks \$7K and mats \$4K. City has 3 Zambonis, so we have asked to use one to help will free up \$75K expenditure for year one as we figure out process and staffing.
- Security cameras are needed. Received bid for \$30K+ with original design, which seemed outrageous. Working to reduce to ensure coverage.
- \$25K of a \$50K Grant has been used for marketing & promotion. 5150' (\$42K cost for the 1 and half day event) & Fiesta WYO (\$8K cost) events were a huge success. Food vendors ran out of food. Published success since June and dollar breakdown on Facebook. \$250K spent in events at David Street Station.
- Thanks to River Valley Builders for ice machine.
- Thanks to Tim for temporary storage location for TV. Need 14' door.
- Discussed challenge with activating public fundraising and communicating that city does not operate DSS or expend tax dollars.
- Brandon and Kevin went to a conference in Washington, DC to learn more about Opportunity Zones and how we can leverage that in downtown and OYD for development efforts.

- Need a motion to approve payments for two late invoices: \$1500 for sound and lighting & \$900 for overnight security

Approval of check signage for sound, lighting and overnight security

Motion, Second, Passed (Crittter Murray, Sona Rummel) (All Approved)

- Kevin discussed finding the ideal events to continue with since Fiesta WYO did so well. Seems that specialty events do best.
- A few UW football games were aired over big TV at DSS and attendance was good, but Kevin H feels it will get better as the season continues. Charlie P feels scheduling conflicts compete with public participation. Jackie mentioned a concert night was moved to not compete with Gaslight's Hairball event.
- Shawn felt that so many events hurt his business and city feedback meeting is having discussions about future event coordination. Pete F feels there is a fine line to be drawn on event coordination since free enterprise determines private businesses and their own events and schedules, and with so many events throughout the week there are many factors that determine business and event success. Businesses go through different trend curves. Brandon commented that is a good problem to have since three years ago downtown didn't have that problem!
- Pete F mentioned that trends are seen in every business and each business must work through those trends to find the most opportune situation along with working together to accomplish that for each other.
- Shawn would like to find best way to partner with DSS and events as opposed to competing with one another.
- Pete F – October 6th marks four years since Kris Richardson went missing and to keep her memory alive, the idea to host a UW Tailgate and partnership with downtown businesses to honor Kris and support UW football and local businesses was discussed. Ideas for the Kris Richardson Remembrance Tailgate event would be a balloon release and a slideshow video.
- Shawn inquired about models to follow and strategic plan for business partnerships to tie into DSS success. Trudi H pointed out that the top five events could help be promoted ahead of time to businesses to help promote downtown business prosperity. Brandon D mentioned there is an annual stakeholders meeting with agenda items for DDA and all businesses.

VII. Committee Reports –

A.) Executive Committee – N/A

B.) MARCOM Committee – Decided to meet every other month for Board Meetings and allow individual committees to meet when needed so that time can be dedicated to important issues.

Approval of Board Meetings to meet every other month starting November 14, 2018

Motion, Second, Passed (Crittter Murray, Shawn Houck) (All Approved)

C.) David Street Station – Jackie Landess

- Our Thurs., Aug. 9th, David Gerald (Blues/Rock/Jazz) from Detroit, MI was very entertaining and we would like for him to return to Casper next summer for a Blues Festival.
- Successful events: 5150 Festival (gleaned valuable info from this event to be able to capitalize on future events), Fiesta WYO (which will have a shortened time-frame in future events since crowd diminished before the headliner was scheduled to play).
- Events that finish in September: Lunch on Lawn, Farmer's Market, Family Game Night, concert and movie series. Family Game Night needs to be restructured, Farmer's Market dealt with rough weather this year.
- FallFest event on Sept. 29th from 10 am to 2 pm with Brett Andrew. UW Games Oct. 13th & 26th.
- All the events have been a learning lesson on how to better revamp next year's events.
- Struggling with Sponsorship and thinking of ways to get more creative with activation. The DSS TVs can be good tools to promote Friends of the Station. Shawn had some good insights on how to market DSS

sponsorship. Charlie P mentioned utilizing youth and youth groups for community service to help with DSS events.

D.) Finance Committee – N/A

E.) Infrastructure – N/A

F.) Governance – Will Reese

- Will R to meet with Mark Gordon for future statewide issues. Goodstein land, special malt beverage permit and open container law revision discussed. Rocky Mountain Power cost assistance for winter chiller costs.

Comments: N/A

Motion to adjourn at approximately 12:53 PM

Motion, Second, Passed (Tim Schenk, Trudi Holthouse) (Approved)

Action Items: N/A

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA-Balance Sheet Dec 31, 18

ASSETS

Current Assets

Checking/Savings

CHECKING 44,674.88

NOW Acct 252,217.45

Total Checking/Savings 296,892.33

Other Current Assets

Due from Parking Garage -28,280.29

Total Other Current Assets -28,280.29

Total Current Assets 268,612.04

TOTAL ASSETS 268,612.04

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 7,964.27

Total Other Current Liabilities 7,964.27

Total Current Liabilities 7,964.27

Total Liabilities 7,964.27

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -64,622.25

Net Income -57,054.42

Total Equity 260,647.77

TOTAL LIABILITIES & EQUITY 268,612.04

	DDA - P&L	<u>Dec 18</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		35.42
ASSESSMENTS		<u>66,488.17</u>
Total Income		66,523.59
Expense		
ADMINISTRATIVE		
Incentives		13,100.00
Administrative Services		1,073.04
Director's Salary		6,250.02
Social Security		2,176.40
Unemployment Insurance		98.61
Cell Phone Reimbursement		<u>75.00</u>
Total ADMINISTRATIVE		22,773.07
MARKETING-COMMUNICATIONS		
Sponsorships/PR		1,000.00
MARKETING-COMMUNICATIONS - Other		<u>2,688.75</u>
Total MARKETING-COMMUNICATIONS		3,688.75
OPERATIONS		
Accountant/Bookkeeper		385.00
Dues/Subscriptions		500.00
Office Automation		129.89
Music Service		50.00
Office Equipment		1,598.98
Office Rent		2,650.00
Office Supplies		399.85
Travel		<u>239.80</u>
Total OPERATIONS		5,953.52
Payroll Expenses		<u>9,099.74</u>
Total Expense		<u>41,515.08</u>
Net Ordinary Income		25,008.51
Other Income/Expense		
Other Expense		
Bank Service Charge		51.78
Total Other Expense		<u>51.78</u>
Net Other Income		-51.78
Net Income		<u><u>24,956.73</u></u>

DDA-Budget vs Actual

TOTAL

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
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	-2,000.00	0.0%
ACCT. INTEREST	40.17	36.98	31.80	34.88	30.88	35.42	210.13	250.00	-39.87	84.05%
ASSESSMENTS	3,951.69	0.00	1,189.00	0.00	23,585.83	66,488.17	95,214.69	165,000.00	-69,785.31	57.71%
Misc.	0.00	0.00	0.00	0.00	500.00	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	95,924.82	167,250.00	-71,325.18	57.35%
Expense										
ADMINISTRATIVE										
Payroll Bonuses	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	52,000.00	-52,000.00	0.0%
Event Coordinator	0.00	0.00	0.00	22.86	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	48,000.00	-48,000.00	0.0%
Incentives	0.00	0.00	0.00	0.00	0.00	13,100.00	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	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	15,892.91			
Contract Employee/Svc	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	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	-4,900.02	4,900.02	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	37,500.12	75,000.00	-37,499.88	50.0%
Total Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	37,500.12	76,499.98	-38,999.86	49.02%
Social Security	774.53	751.94	648.53	786.32	969.18	2,176.40	6,106.90	24,000.00	-17,893.10	25.45%
Unemployment Insurance	36.42	33.63	-11.96	32.39	52.81	98.61	241.90	3,000.00	-2,758.10	8.06%
Worker's Compensation	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	450.00	900.00	-450.00	50.0%
Total ADMINISTRATIVE	8,906.97	10,587.39	9,743.03	10,480.42	10,823.81	22,773.07	73,314.69	319,299.98	-245,985.29	22.96%
MARKETING-COMMUNICATIONS										
Media Expenditures	0.00	0.00	2,720.08	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	0.00	3,000.00	-3,000.00	0.0%
PR - Director	308.70	49.08	0.00	453.12	92.59	0.00	903.49	3,000.00	-2,096.51	30.12%
Recognition Awards	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	1,800.00	7,500.00	-5,700.00	24.0%
Strategic Plan	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	4,849.75			
Total MARKETING-COMMUNICATIONS	1,133.70	49.08	2,720.08	1,521.12	1,160.59	3,688.75	10,273.32	39,000.00	-28,726.68	26.34%
OPERATIONS										
Employee Development	0.00	0.00	0.00	94.00	0.00	0.00	94.00	1,500.00	-1,406.00	6.27%
Accountant/Bookkeeper	0.00	0.00	325.00	0.00	0.00	385.00	710.00	2,500.00	-1,790.00	28.4%
Board Mtg. Expense	0.00	0.00	0.00	25.55	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	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	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	226.98	0.00	0.00	0.00	35.88	500.00	762.86	1,200.00	-437.14	63.57%
Planters	4,725.00	0.00	4,800.00	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	1,500.00	-1,500.00	0.0%
Insurance/Bonding	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	983.25	3,000.00	-2,016.75	32.78%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	300.00	600.00	-300.00	50.0%
Office Equipment	113.72	53.77	910.82	1,124.70	3,305.12	1,598.98	7,107.11	5,000.00	2,107.11	142.14%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	15,900.00	31,800.00	-15,900.00	50.0%
Office Supplies	515.04	0.00	0.00	0.00	0.00	399.85	914.89	3,000.00	-2,085.11	30.5%
Pigeon Control	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	1,000.00	-1,000.00	0.0%
Travel	0.00	-0.09	1,616.25	67.20	0.00	239.80	1,923.16	6,000.00	-4,076.84	32.05%
OPERATIONS - Other	0.00	665.28	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	39,611.10	81,750.00	-42,138.90	48.45%
Payroll Expenses	3,874.40	3,579.25	2,227.50	4,028.87	6,418.59	9,099.74	29,228.35			
Total Expense	22,325.70	17,764.66	25,477.48	20,173.69	25,170.85	41,515.08	152,427.46	440,049.98	-287,622.52	34.64%
Net Ordinary Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,054.14	25,008.51	-56,502.64	-272,799.98	216,297.34	20.71%
Other Income/Expense										
Other Expense										
Bank Service Charge	0.00	0.00	0.00	0.00	500.00	51.78	551.78			
Total Other Expense	0.00	0.00	0.00	0.00	500.00	51.78	551.78			
Net Other Income	0.00	0.00	0.00	0.00	-500.00	-51.78	-551.78			
Net Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,554.14	24,956.73	-57,054.42	-272,799.98	215,745.56	20.91%

DDA-Dec Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	12/10/2018		IRS USA TAXPYMNT	83-0286881	0.00	0.00
Deposit	12/12/2018			Deposit	66,488.17	66,488.17
Bill Pmt -Check	12/13/2018	5797	CAEDA	2018 Membership Dues	-500.00	65,988.17
Bill Pmt -Check	12/13/2018	5798	Charter Communications	Invoice # 0976435112118	-129.89	65,858.28
Bill Pmt -Check	12/13/2018	5799	Express Services, INC.	Invoice # 21422677	-1,043.04	64,815.24
Bill Pmt -Check	12/13/2018	5800	FIB - MASTERCARD		-1,636.41	63,178.83
Bill Pmt -Check	12/13/2018	5801	Hinge Studio	DDA Re-engagement Initiative	-375.00	62,803.83
Bill Pmt -Check	12/13/2018	5802	MOOD	123479	-50.00	62,753.83
Bill Pmt -Check	12/13/2018	5803	Natrona County Travel & Tourism Council	1042	-30.00	62,723.83
Bill Pmt -Check	12/13/2018	5804	PMCH	Invoice # 4057	-385.00	62,338.83
Bill Pmt -Check	12/13/2018	5805	PROUD TO HOST THE BEST	Invoice # 5079	-1,000.00	61,338.83
Bill Pmt -Check	12/13/2018	5806	Town Square Media		-1,845.00	59,493.83
Bill Pmt -Check	12/13/2018	5807	Walsh Property Management	December Rent	-2,650.00	56,843.83
Bill Pmt -Check	12/13/2018	5808	Wyoming Office Products & Interiors	Invoice # 22339-001	-654.00	56,189.83
Paycheck	12/14/2018	5791	Anya Hopkins		-251.05	55,938.78
Paycheck	12/14/2018	5792	Aydan Bullard		-223.10	55,715.68
Paycheck	12/14/2018	5796	Caleb Barnhart		-137.53	55,578.15
Paycheck	12/14/2018		Connor Knop		-232.72	55,345.43
Paycheck	12/14/2018		Dylan Smith		-224.50	55,120.93
Paycheck	12/14/2018		Erica Mountain		-176.85	54,944.08
Paycheck	12/14/2018	5793	Issac Sutton		-90.50	54,853.58
Paycheck	12/14/2018		James McCash		-691.11	54,162.47
Paycheck	12/14/2018		Kade R Taheri		-139.38	54,023.09
Paycheck	12/14/2018		Marishka N Chudilowsky		-248.42	53,774.67
Paycheck	12/14/2018	5794	Nathan Reams		-584.97	53,189.70
Paycheck	12/14/2018		Samantha McCain		-192.55	52,997.15
Paycheck	12/14/2018	5795	Zan J Zwemer		-95.12	52,902.03
Paycheck	12/15/2018		Kevin Hawley		-2,622.45	50,279.58
Paycheck	12/15/2018		Julie Schmitt		-1,386.17	48,893.41
Paycheck	12/16/2018	5809	Jaclyn A Landess		-2,082.75	46,810.66
Paycheck	12/16/2018	5810	James McCash		-293.22	46,517.44
Paycheck	12/16/2018	5811	Julie Schmitt		-1,252.25	45,265.19
Paycheck	12/16/2018	5812	Nathan Reams		-323.22	44,941.97
Bill Pmt -Check	12/19/2018	5818	Hinge Studio	Invoice # 1142	-468.75	44,473.22
Paycheck	12/21/2018	5813	Anya Hopkins		-92.35	44,380.87
Paycheck	12/21/2018	5814	Aydan Bullard		-143.92	44,236.95
Paycheck	12/21/2018	5815	Caleb Barnhart		-135.67	44,101.28
Paycheck	12/21/2018		Connor Knop		-143.91	43,957.37
Paycheck	12/21/2018		Dylan Smith		-116.36	43,841.01
Paycheck	12/21/2018		Erica Mountain		-42.48	43,798.53
Paycheck	12/21/2018	5816	Issac Sutton		-95.13	43,703.40
Paycheck	12/21/2018		James McCash		-366.18	43,337.22
Paycheck	12/21/2018		Kade R Taheri		-134.83	43,202.39
Paycheck	12/21/2018		Marishka N Chudilowsky		-18.47	43,183.92
Paycheck	12/21/2018	5819	Nathan Reams		-390.10	42,793.82
Paycheck	12/21/2018		Samantha McCain		-108.05	42,685.77
Paycheck	12/21/2018	5817	Zan J Zwemer		-96.04	42,589.73
Paycheck	12/28/2018	5820	Kevin Hawley		-6,332.40	36,257.33
Paycheck	12/31/2018		Kevin Hawley		-2,622.45	33,634.88
Paycheck	12/31/2018		Julie Schmitt		-1,386.16	32,248.72
Deposit	12/31/2018			Interest	5.43	32,254.15
Total CHECKING					32,254.15	32,254.15
NOW Acct						
Deposit	12/31/2018			Interest	29.99	29.99
Total NOW Acct					29.99	29.99
TOTAL					32,284.14	32,284.14

DDA - Jan Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Paycheck	01/04/2019	5821	Anya Hopkins		-325.77	-325.77
Paycheck	01/04/2019	5822	Aydan Bullard		-296.76	-622.53
Paycheck	01/04/2019	5823	Caleb Barnhart		-177.85	-800.38
Paycheck	01/04/2019		Connor Knop		-304.15	-1,104.53
Paycheck	01/04/2019		Dylan Smith		-241.89	-1,346.42
Paycheck	01/04/2019		Erica Mountain		-216.10	-1,562.52
Paycheck	01/04/2019	5824	Issac Sutton		-266.59	-1,829.11
Paycheck	01/04/2019		James McCash		-638.16	-2,467.27
Paycheck	01/04/2019		Kade R Taheri		-255.58	-2,722.85
Paycheck	01/04/2019		Marishka N Chudilowsky		-75.73	-2,798.58
Paycheck	01/04/2019	5825	Nathan Reams		-565.80	-3,364.38
Paycheck	01/04/2019		Samantha McCain		-116.36	-3,480.74
Paycheck	01/04/2019	5826	Tristan M Freel		-261.35	-3,742.09
Paycheck	01/04/2019	5827	Zan J Zwemer		-221.80	-3,963.89
Liability Check	01/07/2019		IRS USA TAXPYMNT	83-0286881	0.00	-3,963.89
Bill Pmt -Check	01/07/2019	5828	Charter Communciations	Invoice #0976435122118	-131.83	-4,095.72
Bill Pmt -Check	01/07/2019	5829	City of Casper Parks	Invoice # 1115	-1,491.00	-5,586.72
Bill Pmt -Check	01/07/2019	5830	FIB - MASTERCARD	#6441	-740.19	-6,326.91
Bill Pmt -Check	01/07/2019	5831	MOOD	Invoice #124307	-50.00	-6,376.91
Bill Pmt -Check	01/07/2019	5832	Rotary Club of Casper	Invoice #6061	-228.00	-6,604.91
Bill Pmt -Check	01/07/2019	5833	Town Square Media	Invoice #491456-8	-1,065.00	-7,669.91
Bill Pmt -Check	01/07/2019	5834	Walsh Property Management	Jan Rent	-2,650.00	-10,319.91
Total CHECKING					-10,319.91	-10,319.91
TOTAL					-10,319.91	-10,319.91

