


Council Information Packet
Table of Contents
Friday, May 18, 2018

	Pages
Table of Contents	1-2
Budget Message	3-21
The Grid – Council Meetings Schedule	22-25
Agency Info Amoco Reuse Agreement JPB Annual Meeting Agenda May 2018	26
Agency Info Amoco Reuse Agreement JPB Minutes 04.11.18	27-29
Agency Info Casper Natrona County Health Department Agenda 05.17.18	30-31
Agency Info Casper Natrona County Health Department Emergency Expenditure 03.18	32
Agency Info Casper Natrona County Health Department Emergency Response Employee in Processing 03.18	33-34
Agency Info Casper Natrona County Health Department Financial Statement March 2018	35-73
Agency Info Casper Natrona County Health Department Financial Statements April 2018	74-111
Agency Info Casper Natrona County Health Department Healthy Birth and Infant Brains Contract 05.15.18	112-115
Agency Info Casper Natrona County Health Department Minutes 02.22.18	116-119
Agency Info Casper Natrona County Health Department PHN MCH PHEP	120-169
Agency Info Casper Natrona County Health Department Public Health Emergency Preparedness Unit 2018.2019	170-185
Agency Info Casper Natrona County Health Department Summary Statement	186-187

of Operations April 2018	
Agency Info Casper Natrona County Health Department Summary Statement of Operations March 2018	188-189
Agency Info Casper Natrona County Health Department Emergency Account Receivables 03.18	190
Agency Info Downtown Development Authority Board Packet 05.09.18	191-221
Agency Info Natrona County Travel and Tourism Board Agenda 05.22.18	222-239
Agency Info Platte River Trails Trust Newsletter May 2018	240
Commercial Development Report March April	244-245
Correspondence to Hedquist Construction Voluntary Relinquishment Requested	246-247
FY18 Optional Sales Tax Report revised budget per amendment	248
FY18 Optional Sales Tax Report revised budget per amendment	249

CITY OF CASPER, WYOMING

May 20, 2018

MEMO TO: His Honor the Mayor, and Members of the City Council
FROM: J. Carter Napier, City Manager 
SUBJECT: Budget Message for Fiscal Year 2019

Introduction

Pursuant to the direction of the City Council and as required by State law, the proposed Fiscal Year 2019 (FY 19) budget is attached for Council's review. The attached budget represents a balanced approach for funding the operations of the City of Casper and providing services to the citizens of Casper for FY 19. The attached budget however is staff's collective suggestion as to how the funds should be allocated for the next year. Council now has the responsibility to review the draft budget materials, make changes as necessary, and provide further direction as Council sees fit. The budget should reflect the will of the Council as to the City's finances for FY 19; it is our hope that the budget work sessions will help draw that direction into the discussions and the budget document. The proposed total budget for FY 19 is **\$144,704,313**.

Summary Overview

The year in review is that of reconciliation. Much was accomplished over the last year that helped to bring into focus disparities between what the City takes in by way of revenues and expenses incurred. Some of the realities that the City faced in regards to containment measures deployed have to be reconciled in order to meet demand for service throughout FY 19. However, patience from the Council is necessary in that other factors will have to go unmitigated in order to balance with fiscal realities that still exist. It appears that the City of Casper and the larger community is on the line of trying to determine if indeed we are in recovery patterns or if we should adopt the view of riding things out further to see if the peaks for revenue are slower in coming.ⁱ One only needs to look to the outlook for development for a demonstration of the reticence behind this principle.ⁱⁱ

The budget as designed, takes a small growth approach while acknowledging that there are still economic ills in place that keep some on the edge of commencing with more ambitious views of the next year. The tone of the Council does not appear to be that of maintaining a status quo budget pursuant to the amendment process incurred in the second quarter of FY 18. Staff tries to take this cue in making room in the budget for some of those critical dynamics as explained in the following message.

Revenues

General Fund

Revenues in the general fund are a typical bellwether to turn to for an indication of the budget's design tone. Given the difficulties and precariousness the general fund is inclined to have, this tends to be the fund that gets the most scrutiny and the more critical eye from staff. In that regard, sales tax receipts serve as the breadbasket of the GF and tend to serve as a litmus for all funds even though they do not have a direct impact in the enterprise funds. In light of the declines suffered in this category of funding, much effort has been taken to strip obligations to other agencies in order to maintain the core of funding necessary to support the basic services the City offers its citizens.

There are some good things happening from a broader context that could portend to positive outcomes for sales tax revenue. Rig counts are higher than what they have been although in a position of small decline from just a few months ago.ⁱⁱⁱ Oil prices are at a much more appreciated level between \$65 and \$75 a barrel although it is unclear if this dynamic will have any sticking power.^{iv} It would be helpful to see natural gas holding above \$3; the State has not seen that consistently for a while although current prices are not disappointing necessarily.^v Weekly wages are up in Casper, which is an important trend indeed, and are even edging above the national average. Recent discussion concerning drilling plays in our area might provide some level of confidence that recessionary or even depressed economic behavior might be curtailed for the next year. While this is all positive, there is not much on the horizon that lends to a belief of vast recovery over the next 12 months.

However, a cursory look at the projection staff is using for sales tax receipts in FY 19 might suggest to some an ambitious view. Sales tax receipts for FY 18 were higher than predicted. Upon removing the financial impact that the eclipse had during the summer of 2017 (which staff estimates was a 3-4% positive impact), receipts trended 9-10% above projections overall. Great attention will be paid to the final quarter of receipts in this revenue category wherein poor performance might not lend itself to a strong case supporting a projection of 10% growth for FY 19.^{vi}

One general fund revenue stream that is not going to improve for the City of Casper is the one-time or direct distribution revenues. Governor Mead has been the friendliest administration to local government investment in recent memory. His tenure as our Governor ends this year. The resulting direct distribution allocations that would come from the Governor's recommended budget has been one of the only revenue streams that historically available to the GF for projects that are not eligible for 1% funding. In recent years however, the City of Casper has brought these sources of revenue into the operating environment of the general fund in order to make up for the shortfalls experienced primarily in the sales tax revenue streams.

The challenge this newer dynamic presents is that of developing a dependence upon revenue that is not mandated for cities and towns to receive. While it is true that any of the revenue streams cities and towns depend upon could be changed or altered in any legislative session, very few were created under the auspices of the explicit caveat of being one-time, supplemental (over-the-cap) dollars. Furthermore, one need not look too far in the past to see what can happen when a

CITY OF CASPER, WYOMING

legislator comes up with an idea to alter the foundational formulas these numbers are derived from in order to “help the smaller towns.” Developing plans upon revenues organized in these tones is more precarious than it should be. With regard to the \$3.8M this represents for general fund operations currently, either more stability is desired or less of a dependence upon a revenue source of this character is worthy of consideration.

Accordingly, staff believes that Council should consider a path that would reduce this dependency in the general fund, if possible. It is understandable that a sizeable revenue stream of this sort would be utilized to soften the blow of a cataclysmic revenue loss. The question Council needs to be comfortable with is whether or not this use should be temporary. The budget in its current form proposes a reduced use of direct distribution dollars of right at \$1.1M. At this rate, Council could be clear of a dependency of this sort after three years assuming that sales tax revenues continue to grow at the rate that this budget is designed under now. The difficulty at stake for this recommendation is that if there are other expenses that are not adequately addressed in this budget that Council would change for the general fund, those expenses would be accommodated with this balance.

The unusual set of obligations that the City of Casper also has to reconcile with this category of revenues is that of its relationship with outside agencies through joint powers boards. That relationship includes the operations of Economic Development, City/County Health, and the Casper Area Convention and Visitor’s Bureau. The combined value of these financial obligations would ordinarily be right at \$1M.