PG- Balance Sheet

Dec 31, 18**ASSETS****Current Assets****Checking/Savings**

FIB - Parking Garage 9,493.72

Total Checking/Savings 9,493.72**Accounts Receivable**

Accounts Receivable -49.00

Total Accounts Receivable -49.00**Total Current Assets** 9,444.72**TOTAL ASSETS** 9,444.72**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**

Due to DDA -28,280.33

Payroll Liabilities 696.14

Total Other Current Liabilities -27,584.19**Total Current Liabilities** -27,584.19**Total Liabilities** -27,584.19**Equity**

Unrestricted Net Assets 37,768.04

Net Income -739.13

Total Equity 37,028.91**TOTAL LIABILITIES & EQUITY** 9,444.72

	PG - P&L	<u>Dec 18</u>
Income		
Returned Check Charges		6.00
Parking Fees		
Parking Garage		8,333.00
1st & Center		1,634.00
Daily Parking		31.00
Total Parking Fees		<u>9,998.00</u>
Validation Incentive Program		
Parking Validations		60.00
Total Validation Incentive Program		60.00
Interest Income		2.01
Total Income		<u>10,066.01</u>
Gross Profit		<u>10,066.01</u>
Expense		
Administrative		
Office Staff		
Administrative Office		4,333.34
Total Office Staff		<u>4,333.34</u>
Garage Staff Payroll Expense		
Payroll Expense		1,792.00
Payroll Taxes - FICA & Medicare		820.48
Payroll Expenses - WC/SUTA/FUTA		102.36
Garage Staff Payroll Expense - Other		4,600.00
Total Garage Staff Payroll Expense		<u>7,314.84</u>
Total Administrative		11,648.18
OPERATIONS		
Bad Debt Expense		-87.50
Bank Fees		235.60
Office Automation		277.83
Utilities		1,671.55
Landscaping, Repairs / Maint.		585.00
Equip. & Supplies		
Parking Garage		66.06
Total Equip. & Supplies		<u>66.06</u>
Building Repairs / Maintenance		229.50
Total OPERATIONS		<u>2,978.04</u>
Total Expense		14,626.22
Net Income		<u><u>-4,560.21</u></u>

PG-Budget vs Actual

TOTAL

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income										
Returned Check Charges	35.00	4.00	0.00	0.00	0.00	6.00	45.00			
Uncategorized Income	0.00	0.00	91.74	0.00	0.00	0.00	91.74			
Parking Fees										
Parking Garage	7,012.00	10,609.00	10,103.00	8,040.50	6,380.00	8,333.00	50,477.50	100,000.00	-49,522.50	50.48%
1st & Center	1,812.22	1,932.78	2,345.00	1,521.00	1,626.00	1,634.00	10,871.00	23,500.00	-12,629.00	46.26%
Daily Parking	499.00	719.00	713.00	271.00	673.25	31.00	2,906.25	7,500.00	-4,593.75	38.75%
Parking Fees - Other	5.00	80.00	10.00	20.00	20.00	0.00	135.00	0.00	135.00	100.0%
Total Parking Fees	9,328.22	13,340.78	13,171.00	9,852.50	8,699.25	9,998.00	64,389.75	131,000.00	-66,610.25	49.15%
Validation Incentive Program										
Parking Validations	7.78	52.22	20.00	120.00	90.00	60.00	350.00	0.00	350.00	100.0%
Total Validation Incentive Program	7.78	52.22	20.00	120.00	90.00	60.00	350.00	500.00	-150.00	70.0%
Commission (Vending Machines)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
Interest Income	3.17	2.68	2.39	2.97	2.24	2.01	15.46	20.00	-4.54	77.3%
Total Income	9,374.17	13,399.68	13,285.13	9,975.47	8,791.49	10,066.01	64,891.95	131,920.00	-67,028.05	49.19%
Gross Profit	9,374.17	13,399.68	13,285.13	9,975.47	8,791.49	10,066.01	64,891.95	131,920.00	-67,028.05	49.19%
Expense										
Bank Service Charges	4.00	0.00	0.00	3.00	3.00	0.00	10.00			
Administrative										
Office Staff										
Exec.Director - Alloc. from DDA	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	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	26,000.04	40,000.00	-13,999.96	65.0%
Total Office Staff	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	26,000.04	51,400.00	-25,399.96	50.58%
Garage Staff Payroll Expense										
Payroll Expense	2,055.95	2,180.35	2,207.00	2,265.50	2,848.50	1,792.00	13,349.30	35,000.00	-21,650.70	38.14%
Staff Incentives	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	3,362.12	7,000.00	-3,637.88	48.03%
Payroll Expenses - WC/SUTA/FUTA	81.03	67.53	338.27	65.28	72.57	102.36	727.04	1,500.00	-772.96	48.47%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	4,600.00	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	7,314.84	22,038.46	46,500.00	-24,461.54	47.4%
Total Administrative	6,959.09	7,079.53	7,378.94	7,168.93	7,803.83	11,648.18	48,038.50	97,900.00	-49,861.50	49.07%
OPERATIONS										
Bad Debt Expense	0.00	0.00	0.00	52.50	35.00	-87.50	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	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	0.0%
Advertising / Promotion	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	104.00	700.00	-596.00	14.86%
Software Subscriptions	0.00	0.00	351.75	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	2,000.00	-2,000.00	0.0%
Bank Fees	147.95	62.00	103.15	129.30	160.25	235.60	838.25	800.00	38.25	104.78%
Bad Debt	0.00	43.00	0.00	0.00	0.00	0.00	43.00			
Office Automation	180.77	180.85	180.85	180.85	186.66	277.83	1,187.81	2,000.00	-812.19	59.39%
Utilities	977.39	934.18	872.40	895.96	1,327.49	1,671.55	6,678.97	18,000.00	-11,321.03	37.11%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	0.00	585.00	585.00	4,000.00	-3,415.00	14.63%
Equip. & Supplies										
Office	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	377.90	0.00	377.90	100.0%
Equip. & Supplies - Other	129.60	0.00	39.48	90.07	0.00	0.00	259.15	2,500.00	-2,240.85	10.37%
Total Equip. & Supplies	129.60	257.38	39.48	90.07	54.46	66.06	637.05	2,500.00	-1,862.95	25.48%
Special Projects	0.00	0.00	0.00	1,616.25	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	229.50	1,000.00	-770.50	22.95%
Insurance (Liability)	2,500.00	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	1,815.00	3,993.00	-2,178.00	45.46%
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
Total OPERATIONS	4,298.71	2,836.41	1,910.63	3,431.93	2,126.86	2,978.04	17,582.58	50,993.00	-33,410.42	34.48%
Total Expense	11,261.80	9,915.94	9,289.57	10,603.86	9,933.69	14,626.22	65,631.08	148,893.00	-83,261.92	44.08%
Net Income	-1,887.63	3,483.74	3,995.56	-628.39	-1,142.20	-4,560.21	-739.13	-16,973.00	16,233.87	4.36%

PG - Dec Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	12/03/2018			Deposit	4,726.50	4,726.50
Deposit	12/04/2018			Deposit	1,584.00	6,310.50
Liability Check	12/10/2018		United States Treasury	83-0286881	-4,617.12	1,693.38
Deposit	12/10/2018			Deposit	1,164.00	2,857.38
Deposit	12/10/2018			Deposit	31.00	2,888.38
Bill Pmt -Check	12/13/2018	1550	AAA Landscaping	Invoice #1694	-585.00	2,303.38
Bill Pmt -Check	12/13/2018	1551	Ahern Rentals	Invoice # 197	-229.50	2,073.88
Bill Pmt -Check	12/13/2018	1552	Century Link	Acct # 307261	-84.99	1,988.89
Bill Pmt -Check	12/13/2018	1553	Charter	Invoice #0780	-192.84	1,796.05
Bill Pmt -Check	12/13/2018	1554	City of Casper Water and Sewer	Acct # 381802	-69.08	1,726.97
Bill Pmt -Check	12/13/2018	1555	Mastercard		-66.06	1,660.91
Bill Pmt -Check	12/13/2018	1556	Rocky Mountain Power	acct # 042791	-1,533.39	127.52
Paycheck	12/14/2018		Sharon A Elsberry		-594.68	-467.16
Paycheck	12/14/2018		Tevin C Reams		-402.89	-870.05
Paycheck	12/15/2018		Jaclyn A Landess		-1,814.93	-2,684.98
Paycheck	12/16/2018	1557	Jaclyn A Landess		-2,082.75	-4,767.73
Paycheck	12/16/2018	1558	Sharon A Elsberry		-425.75	-5,193.48
Bill Pmt -Check	12/19/2018	1559	City of Casper Water and Sewer	Acct # 381802	-69.08	-5,262.56
Deposit	12/20/2018			Deposit	2,604.00	-2,658.56
Paycheck	12/21/2018		Sharon A Elsberry		-318.70	-2,977.26
Paycheck	12/21/2018		Tevin C Reams		-211.64	-3,188.90
Paycheck	12/28/2018	1560	Kevin Hawley		-1,309.60	-4,498.50
Paycheck	12/31/2018		Jaclyn A Landess		-1,814.92	-6,313.42
Check	12/31/2018			Service Charge	-235.60	-6,549.02
Deposit	12/31/2018			Interest	2.01	-6,547.01
Total FIB - Parking Garage					-6,547.01	-6,547.01
TOTAL					-6,547.01	-6,547.01

PG-January Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	01/02/2019			Deposit	2,938.00	2,938.00
Deposit	01/02/2019			Deposit	1,391.00	4,329.00
Deposit	01/02/2019			Deposit	4,608.00	8,937.00
Paycheck	01/04/2019		Sharon A Elsberry		-353.56	8,583.44
Paycheck	01/04/2019		Tevin C Reams		-396.50	8,186.94
Liability Check	01/07/2019		United States Treasury	83-0286881	-9,798.78	-1,611.84
Bill Pmt -Check	01/07/2019	1561	AAA Landscaping	Invoice # 1702	-500.00	-2,111.84
Bill Pmt -Check	01/07/2019	1562	Century Link	Acct # 307-26	-84.99	-2,196.83
Bill Pmt -Check	01/07/2019	1563	City of Casper Business Services	Invoice # 1702	-363.00	-2,559.83
Bill Pmt -Check	01/07/2019	1564	Mastercard		-319.58	-2,879.41
Bill Pmt -Check	01/07/2019	1565	Rocky Mountain Power	Acct # 042791	-1,736.92	-4,616.33
Total FIB - Parking Garage					-4,616.33	-4,616.33
TOTAL					-4,616.33	-4,616.33

PG - Aging Report

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Amber Fazio	0.00	0.00	-1.00	0.00	0.00	-1.00
Angie Smart	0.00	0.00	0.00	0.00	20.00	20.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	0.00	35.00	0.00	0.00	0.00	35.00
Emilee Willard	0.00	0.00	0.00	0.00	180.00	180.00
Ide, Land and Leasing	0.00	1,128.00	0.00	0.00	0.00	1,128.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
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
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	0.00	0.00	70.00
Nona Goodrich	0.00	43.00	0.00	0.00	0.00	43.00
Okes Jewelers*						
Okes Jewelers - #1	0.00	183.00	183.00	0.00	0.00	366.00
Total Okes Jewelers*	<u>0.00</u>	<u>183.00</u>	<u>183.00</u>	<u>0.00</u>	<u>0.00</u>	<u>366.00</u>
Rebecka Townsend	0.00	0.00	43.00	0.00	0.00	43.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Scott LePage	0.00	0.00	0.00	0.00	0.00	0.00
Stan Campbell	0.00	0.00	0.00	0.00	0.00	0.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rea	0.00	43.00	0.00	0.00	0.00	43.00
Tom Rogers	0.00	35.00	35.00	0.00	0.00	70.00
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	<u><u>0.00</u></u>	<u><u>1,537.00</u></u>	<u><u>295.00</u></u>	<u><u>0.00</u></u>	<u><u>2,454.00</u></u>	<u><u>4,286.00</u></u>

DSS - Balance Sheet

Dec 31, 18

Current Assets	
Checking/Savings	
Plaza Checking	335,440.95
Special Events	38,895.42
Total Checking/Savings	374,336.37
Accounts Receivable	
Accounts Receivable	8,050.00
Total Accounts Receivable	8,050.00
Total Current Assets	382,386.37
TOTAL ASSETS	382,386.37
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	596,875.09
Net Income	-214,488.72
Total Equity	382,386.37
TOTAL LIABILITIES & EQUITY	382,386.37

	DSS-P&L	<u>Dec 18</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		48.92
Other Types of Income		
Miscellaneous Revenue		925.00
Total Other Types of Income		<u>925.00</u>
Program Income		
Friends of Station		960.00
Ice Skating Fees		30,781.46
Partners In Progress		5,000.00
Total Program Income		<u>36,741.46</u>
Total Income		<u>37,715.38</u>
Gross Profit		37,715.38
Expense		
Contract Services		
Construction Expense		1,061.00
Contract Services - Other		7,874.50
Total Contract Services		<u>8,935.50</u>
Facilities and Equipment		
Equip Rental and Maintenance		10,710.00
FF&E		15,647.80
Landscaping, Repairs/Maint.		72.75
Rent, Parking, Utilities		6,840.90
Total Facilities and Equipment		<u>33,271.45</u>
Marketing		25,125.47
Operations		
Equip/Supplies		2,568.27
Event Expense		5,820.72
Postage, Mailing Service		104.00
Service Charge		75.70
Software/Subscriptions		187.03
Supplies		2,076.30
Operations - Other		632.20
Total Operations		<u>11,464.22</u>
Other Types of Expenses		
Insurance - Liability, D and O		469.70
Other Costs		316.99
Total Other Types of Expenses		<u>786.69</u>
Total Expense		<u>79,583.33</u>
Net Ordinary Income		<u>-41,867.95</u>
Net Income		<u><u>-41,867.95</u></u>

DSS - Budget vs Actual

								TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense										
Income										
ACCT. INTEREST	88.39	63.24	59.41	53.51	47.54	48.92	361.01			
Direct Public Support										
Operational Grants	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	166,666.67			
Total Direct Public Support	0.00	0.00	0.00	133,333.34	33,333.33	0.00	166,666.67	50,000.00	116,666.67	333.33%
Investments										
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
Other Types of Income										
Miscellaneous Revenue	950.00	700.00	925.00	925.00	925.00	925.00	5,350.00			
Total Other Types of Income	950.00	700.00	925.00	925.00	925.00	925.00	5,350.00			
Program Income										
Beverage Sales	8,184.00	15,440.25	4,780.00	2,114.00	0.00	0.00	30,518.25	90,000.00	-59,481.75	33.91%
Event Sponsorship	20,000.00	40,000.00	7,500.00	0.00	5,243.72	0.00	72,743.72	171,000.00	-98,256.28	42.54%
Facility Rental	1,500.00	0.00	0.00	500.00	0.00	0.00	2,000.00	12,000.00	-10,000.00	16.67%
Friends of Station										
Giving Tuesday 2018	0.00	0.00	0.00	0.00	801.00	0.00	801.00			
Treedition 2018	0.00	0.00	0.00	0.00	2,255.00	0.00	2,255.00			
Friends of Station - Other	265.00	160.00	224.00	60.00	45.00	960.00	1,714.00	55,000.00	-53,286.00	3.12%
Total Friends of Station	265.00	160.00	224.00	60.00	3,101.00	960.00	4,770.00	55,000.00	-50,230.00	8.67%
Ice Skating Fees	0.00	0.00	0.00	0.00	4,369.02	30,781.46	35,150.48	65,000.00	-29,849.52	54.08%
Membership Dues	0.00	0.00	0.00	-330.00	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	75,000.00	100,000.00	-25,000.00	75.0%
Program Service Fees	0.00	3,785.00	0.00	0.00	0.00	0.00	3,785.00			
Vendor Fees	525.00	2,625.00	450.00	50.00	0.00	0.00	3,650.00			
Total Program Income	34,474.00	90,010.25	39,454.00	12,894.00	13,713.74	36,741.46	227,287.45	493,000.00	-265,712.55	46.1%
Total Income	35,512.39	90,773.49	40,438.41	147,205.85	48,019.61	37,715.38	399,665.13	573,000.00	-173,334.87	69.75%
Gross Profit	35,512.39	90,773.49	40,438.41	147,205.85	48,019.61	37,715.38	399,665.13	573,000.00	-173,334.87	69.75%
Expense										
Contract Services										
Accounting Fees	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	228,774.31	750,000.00	-521,225.69	30.5%
Design/Engineering	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	30,000.00	-30,000.00	0.0%
Legal Fees	690.00	0.00	0.00	31.59	0.00	0.00	721.59			
Contract Services - Other	2,762.55	4,575.00	6,912.50	1,500.00	3,543.00	7,874.50	27,167.55			
Total Contract Services	5,354.96	4,575.00	198,603.60	9,582.39	29,612.00	8,935.50	256,663.45	806,000.00	-549,336.55	31.84%
Facilities and Equipment										
Building Repairs/Maint	0.00	0.00	0.00	0.00	490.60	0.00	490.60	18,000.00	-17,509.40	2.73%
Equip Rental and Maintenance	768.05	586.91	440.62	708.00	644.51	10,710.00	13,858.09			
FF&E	44,961.36	671.83	6,480.61	12,391.85	14,632.57	15,647.80	94,786.02	555,000.00	-460,213.98	17.08%
Landscaping, Repairs/Maint.	0.00	0.00	0.00	1,060.31	89.49	72.75	1,222.55	17,700.00	-16,477.45	6.91%
Liability Insurance	0.00	1,734.37	0.00	0.00	684.00	0.00	2,418.37	25,500.00	-23,081.63	9.48%
Property Insurance	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Rent, Parking, Utilities	3,579.14	3,527.00	3,843.50	5,044.63	2,813.74	6,840.90	25,648.91	158,000.00	-132,351.09	16.23%
Total Facilities and Equipment	51,808.55	6,520.11	10,764.73	19,204.79	19,354.91	33,271.45	140,924.54	776,700.00	-635,775.46	18.14%
Marketing										
Advertising/Media	1,214.00	0.00	1,070.31	0.00	0.00	0.00	2,284.31	30,000.00	-27,715.69	7.61%
Fundraising Expense	1,279.94	0.00	67.68	0.00	0.00	0.00	1,347.62	20,000.00	-18,652.38	6.74%
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Marketing - Other	13,858.75	13,210.71	14,106.92	11,923.97	10,401.56	25,125.47	88,627.38			
Total Marketing	16,352.69	13,210.71	15,244.91	11,923.97	10,401.56	25,125.47	92,259.31	54,000.00	38,259.31	170.85%
Operations										
Books, Subscriptions, Reference	376.99	177.00	0.00	33.45	846.87	0.00	1,434.31			
Entertainment/Talent	1,800.00	3,925.00	3,600.00	400.00	0.00	0.00	9,725.00			
Equip/Supplies	0.00	0.00	0.00	52.49	151.64	2,568.27	2,772.40	19,500.00	-16,727.60	14.22%
Event Expense	18,862.51	33,761.83	20,396.31	9,607.19	8,757.58	5,820.72	97,206.14	223,500.00	-126,293.86	43.49%
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	0.00	0.00	0.00	1.71	104.00	105.71	2,500.00	-2,394.29	4.23%
Service Charge	28.78	8.33	7.59	28.81	3.81	75.70	153.02			
Software/Subscriptions	0.00	0.00	177.00	313.04	0.00	187.03	677.07	5,000.00	-4,322.93	13.54%
Supplies	1,042.64	704.21	1,688.40	1,058.64	195.29	2,076.30	6,765.48			
Utilities	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	1,058.70			
Total Operations	22,110.92	38,576.37	25,869.30	11,920.12	9,956.90	11,464.22	119,897.83	297,900.00	-178,002.17	40.25%
Other Types of Expenses										
Insurance - Liability, D and O	1,488.65	0.00	941.40	684.00	0.00	469.70	3,583.75			
Other Costs	0.00	0.00	0.00	0.00	0.00	316.99	316.99			
Total Other Types of Expenses	1,488.65	0.00	941.40	684.00	0.00	786.69	3,900.74			
Travel and Meetings										
Conference, Convention, Meeting	48.08	0.00	0.00	325.00	0.00	0.00	373.08			
Travel	0.00	0.00	0.00	74.14	0.00	0.00	74.14			
Travel and Meetings - Other	0.00	0.00	0.00	60.76	0.00	0.00	60.76			
Total Travel and Meetings	48.08	0.00	0.00	459.90	0.00	0.00	507.98			
Total Expense	97,163.85	62,882.19	251,423.94	53,775.17	69,325.37	79,583.33	614,153.85	1,934,600.00	-1,320,446.15	31.75%
Net Ordinary Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-41,867.95	-214,488.72	-1,361,600.00	1,147,111.28	15.75%
Net Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-41,867.95	-214,488.72	-1,361,600.00	1,147,111.28	15.75%

DSS- Dec Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	12/02/2018			Deposit	250.90	250.90
Deposit	12/02/2018			Deposit	2,159.59	2,410.49
Deposit	12/03/2018			Deposit	38,583.33	40,993.82
Deposit	12/03/2018			Deposit	349.95	41,343.77
Deposit	12/04/2018			Deposit	3,269.00	44,612.77
Deposit	12/07/2018			Deposit	112.39	44,725.16
Deposit	12/10/2018			Deposit	495.26	45,220.42
Deposit	12/10/2018			Deposit	2,770.64	47,991.06
Deposit	12/10/2018			Deposit	4,700.00	52,691.06
Deposit	12/10/2018			Deposit	100.00	52,791.06
Deposit	12/11/2018			Deposit	173.97	52,965.03
Deposit	12/11/2018			Deposit	20.00	52,985.03
Deposit	12/12/2018			Deposit	700.00	53,685.03
Deposit	12/12/2018			Deposit	250.00	53,935.03
Bill Pmt -Check	12/13/2018	1514	Ahern Rentals	Scissorlift	-485.63	53,449.40
Bill Pmt -Check	12/13/2018	1515	AMBI Mail & Marketing	18-09-052 & 18-10-441	-105.00	53,344.40
Bill Pmt -Check	12/13/2018	1516	Artisan Alley	Invoice # 121	-501.26	52,843.14
Bill Pmt -Check	12/13/2018	1517	Barker & Associates, LLC	Pay App #2 for Camera System	-3,556.00	49,287.14
Bill Pmt -Check	12/13/2018	1518	Black Hills Energy	Acct # 5833625606	-2,202.09	47,085.05
Bill Pmt -Check	12/13/2018	1519	Brent Phillips	Invoice # 0566	-200.00	46,885.05
Bill Pmt -Check	12/13/2018	1520	Charter Communications	1113376112118	-79.97	46,805.08
Bill Pmt -Check	12/13/2018	1521	City of Casper - Water Services	6167002	-7.97	46,797.11
Bill Pmt -Check	12/13/2018	1522	CK Mechanical	Invoice # 44087	-75.00	46,722.11
Bill Pmt -Check	12/13/2018	1523	Cowdin Cleaning	201289	-1,500.00	45,222.11
Bill Pmt -Check	12/13/2018	1524	Hawkins Inc	Invoice # 4404034	-90.72	45,131.39
Bill Pmt -Check	12/13/2018	1525	High Country Crane Service	Invoice # 16631	-986.00	44,145.39
Bill Pmt -Check	12/13/2018	1526	Hinge Studio	Giving Tuesday Campaign	-1,425.00	42,720.39
Bill Pmt -Check	12/13/2018		John Lubner	11/29-12/9 Hours	-1,465.00	41,255.39
Bill Pmt -Check	12/13/2018	1528	Mastercard		-3,533.37	37,722.02
Bill Pmt -Check	12/13/2018	1529	Murdoch's Ranch & Home	Horse Stall Mats	-970.99	36,751.03
Bill Pmt -Check	12/13/2018	1530	On the Hook	Transfer Zamboni to DSS	-85.00	36,666.03
Bill Pmt -Check	12/13/2018	1531	Rocky Mountain Power		-1,351.23	35,314.80
Bill Pmt -Check	12/13/2018	1532	Secure Gunz LLC		-4,072.50	31,242.30
Bill Pmt -Check	12/13/2018	1533	Stoner Lawn & Landscape	5401	-72.75	31,169.55
Bill Pmt -Check	12/13/2018	1534	Wyoming Office Products & Interiors	22802-001	-6.15	31,163.40
Bill Pmt -Check	12/13/2018	1535	Black Hills Energy		-164.84	30,998.56
Bill Pmt -Check	12/13/2018	1536	City of Casper - Water Services	Acct # 311502	-88.00	30,910.56
Bill Pmt -Check	12/13/2018	1537	Hinge Studio	Invoice # 1129	-10,923.75	19,986.81
Bill Pmt -Check	12/13/2018	1538	Kustom Concepts	Invoice # 7574	-4,500.00	15,486.81
Bill Pmt -Check	12/13/2018	1539	Mastercard		-10,371.74	5,115.07
Bill Pmt -Check	12/13/2018	1540	Rocky Mountain Power	Acct # 04279137-002 8	-1,030.21	4,084.86
Bill Pmt -Check	12/13/2018	1541	City of Casper - Water Services	Acct # 360003	-84.17	4,000.69
Bill Pmt -Check	12/13/2018	1542	City of Casper - Water Services	Acct# 6167904	-41.93	3,958.76
Deposit	12/14/2018			Deposit	203.15	4,161.91
Bill Pmt -Check	12/17/2018	1543	Ice Builders	Invoice # 7870	-4,725.00	-563.09
Bill Pmt -Check	12/17/2018		John Lubner	12/12-12/16	-732.00	-1,295.09
Deposit	12/17/2018			Deposit	3,588.00	2,292.91
Deposit	12/17/2018			Deposit	330.48	2,623.39
Deposit	12/17/2018			Deposit	2,870.14	5,493.53
Deposit	12/17/2018			Deposit	463.11	5,956.64
Bill Pmt -Check	12/19/2018	1544	aggreko	Invoice # 13496278	-10,625.00	-4,668.36
Bill Pmt -Check	12/19/2018	1545	Ahern Rentals	Invoice #19629398-3	-485.63	-5,153.99
Bill Pmt -Check	12/19/2018	1546	City of Casper - Water Services	Acct # 6167904	-112.99	-5,266.98
Bill Pmt -Check	12/19/2018	1547	Hinge Studio	Invoice # 1141	-10,087.50	-15,354.48
Bill Pmt -Check	12/19/2018	1548	Nathan Reams		-67.28	-15,421.76
Bill Pmt -Check	12/19/2018	1549	Rocky Mountain Power	Acct # 04279137-003 6	-1,482.40	-16,904.16
Bill Pmt -Check	12/19/2018	1550	City of Casper - Water Services	Acct # 6167002	-7.97	-16,912.13
Bill Pmt -Check	12/19/2018	1551	Hinge Studio	Invoice #1140	-618.46	-17,530.59
Bill Pmt -Check	12/19/2018	1552	City of Casper - Water Services	Acct # 360003	-99.13	-17,629.72
Bill Pmt -Check	12/19/2018	1553	City of Casper - Water Services	Acct #311502	-88.00	-17,717.72
Deposit	12/20/2018			Deposit	225.00	-17,492.72
Deposit	12/20/2018			Deposit	40.00	-17,452.72
Bill Pmt -Check	12/20/2018		Cash DSS	Extra Petty Cash for Ice Rink	-400.00	-17,852.72
Deposit	12/21/2018			Deposit	791.84	-17,060.88
Deposit	12/23/2018			Deposit	912.03	-16,148.85
Deposit	12/23/2018			Deposit	3,222.70	-12,926.15
Deposit	12/24/2018			Deposit	315.17	-12,610.98
Deposit	12/27/2018			Deposit	895.56	-11,715.42
Deposit	12/30/2018			Deposit	1,258.53	-10,456.89
Deposit	12/31/2018			Deposit	1,386.37	-9,070.52
Deposit	12/31/2018			Deposit	262.68	-8,807.84
Deposit	12/31/2018			Deposit	50.00	-8,757.84
Deposit	12/31/2018			Deposit	500.00	-8,257.84
Check	12/31/2018			Service Charge	-75.70	-8,333.54
Deposit	12/31/2018			Interest	44.30	-8,289.24
Total Plaza Checking					-8,289.24	-8,289.24
TOTAL					-8,289.24	-8,289.24

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Plaza Checking						
Deposit	01/02/2019			Deposit	24,350.00	24,350.00
Deposit	01/02/2019			Deposit	8,840.00	33,190.00
Deposit	01/07/2019			Deposit	1,633.00	34,823.00
Bill Pmt -Check	01/07/2019	1554	AMBI Mail & Marketing	Invoice #18-12-264	-201.97	34,621.03
Bill Pmt -Check	01/07/2019	1555	Ames Automotive	Invoice #180694	-192.99	34,428.04
Bill Pmt -Check	01/07/2019	1556	Artisan Alley	Invoice #120	-129.88	34,298.16
Bill Pmt -Check	01/07/2019	1557	Black Hills Energy	Acct # 5833 6256 06	-1,480.18	32,817.98
Bill Pmt -Check	01/07/2019	1558	Brent Phillips	Invoice # 567	-400.00	32,417.98
Bill Pmt -Check	01/07/2019	1559	Charter Communications	Invoice #1113376122118	-81.16	32,336.82
Bill Pmt -Check	01/07/2019	1560	Cowdin Cleaning	Invoice #201293	-1,550.00	30,786.82
Bill Pmt -Check	01/07/2019	1561	Hood's Equipment & Sprinkler	Invoice #52125	-36.25	30,750.57
Bill Pmt -Check	01/07/2019	1562	Mastercard	#9471	-6,620.74	24,129.83
Bill Pmt -Check	01/07/2019	1563	MCF LLC	Invoice #255	-450.00	23,679.83
Bill Pmt -Check	01/07/2019	1564	Play It Again Sports	Invoice #1005	-100.00	23,579.83
Bill Pmt -Check	01/07/2019	1565	Rocky Mountain Power	Acct # 04279137-002 8	-5,093.05	18,486.78
Bill Pmt -Check	01/07/2019	1566	Secure Gunz LLC		-2,800.00	15,686.78
Bill Pmt -Check	01/07/2019	1567	Black Hills Energy	Acct # 2897 7717 73	-248.83	15,437.95
Bill Pmt -Check	01/07/2019	1568	Mastercard		-1,664.37	13,773.58
Total Plaza Checking					<u>13,773.58</u>	<u>13,773.58</u>
TOTAL					<u>13,773.58</u>	<u>13,773.58</u>

Activity Report for the Month of December 2018

Executive Director

Accomplishments

- We bought a truck!
- Survived xmas season at DSS & rink
- Cameras installed at DSS
- Two-Fly Grant Letter
- Recycle Grant Letter
- Ice Skating Operations
- Sales Tax Inventory
- Mill-levy property review

Planned Activities

- John P. Ellbogen Foundation Mtg
- Opportunity Zone
- State Task Force
- Donor Plan of Development (Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs

- Grant Applications

Challenges/Concerns

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

Board Action Requested (if any)

- Continued support from BOD

Downtown Development Authority (DDA) Executive Committee

1. **Participants:** Executive Committee
2. **Date:** January 3, 2019
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** J. True, B.Daigle, N. Grooms, P. Fazio, K. Hawley
5. **Discussion:**

5.1. Financials were reviewed and discussed.

5.2. Discussion on DSS updates including funding for FFE & Operations/staff. Discuss ice rink operations and current numbers of attendees and revenues.

5.3. Discussion regarding 501c3 or Foundation for fundraising purposes.

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

6. **Actions/Follow-Up**

NG – Review 1023 before KH files

WR – Review bylaws before KH files

MONTHLY ACTIVITY December 2018

January 3, 2019

Committee Chair: Pete Fazio
Committee: MARCOM
Project(s): Review Budgets, Media Campaign, PR

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>	<u>Complete Date</u>
•		
•		

ACCOMPLISHMENTS

- Donor letters sent – highest direct mail success we have ever seen
- Facebook followers continues to grow: 8,000+

PLANNED ACTIVITIES

- Continued social media & press releases

CHALLENGES/CONCERNS

-

Activity Report for the Month of December 2018

Committee: Finance

Chair: Nicholas Grooms

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

General Overview/Responsibilities

- Monthly Financials-
 - PG -49% of budget for revenues, 44% for expenses
 - DDA -57% on revenues, 35% for expenses
 - Station – invoices: Caspar Pay App, event expenses, utility bills.
- Market Driven Funding (TIF) - N/A

Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

Accomplishments

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

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

MONTHLY ACTIVITY REVIEW December 2018

January 7, 2019

Name: Brandon Daigle

Committee: Infrastructure

Project(s): Gateway, Public Restrooms, Parking Garage, Downtown Plaza

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

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

PROJECT MILESTONES

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

ACCOMPLISHMENTS

PLANNED ACTIVITIES

CHALLENGES/CONCERNS

- Budget Constraints
- Fundraising

PROJECT COSTS

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

MONTHLY ACTIVITY REVIEW December 2018

January 3, 2019

Committee Chair: Will Reese

Committee: Governance

Project(s): Complete Signage Update, Finalize Contracts

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

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

PROJECT MILESTONES

Event

Target Date

Complete Date

ACCOMPLISHMENTS

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

PLANNED ACTIVITIES

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

CHALLENGES/CONCERNS

PROJECT COSTS

Description

Budget

Actual


Difference

NA

NA

NA

NA



*Please join us for the
Grand Opening and Ribbon Cutting at:
225 South David Street*

- *Wyoming Symphony Orchestra*
- *Frosted Tops*
- *307 Metal Works*
- *WyoMade*

Tuesday, January 22, 2019 - 10:00 a.m.