By virtue of the City’s regional presence and population influence in the county, the City also oversees joint relationships to provide services through Metro Animal Control and the Public Safety Services Center. While Metro and PSCC do have separate funds for its management, those funds rely upon contributions from the general fund to be kept whole. This is done by virtue of the fact that the City of Casper is the largest customer of these services. The City pays fees to these entities in proportion to the amount of service demanded by the City. The trick for the City is that if a member entity does not pay or decides to no longer participate; the fixed costs associated with providing the services becomes the City’s to navigate and reconcile with the remaining fees collected.

Such is the case with Metro Animal Control. Two municipalities decided to end their relationship with Metro as an agency. The Towns of Mills and Evansville have both submitted their formal notices; the period of time is now winding down wherein they will no longer be participating members. The change constitutes approximately \$156K in lost revenue that will need to be reconciled in reduced expenses for FY 19. Following that effort, the net effect of which should be a zero dollar impact to the general fund.

The added concern is twofold however; should other entities decide to terminate their relationships with the agency, the City of Casper will then have the obligation to drive expenses down further in concert with the added revenue loss. A resistance to do so means an unnecessary erosion of general fund dollars that could otherwise be spent elsewhere. Should more communities decide to leave the partnership; a serious conversation concerning the continuance

CITY OF CASPER, WYOMING

of an arrangement to offer this service outside of the City will certainly be needed over the next fiscal year.

Staff would ask Council to consider that the CDBG relationship be terminated starting in FY 19. While this has been a partnership that has fueled a number of great projects in our community over the years, the significant reductions in those dollars coupled with the increasingly higher reporting requirements make the program seem as though it may have run its course for our community. (To add insult to injury, the fewer dollars are also getting more restrictive as to how they can be used.)^{vii} Should the City decide to end its relationship with HUD for CDBG funding, this does mean that a programmatic revenue stream of \$368K will be foregone for Casper, which would otherwise be an entitlement revenue program to the community. With this loss, programs such as emergency homeowner repairs for low-income owners, dangerous buildings abatement, and façade grants would go away. A number of improvements at the Life Steps Campus were funded through this program as well. Funding for bus tokens (low income eligible) are a popular program through the CDBG monies. Over the years, the dollars for the tokens have been cut in half and fewer and fewer tokens are available for distribution.

As for some of the other smaller impacts to general fund revenue, staff has been visiting with the school district regarding our partnership for added school resource officers in the schools and greater financial resources potentially. The Fire Department has expressed an interest in leveraging its internal talents to offer aid in wildland fire fighting throughout the region. The combined discussions will bring in needed revenue that should improve over time.

Utilities

Much has been said in recent months of the role that 1% could play as a “supplement” to the enterprise funds in that capital projects would not have to be made up in utility rates as a means of supporting the needed line replacements.^{viii} However, the design weakness these funds inherently work against is that the funds are only incurring a system growth of .5% a year while the expense growth trends on average at 3.5% annually (water and sewer).^{ix} If a habit were not built of reviewing these funds routinely, this dynamic alone could cause disruption that would be publicly unsavory to correct. The other side of this practice is that the analysis may show that not every fund needs a rate increase year in, year out. If by the calendar year end (2018) the funds are performing better than expected, staff may recommend requesting a stay of additional increases.^x

Water

At this point, the water fund is performing at a level that is slightly above the optimal performance level. The existing margin is absorbing the cost increases that have occurred in the fund without having to assess ratepayers for that difference for FY 18.

Council should use FY 19 to evaluate if the public and the Council’s own tolerances comport with the idea of using 1% funding more than in the past to offset capital needs this utility has. As Council heard in the presentation, a rate of capital investment of \$2.5M annually, the network would be on tap to be replaced every 200 years vs. the previous rate of replacement of 400 years. While either figure is quite hard to relate to, the reference is used as a means of demonstrating

CITY OF CASPER, WYOMING

that the pace by which water lines are being replaced is not overly aggressive. Furthermore, service disruptions are generally improved when the rate by which the more troublesome lines are replaced increases as well. With 20-25 breaks a year, Casper is not experiencing a horrible rate of disruption for a network of this size. However, staying ahead of this dynamic serves the community and the utility better particularly since at one point in the not too distant past, the City was incurring a rate of 60-70 breaks each year.

The 2% increase the Council approved will be incurred for FY 19 and will generate an additional \$250K annually. This amounts to an average residential impact of \$.89 monthly. Council will note that despite the sizable increase of the cost of purchasing water for this utility, the overall health of the fund has helped to absorb a larger correction being needed. Council has also determined that allowing the plant investment fees to be artificially low is not acceptable and have asked for a recommendation to bring those more in line with the cost of development.

Balefill and Refuse Collection

These funds are ones that are healthy enough to accommodate the capital replacement needed to conduct this operation. As the closure of the existing landfill and the opening of the new cell commence, Council will need to consider the impacts those expensive propositions have on the fund in future years. The genius that Council has cornered for this enterprise is that of taking on regional communities as customers. The City has been able to take advantage of the fact that neighboring solid waste entities have not found the sweet spot of disposing solid wastes at reasonable costs for their customers. Consequently, Casper has the room to provide margins that are favorable (even with transportation) that allow neighboring towns and districts to bring wastes here. Therefore, the City of Casper has been able to spread the fixed costs this utility has over a broader group of customers. Therefore, huge expenses like the closure and opening of cells do not have near the impact they would if the citizens of Casper were to bear that burden exclusively.^{xi}

However, to say that Casper's citizens would forever be insulated from any impact is not realistic either. With the large investments needed in the Balefill fund in just a few years, the Refuse Collection utility will need to provide some help given that the City of Casper is the largest customer to the Balefill fund. Furthermore, the Balefill expansion will have its own impact as well throughout FY 19 that needs to be addressed in the Refuse Collection fund. The typical residential trash costs will need to go up by \$.76 monthly to begin to address these large capital needs. The adjustment would also require that for those who bring a ton of trash to the balefill, they should expect to pay an additional \$.94. It is arguable that even with these cost increases, the rates the balefill and refuse collection have are among the lowest in the State. It is amazing the heavy lift these funds will do with relatively minimal impact while still staying extremely competitive from a price standpoint.

Wastewater

This fund (which is technically two funds) has been one that will need a series of rate increases next year and beyond to keep ahead of not only increasing costs, but also the rather sizeable plant upgrades on the near horizon. Council is aware that a number of interim repairs are needed to the plant prior to the major renovation coming in 7-10 years (which is estimated to be approximately \$20M). The interim repairs, most of which are mechanical, will require \$4-5M

CITY OF CASPER, WYOMING

additionally. These interim repairs are currently built into the rate model and are what necessitate the consistent 7% increases for the next four or five years. For FY 19, this would mean an additional \$1.30 from the typical residential customer every month^{xii}. Despite these factors, this fund is projected to perform at an optimal level particularly if the rates can be maintained as projected.

The need for immediate upgrades at the plant along with an accelerated line replacement schedule call into question the use of 1% dollars for this utility as well. The Wastewater fund is projected to use \$.5M of 1% dollars to offset the costs of much needed sewer line repairs starting in FY 20. Like the water fund, Council will need to use FY 19 as an evaluation period to determine both the public's view and Council's interest in an infusion of this nature from 1%. In the absence of 1% infusions, this fund will likely need help by way of additional rate increases in order to replace what 1% would otherwise contribute if the proposed rate of replacement were acceptable to the Council.^{xiii}

Expenses

Staff has prepared a budget that has little by way of growing expenditures. There is not a large number of staffing needs being requested although there are certainly more than last year.^{xiv} Staff will work more to try to use any of these dollars to leverage more dollars into the budget by way of grants and/or other programs, which will hopefully extend the buying power of the limited capital dollars. Over all, Council will see that there are some increases, which is due primarily to a number of capital projects being proposed for completion along with a few employee dynamics this budget attempts to accommodate.

1% Funds

These funds are unique in that they are only meant to account for 1% dollars used to complete 1% projects or to fund social service agencies. The project dollars being proposed are largely consumed by rolling stock, road replacements and some utilities.^{xv} The City Council has also seen fit to not have a reserve requirement for these funds in that those dollars should be used for project investment instead. As of just a few years ago, engineer time started being charged to the projects where internal resources are used to offset the costs that would otherwise be outsourced at typically higher rates.

The project agenda for 1% (FY19) not only continues along the lines of the 1%#15 resolution, but also includes the need for monies from previous 1% programs. It should be noted that particular care was given to ensure that the priorities proposed for past 1% cycles is in keeping with the proposed capital agenda. As examples, 1%#14 is being tapped for \$1.7M in projects leaving a balance of \$680K to consider for future projects. The small balance remaining in 1%#13 is being tapped for nearly the entire residual. One of the benefits this move has is that the monies that are not being projected to be collected in 1%#15 can be made up with dollars on hand from previous cycles for the higher priority needs being experienced now.

One of the 1% funds that will need some Council insight would be that of the Opportunity Fund. Fund 38 has just about \$8M left. Staff has been very guarded about the use of this fund given its directed access by Council.^{xvi} A few projects that are out there now that have not been selected for funding may be appropriate for Council direction in this regard^{xvii}.

- North Platte Sewer Interceptor Rehabilitation -- This is a major repair that does not have the luxury of many future years to wait for construction.^{xviii} This 47K foot pipeline begins on the west side of Paradise Valley and collects wastewater not only from west side Casper, but also Bar Nunn, Mills, and many improvement districts as well. The pipeline was constructed in the early 80's. The project is expected to cost \$8M. Efforts will be taken to find dollars through State programs in order to minimize the dollars needed from the City. Member entities also contribute recovery fees as well that benefit the WW funds, not necessarily the Opportunity Fund. Some of you have mentioned that major WW rehabilitations were envisioned for this fund.
- Goodstein Parking lots – This is a project that will take on some life in FY 19 given the direction provided by the legislature this past session. State staff were directed to negotiate a longer-term lease with the City for ongoing use of these lots. The understanding with the State will likely include capital improvements on the part of the City to conduct. While expected construction of these lots will likely require \$1M for both to be completed, the lots are laid out in such a way that phasing would be easy to do over time and according to budget availability.^{xix}
- Hogadon Parking – It is unclear as to why a brand new building would not have anything done by way of improved parking; mud lots and inadequate drainage do not necessarily go away with new construction. Inattention to these dynamics can make a new building function like the old one in many ways. Council should consider investments that would fix these issues by way of pavement and drainage as a project worthy of this funding. This too can be done in phases if necessary. Phase I would create 55 parking spots and go a long way toward dealing with drainage concerns heavy rain can cause the facility (\$315K). Phase II would create an additional 96 spaces and would largely accommodate most of the peak parking needs the facility experiences during ski season and the larger wedding events being anticipated (\$420K).

If staff can gain support from the State with existing funding programs that the Interceptor project would ordinarily be eligible for, the existing funds in the Opportunity Fund could cover the expenses associated with these projects. Staff does not recommend using dollars from this fund to assuage employee needs.

Some of the other larger projects being considered for primarily the 1%#15 funds in FY 19 include:

- Body cameras for PD – \$1.1M – This project puts cameras on every patrol officer and records every interaction the officer has with a member of the public. That data is then stored for future retrieval. It is hoped that this system will integrate with the in car cameras as well.
- Ice Plant in Ice Arena – \$300K – This funding will be added to the funding being saved in the current budget to complete the replacement of the 30-year old plant currently in operation. Total project is planned to be at \$1.2M.

CITY OF CASPER, WYOMING

- Verda James Overpass repair – \$280K – The overpass is in need of some overhaul in order to add more than 25 years of useful life. This estimate was a result of the study that was conducted during FY 18 to answer questions as to whether or not the structure was fit for service. Other options could be considered in order to save money if the Council were tolerant of fewer years of useful life for the structure.
- Cemetery Phase II expansion – \$763K – The Cemetery is fast approaching its limit in terms of burial plots being available. Given that the current capacity was calculated being exceeded in six years as of 1/2015, staff is recommending that this effort begin in FY 19 in order for plots to be available on time. The expansion, which includes irrigation expansion, dirt work, topsoil, sod, and asphalt pathway, would add space for 10-12 years of both full sized plots and cremains plots.
- Midwest Phase II – \$2.2M – This project will continue the work from Elm through Spruce in the total rehabilitation of this important arterial. It is this phase that will likely interface with the utility work needed to accommodate the State building project.
- Enterprise-wide Software replacement – \$740K – Back in the year 2000, work commenced to replace the software needed to support all of the functions pertaining to paying bills, keeping up with cost/budget information and nearly all data entry in the City. That software package known as GEMS is now in need of replacement given the absence of client support and report production that is needed today.
- Misc Street Replacements – \$2.4M – This programmatic funding is needed to conduct some street replacements that have risen to the top of the City’s priority list by virtue of the Master Transportation plan. Some of these arterials for the FY 19 agenda include, Ridgecrest – Mariposa to 39th; Metro – Bryan Stock to Station; Country Club – 24th to Wyo blvd.; Beverly – I-25 to E Yellowstone; Foster – Salt Creek to English; Goodstein – Elm to Casper Mtn.
- Misc Water Main Replacements – \$1M – This programmatic funding is needed to conduct some main replacements that have risen to the top of the City’s priority list by virtue of the Master Water plan. The primary work slated for replacement is in Ridgecrest from Mariposa to 39th.

The overall expense anticipated with these projects pending Council approval total just over \$16.2M (primarily 1% dollars) to complete. This capital agenda does not include projects Council may direct through the opportunity fund.

Human Resources

The biggest challenge any municipal entity has with its human resources is remaining competitive with the, sometimes more competitive, private sector particularly in an energy producing State. Traditionally, public entities are able to provide stronger benefit packages than comparable private sector entities when higher salaries, bonuses, and ownership possibilities are not an option for public employees. It is hoped that the Council will continue to support measures necessary to retain competitive benefits packages for our employees as much as possible.

In the case of the City of Casper, Council has taken the very helpful approach of agreeing to provide for a retirement program through the State of Wyoming, which has a very strong system

CITY OF CASPER, WYOMING

available for public employees. The challenge the City faces is that the State has to raise its rates of contribution from time to time in order to keep the system solvent. This last session was no exception; legislation was passed that required participants to raise their contributions by .25%. This means that beginning September 1, 2018, the budget will be impacted by an estimated \$50K to continue to provide the retirement benefit to the extent that it has been historically. This increase does not affect law enforcement or firefighter personnel, as their contribution remains unchanged. The rest of the work force will go from the current contribution rate to a rate of 8.5% for employee and 8.62% for employer (or an anticipated \$2.50 per \$1,000 of salary annually impact to the employee)^{xx}.

Much has been said about the need to keep employee wages moving forward particularly in light of the freezes that took place in the beginning of Q2, FY 18 and in the absence of COLA's over the past three years. The balance of providing competitive wages while keeping in check with the limitations of the budget has clearly been a challenge. For FY 19, there is just over \$1M left over in the general fund by virtue of the fund's proposed decline in dependence upon the direct distribution dollars. An increase of 1% in salary for general fund and general fund dependent employees would require no less than \$300K to implement. From a mathematical standpoint, it would stand to reason that the left over direct distribution dollars could support a 3% COLA with around \$100K left over. An increase of this nature would require \$240K from the enterprises as well.