NATRONA COUNTY TRAVEL & TOURISM COUNCIL
Tuesday, January 22, 2019 ~ 11:30 A.M.
Visit Casper Office ~ Casper, Wyoming
AGENDA

- 11:30 A.M.**
- I. Call to Order – Chair Renee Penton-Jones
 - A. Introductions

 - II. Roll Call (*Meetings: Attended/Excused/Held*)

Kevin Hawley, City of Casper (7/3/10)	Ken Thoren, Town of Edgerton (3/5/10)
Shawn Johnson, City of Casper (4/5/10)	Jim Ruble, Town of Evansville (5/5/10)
Renee Penton-Jones, Natrona County (10/0/10)	Debbie Peterson, Town of Midwest (7/1/10)
Tiffany Gamble, Natrona County (10/0/10)	Erik Aune, Town of Mills (7/2/10)
Brad Murphy, Town of Bar Nunn (9/1/10)	

 - III. Consent Agenda:
 - A. Agenda
 - B. Minutes: November 27, 2018

 - IV. Treasurer’s Report, *Tiffany Gamble*
 - A. November 30, 2018
 - B. December 30, 2018

 - V. Old Business:
 - A. Capital Equipment and Replacement Policy
 - B. Governor’s Conference January 27-29, 2019

 - VI. New Business:
 - A. Legislative Update
 - B. Vendor Management Policy
 - C. 2019 – 2020 Marketing Plan **Amanda Scherlin*
 - D. Destination Next Proposal
 - E. Grant Requirements Discussion

 - VII. Communications Reports:
 - A. Staff Reports
 - B. Community Organization

 - VIII. Council Comments

 - IX. Public Comments

 - X. Upcoming Council Meeting Date: February 26, 2019

 - XI. Executive Session
 - A. Personnel

 - XII. Adjournment

Natrona County Travel & Tourism Council

Casper Area Convention & Visitors Bureau

PUBLIC MEETING MINUTES
TUESDAY, NOVEMBER 27, 2018 ~ 11:30 AM
CASPER, WYOMING

I. **CALL TO ORDER**

Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, November 27, 2018, at 11:37 a.m. at the Casper Event Center. Roll call determined the presence of a quorum.

II. **ROLL CALL**

Present: Tiffany Gamble, Natrona County
Jim Ruble, Town of Evansville
Brad Murphy, Town of Bar Nunn
Renee Penton-Jones, Natrona County
Erik Aune, Town of Mills

Excused: Ken Thoren, Town of Edgerton

Absent: Debbie Peterson, Town of Midwest
Shawn Johnson, City of Casper
Kevin Hawley, City of Casper

Also Present: Brook Kaufman, CEO
Chris Brown, Executive Director – WAGAN

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

IV. Moved by Mr. Ruble, seconded by Mr. Aune, and carried without dissent to approve the October 23, 2018 Meeting Minutes. (Exhibit 2)

V. **LEGISLATIVE UPDATE – CHRIS BROWN**

Mr. Brown spent 30 minutes sharing best practices for effective advocacy and gave an update regarding what to expect during the upcoming legislative session. Mr. Brown shared that industry priorities this session are: alternative funding for the Wyoming Office of Tourism, Tourism Improvement Districts, the Wyoming Film Production Incentive and passing the \$2.5 supplemental budget request from the Wyoming Office of Tourism. His office will monitor other bills as appropriate and communicate with the industry on needs and next steps. Ms. Kaufman will distribute Senator and Representative information to each board member post-meeting.

VI. **TREASURER’S REPORT -- TIFFANY GAMBLE**

Mrs. Gamble reviewed financial reports and checks for the CACVB and CSA ending October 31, 2018. Moved by Mr. Murphy, seconded by Mr. Ruble and carried without dissent to accept financial reports including CACVB checks 15791-15808; 16262-

16264 for a total of \$69,681.11 and CSA checks 6231-6233, 6500-6501, for a total of \$938.55. (Exhibit 3) (Exhibit 4)

VII. OLD BUSINESS

A. CASPER SPORTS ALLIANCE/COWBOY STATE GAMES

Mr. Murphy updated the board on the November 20, 2018 meeting at the Casper Events Center. John Giantonio, Director of Sports and Events, shared the status of CSA and Cowboy State Games along with challenges and opportunities for growth. The board would like to see Cowboy State Games held over 2 weekends in the winter and summer. There was further discussion about finding a new owner for the Bear Bait 8 bike race. Next steps were discussed, no action was taken.

VIII. NEW BUSINESS

A. ORGANIZATIONAL CODE OF ETHICS

Ms. Kaufman distributed a copy of Destination International's Organizational Code of Ethics for review and acceptance. Moved by Mrs. Gamble, seconded by Mr. Ruble and carried without dissent to adopt Destination International's Organizational Code of Ethics. The Code of Ethics will also be added to the Employee Handbook.

B. CAPITAL EQUIPMENT AND REPLACEMENT POLICY

Ms. Kaufman introduced the topic of developing a formal capital equipment and replacement policy for Visit Casper. Mr. Ruble suggested Ms. Kaufman inquire about capital tax breaks with Skogen, Cometto and Associates. Ms. Penton-Jones recommended allocating a percentage of revenue annually to a capital budget with a maximum and criteria for when and how the funds would be disbursed. Ms. Kaufman will follow-up with Skogen, Cometto and Associates and work on drafting a policy for the board's review.

C. GOVERNOR'S CONFERENCE JANUARY 27-29, 2018

Ms. Kaufman asked the board who is planning to attend the Governor's conference in Cheyenne in January. Ms. Penton-Jones and Mrs. Gamble are planning to attend, Mr. Murphy, Mr. Ruble and Mr. Aune are tentative.

D. EMPLOYEE HANDBOOK REVIEW

Ms. Kaufman shared there were changes to the Employee Handbook she'd like the board to consider: 1) Removing reference to a COO and replacing it with CEO, clarifying the vacation policy so there is no error in interpretation, creating a work from home policy and/or a vacation carry over policy and adding the Destination International's Organizational Code of Ethics. At this time, the board does not wish to entertain a work from home policy or change the vacation carry over policy. Ms. Penton Jones recommended that staff be asked to schedule a majority of their vacation at the beginning of the year. Moved by Mr. Murphy, seconded by Mrs. Gamble and approved without dissent to accept the other proposed changes to the handbook as presented.

NOTHING ADDITIONAL

IX. COMMUNICATIONS REPORTS:

A. Staff/Organizational Update

None

B. Communication Organization

None

X. **COUNCIL COMMENTS:** None

XI. **PUBLIC COMMENTS:** None

XII. **UPCOMING MEETING DATE:** The next Council meeting is Tuesday, January 22, 2019, and will convene at 11:30 a.m. The location is TBD.

ADJOURNMENT: Ms. Penton-Jones made a motion to adjourn the public meeting at 1:11 p.m. Moved by Mrs. Gamble, seconded by Mr. Murphy and carried without dissent to adjourn. Motion carried.

Renee Penton-Jones, Chair

Kevin Hawley, Secretary

Natrona County Travel and Tourism Council
Statement of Revenue and Expense

	November	Y-T-D	Budget	%	
INCOME	<u>\$123,551</u>	<u>\$842,425</u>	<u>\$1,548,820</u>	54%	
EXPENSE					
ADMINISTRATION					
Office Expense	\$9,316	\$71,683	\$130,186	55%	
Staff	\$37,914	\$223,444	\$592,861	38%	
Total Administration	<u>\$47,230</u>	<u>\$295,127</u>	<u>\$723,047</u>	41%	
MARKETING					
Grants/Sponsorships	\$38,000	\$50,500	\$105,200	48%	
Total Grants/Sponsorships	<u>\$38,000</u>	<u>\$50,500</u>	<u>\$105,200</u>	48%	
SALES					
Promotional Items	\$333	\$7,692	\$15,000	51%	
Printing	\$180	\$1,308	\$14,500	9%	(a)
Tradeshaw Registration	\$0	\$11,113	\$17,000	65%	
Staff Travel	\$3,737	\$12,059	\$29,000	42%	
Board/Partner Travel	\$408	\$1,430	\$9,000	16%	
Business Development	\$379	\$963	\$11,500	8%	(b)
Business Retention	\$0	\$0	\$10,000	0%	
FAM Tours	\$1,147	\$2,006	\$8,000	25%	
Research	\$0	\$1,452	\$40,000	4%	(c)
Public Relations	\$4,905	\$18,325	\$46,500	39%	
Event Expense	\$1,360	\$8,154	\$5,000	163%	(d)
Memberships	\$0	\$734	\$7,500	10%	
Sponsorships	\$0	\$3,598	\$92,000	4%	(e)
Legislative/Issue	\$12,399	\$13,043	\$15,000	87%	
ISO Conference 2019	\$500	\$500	\$0	0%	
Total Sales	<u>\$25,348</u>	<u>\$82,376</u>	<u>\$320,000</u>	26%	
ADVERTISING/MARKETING					
Banners/Displays/Signs	\$510	\$9,526	\$23,940	40%	
Print Advertisements	\$0	\$10,720	\$20,000	54%	
Billboards/Out of Home	\$10,400	\$10,400	\$15,000	69%	
Digital/Social Marketing	\$4,546	\$7,516	\$94,584	8%	
Content Production	\$4,800	\$22,771	\$129,000	18%	
Website	\$0	\$322	\$0	0%	
2019 Visitors Guide	\$0	\$12,310	\$50,000	25%	
Total Marketing	<u>\$20,256</u>	<u>\$73,565</u>	<u>\$335,084</u>	22%	
Total Expenses	<u>\$130,834</u>	<u>\$501,568</u>	<u>\$1,548,820</u>	32%	
INCOME IN EXCESS OF EXPENSES	<u><u>(\$7,283)</u></u>	<u><u>\$340,857</u></u>			

(a) Less CTA printing than anticipated

(e) Will invest closer to fiscal year end

(b) Haven't spent the \$10,000 in bid fees or contingency

(c) Have not yet invested in Dnext, # will be higher in January with Visitor Profile breakdown

(d) Feast + Festival Expenses - 5150

Natrona County Travel and Tourism Council
Statement of Revenue and Expense

	30-Dec	Y-T-D	Budget	%	
INCOME	<u>\$133,749</u>	<u>\$976,174</u>	<u>\$1,548,820</u>	63%	
EXPENSE					
ADMINISTRATION					
Office Expense	\$8,279	\$79,962	\$130,186	61%	
Staff	\$45,232	\$268,676	\$592,861	45%	
Total Administration	<u>\$53,511</u>	<u>\$348,638</u>	<u>\$723,047</u>	48%	
MARKETING					
Grants/Sponsorships	\$500	\$51,000	\$100,200	51%	
Total Grants/Sponsorships	<u>\$500</u>	<u>\$51,000</u>	<u>\$100,200</u>	51%	
SALES					
Promotional Items	\$1,226	\$8,918	\$15,000	59%	
Printing	\$171	\$1,479	\$14,500	10%	(a)
Tradeshaw Registration	\$6,215	\$14,523	\$17,000	85%	
Staff Travel	(\$389)	\$9,675	\$29,000	33%	
Board/Partner Travel	\$224	\$1,654	\$9,000	18%	
Business Development	\$0	\$963	\$11,500	8%	
Business Retention	\$0	\$0	\$10,000	0%	(b)
FAM Tours	\$420	\$2,426	\$8,000	30%	
Research	\$1,964	\$3,416	\$40,000	9%	(c)
Public Relations	\$5,900	\$24,225	\$46,500	52%	
Event Expense	\$362	\$8,516	\$5,000	170%	
Memberships	\$453	\$1,187	\$7,500	16%	
Sponsorships	\$0	\$8,398	\$92,000	9%	(d)
Legislative/Issue	\$7,331	\$20,374	\$15,000	136%	
ISO Conference 2019	\$0	\$500	\$0	0%	
Total Sales	<u>\$23,879</u>	<u>\$106,255</u>	<u>\$320,000</u>	33%	
ADVERTISING/MARKETING					
Banners/Displays/Signs	\$0	\$9,526	\$23,940	40%	
Print Advertisements	\$0	\$10,720	\$20,000	54%	
Billboards/Out of Home	\$810	\$11,210	\$15,000	75%	
Digital/Social Marketing	\$305	\$7,821	\$94,584	8%	
Content Production	\$29,685	\$52,455	\$129,000	41%	
Website	\$0	\$322	\$0	0%	
2019 Visitors Guide	\$53,809	\$66,119	\$50,000	132%	
Total Marketing	<u>\$84,608</u>	<u>\$158,173</u>	<u>\$335,084</u>	47%	
Total Expenses	<u>\$162,498</u>	<u>\$664,066</u>	<u>\$1,548,820</u>	43%	
INCOME IN EXCESS OF EXPENSES	<u>(\$28,749)</u>	<u>\$312,108</u>			

- (a) Less CTA printing than anticipated
- (b) Invoices outstanding for Casper Wrestling and State Pool
- (c) Will increase when we go through DNEXT
- (d) These will pay out closer to the end of the fiscal year

Capital Equipment Replacement Policy

The objective of this policy is to ensure that Visit Casper’s plant, vehicles and other equipment is available and in good working order so as to achieve the best cost benefits for the Natrona County Travel and Tourism Council. Capital equipment acquisition and replacement is determined by the growing needs of the Visit Casper staff. Replacements are done for equipment that is broken or no longer serves the purpose for which it was acquired. Computer assets are retired and replaced approximately every 3 years to keep up-to-date with technology. Furniture assets are retired and replaced as needed and will be reviewed annually 7 years after date of purchase. The Visit Casper vehicle will be replaced every 5 years or as needed to maximize Council’s investment.

Recent Capital Investments Include:

A majority of the computer assets including laptops and monitors were replaced in early 2018. The Council will review the condition of current assets in March 2021.

The phone system was replaced April 30, 2018. The Council will review the condition of the current asset in March 2021.

The Council purchased a 2018 Ford Explorer in June 2018. The Council will review the condition of the current asset in March 2023.

Office furniture was purchased in 2013 and remains in good working condition.

Type of Asset	Years	Last Replaced	Review Date
Computers	3	2018	2021
Phone System	3 to 5	2018	2021-2023
Vehicle	5	2018	2023
Office Furniture	7 to 10	2013	2020
Server	3 to 5	2019	2022 - 2025

The Capital Replacement Reserve account will accumulate funds on a regular basis for future replacement of Visit Casper’s assets. This reserve specifically includes transfers in and out relating to depreciation, disposals and purchases. Council agrees to allocate \$15,000 annually to the Capital Replacement Reserve fund each year in anticipation of future needs.

Renee Penton-Jones, Chair

Kevin Hawley, Secretary

2019 WTIC LEGISLATIVE SESSION UPDATE

January 14, 2019

The 2019 general session is scheduled to run through Wednesday, February 27, 2019, with five additional days available if needed. As of today there are 141 bills and resolutions listed on the Wyoming Legislature website. Bills can be found [here](#)

New bills are being added daily with an expected total bill load of about 500.

As a number of bills that could impact the tourism and hospitality industry have and will continue to emerge in the coming weeks. Your association will be very closely monitoring them, as they are posted and engaging necessary.

To be most effective in protecting and promoting our industry we will need your help throughout the session. Please keep a very close eye out for any “calls to action.” These typically require immediate action, will be simple to read and will include all of the information that you will need to engage. We only use the call to action when absolutely necessary so when you see one please take a moment to read it and engage. Our greatest strength is your voice and you will be needed this session to help support our industry.

Key dates

- Thursday, January 24 Last day for Senate Files to be submitted to LSO for introduction (noon)
- Tuesday, January 29 Last day for House Bills to be submitted to LSO for introduction (noon)
- Friday, February 1 Last day for Bills to be reported out of Committee in house of origin
- Monday, February 4 Last day for Committee of the Whole in house of origin
- Tuesday, February 5 Last day for Second Reading in house of origin
- Wednesday, February 6 Last day for Third Reading on Bills in house of origin

The following list is comprised of the bills currently listed, related to hospitality and tourism in Wyoming. There will be many more bills listed in the coming weeks. This list will be updated weekly. Please watch the WTIC legislative update every Monday for additions and up to date information on the legislative priorities of the hospitality industry.

Bills we are supporting

HB 66- Lodging Tax <https://www.wyoleg.gov/Legislation/2019/H066>

Creates a 5% statewide lodging tax as an alternative-funding source for growing the visitor economy through the Wyoming Office of Tourism. 3% would be dedicated to funding the Wyoming Office of Tourism. The other 2% would replace 2% of local option lodging taxes across Wyoming eliminating the need to vote on them every four years. Local option lodging tax boards will still have the ability to vote on up to an additional 2% every four years. Your association has been working on the alternative funding initiative for more than 2 years and is supporting this

bill as long as the funding derived from the tax remains dedicated to funding tourism at a significantly more competitive level with our surrounding states. For more information about the statewide lodging tax bill please contact WTIC Executive Director Chris Brown at chris@wlra.org

Status-will be heard in House Minerals, Business and Economic Development Committee on Monday, January 14.

HB 93 -Tourism Improvement Districts- <https://wyoleg.gov/Legislation/2019/HB0093>

A tourism improvement district, or TID, is a mechanism for funding local tourism promotion activities. An assessment is placed on tourism businesses within a designated geographic area and the funds raised through the assessment are used for specific tourism marketing purposes. The bill will be written as enabling legislation, meaning that it allows for the conversation about Tourism Improvement Districts in your communities but it does not create or mandate anyone to utilize a TID.

Status-Introduced and assigned to Corporations, Elections and Political Subdivisions Committee

Governor's recommended supplemental budget request of \$2.5 million for the Wyoming Office of Tourism.

Wyoming's marketing program currently ranks 29th in the nation, well below most of our competing surrounding states. This funding is a stopgap that will aid in elevating marketing resources and driving more visitor traffic to Wyoming until an alternative funding source is passed. ***Status-The Wyoming Office of Tourism has been called back to present to the Joint Appropriations Committee on Monday, January 14.***

Wyoming Film Production Incentive- (no bill number assigned yet)

The Wyoming Film Production Incentive would allow the Wyoming Office of Tourism (WOT) to offer incentives film companies that shoot in and feature Wyoming in their productions. The bill has no appropriation attached and is enabling legislation to give the WOT an additional tool in the event that an opportunity presents itself. ***Status bill waiting to be introduced***

Bills we are monitoring

HB 14 Mountain Daylight Time

<https://www.wyoleg.gov/Legislation/2019/HB0014>

Bill eliminates daylight savings time and would put Wyoming in a different time zone than our neighboring states for a significant period of time each year. ***Status-Introduced and referred to House Agriculture Committee***

HB 64-Indexing Fuel Taxes

<https://www.wyoleg.gov/Legislation/2019/HB0064>

Would index Wyoming's fuel tax to the Consumer Price Index (CPI) ***Status-Received for introduction in the house***

HB 67-Sales tax Revisions

<https://www.wyoleg.gov/Legislation/2019/HB0067>

Would remove the sales tax exemption on home-prepared foods, data centers and manufacturing. The bill would reduce the state sales tax to 3.5% and would create a tax on most services. ***Status-Received for introduction in the house***

HB 71-Equal Pay Penalties

<https://wyoleg.gov/Legislation/2019/HB0071>

Would amend penalties for equal pay provisions.

Status-Introduced and referred to House Labor, Health and Social Services Committee

HB 72- Wage Transparency

<https://www.wyoleg.gov/Legislation/2019/HB0072>

Would prohibit employers from barring employees from disclosing wage information and would prohibit employers from requiring employees to waive wage disclosure rights. ***Status-Introduced and referred to House Labor, Health and Social Services Committee***

HB 99-Public Lands Day

<https://wyoleg.gov/Legislation/2019/HB0099>

Would create a Public Lands Day state holiday.

Status-Introduced and referred to House Agriculture Committee

SF 48- Unemployment Compensation-Seasonal Employees

<https://wyoleg.gov/Legislation/2019/SF0048>

Status-Introduced and referred to Senate Labor, Health and Social Services Committee

SJ 3-Wyoming Women's Suffrage Day <https://www.wyoleg.gov/Legislation/2019/SJ0003>

Commemorates the 150th anniversary of Wyoming Women's Suffrage.

Status-Introduced and referred to Senate Travel, Recreation, Wildlife and Cultural Resources Committee

Vendor Management General Policy Statement

In an effort to enhance the effectiveness of tourism marketing, Visit Casper often partners with external vendors to provide products and services. The purpose of this policy is to set forth the guidelines for management/staff to use in establishing and maintaining due diligence policies and procedures in order to minimize the risk of unanticipated costs, legal disputes and asset losses.

Guidelines:

(1) POLICY AND PROGRAM RESPONSIBILITY.

- (A) **Board Responsibility.** This policy and any recommended changes shall be approved by the Natrona County Travel and Tourism Council. ("Board").
- (B) **Management Responsibility.** Visit Casper management ("management") will be responsible for the development, implementation, and maintenance of the organization's due diligence program. As part of this responsibility, management will maintain a list of all third-party providers, along with the scope of services provided by each. Management may delegate due diligence to appropriate staff members as warranted but shall be responsible for reviewing the information gathered and making the final decisions.

(2) PLANNING

- (A) **Risk-Assessment.** Prior to engaging in a proposed activity, Visit Casper will perform a risk-assessment to determine whether the relationship compliments the organization's overall mission and philosophy. Management will determine whether the proposed activities, related costs, product and services standards, and third-party involvement, are consistent with the organization's overall business strategy and risk tolerances. If the Board does not believe the proposed activity would complement the strategic vision for Visit Casper, the third-party relationship will not be pursued.
 - (1) **Documentation.** Management will document how the relationship corresponds with Visit Casper's Strategic Plan, considering long-term goals, objectives and resource allocation requirements. Consistent with Visit Casper's Strategic Plan, management will design action plans to achieve objectives in support of strategic planning for new third-party arrangements.
 - (2) **Categories of Risk.** Categories of risk to be assessed include: loss of capital if the venture fails; loss of stakeholder confidence if the program, product or service fails to meet expectations; costs associated with attracting or training personnel and investing in required infrastructure; and whether the potential benefit of the arrangement outweighs the potential risks or costs.
 - (3) **Periodic.** The risk assessment will take place in advance of the decision to contract with an external vendor for products and/or services and will be conducted periodically as long as the contract is valid.

- (B) **Exit Strategy.** Visit Casper will investigate and determine whether there is a reasonable way out of the relationship if it becomes necessary to change course in the future, along with whether there are any other providers that can perform critical services.
- (C) **Accounting.** Visit Casper will ensure that it has a sufficient accounting infrastructure to appropriately track, identify and classify transactions in accordance with generally accepted accounting principles (GAAP). When necessary, Visit Casper will obtain guidance from a certified public accountant (CPA) to ensure proper accounting treatment.

(3) **BACKGROUND CHECK.**

Visit Casper will research and/or interview several prospective organizations to determine which is best qualified to meet Visit Casper's needs. If the relationship will require a significant investment of resources and capital, the organization will consider hiring a consultant or industry expert to assist in its evaluation, upon approval of the Board. It is also important to understand how the third party has performed in other relationships. Management will contact other destination management organizations or clients of the third party. Visit Casper will review and consider any lawsuits or legal proceedings involving the third party and/or its principals. Visit Casper will also ensure that the third party and/or its agent(s) have all of the required licenses or certifications, and that they remain current for the duration of the relationship.

(4) **BUSINESS MODEL REVIEW.**

Before entering into a third-party relationship, Visit Casper will investigate and understand the third party's business model – the conceptual architecture or business logic employed to provide services to its clients. Management will understand and be able to explain the third party's role in the proposed arrangement and any processes for which the third party is responsible. When these parties are to play a critical role in the relationship, Visit Casper will perform its due diligence on these vendor-related parties.

(5) **LEGAL REVIEW.**

All contracts will be reviewed by Visit Casper's legal counsel. At a minimum, third party contracts should address the following:

- (A) Scope of arrangement, services offered, and activities authorized;
- (B) Responsibilities of all parties (including subcontractor oversight);
- (C) Service level agreements addressing performance standards and measures;
- (D) Performance reports and frequency of reporting;
- (E) Penalties for lack of performance;
- (F) Ownership of working files;
- (G) Data security and member confidentiality;
- (H) Business resumption or contingency planning;
- (I) Insurance;
- (J) Member complaints and member service;
- (K) Dispute resolution; and
- (L) Default, termination and escape clauses.

(6) **CONTROLS.**

Once Visit Casper has entered into a third-party arrangement, the organization will employ controls to ensure that the relationship is meeting expectations and the third party is meeting its responsibilities.

- (A) **Limitation of Exposure.** Depending on the nature of the relationship, Visit Casper will establish limitations on the risk of exposure until the third-party's performance is measured, or the level of the respective risk(s) becomes insignificant.
- (B) **Staff Oversight.** Management will designate the staff that is to be responsible for monitoring the performance of each outsourced program. Duties will include comparing the actual results of each program to projections and reviewing each of the third party's performance to determine compliance with expectations and contracts.
- (C) **Reporting.** Staff responsible for third party relationship monitoring will submit regular reports to Visit Casper's CEO. The reports will include appropriate information in order to provide the board the opportunity to make informed decision and take timely corrective action.

Renee Penton-Jones, Chair

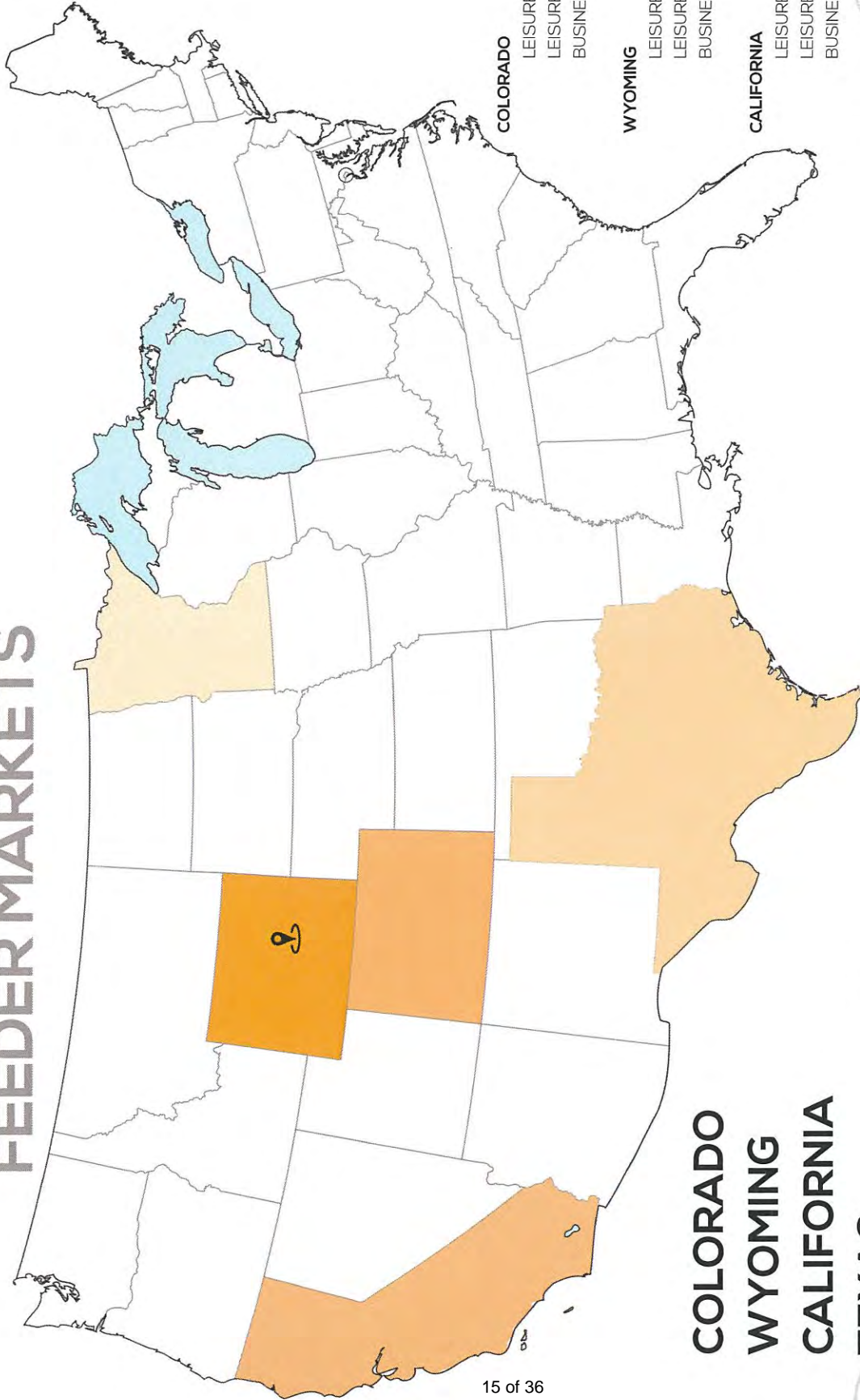
Kevin Hawley, Secretary

The background of the slide is a photograph of a city skyline at sunset. The sun is low on the horizon, creating a warm, golden glow that silhouettes the buildings. In the foreground, there is a white topographic map overlay with contour lines. The text is positioned in the upper right quadrant of the image.

VISIT CASPER

2019 VISITOR PROFILES & MARKETING STRATEGIES

CASPER'S TOP 5 FEEDER MARKETS



COLORADO

LEISURE OVERNIGHT: 15%
LEISURE DAY TRIP: 6.5%
BUSINESS: 20.4%

WYOMING

LEISURE OVERNIGHT: 13.8%
LEISURE DAY TRIP: 44.4%
BUSINESS: 46.9%

CALIFORNIA

LEISURE OVERNIGHT: 7.6%
LEISURE DAY TRIP: 5.9%
BUSINESS: 2.4%

TEXAS

LEISURE OVERNIGHT: 4.9%
LEISURE DAY TRIP: 3.3%
BUSINESS: 2.0%

MINNESOTA

LEISURE OVERNIGHT: 3.5%
LEISURE DAY TRIP: 2.6%
BUSINESS: N/A

CASPER VISITOR PROFILES

In order to effectively market Casper, it is vital to know our audience and how they engage with the destination and the brand. In an effort to best reach these markets, Visit Casper has identified five target personas. The range of these personas showcase the diversity of Casper's offerings for different markets. Effectively communicating with each market helps them discover the aspects of Casper that resonate the most with them.

To effectively communicate with each, we've identified three key elements of each persona: target demographic and psychographic details; Casper-based behavior and perception; and media consumption. Each persona has been crafted based on past-traveler data. Target demographic and psychographic details include the age, sex, household income and travel related personalities, values, interests and lifestyle of travelers to Casper.