This approach has advantages and disadvantages. One advantage is that all employees are afforded needed increases at a flat rate regardless of what they do for the City. These increases will also help assuage the cost increases they will inevitably incur in order to support the health plan and with regard to the mandates brought on by the legislature requiring increased retirement contributions. These increases also the value of the retirement benefit employees can eventually enjoy. The disadvantages are that once these increases are implemented, those are costs that are carried forward year after year despite the fluctuations local economic conditions dictate. In this case, a cost increase of this nature is reliant upon the presence of direct distribution dollars year after year or increased sales tax revenues in an equal amount.

If Council were to use the left over direct distribution dollars to provide a cash payment for every employee across the board, this would equate to a net or cash value payment of \$1,500 (after taxes) for each employee. The cost for providing this one-time payment is approximately \$1M to the General fund^{xxi} and \$230K to the respective enterprises. The benefit this approach would provide is that it would actually be a larger portion of a "salary" payment to the employees in the lower earnings brackets than it would for those who earn higher salaries in the organization. In other words, \$1500 in a cash payment means much more on a percentage basis to an employee who earns \$20K/year than to an employee who earns \$100,000/year (7.5% vs. 1.5%, respectively). Not any part of this plan requires Council to access funds from the reserves or unobligated cash balances nor a similar revenue requirement in future years to implement this proposal. In fact, this one-time payment would be within the dollars that are left over in the general fund operations provided through the balance of the direct distribution dollars.

With whatever option or mix of options the Council decides to pursue, particular care should be entertained in regards to other needs the general fund or other portions of the budget might

CITY OF CASPER, WYOMING

require. Aside from the funds available as described here, trying to meet those other needs or Council priorities would be hard to support without the need to access other cash reserves.

FTE

Much has been done over the last few years to try to reconcile the amount of positions in the organization with the funding available to support those positions. Casper has had the benefit of a slower decline than other Wyoming communities did throughout the recent downturn to make the necessary changes happen without having to incur layoffs, but took clear advantage of employee attrition. Throughout that reconciliation process, the organization shed at least 75 positions (probably more.) Ten positions were shed by virtue of the FY 18 amendment alone; six more are being proposed to be shed by virtue of the budget being considered.^{xxii} However, given the number of circumstances currently in play for the community, the City will also be faced with the unusual dynamic of needing new positions pending this budget approval. The monies of which can be made mostly available by the positions being shed.

Furthermore, a cursory look at some of the departments in the general fund would indicate that employee costs are going up while Council will learn that only six new positions are being requested and no raises are being budgeted. Staff looked very closely at the way the City's books were organized throughout the past nine months and came up with a number of conclusions and different views on how the books should be organized. One of the changes made was that of consolidating general fund dependent employees into the general fund thereby reducing the amount of transfers out to other funds. Two major instances of that occurring is with the absorption of IT and Animal Control into the general fund from the respective funds that once accounted for their activities. While this move accomplishes other objectives as well, streamlining costs to provide a cleaner accounting in the City's costs centers is certainly achieved. However, this change does create the illusion that personnel costs are rising in the Police department when in reality the general fund always funded these same positions through cash transfers.

The Police department is doing as much as it can to not only get to full staffing, but to also proactively deal with other needs the community has. To that end, PD leads the organization with the request for new FTE for FY 19. Council will recall two major dynamics over the last year impacting the way the PD would like to operate moving forward. One of which is the way in which the City's schools should be patrolled in light of the nationwide epidemic of school violence. Also, the study Council commissioned in early spring of 2018 for the department had a number of recommendations to improve the workflow and service quotient received by the community.^{xxiii} It is hoped that with the new FTE being requested, goals projected over the next year (and beyond) will have a better chance of being accomplished should these requests be approved.

- Police Department:
 - Increase PD by two Police Officers – This expansion of the Police force would facilitate the use of two additional officers in the schools. That would bring our total school resource officer corps to four being spread across some 25 school buildings. Currently, the school district provides \$105K annually to support the two officers. Should the allocation of

CITY OF CASPER, WYOMING

officers grow and the financial support from the District stay static, that would represent a 25% support rate by the District. Staff would suggest that the District should do more. As of the writing of this message, that rate of support is being negotiated. Council will want to consider whether or not that number should grow over time and by what rate of support from outside agencies.

- Increase PD staffing, Records Division by one Supervisor and one PT clerk – This request is primarily motivated by the recommendations provided by the CPSM study conducted back in August of 2017. The part time clerk position would actually be a request to reclassify the current part time clerk to a full time clerk in the Records Division. These positions will help to keep ahead of the workload not only being currently experienced but also being anticipated with the advent of body cameras. The influx of daily video data for ongoing storage and retrieval will have some impact on this division.
- Increase by one Sergeant – This position would be responsible for the oversight of the special response team used to proactively deter crime in ways the department does not currently have the capacity to do on a consistent basis.

Other smaller requests include:

- City Attorney's office:
 - Increase staffing in Attorney's office by one seasonal intern – In an effort to respond to reduced staffing in this office, this position is being requested to provide higher level technical support needed to accommodate for vacations and to help with much of the more time consuming projects the office fields.
- Public Services:
 - Increase staffing at the Regional Water Plant by one operator – The good news for this request is that the Regional Water System reimburses the City for the full cost of the operation that the City incurs while managing the plant, which would include this cost increase. The bad news is that the City of Casper is the biggest customer the Regional Water System has, although there are several other customers who will help bear the burden of this added cost. The operating staff currently has no back up when vacations occur given the staffing needed on a 24-hour basis. Furthermore, retirements pending would suggest that some succession planning be considered particularly when a level IV certification takes so many years to obtain.

The general fund would assume the impact of five positions of the six being requested. With that said, the impact of the new positions are largely offset by the positions being shed.^{xxiv} Therefore, the actual cost to the General fund, will be <1%.

CITY OF CASPER, WYOMING

The downturn also challenged staff to repurpose a number of positions as well. The aim in repurposing would be three fold: refocus the talent on hand in order to gain more efficiency and most benefit (which is really just spreading work burden over fewer employees in specific need areas where talent and capacity make this possible), satisfy new needs/directives, and hopefully save taxpayer dollars in the process. The budget for FY 19 proposes the following:

- Upgrade a Mechanic II position to Mechanic III.
- Upgrade the vacant Fleet Supervisor position into that of a Fleet Manager
- These moves allow us to downgrade the Assistant Support Services Director position somewhat.
- Upgrade the Risk Management Technician position to a Safety Specialist position. This upgrade has the benefit of creating additional discounts for the City through Worker's Compensation, although it takes a year, post-hire to start to incur those full savings.
- Shed the CDBG position and reassign the employee to the vacant role in Planning.
- Upgrade the Assistant Attorney to Deputy Attorney.
- Upgrade the vacant Data Technician position (PD) to Crime Analyst.
- Reclassify the Municipal Worker II to Park Technician.
- Reclassify Warehouse Worker position to Custodian II.
- As a result of Council direction, consolidate the three PT judge positions to one FT role with budget available for PT judges on an as-needed basis.
- Shift the Division Commander in CFD to Parks and Rec Director (commenced in FY 18, post amendment)
- Shift the Police Administrative/Data Technician position to CMO in the vacant role as the Community Relations Coordinator (Commenced in FY 18, post amendment)
- Shift the Special Projects Coordinator in CMO to the vacant Municipal Court lead position (also commenced in FY 18 following the amendment).

As was mentioned, the real advantage with these moves is that we are placing higher capacities into higher demand needs while also minimizing backfilling and/or filling vacancies with new hires, which allows staff to keep downward pressure on total FTE numbers.

Health Fund

The City of Casper, as a self-funded entity, maintains a fund to cover expenses related to:

- Medical claims;
- Prescription claims;
- Dental claims;
- Carrier Administrative costs;
- Wellness program costs;
- Stop loss reinsurance premiums;
- EFAP costs.