IN THE FOLLOWING PAGES, PROFILES AND CORRESPONDING MARKETING STRATEGIES ARE DEFINED FOR:

AVID ANGLER

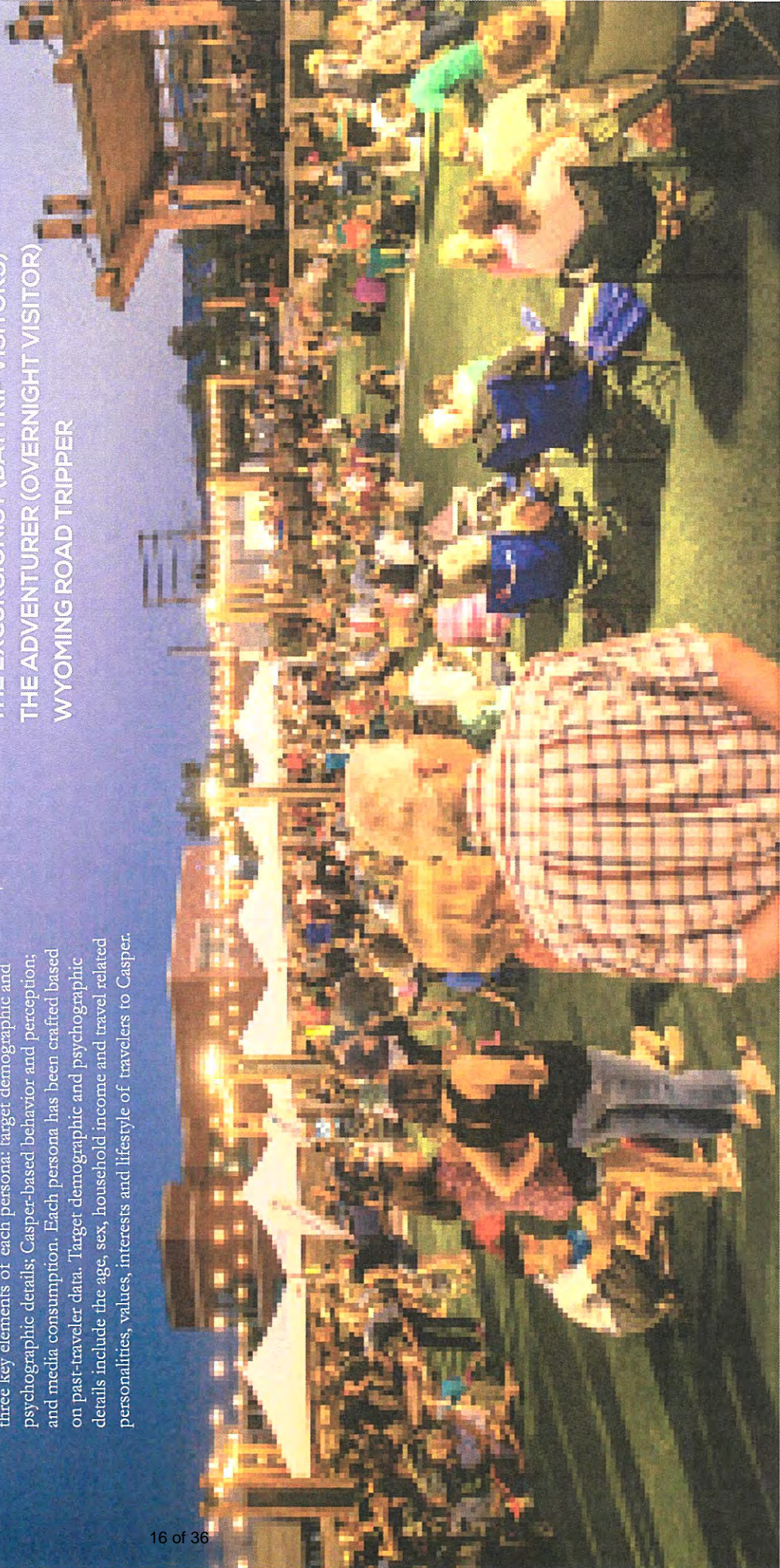
CASPER LOCAL

THE CONVENTIONEER

THE EXCURSIONIST (DAYTRIP VISITORS)

THE ADVENTURER (OVERNIGHT VISITOR)

WYOMING ROAD TRIPPER



CASPER IS ONE OF THE TOP FISHING DESTINATIONS IN THE WORLD AND WHILE MANY ANGLERS KNOW OF OUR BLUE-RIBBON WATERS, THERE IS ROOM FOR GROWTH IN AWARENESS OF CASPER AS A TOP-TIER FISHING DESTINATION.

DEMOGRAPHIC

PRIMARILY MALE

37+ YEARS OF AGE

HOUSEHOLD INCOME OF \$100K+

ON AVERAGE, TAKES TWO OUT-OF-STATE, OVERNIGHT FISHING TRIPS PER YEAR.

WHEN VISITING AN OUT-OF-STATE FISHING DESTINATION, HE SEEKS OUT CAMPING, DINING, BIG GAME HUNTING, VISITING NEARBY NATURAL ATTRACTIONS AND SIGHTSEEING.

MARKETING STRATEGY

1. Employ marketing activities that drive awareness for Casper as a world-class fishing destination including SEM, email, retargetting, content marketing and sponsorships when available.
2. Host group fly-fishing press and influencer trips in Casper to garner earned media coverage of fly fishing in Casper
3. Work with DMOs throughout the state to drive awareness for Wyoming as an ideal fishing destination by having a larger presence at the International Sportsman's Expo in Denver.
4. Proactively cultivate and manage relations with local guides and industry partners.



AVID ANGLER

CASPER RESIDENTS ARE AN IMPORTANT INFLUENCE IN GROWING OUR VISITOR ECONOMY. RESIDENTS REPORT FAVORABLE IMPRESSIONS OF CASPER, AND A MAJORITY HAVE A SOMEWHAT OR MUCH MORE FAVORABLE PERCEPTION OF CASPER THAN THEY DID A YEAR AGO. BY CONNECTING LOCALS TO OUR BRANDS AS WELL AS WITH THE PLACES THEY LOVE, THEY ARE MORE LIKELY TO HOST THEIR OWN MEETINGS AND EVENT AS WELL AS INVITE FRIENDS AND FAMILY TO VISIT AND SHARE THEIR COMMUNITY.

DEMOGRAPHIC

WOMEN, AGES 35-60

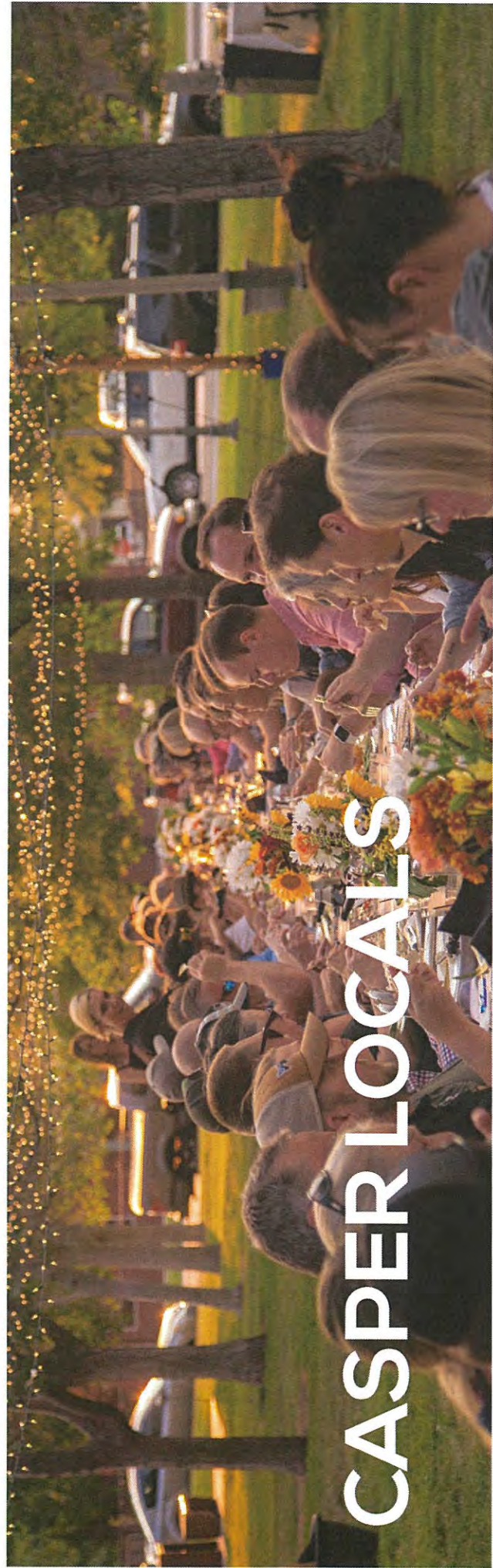
32,422 HOUSEHOLDS (JULY 2016)

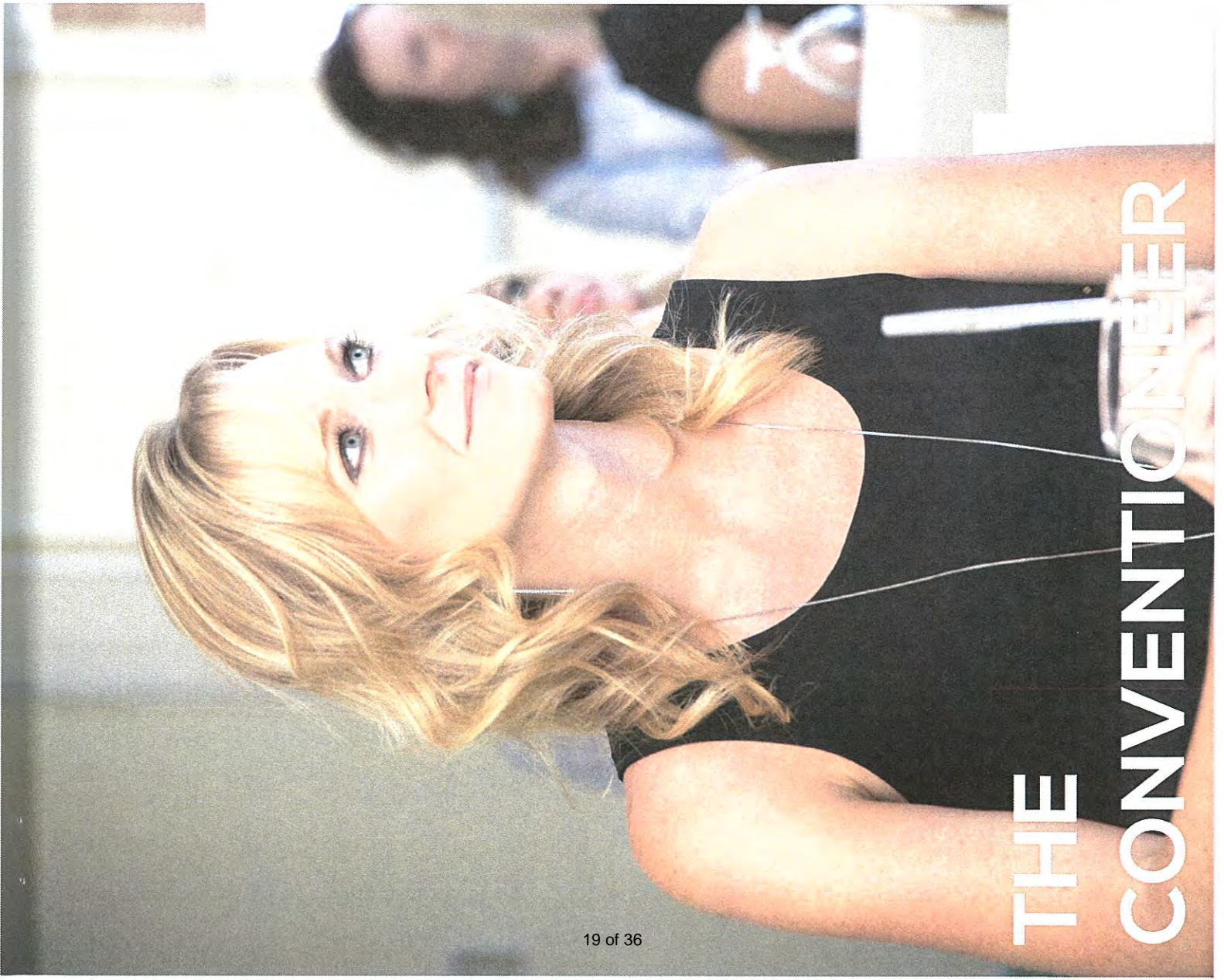
61% OF RESIDENTS REPORT HOSTING 1-10 GUESTS ANNUALLY (1-5 GUESTS, 36%; 6-10 GUESTS, 25%)

MARKETING STRATEGY

1. Continue to establish the 5150 Local brand voice and build out content platforms to grow awareness and engagement on and offline.

2. Continue to curate a robust list of local events, activities and things to do on VisitCasper.com for visitors and locals.
3. Orchestrate an annual “State of Tourism” presentation to elected, partners and civic organizations to share the value and economic impact of tourism.
4. Use the Visit Casper grant program to connect with residents and create recognition and understanding for the mission/value of Visit Casper.
5. Use PR efforts to grow earned media exposure and authority for Visit Casper locally.
6. Be the go-to source for providing community marketing assets. This includes photos, videos, PowerPoint presentations, social posts and other content as created and available through a media library accessible to partners.
7. Continue to recruit residents to participate in the Certified Tourism Ambassador™ program.





MEETING PLANNERS PLAN THEIR CONVENTIONS AND EVENTS WITH THEIR ATTENDEES IN MIND. BY OFFERING THEIR ATTENDEES AN APPEALING DESTINATION, THEY HELP GUARANTEE ROBUST ATTENDANCE AND OVERALL SUCCESS. WITH THAT IN MIND, THE FOLLOWING IS A PROFILE OF THE CONVENTIONEERS THAT COME TO CASPER.

DEMOGRAPHIC

MEN & WOMEN, AGES 35-62

MOST CONFERENCE ATTENDEES ARRIVE TO CASPER BY CAR

MOST BOOK THEIR TRIP 1 - 3 WEEKS IN ADVANCE AND STAY AN AVERAGE OF 3.1 NIGHTS.

THE AVERAGE TOTAL SPEND BY TRAVEL PARTY IS \$512.72.

TYPICAL TRAVEL PARTY CONTAINS 2 PEOPLE

MARKETING STRATEGY

- 1.** Employ marketing activities that generate new meeting and convention leads using multiple platforms including SEM, retargeting, email, social media and strategic partnerships as appropriate.
- 2.** Leverage business development activities including tradeshows, sales blitz's, FAM tours and cold calls that result in new meeting and convention business
- 3.** Champion non-traditional revenue opportunities to build out tourism infrastructure.
- 3.** Proactively cultivate and manage relations with hotel and industry partners.

LEISURE

THE EXCURSIONIST

DAY TRIP TRAVELERS ARE THOSE WHO REPORT SPENDING TIME IN CASPER FOR LEISURE ACTIVITIES, BUT DO NOT STAY THE NIGHT. THERE IS OPPORTUNITY TO CONVERT SOME OF OUR LEISURE DAY-TRIP TRAVELERS INTO OVERNIGHT VISITORS BY POSITIONING CASPER AS AN OVERNIGHT DESTINATION.

DEMOGRAPHIC

- WOMEN, AGES 35-65
- AN OVERWHELMING NUMBER OF THESE VISITORS TRAVEL WITH FAMILY.
- THE MAJORITY TRAVEL BY CAR
- THE AVERAGE TOTAL SPEND BY TRAVEL PARTY IS \$307.78

THE ADVENTURERS

OVERNIGHT VISITORS ARE THE MOST VALUABLE TO THE DESTINATION FROM AN ECONOMIC PERSPECTIVE, DIRECTLY CONTRIBUTING TO THE BOTTOM LINE OF THE CASPER ECONOMY.

DEMOGRAPHIC

- WOMEN 45-60
- TYPICAL PARTY SIZE: TWO
- 40% OF TRAVELERS ARE WITH THEIR SPOUSE AND 35% ARE WITH THEIR SPOUSE AND CHILDREN
- TYPICAL LENGTH OF STAY: 2 NIGHTS. AND THEY BOOK THEIR STAY 2-3 MONTHS IN ADVANCE
- THIS SEGMENT SPENDS AN AVERAGE OF \$716.84 PER TRIP
- OVER HALF OF OVERNIGHT VISITORS STAY IN HOTELS

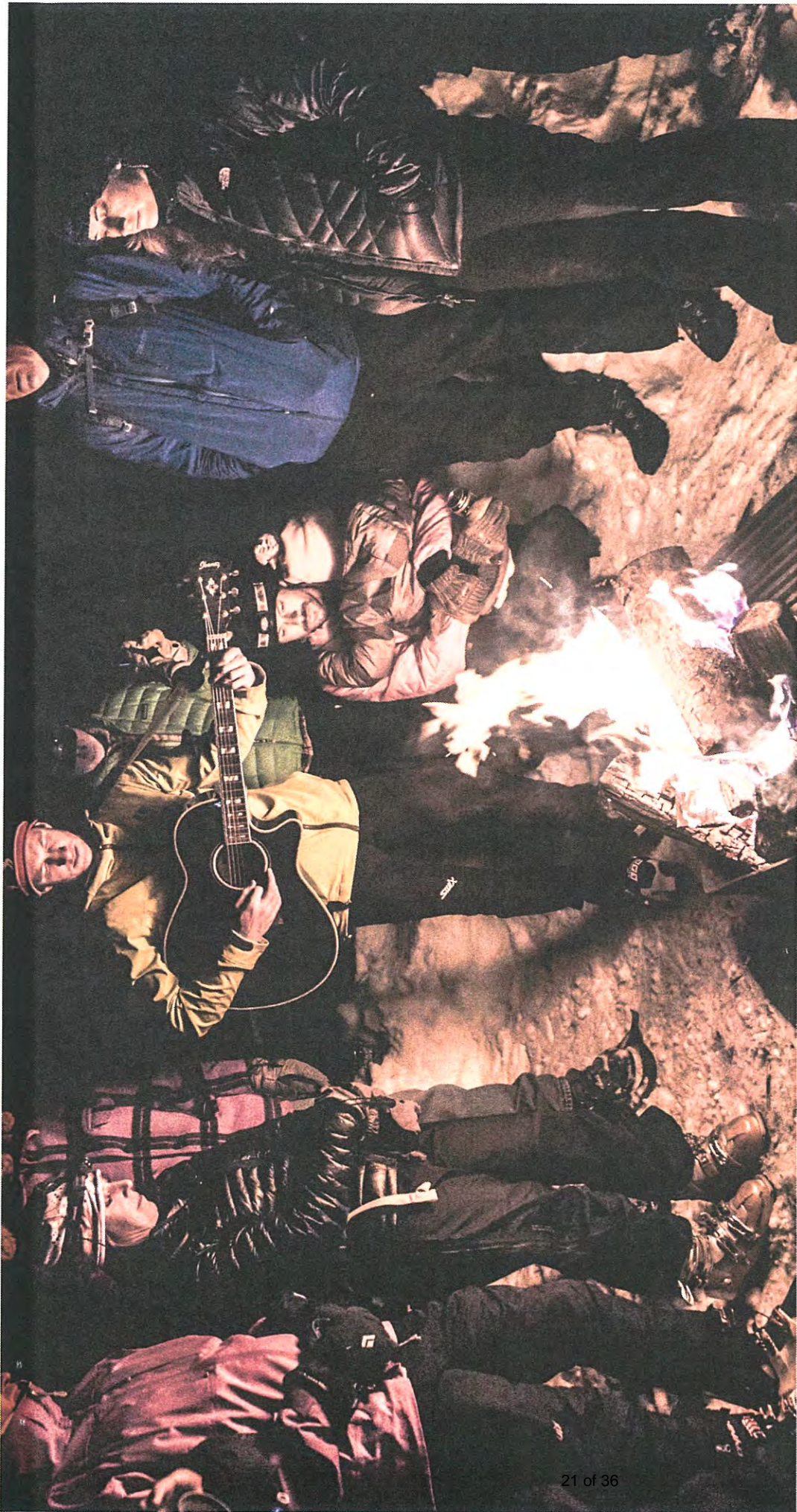
WYOMING ROAD TRIPPERS

CASPER HAS A BROAD REACH AMONG OTHER COMMUNITIES ACROSS THE STATE OF WYOMING. CASPER HAS AN OPPORTUNITY TO CONTINUE TO POSITION ITSELF AS AN ECONOMIC AND RECREATIONAL HUB AMONG WYOMING RESIDENTS.