CITY OF CASPER, WYOMING

The health fund is now in the unenviable position of having run out of reserve funds. The history of this fund is one that at one point had a cash balance of \$5M in 2013 to having a negative balance now of \$350K by end of FY 18 (despite a cash infusion from Council of \$800K and incurring a 14% -- employer only, rate increase.) Furthermore, the current trajectory would suggest that the fund will be at an imbalance of \$2.8M by the end of FY 19 (inclusive of the suggested changes below). The question was posed to the employee health plan design committee as to ideas and suggestions as to what to do to face this dilemma, given that the medical claims portion of this program is the largest consumer of dollars from this fund.

Following some informational meetings held on the matter with the committee, the employees involved proposed a number of things for Council to consider:

1. Raise rates for the employees by 10%.
2. Remove participating retirees from the plan who are eligible for Medicare.
3. Eliminate the "Buy Up" option available currently to employees.

While these proposals will generate cost savings and revenue to support the plan after one year, post implementation, the modifications are still not a panacea for the larger problem. Assuming that the costs of the plan do not grow in terms of medical inflation or adverse claim history, or these factors were to break even with the added benefits the changes described bring forward for the plan, the fund will still be upended quite substantially for future years. So much so, that in five years the fund will be upside down by nearly \$16M.

Staff suggests that relying upon cash infusions to wait for the fund to rebound may not be possible. In order to reverse the course for FY 19 and bring the fund back to zero, \$3M from participating and other funds could be needed to create the appropriate stopgap measure (assuming no medical inflation or increased claim costs over the next year.) While it is possible that outstanding claim history can occur over the next 12 months, moving forward with zero to moderate increases to staff and employer will likely require continued cash infusions from other funds over time to ensure that expenses do not exceed revenue and continue the aggressive downward trend. As discussed later in this message, the condition of the City's reserves and other cash balances will not lend itself well to a business plan of this nature (although the cash infusions can potentially decrease over time if consistent rate increases can be applied). The past practices of not acknowledging early predictive trends with corrective measures has officially caught up to the organization in a very difficult, hard to reverse way.^{xxv} Unless significantly improved claim history comes into play very soon coupled with much more favorable revenue behaviors, major decisions need to be made that push the management views outside of the traditional means of providing this benefit in order to bring significant savings to the fund. Staff recommends that a not to exceed period of two years be used to evaluate the efficacy and future usefulness of the self-funding model.

Reserves

Reserves for the City of Casper have taken quite a meaningful role in the last two or more years. The reserves paid for the early retirement program that a number of employees utilized to retire, thereby creating operational savings. The reserves of the Health Fund have been used to avoid rate increases and to fund major fluctuations in claim history. Many of the cash balances, more like a quasi-reserve, contributed to a number of building projects that were completed in recent years. Furthermore, cash balances and reserves were used to underwrite a couple loans for projects outside of the City as well. While there was significant concern of dipping into reserves to support general fund operations as of the passage of the FY 18 budget, operationally, reserves have not been used since the adoption of the FY 18 amendment of November 2017.^{xxvi} Undoubtedly, reserves have played a critical role in absorbing major, unanticipated shifts in revenue primarily to the general fund. Staff recommends that FY 19 be utilized to formalize the approach or combination of approaches that Council prefers (where they may not exist currently) in order to preserve the legislative intent or business practice needed to manage reserves moving forward. Then the Council's reserves would be in place by policy or other mandate in order to protect certain cash interests of the organization and require very public review when those corpus dollars are being considered for removal or other use.

A review of the current status of major reserve funds can be found below.

General Fund

The general fund is proposed to start FY 19 with \$12.5M tied up in reserve amounts which equates to 102 days of its operations. However, staff would recommend a balance equivalent to 120 days of operational expenses in this fund as a goal to work toward. Any cost savings or excess receipts realized over and above what is budgeted throughout the end FY 19 (or even FY 18 for that matter), could be added to this balance unless otherwise obligated by Council direction. Council could choose to use these dollars for one-time expenses, a few of which have been explained earlier.

By virtue of the audited numbers being made available in January of 2018, staff came to find a number of funds that for whatever reason had some legacy imbalances. As a result of meeting the obligation the City has in balancing those funds with one-time payments, the \$14.6M needed to fulfill the goal of 120 days of operational expense in the GF was compromised. Moving forward however, Council can know that those long-standing imbalances will not be an issue for future Councils to worry about, even though self-sustainability will likely always be an issue of concern for these subject funds.^{xxvii}

Non-1% cash balances, Fund 30

This fund is a fund that has historically dealt with flow through dollars meant for all of the capital projects. Given some changes occurring with the way in which capital will be accounted for moving forward, this fund will have residual 1% balances even though it will meticulously isolate 1% from non-1% dollars. Currently, the fund is expected to have a total of \$6.7M of non-1% cash balances at the end of FY 18. If Council decides to fund needs in the health fund, it would be this series of cash balances that staff would recommend for consideration. Council

CITY OF CASPER, WYOMING

should understand that a number of capital projects are slated to be carried in this fund the largest of which would be the \$2.2M Midwest, Phase II project. Pending the approval of the capital agenda by virtue of the FY 19 budget passage, the non-1% cash balances in Fund 30 will total \$3.4M at the start of FY 20.

Other funds

\$3M are tied up in the Revolving Land Fund and the Assessment District Fund. Much has been said lately about the continued tenure of the Land Fund; an argument could be made that if the City is not intending to be a catalyst for development with land it has at its disposal, then the need for the Land Fund is questionable. Staff would suggest the same consideration be given regarding the Assessment District Fund. While there are still some outstanding accounts receivable to the Assessment District fund, its utility may not be as warranted without the prospect of assessment districts on the horizon. Consolidating the two funds may be of interest as well. The presence of both funds has proven to be of some benefit given the direction taken by past Councils.

Albeit an unusual position, the decision the previous Council made to underwrite loans for community projects has provided a return that likely would not be incurred with our current interest rate environment were that money to remain in the City's coffers. A loan from the general fund cash balances to the Casper Housing Authority was made to restore the old Roosevelt High School facility. The agreement was entered into in March 2017 for an amount of \$433K. The annual interest rate by which the loan was made is good for this day and age at 3%. The primary problem is that the money will not come back in full until April 2032. This is a long time for the City to go without use of those dollars. Furthermore, real concerns exist as to what to do if the loan defaults for whatever reason in that the City would be in a worse position to own a very old, although somewhat restored, big school building.

The Casper Housing Authority received another loan from the City this time by virtue of the Perpetual Care Fund in order to purchase a group home facility. This loan was entered into in May 2015 in the amount of \$361K. This note has a long life with it as well in that it is not due until April 2030 and carries an attractive rate of 4% annual interest return. The Council exhibited quite a bit of faith in the continued leadership and revenue prospectus of the CHA in order to extend City funds over a period of 15 years with each loan. Much can happen in the non-profit world to where changes with these conditions could make the City the owner of a group home as well.

Another loan was made to the Regional Water System for purposes of providing for some plant improvements. While this is far more typical when cities decide to use cash assets to help facilities accounted for in other funds, the loan is uncomfortably sizeable. The loan for \$16M was divided equally between general fund cash assets and the Perpetual Care Fund. Half of the loan has been repaid and is expected to be retired in 2023 at an interest rate of 2.5% annually. It is not clear why grant revenues were not utilized to help with these improvements.

CITY OF CASPER, WYOMING

Perpetual Care

The Perpetual Care fund has been in place for many years. It was organized for the purpose of providing dollars for operational and capital needs for buildings built by 1% dollars. For many years, contributions from 1% allocations had been made into the fund in order to grow the historically inviolate corpus. The corpus now stands at a value of \$29M, which is inclusive of the dollars being repaid back to the fund by virtue of the loans previously described. By the time the fund is repaid through these loan programs, the fund will have a value of some \$33-34M. (If Council has the ability to re-institute the practice over time of contributing back to the fund, that value will increase accordingly.) The difficulty the fund faces now is that the value it provides as an interest bearing account is relatively small. The fund produces \$500K in annual interest income in order to provide for some of the deficiencies many of our general fund dependent funds have.^{xxviii}

Utilities Reserves

The reserves that are in the utility accounts are largely well organized with policies governing their balances. Accordingly, the rate models for each of the enterprise funds are built around an operating reserve of 90-days' worth of expenses. Furthermore, they anticipate a buffer of a 10-15% unobligated, unreserved cash balance over and above the operating reserve to deal with the unanticipated costs and fluctuations that would not rise to the level needed for official withdrawals from the reserves.^{xxix} The wise decision to also account for 1.5% of the value of net assets and 150% of any debt service is also in play. Each time Council reviews a rate evaluation, these benchmarks will be accommodated along with any imbalances that rising costs find with current revenue.

The Water Fund is a well-reserved and healthy fund. The Water Fund is required to maintain an \$850K reserve, over and above the operational reserve of \$4.9M, as a condition of the loan funding from the State to construct some past projects. If everything happens as projected, the Water Fund should see a positive cash impact of \$4.1M to bring the FY 19 projected year-end cash balance to \$2.7M over and above a combined restricted amount of \$5.7M. Should the water consumption over the summer provide for a margin as healthy as projected, asking for another increase starting January 1, 2019 would not be advisable.

The Sewer/Wastewater Fund will have a negative cash impact of \$850K. The fund however will still perform outside of the reserves and have a positive cash position of \$2.5M by the end of FY 19. Staff is suggesting that the \$850K be absorbed by the existing funds in order to keep rate increases to a minimum. Council will recall that this fund is being asked to do quite a bit of heavy lifting from a capital standpoint given some of the work needing to be done over the next several years in preparation for the plant overhaul coming in 7-10 years.

The Balefill and Refuse Collection funds are healthy programs as well. While the Refuse Collection fund will incur a cash loss of \$235K, it will close at year-end with a cash balance of \$638K. These dollars are over and above any dollars required for the associated reserves, which

CITY OF CASPER, WYOMING

is set at \$1.4M. This is another example of Council allowing the healthy margin in the fund to absorb the growing costs of the fund in order to protect ratepayers from higher rates.

Council will recall that the Balefill fund will be doing quite a bit by way of capital over the next several years in the form of the expansion and the construction of the new landfill cell as well. Expected dips in this fund will be necessary; however over time this fund will quickly rebound and be back in a very positive position within three years.

Conclusion

One of our esteemed legislators declared recently some encouraging comments alluding to the sun rising in Casper and Wyoming right now. Certainly things from a national level appear to be improving. There no longer seems to be a feeling of waiting for the other shoe to drop as far as the economy locally is concerned. Certain portions of the national media are currently trumpeting the newest figures for unemployment indicating that the nation has not had this level of employment for seventeen or more years (3.9% nationally). Our nation's oil producers are contributing potentially to 100 million barrels per day production level worldwide.^{xxx} Which does suggest rapid production over the next several years for American producers.

Therefore, FY 18's budget is hopefully the final slope downward in what the downturn created for the Casper community. To discuss the broad philosophy this budget is designed under once again, Staff believes that the proposed budget is a conservative approach to conducting the public's business, although there is some growth built into the outlook. The positions being requested are needed to deal with backlogs that could negatively affect service delivery as well as respond to needs that our new normal would appear to be dictating currently. If the Council were not interested in maintaining a high level of service delivery or were not interested in responding to current needs, this budget could certainly be pared back. This Council appears to be much more sophisticated and responsive then that however.

To be clear though, Staff is reluctant to indicate that sitting on our laurels and betting on the fortunes for the next year is the right thing to do for the FY 19 budget. Council will see the next year as a useful litmus as to a new norm being found or a stop along the way of a rising trajectory.

If the Mayor and Council chooses to adopt the proposed FY 19 budget, they will have adopted a document that is designed to critically consider the City's goals and desires against the backdrop of the challenges being faced currently. All of this, while providing a high level of service in a financially balanced approach. There is little that anyone could point to in the FY 19 budget document that would demonstrate an attempt on the part of this leadership that is not forward thinking, prudent, and aimed at serving the public in a way that the majority in Casper would clearly want. This budget does not celebrate that good times are here again albeit somewhat optimistic in its approach.

CITY OF CASPER, WYOMING

ⁱ The disparity between what we expected in sales tax receipts and what was received at the first part of the last quarter was not inspiring. This imbalance represents a \$76K difference from what was budgeted, which was more of a decline than planned but not by any means a death knell.

ⁱⁱ Meaning, unlike years in the recent past, major commercial projects or government building will not be taking place in FY 19.

ⁱⁱⁱ As of the writing of this message, rig count nationally exceeds the bar set back in July of 2015 albeit inconsistent with oil and gas employment nationally when compared with the same benchmark timeframe.

^{iv} That is a 20% in pricing over last year.

^v As of the writing of this message, \$2.70/btu appears to be the trend.

^{vi} See endnote i.

^{vii} As examples, the GAP financing for businesses that would start up in low income communities have gone away, slum and blight clean ups are no longer an option, demolitions of dangerous buildings are way too difficult due to new environmental requirements being involved now, and they no longer fund Joy Clark's position (when they used to fund two whole positions.)

^{viii} It is anticipated that \$2M of added 1% funds will be dedicated to utility capital repair/replacement needs should 1% pass in November 2018.

^{ix} As an example, the Regional Water Board has indicated that the cost of buying water may increase at a rate of 7% annually.

^x Predicting consumptive behavior can be challenging particularly when weather can have such an impact on how much water is used for example.

^{xi} The City does take garbage from neighboring counties at a fee rate higher than what residents of Natrona County can expect to pay when they come through the City's balefill. Those entities that contract with the City are expected to pay into our capital investments with a one-time investment fee, most of which pay over a period of five years. It is possible that these margins will be further supported by favorable rates the City may charge to communities who only want to bring recyclables to Casper once the MRF is completed with the expansion.

^{xii} This would generate an additional \$308K annually.

^{xiii} In similar reference discussed in the Water fund section of this message, the rate of replacement being captured with the proposed infusion of 1% dollars would require 300 years to replace the whole network of sewer lines.

^{xiv} During the FY 18 budget amendment process alone, 10 full-time positions were shed. Mr. Pitlick's position was technically a new one (pre-amendment) even though historically it had always been a feature of the City's employee stock.

^{xv} 45% of the 1% dollars are used for hard infrastructure projects such as streets, water lines, sewer lines.

^{xvi} Council directed an expenditure of \$1M to partially fund the purchase of the Plains building block. It also appears that some funds were made available from the Opportunity Fund to the Casper Housing Authority as a loan to renovate the old Roosevelt school. This is probably the reason there are specifically \$7.8M in the fund currently instead of the full \$8M.

^{xvii} These projects were not selected for priority one or two –type projects either because of their size or their importance relative to the other needs covered by the priority one and two projects being proposed. At the very least, these projects would easily be very high priority three or low priority two projects.

^{xviii} Unlike the wastewater treatment plant rehabilitation that the City can take the next seven to ten years to prepare to fund.

^{xix} Lot construction would include the appropriate paving, lighting and landscaping that our ordinances would require.

^{xx} This means that for an employee who makes \$50,000 that withholding will increase by \$125 annually.

^{xxi} The General fund supports 80% of the overall workforce.

^{xxii} Two Municipal Worker II's are being shed, two Municipal Worker I's are being shed, one parks crew leader is being shed, the CDBG position in Community Development is being shed. To shed a position means that funding or authorization for the position are no longer being maintained in the City's budget. These particular changes generate savings for the general fund which ostensibly would be used to fund new positions being requested.