DEMOGRAPHIC

- WOMEN 45-60
- TYPICAL PARTY SIZE: TWO
- 24% OF TRAVELERS ARE WITH THEIR SPOUSE AND 33% ARE WITH THEIR SPOUSE AND CHILDREN
- TYPICAL LENGTH OF STAY: 3.4 NIGHTS
- THIS SEGMENT SPENDS AN AVERAGE OF \$445.86 ON THEIR TRIP





MARKETING STRATEGY

- 1.** Leverage marketing opportunities to target Yellowstone National Park Visitors including paid search, email, welcome centers, print, digital and social.
- 2.** Employ marketing activities that generate new daytime and overnight leisure visitor inquiries and leads across multiple platforms including paid search, email, welcome centers, print, digital and social.

- 3.** Invest in strategic PR outreach to increase awareness for Casper as a travel destination. Garner coverage for Casper through distinct story angles and grow visitor occupancy through year-round public relations efforts.

SPORTS & EVENTS

MARKETING STRATEGY

- 1.** Employ marketing activities across multiple platforms to grow participation in all Casper Sports Alliance events including regular communication with attendees, strategic PR messaging to drive awareness and participation, social, web and other platforms as appropriate.
- 2.** Leverage business development activities including tradeshow, site visits and FAM tours that result in new sports and events business.
- 3.** Champion non-traditional revenue opportunities for the Casper Sports Alliance including sponsorship, partnerships, etc.
- 4.** Proactively cultivate and manage relations with sport grant recipients and venue owners/managers, sponsors and partners.



Destination Next Strategic Planning Proposal

VISIT *Casper*



Submitted by:

YOUNG
strategies, inc.

fresh.
travel.
research.

Post Office Box 38306
Charlotte, North Carolina 28278
704-677-4018



Visit Casper Strategic Planning Proposal

Proposal Submitted: January 9, 2019

PLANNING OBJECTIVE:

Young Strategies will provide a three to five-year strategic plan for Visit Casper that addresses:

- Engagement of community and civic leaders
- Engagement of travel industry leaders
- Engagement of staff
- Shared vision and plan for growth
- Clearly defined goals and objectives for future development of Casper as a destination

Proposal Accepted and Approved

Visit Casper

Young Strategies, Inc.

Print Name: _____

Principal: Berkeley W. Young

Signature: _____

Signature: _____

Date: _____

Date: _____

Title/Authority: _____

Contract Amount: \$ _____



FRESH.

Young Strategies, Inc. (YSI) is a research and planning firm which focuses on destination marketing organizations and travel destinations. YSI's approach is to custom tailor each research study to the specific needs of the client. In today's highly technological and rapidly changing business world, market research is the best tool available to help you make effective strategic directions. Research reduces your risks, identifies opportunities for growth and helps you organize and take action.

TRAVEL.

YSI is a small boutique firm that develops a close bond with our clients who are devoted to our process that delivers clear actionable strategies for future growth. We specialize in research for travel destinations. The project team's hands-on experience includes CVB/DMO management, hotel/resort management, community economic development, convention center management, association management and parks/recreation administration. It's all we do and our clients respect our experience.

RESEARCH.

Young Strategies can help you understand and predict visitor behavior as well as provide the tools necessary to act on that information. Having worked with 150+ destinations in 32 states, we understand that your destination has unique challenges and objectives and your choice of a research and planning firm should reflect that. It's important to look for a partner with industry-specific knowledge. The final report will be an easy to read document that presents the customer-focused data with recommendations for action.

FIRM EXPERIENCE - Evidence of Qualifications

Young Strategies has an unparalleled record of success at performing for our clients to deliver actionable research and planning. We encourage you to contact our clients and see what they are saying about our performance. YSI has conducted visitor profile research and destination planning for the following destinations in 2017/18:

- Hershey-Harrisburg, PA; Visit Hershey & Harrisburg – Mary Smith; (717) 231-2985 mary@hersheyharrisburg.org
- Dutchess County, NY; Dutchess County Tourism – Mary Kay Vrba; (845) 463-5445; mkv@dutchestourism.com
- Ontario County, NY; Ontario County Tourism – Valerie Knoblauch; (585) 394-3915; Valerie@visitfingerlakes.com
- Enid, Oklahoma; Visit Enid – Marcy Jarrett; (580).616-7368; marcy@visitenid.org
- Cabarrus County, NC; Visit Cabarrus – Donna Carpenter; (704) 456-7961 donna@visitcabarrus.com
- Panama City Beach, FL; PCBVCB – Dan Rowe; (850) 233-5015; drowe@visitpanamacitybeach.com
- Corinth, MS; Visit Corinth – Christy Burns; (662) 287-8300; cburns@Corinth.net
- Loudon County, TN; Visit Loudon County – Rachel Baker; (865) 986.6822; rachel@visitloudoncounty.com

YOUNG STRATEGIES, INC. – CLIENT STATES

The project team, both individually and collectively have conducted destination research in the following states:

- Alabama
- Arizona
- California
- Florida
- Georgia
- Iowa
- Illinois
- Kansas
- Kentucky
- Louisiana
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Oklahoma
- Pennsylvania
- South Carolina
- South Dakota
- Tennessee
- Texas
- Virginia
- Washington
- West Virginia
- Wyoming



PROJECT APPROACH & SCHEDULE

STRATEGIC PLANNING



DestinationNEXT – SURVEY/SWOT ANALYSIS/GAP ANALYSIS

YSI will partner with DestinationNEXT to conduct an online survey of local travel industry and community leaders to identify destination strengths, weaknesses, opportunities and threats. The online DestinationNEXT diagnostic tool is designed to assist DMOs do an objective self-assessment which can help them determine priorities and strategies for the future. The tool presents a framework that DMO leaders and communities can use to critically assess the destination. It also helps to start a conversation and provide focus on what needs to be done in the future. An online survey delivers more comprehensive results than a tedious multi-hour SWOT analysis session that tends to exhaust leaders. Strategies will be recommended to overcome any market challenges and a product develop plan will be prepared to address issues within the destination.

STRATEGIC PLANNING WORKSHOPS

YSI will conduct planning workshops with any selected community/travel industry leaders desired to be in attendance .

The format of the sessions will include:

- Presentation of destination trends and best practices.
- Review of DestinationNEXT community leader survey & diagnostic tool.
- Analysis of the Casper market as a travel destination.
- Proposed research identified recommendations for Visit Casper sales and marketing programs.
- Proposed and potential new product development projects as well as existing experience enhancements.
- Staff, board and leader input and discussions of research and recommended strategies.

STRATEGIC PLAN

A strategic plan for Visit Casper will be developed based on research findings and leader input. The recommendations will include an analysis of the market and coordination with existing plans.

- Organizational and staff structure
- Future product/experience development
- Recommendations and conclusions for improving Casper's competitive position, demand generators, product/destination development and ROI.
- Recommended on-going research and tracking.

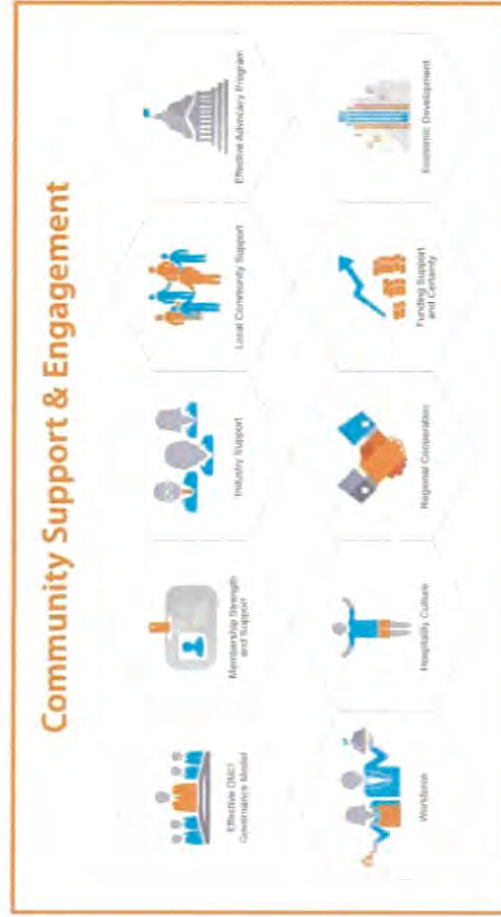
RESEARCH STUDY DELIVERABLES

- Strategic Plan (Three to Five year)

DestinationNEXT

ONLINE ASSESSMENT

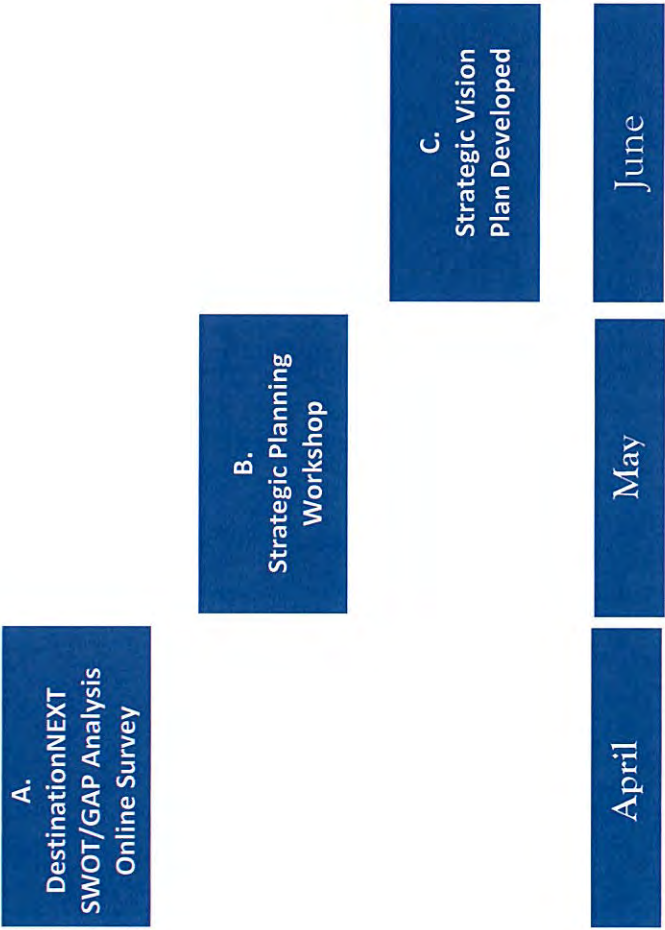
The DestinationNEXT online diagnostic tool is designed to assist DMOs in an objective self-assessment which can help them determine priorities and strategies for the future. The tool presents a framework that DMO leaders and communities can use to critically assess the destination. It also helps to start a conversation and provide focus on what needs to be done in the future. The tool is not intended to be a benchmarking index to rank DMOs or destinations. The tool is based on 20 variables related to destination strength and community support and engagement. Within each variable, a series of metrics are also identified which offer the opportunity for DMOs to gather data and provide a more in-depth look at the variable. In consultation with the client, a survey will be prepared using the DestinationNEXT scenario model. Additional questions to address some specific issues and topics can be added. An email with a link to the survey will be prepared to be sent out by the client to key stakeholders. Workbooks can also be provided to the participants to help them respond to the survey.



The online diagnostic tool is built upon two key inputs:

- An assessment of how important each variable is to the destination. In some cases, a variable may not be relevant to a destination. For example, some rural communities may not see air access as very relevant to their success. Likewise, a leisure destination may not find that convention and meeting facilities are important. The tool is designed to account for these situations.
- An assessment of the destination's perceived performance across each variable. This is done by indicating the level of agreement to a statement for each variable. The results would be analyzed with a scenario plot and detailed diagnostics report provided. The results can be segmented to show response patterns of different groups of individuals.

PROJECT FEE STRUCTURE



Month	Fee
A. DestinationNEXT - SWOT Analysis/Gap Analysis	April \$6,500
B. Strategic Planning Workshop	May \$6,500
C. Strategic Vision Plan & Presentation	June \$6,700
Research Project Cost	\$19,700

NOTE: Project schedule is dependent on scheduling the DestinationNEXT process and dates cannot be confirmed until contract is approved.

PROFESSIONAL FEES

- Project Professional Fee: \$19,700.
- All travel expenses are to be billed as incurred.
- Client is requested to obtain comp'd lodging rooms to defray billable travel expenses.

ADDITIONAL BILLABLE TRAVEL EXPENSE (Estimates):

- DestinationNEXT workshop - \$1,200
- Strategic Vision Plan Presentation – \$1,200

quus
Feb 21-24

PROJECT TEAM

BERKELEY YOUNG, PRESIDENT, YOUNG STRATEGIES – PROJECT TEAM LEADER

25+ years of travel/tourism marketing and management experience including destination marketing and hotel management. Young's experience includes serving as the Executive Director of a start-up convention and visitor's bureau and chamber of commerce in which he oversaw the creation and success of a research-based tourism marketing program for a rural county in the mountains of North Carolina. Then, Young was hired as Director of Sales and quickly promoted to General Manager of a large golf resort managed by Interstate Hotels Corporation. Young joined Randall Travel Marketing in 1998 as Vice President conducting research for DMOs throughout the United States. He opened Young Strategies in November 2004 focusing on strategic planning and research for destination marketing organizations. Young is a top rated speaker at regional and national conferences. As the project team leader Berkeley Young will serve as the primary client contact and chief strategist. Young's experience as a hotelier uniquely qualifies him to lead lodging market analyses for destinations. The total research methodology will be tailored to the needs of Visit Casper and actionable strategies will be developed from the resulting data and community leader input. Young is known for his consensus building, active listening and thoughtful consideration when developing a plan for a community.

AMY STEVENS, VICE PRESIDENT, YOUNG STRATEGIES – RESEARCH OVERSIGHT

More than 20 years of travel, tourism and marketing experience. As Vice President/Research Director, Stevens is responsible for writing surveys, conducting research, analyzing data and writing reports for Young Strategies. Stevens worked with Randall Travel Marketing prior to working for Young Strategies. Stevens also worked with Navigant International, the second largest travel management company in the United States, and was responsible for sales, business travel accounts, training/development and conflict resolution. She handled written and multi-media presentations and developed marketing materials and programs to increase both leisure and corporate business travel. Stevens will take the research lead on the Visit Casper market research study to keep all steps in the process on schedule and well organized to deliver maximum results for the client.

MCKENZIE GRAHAM, YOUNG STRATEGIES – RESEARCH COORDINATOR

A University of South Carolina graduate, McKenzie has been with Young Strategies for the last 5 years as Office Manager and Research Coordinator. McKenzie specializes in running the office, data analysis, compilation and report development.

MADELYN MATLOCK, YOUNG STRATEGIES – RESEARCH ANALYST

A University of North Carolina Wilmington graduate, Madelyn has been with Young Strategies for the last 3 years as a Research Coordinator and Analyst. Madelyn specializes in survey instrument development, data collection, lodging data analysis and report development.