^{xxiii} The study was completed by the Center for Public Safety Management (CPSM) through ICMA.

^{xxiv} The savings that the shed positions creates is 64% of the cost of the new employees being requested.

^{xxv} As examples, rate increases occurred only once in the last eight years (5%) for both the employee and employer. In one year, the fund lost \$3.6M and neither the employee nor employer incurred an increase to help offset the huge losses.

CITY OF CASPER, WYOMING

^{xxvi} Council will recall that during the amendment process, staff discussed that \$80K was unavoidably expended from reserves during the transition between the FY 18 budget's passage and the adoption of the amendment.

^{xxvii} Of those imbalances, the Events Center commanded the largest portion of that imbalance of some \$800K +.

^{xxviii} Namely, the Events Center, the Rec Center, Ice Arena and Hogadon. The value of the subsidy into these funds exceed \$1.5M over and above the interest income garnered.

^{xxix} This also serves as a great indicator of a general level of operating health.

^{xxx} Peter Tertzakian, Executive Director, ARC Energy Research Institute, "100 Million Barrels per Day," May 15th, 2018. Additionally, "We expect global oil demand to surpass 100 million barrels per day by 2020," said OPEC General Secretary Mohammad Barkindo. Moreover, Mar 12, 2018 "Oil demand is expected to rise above **100 million barrels a day** for the first time next year" Institute for Energy Research.

The Grid

A working draft of Council Meeting Agendas

May 22, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested		
Budget Review Session		4:30
** All Department Heads to Attend**		

May 23, 2018 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session	Information Only	20 min	4:30
Hogadon, Fort Caspar, Ice Arena Rates Discussion (Tim Cortez)	Information Only	20 min	4:50
Plains Furniture RFP (Liz Becher)	Information Only	20 min	5:10
Community Development Block Grant Funding (CDBG) (Liz Becher)	Information Only	20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

May 29, 2018 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Executive Session - Conduct Judge Interviews		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

June 1-8: Mayor makes an offer and Support Services Director will assist with initiating executive level background check, negotiating/writing employment agreement.

The Grid

A working draft of Council Meeting Agendas

June 5, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - May 15 & May 29 Personnel					
Pre-meeting: Cemetery Fee Increase					
Approve May 15 Regular Meeting and May 15 & May 29 Executive Session minutes					
Bright Spot in Reverse: CNFR presenting plaque to City Council for 20th Anniversary (Dave Park and Roger Walters)					
Establish Public Hearing on FY18 Budget Amendments.	C				C
Establish Public Hearing on FY19 Budget Adoption	C				C
Establish Public Hearing for the Transfer of Ownership for Retail Liquor License No. 7, Owned by Love Holdings LLC, d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street to One Two Nine Hospitality, LLC d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street.	C				C
Establish Public Hearing for a New Resort Liquor License No. 8 for JPK TR Casper, LLC, d/b/a Casper Residence Inn by Marriott, Located at 4930 East 2nd Street.	C				C
Wireless Communication Ordinance Amendments.		C	C		
MVPP 3rd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370 (Minors-Possession of Alcohol or Public Intoxication). 3rd reading ordinance			C		
Authorizing a Collective Bargaining Agreement for 2018-2020 between the City of Casper and the Fire Fighters Local Union 904, I.A.F.F., AFL-CIO.				C	
Approving a Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Long Range Transportation Plan, in an Amount not to Exceed \$318,249.				C	
Wyoming Smart Capital Network Amendment.				C	
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No. 13-236.				C	
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.				C	
Authorizing an Agreement with CUES, Inc., in the Amount of \$21,390.00, for the CCTV Push Camera System Project.				C	
Authorizing an Agreement with Mountain West Telephone, in the Amount of \$26,798.50, for the Fiber Communication Line Installation for Casper Fire-EMS Station #5.				C	
Authorizing a General Service Contract with Rocky Mountain Power, in the Amount of \$29,868.00, for the Baler Building Expansion and Materials Recovery Facility Electrical Service Upgrade.				C	
Authorizing an Underground Right of Way Easement with Rocky Mountain Power for the Baler Building Expansion and Materials Recovery Facility Electrical Service Upgrade.				C	

The Grid

A working draft of Council Meeting Agendas

Authorizing a Contract for Outside-City Water Service with the Church of the Holy Family.				C	
Authorizing the Discharge of \$9,010.92 Uncollectible Accounts Receivable Balances, Aged between the Date of January 1, 2013 and March 31, 2013.					C
Authorize the Purchase of Three (3) New Mid-Size Police Utility Vehicles, in the Total Amount of \$110,785.38, Before the Trade-in Allowance, for Use by the Casper Police Department.					C
Rejecting the Bid from Western States Fire Protection for the LifeSteps Campus Building "F" Fire Suppression and Campus Fire Alarm System Replacement Project.					C
Authorizing a Professional Services Agreement with Thyssenkrupp Elevator for the Servicing of City Owned Elevators.					C

June 12, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
FY18 Budget Amendment (Tom Pitlick)		20 min	4:30
Service Line Warranties of America- Sewer Line Protection Plan (Andrew Beamer)		20 min	4:50
CEC Audit Review (Tom Pitlick)		20 min	5:10
International Building Code Changes (Liz Becher)		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

June 19, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Public Hearing on FY18 Budget Amendments.		C		C	
Public Hearing on FY19 Budget Adoption		C		C	
Public Hearing on Transfer of Ownership for Retail Liquor License No. 7, Owned by Love Holdings LLC, d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street to One Two Nine Hospitality, LLC d/b/a C85 @ The Branding Iron, Located at 129 West 2nd Street.		C			C
Public Hearing on New Resort Liquor License No. 8 for JPK TR Casper, LLC, d/b/a Casper Residence Inn by Marriott, Located at 4930 East 2nd Street.		C			C
Municipal Court Judge Contract				C	
Cemetery Fee Increases				C	
8 Mill Property Tax				C	



AMOCO REUSE AGREEMENT JOINT POWERS BOARD/NATRONA COUNTY
COMMISSIONERS/CASPER CITY COUNCIL JOINT MEETING

Wednesday, May 9, 2018, 4:30 pm
2435 King Blvd.
Big Horn Conference Room

AGENDA

1. Introductions, Chair: Ben Schrader
2. Wyoming Technology Business Center Update: John Glassburn
3. Platte River Commons Committee Status: Bob Hopkins
4. Map: Sold/Leased/Vacant Property: Jerad Stack
5. Financial Situation and Plans, Treasurer: Bob Chynoweth
6. Three Crowns Status and Plans, ARAJPB Representative: Doug Follick
7. Questions and Answers, Chair: Ben Schrader



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, April 11, 2018

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Ben Schrader, Jerad Stack, Bryce Row, Scott Sissman, Bob Chynoweth, Bob Hopkins, Ed Opella, and Doug Follick.

Others Present: Marcella Porter (KCWY), Michael Neuenschwander and Renee Hahn (ARAJPB)

Excused Absences: Reed Merschat

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Schrader. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Minutes from March 14, 2018 Regular Meeting

A motion was made by Mr. Opella and seconded by Mr. Follick to approve the Minutes of the March 14, 2018 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of April 11, 2018 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report of March 14, 2018 were presented by Mr. Chynoweth.

The March 2018 monthly financial statement draft by Lenhart Mason was presented by Mr. Chynoweth. "On the Lenhart-Mason March Report, there will be description changes to titles to help clarify line items. Asset Obligation will change to Asset Obligation - Golf Carts. The other account being modified will be Advanced Costs, changing it to Advanced Costs – Refined Properties."

He asked the Board if they had any questions. There were none.

A motion was made by Mr. Opella and seconded by Mr. Follick to approve the Treasurer's Report of April 11, 2018 containing the financial report of the investment funds, checking account and the interest accrued including the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye to accept the report.