LARRY GUSTKE, PHD, PROFESSOR EMERITUS NC STATE UNIVERSITY

Over 30 years' experience in conducting research on outdoor recreation, tourist behavior and tourism marketing. Dr. Gustke has conducted research in over 30 U.S. states and internationally. As professor emeritus, NC State University, Dr. Gustke has designed the research methodology proposed in this study based on his years of experience with destinations across America. He received his Ph.D. from Texas A&M, and is considered one of the most accomplished tourism researchers in the field today. Dr. Gustke is active in many academic and professional networks related to tourism research.

VISIT *Casper*
STAFF BOARD REPORTS
JANUARY 2018

CEO REPORT

- We budgeted this fiscal year to work with Destinations International to take us through the DNext assessment. **DNext helps determine future product and experience development in the destination and provides recommendations for improving our competitive position, demand generators and ROI.** The proposal for DNext is in your board packet, I'd like to schedule this for 3Q if possible.
- As you know, we're hosting a "Winter in Wyoming" media visit the last weekend of January. We're welcome major media from Houston, Denver, Seattle and New York.
- The marketing committee met January 11 to provide creative guidance and to vet the 2019 – 2020 marketing plan. Amanda will give a summary report at our meeting on the 22nd.
- We purchased an 18-month **lodging forecast report** from STR - their economic modeling anticipates our market will be relatively flat for 2019 and into early 2020. **They are predicting occupancy down 0.5% and 1.8% increase in average daily rate.** This will help us as we start budgeting in March for fiscal 2019 – 2020.
- In the last 60+ days **we've garnered \$87,154 in earned media coverage with a circulation of 1,207,364.**
- A few weeks ago, I shared the first draft of a **capital equipment replacement policy** for your review. You'll be asked to approve this policy (or an amended version) at the next board meeting. Please see your packet for a copy of the policy.
- Part of achieving DMAP accreditation is to have a **vendor management policy** in place. I've included a proposed copy of this policy in your board packet, please be prepared to offer feedback so we can move this forward in January.
- I testified in front of the Minerals, Business and Economic Development committee re: the statewide lodging tax in Cheyenne January 14th. The bill (and amendments) made it out of

committee and will be heard on the house floor. I'll give a more in-depth update on this when we meet.

- To-date, **lodging tax collections are 11% ahead of budget** and we're under on anticipated expenses. **Our net income YTD is \$312,108.29**. I've attached the financials for your review, if you have anything you want to discuss before the next meeting, please call me.
- **We'll be certifying 30 people at our CTA™ Class January 15th**. Our next class will be held in March if you know someone who would be interested!
- Most of you know this... the National Historic Trails Interpretive Center (and our Visitor Center) is closed due to the government shutdown. We will continue to monitor the impact to Visitor Services.
- In the next few days we'll receive December Occupancy and ADR information. Look for a 2017 and 2018 total market comparison in an upcoming Friday email.
- Let's talk grants! There has been discussion about asking grant applicants to present to either a subcommittee or the full board before funding is awarded. You'll be asked to weigh in on the 22nd.
- We'll be posting for a Marketing Communications Coordinator in January, the role will primarily focus on supporting marketing, meetings and database management.

DIRECTOR OF SALES & CORPORATE SPONSORSHIPS REPORT

New RFPs

- 50th Anniversary for CAT (2019)
- 2019 Central Wyoming Economic Forecast Lunch
- 2020 Annual Rocky Mountain Association of Collegiate registrar's and Admissions Officers
- 2019 Wyoming Speech-Language-Hearing Association Annual Conference

New Business Booked

- 50th Anniversary for CAT – Central Wyoming Fairgrounds
- 2019 Central Wyoming Economic Forecast Lunch – Ramkota Hotel and Conference Center
- North Platte Walleyes Unlimited – Ramkota Hotel and Conference Center

Site Visits

- 50th Anniversary for CAT – January 11
- Ski for Light – January 11-13
- CNFR FAM – June 13-16
 - Western Leisure - Confirmed
 - Diversity Tourism – Close to confirming
 - 3-5 more operators that I will receive from WOT and/or TAP Dance

Partner Meetings

Brook and I have been meeting with our hotel partners for the last two weeks discussing legislative priorities such as the 3/2/2 statewide lodging tax, Wyoming Office of Tourism's \$2.5M supplemental budget request, TID, and the Wyoming Film Production Incentive. We are also helping summarize Berkley Young's Visitor Profile Study, discussing the 2019 Casper Market Forecast we purchased, booking and/or confirming CNFR comp'd rooms, ideas for Sturgis 2019/2020, and my schedule for the year to encourage partnership opportunities and how we are being active in the MICE and group market. Our partners have been very engaged and seem to be excited to be actively helping our industry with the legislative priorities.

Casper Guide Ads

Broadcasters Idea Bank

- Bob Breck and I have been working on trying to bring this event here for the Spring of 2020. This would bring over 100 broadcasters internationally to Casper for 2-4 days.

Expedition League All-Star Game

- Matt Snyder, from the Casper Horseheads, is trying to have Casper host the Expedition League All-Star Game for 2019 or 2020. We have had multiple conversations regarding what it will take, and we plan on meeting with the owner this week.

Meeting Point North America

- This is a connection I received from ACGI. This is a receptive operator out of Florida that is interested in growing the Casper market. They are currently booking rooms at one of our hotels but running out of space, so I have been working with them to get more hotels online for them.

DIRECTOR OF SPORTS & EVENTS REPORT

Projects

Facebook

- Providing schedule of events to Amanda to coordinate our promotion of events
- Work daily on updating Casper Sports Alliance and Cowboy State Games

Cowboy State Games

- Preparing all registration pages via Clear Thunder and opened registration for our Games
- Working with GameUp Lounge to host the first-ever E-Games
- Discussed with Mission Redefined Wyoming (MRWY) from the University of Wyoming to actively promote the Games to veterans and adaptive athletes
- MRWY will be assisting to have UW host a CSG tennis championship
- Volunteers are removing old neck lanyards and replacing with new 2019 lanyards

No Limits Archery

- Met with No Limits Archery at the International Sportsmen's Expo

Soccer

- Held conference call with Wyoming Soccer Association, Casper Soccer Club and Kick It to coordinate hosting a 3v3 soccer tournament in summer of 2019
- It is anticipated that this partnership will bring in a flag football tournament

International Sportsmen's Expo

- As of Friday night, we have had 150 people register to win our fishing package
- The new booth layout gives us a bigger feel to the audience
- We could use the space of two more booths to allow more decorative pieces to tell our story – mountain bikes, etcetera
- Met with NOLS, Maven Outdoors, County 6 and Shepherders products to have them join us in one Wyoming area

Amateur Athletic Union

- Will be meeting with AAU to discuss a "Border War" wrestling competition in Casper
- Competition will be between neighboring states

Bear Bait 8

- Registration opened on January 15, 2019

- Updating the system to allow more interactivity with the It's Your Race system
- Reached out to Natrona County Parks to allow tent camping near the start/finish line

Festivus Games

- Working with Caliber Fitness to assist in their hosting the competition
- Assisted them in putting together their street closure

Oil City Street Slam

- Submitting our new street closure to the city of Casper

USA Crits

- Received information from USA Crits to host one of their events in Casper
- Spoke with race director in Boise to discuss their event
- Collecting more information to determine if USA Crits is the right partner to host a criterium in Casper

Lacrosse

- Met with an AAU hockey team and will be working to determine if the athletes playing youth hockey will be interested in segueing to lacrosse as their second sport

Grants

- Received a \$50,000 grant from the Natrona County Recreation Joint Powers Board
- Thanks to Brook for making the presentation

Meetings & Functions Attended

- Presented to city of Casper Parks Department on how Casper Sports Alliance can support their efforts to host events, bring in new events, determine economic impact of their events as well as how they can assist us in identifying and hosting events
- Tourism and Hospitality Advisory Council
- Proud to Host the Best

MARKETING MANAGER REPORT

Projects

2019 Casper Travel Guide

The 2019 guide has been delivered and is now being distributed from our office, through Certified Folder and online.

Marketing Plan

The marketing plan and calendar are finalized. We met with the marketing subcommittee last week to go over the details.

ISE Geofencing

We are currently running a campaign that is serving fishing content to the attendees of the International Sportsman's Expo in Denver this month. Similar to the NFR/CNFR campaign that began in December, this is serving ads to the devices of those who were at the Colorado Convention Center during the timeframe of the expo. The ad sends them to a landing page to enter to win a fly rod, which captures their email information so we can continue communicating with those who express more interest in Casper.

Email Marketing Programs Set to Launch

The Cast: A Casper Fly-Fishing Review

In mid-January we've launched a fishing newsletter called The Cast. It will be deployed to leads who have expressed interest in fishing in Casper, a list of approximately 1,200. It is a monthly email and article, distributed on social and via email. The email will also detail current fishing conditions (supplied by a partnership with Sportsman's Warehouse) and upcoming fishing events in the area. The articles are written by local angler and author, Dave Zoby. The first article can be found [here](#). This newsletter is a piece of our ongoing strategy to utilize a content strategy to drive awareness of Casper as a fly-fishing destination, connect anglers to the Casper area and build a relationship with them.

Leisure Emails

As a part of various co-ops, we are participating in this year, we receive leisure leads who have expressed interest in Casper/Wyoming. To leverage these new contacts, we are developing an ongoing monthly leisure email to showcase timely information, events, things to do as well as new and notable attractions in Casper.

Website Rebuild

I have participated in several kick off calls with the Simpleview team to get the new website project underway. We've expressed our organizational priorities, goals and shared our relevant KPIs. So, the next steps are for their team to dive into the analytics of our site and do extensive

research on our destination to provide findings and recommendations for the new site. We are anticipating a launch date late summer 2019.

CTA Facilitator Training

Our team has recently undergone CTA facilitator training and I will teach a module in the January 15th CTA class.

The 65th Wyoming Legislature convened January 8, 2019 and concluded its first week on January 11, 2019. To date there have been 133 House Bills, 47 Senate bills and 6 Joint Resolutions introduced. While many of these bills have no impact on WAM, or the cities and towns in Wyoming, there are several that will impact Wyoming Municipalities.

As of January 11th, WAM is tracking 40 House Bills, and 25 Senate Bills. We expect the number of bills that will be introduced to grow significantly between now and January 27th (the last day a bill can be introduced). Therefore, the number of bills WAM will be tracking will increase as well.

First Week Highlights

Although there is not yet a supplemental budget bill filed, the Governor's recommended \$25 million for cities, towns and counties. If approved by the legislature, the supplemental budget will provide \$20 million for the Consensus Block Grant Program and \$5 million in Direct Distribution. The Direct Distribution funds would be allocated as set forth by the commonly referred to Madden Formula; it is unlikely that a bill will be introduced to modify the formula.

The WAM Website www.wyomuni.org contains information on all the bills we are tracking and identifies bills that directly and indirectly relate to WAM. The following is a summary of several of the most important bills WAM is tracking. Please note these are not all of the bills we are following, but the ones that most directly affect our members. As noted, the full legislative summaries and bill status are on the WAM website.

House Bill 36 - This bill provides that Counties may implement a mail in ballot election. WAM is monitoring this bill, and it failed in Committee.

House Bill 52 – This bill deals with public works and contracts and modifies the requirements for procurement of furniture and movable equipment in capital construction projects. WAM is in support of this bill.

House Bill 66 – This bill would impose a 5% statewide lodging tax on short term lodging. Of this amount 3% would be used to fund the Department of Tourism (effectively taking it out of the state general fund), and 2% would be sent back to the local governments. The distribution and use of the local funds would be the same as with the current lodging tax legislation. WAM is supporting this bill.

House Bill 67 – This bill would reduce the state sales tax from 4% to 3.5%. It would also eliminate a number of exemptions and imposes sales tax on services (e.g. engineering, architectural, etc.). The intent of the bill is to be revenue neutral. Expect this to be a lively debate. WAM is monitoring this bill.

House Bill 69 - This bill would impose a sales tax on "market facilitators". This bill essentially imposes a sales tax on internet sales. The most affected company with this bill would be

Amazon, Backcounty.com Esty, etc. The bill is expected to generate an additional \$3.5 million for cities, towns and counties in FY 2020. WAM is supporting this bill.

House Bill 81 – This bill provides funding for water planning projects. WAM is supporting this bill.

House Bill 95 – This bill authorizes the distribution and expenditure of excess taxes collected for a specific purpose. WAM is supporting this bill.

House Bill 96 – This bill imposes an additional tax on wind energy production. WAM opposes this bill.

House Bill 105 - This bill prohibits municipalities from seeking to recover fees for non-payment of water, sanitary sewer, electric and sanitation bills. This typically occurs when a tenant fails to pay for these services. WAM is opposing this bill.

Senate File 16 – This bill allows for the creation of community development districts within municipal boundaries at the request of the property owners. WAM is monitoring this bill.

Senate File 20 – This bill grants cities and towns the authority to fund water drainage systems by imposing a fee. WAM is supporting this bill.

Senate File 29 – This bill provides funds for landfill management closures and transfer centers. WAM supports this bill.

Senate File 48 – This bill addresses seasonal worker unemployment compensation. WAM supports this bill.

Senate File 49 - This bill preempts Counties from using zoning to regulate private schools. It essentially treats a private school with 35 acres and 50 students from like a public school. WAM is monitoring this bill.

Senate File 59 – This bill provides funding for water construction projects. WAM is supporting this bill.

Senate File 57 – This bill modifies how local governments and other must process public records requests. It requires the release of public records within a specified time; requires the designation of a public records person for each political subdivision of the state; requires applications for public records to be made to the designated public records person, modifies penalties and provides remedies for violations of the public records act. WAM is monitoring this bill.

Senate File 75 – This bill repeals gun free zones and preempts local government authority. WAM is monitoring this bill.

Senate File 79 – This bill allows local government employers to select coverage through the state’s employees’ and officials’ group insurance programs. WAM is supporting this bill.

Tracking Bills on Line

The WAM website contains all the information about the bills and their status in the legislative process. If you prefer to see this data in the excel format, you can click the excel button and it will format the information into an excel spread sheet. A direct link can be found at

<https://wyomuni.org/follow-legislation>

If you have questions about any legislative issue, please do not hesitate to call Bob McLaurin (307) 413-3483, or Rick Kaysen at (307) 287-4218.

From: Rick Kaysen [mailto:rkaysen@wyomuni.org]
Sent: Wednesday, January 09, 2019 9:10 AM
Subject: 2019 Legislative Talking Points

Following is information per the subject topic. The talking points are high level and are consistent with WAMs 2019 Legislative Agenda. Please share with your teams as applicable....thanks.

Enjoy the day—

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."





2019 Session Member Talking Points

1. Nearly 70% of Wyoming citizens live in a city or town. ALL Wyoming citizens are served directly or indirectly by Wyoming cities and towns. When the Legislature and the State work with local governments, they are making Wyoming better for all citizens their children, their parents, their spouses, themselves and visitors to Wyoming.
2. WAM believes Wyoming's strength and character start at the local level. Local tax payers expect services like clean water, repaired streets, and safe neighborhoods in order to make Wyoming communities livable, productive, and economically diversified.
3. Until other sources of revenue continue to be explored, Wyoming cities and towns need Direct Distribution funding from the State to ensure reliable and quality services are provided.
4. Support fully funding grant and loan programs from the Wyoming Business Council, Mineral Royalty Grant Program, Wyoming Water Development Commission, Capital Construction Loan Program and other cooperative programs.
5. Wyoming's cities and towns have little control and ability to predict their financial conditions. Sales and use tax primarily fund municipalities so support legislation that increases the percent of sales and use tax to the Local Government or adds to the tax base that would be distributed.
6. WAM's Members approved Resolutions addressing municipal needs in preparation for the Wyoming 2019 Legislative Session. The Resolutions are:
 - Support legislation to create utility and other municipal services lien authority for municipalities, and to clarify the lien assessment to recover municipal expenses for abating nuisance and dangerous buildings
 - Support legislation allowing municipalities the authority to implement local option sales taxes within defined local boundaries with approval by the voters within the local boundaries.
 - Advocate to repeal and replace the non-transient lodging tax definition.
 - Advocate to repeal the sales tax exemption of food for domestic home consumption.
 - Support a revision providing the option for municipalities to participate in the



Wyoming
Association of
Municipalities

Building Strong Communities

State of Wyoming insurance programs.

- Support statewide anti-discrimination legislation.
- Support Payment in Lieu of Taxes (PILT) for state-owned properties.
- Support local air service as essential to Wyoming's prosperity.
- Support greater financial independence and authority for Wyoming cities and towns.
- Support equal and accessible state-to-municipal funding enough to sustain services for municipal residents.
- Support appropriations of state funding for all 99 Wyoming cities and towns during the 2019 legislative session.
- Support legislation allowing municipalities the authority to implement storm water enterprise funding.
- Support amending the Wyoming Constitution for the removal of limits on indebtedness for sewage disposal systems.
- Supporting legislation to allow municipalities to require uniform infrastructure standards in extraterritorial area within one mile of a municipal corporate boundary.
- Support legislation to allow municipalities the ability to track and collect the municipal share of local sales, use and lodging taxes.