Investment/Financial Committee Report: Mr. Chynoweth discussed the Davidson Wealth Management Account. He informed the Committee that 98% of this account was vested in Fixed Income with a \$500,000 Security Bond maturing in December. Concluding that the annual yield is approximately 1.3%.

3. Committee Reports

- **Three Crowns**

Mr. Follick informed the Board that the approved budgeted amount of \$323,226 for 2018-2019 had been disbursed to Three Crowns along with two prior \$50,000 advances. He explained that no capital equipment was approved for this upcoming year. (Copy of Budget on file.)

Mr. Follick plans to continue to follow-up with Mr. Johnson on managing the benefited employees PTO (paid time off). The goal is to zero out all the balances by December 31, 2018 in case there is a transition to another management company. If there is a transition, OB Sports will receive a list of items that the Three Crowns Management Committee will want to control. An example would be inventory purchasing.

Mr. Follick stated there are three interviews with management companies currently setup for April 23-25th.

- **PRC**

Mr. Hopkins had nothing to report. Ms. Hahn shared BP's plans concerning the Slurry Wall. The construction is on track to begin on May 29, 2018 in the Western Opportunity Area and will be completed by the end of September. She also informed the Board that she continues to work with BP on which final product will be used for the permanent pathway. Mr. Hopkins requested that he be involved in the future meetings with the Slurry Wall. Ms. Hahn will include him in all future discussions as well.

- **Refined Properties**

Mr. Stack reviewed the status report supplied by Refined Properties. He informed the Board that the Exception Document should be received on April 16th. He expressed that Mr. Schrader should contact BP in writing if the document is not received. Mr. Schrader agreed. Mr. Stack stated that Newsco landscaping will be completed at the end of April.

Mr. Schrader discussed the leadership change at Refined Properties. He mentioned that he and Mr. Stack had met with Carey Brus. He informed the Board a contract will be negotiated with Cornerstone Realty to help sell property on SCHBC and lease property on the PRC. Any commission that would be payable will be the responsibility of Refined Properties. Mr. Stack stated with this new approach, Refined Properties has increased their expected sales and now projects \$1.4 million dollars in the upcoming year.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Schrader discussed all the future meetings and noted the time for the City and County Meeting to begin will be 4:30 p.m.

5. Interaction with City and County Representatives – Specific Issues and Concerns

County Representative Opella and City Representative Hopkins had nothing to report.

6. Other

No Report.

7. Future Meetings/Agenda

Three Crowns Management Committee – April 19th, 7:00 am, 2435 King Blvd., Big Horn Conference Room

City and County Meeting - May 9th, 4:30 - 5:30 p.m. 2435 King Blvd., Big Horn Conference Room

Regular Board Meeting – May 9th, 6:00 p.m., 2435 King Blvd., Big Horn Conference Room

Three Crowns Management Committee – May 17th, 7:00 am, 2435 King Blvd., Big Horn Conference Room

Office Closures:

April 17th – Approved vacation

8. Public Comment

There was no public comment.

9. Good of the Order

None.

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Stack and seconded by Mr. Row to adjourn the meeting at 6:28 p.m. The motion carried with all members in attendance voting aye.

3/4/18
Date

5/9/18
Date

[Signature]
Board Officer

[Signature]
Presiding Officer



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, May 17, 2018; ELKHORN ROOM
5:30 PM**

- I. Presentation of 2018 County Health Rankings – Dr. Kelly Weidenbach**
- II. AGENDA/MINUTES**
 - a) Previous Meeting Minutes/Notes**
February Board Meeting Minutes*
- III. BUDGET/FINANCIAL**
 - a) Financials***
 - i. March 2018 Financials*
 - ii. April 2018 Financials*
- IV. BOARD**
 - a) Next Meeting Date**
Proposed for June 21, 2018 at 5:30pm*
- V. HEALTH OFFICER**
 - a) Health Officer Report
- VI. DIVISION REPORTS**
 - 1) ADMINISTRATION**
 - a) General Administration**
 - i) Update on Sara Smith, DDS recommendation for Board
 - ii) Update on Dr. Weidenbach’s expected medical leave
 - iii) Update on City/County funding
 - iv) Update on Community Health Needs Assessment Process
 - v) Update on Substance Abuse and Suicide Prevention funding and contract
 - vi) Wyoming Department of Health Combined Contract for Public Health Nursing, Maternal and Child Health, and Public Health Emergency Preparedness*
 - b) Public Health Preparedness/Medical Reserve Corp/CPR**
 - i) Ratify Public Health Administrative Preparedness Documents
 - (1) Emergency Employee In-Processing Policy*
 - (2) Emergency Accounts Receivable Policy*
 - (3) Emergency Expenditure Policy*
 - c) Wyoming AETC/HIV Case Management/Ryan White Programs**
 - i) Ratify University of Washington Contract Amendment* providing additional funding



for FY18 to Wyoming AETC program.

2) ENVIRONMENTAL HEALTH DIVISION

3) NURSING

a) Adult Health Program

- i) Overview of Diabetes Prevention Program and A1c Clinics

b) Disease Prevention

- i) Update on Hepatitis A Outbreak Response and Mass Vaccination Clinics
- ii) Review of State Immunization Program Site Visit
- iii) Update on Title X Program

c) Maternal and Child Health Program

- i) Update on state MCH funding
- ii) Contract with Healthy Births and Infant Brains Contract*

VII. CITY/COUNTY LIAISON REPORTS

VII. BOARD MEMBER REPORTS

City of Casper-Natrona County Health Department

Subject: Emergency Expenditures

Purpose: Accommodate Emergency Expenditures

Policy:

Whereas: The accounting policies of the City of Casper-Natrona County Health Department require multiple signature approvals on purchase orders; and,

Whereas: The accounting policies of the CNCHD require two signature approvals on department warrants; and

Whereas: In certain emergency situations, including, but not necessarily limited to, natural or human caused disasters, and declared public health emergencies, it may be necessary for the CNCHD to purchase materials, equipment and services to meet the CNCHD mission in those emergency situations; and,

Whereas: Those emergency situations will inevitably result in disruption of normal operations, such that it may be impossible to obtain the multiple signature approvals needed to make emergency purchases.

RESOLUTION FOR EMERGENCY PURCHASES

The City of Casper-Natrona County Board of Health (Board) hereby resolves that:

In those certain emergency situations as described above, the CNCHD Executive Director or one Board Member is authorized to make such emergency purchases needed to meet the CNCHD mission, and that the Executive Director, or one Board Member is authorized to issue requisitions and/or general messages (ICS form 213), purchase orders and warrants with only their signature approval; and

A deviation from the procurement policy with relation to requiring three (3) bids for purchases over \$100,000 may be presented to the board for straw poll approval without three bids due to availability of the resource, timeliness of delivery or other unforeseen circumstances.

That immediately following resolution of emergency situations, the Executive Director shall present documentation of emergency purchases to the next meeting of the Board for review and approval.

A dedicated emergency response budget shall be used for the emergency purchases.

Approved: 4-16-03

Reviewed: 12-2004

Revised: 5-15-12

Department Director

Date

EMERGENCY TEMPORARY EMPLOYEE IN-PROCESSING CHECKLIST

NAME		HIRE DATE	
-------------	--	------------------	--

<u>IN FILE</u>	<u>NEW HIRE / ENROLLMENT FORMS</u>	<u>COMPLETED EMPLOYEE</u>	<u>COMPLETED DEPT</u>	<u>DATE COMPLETED</u>
	Job Description			
	Emergency Contact Form			
	I-9			
	W-4			
	Direct Deposit Payroll			
	Professional License Copy			
	Driver's License Copy <u>EXP DATE</u>			
	Handbook signature page (maybe add to to job description)			
	<u>ACCESS</u>			
	Computer (as needed) <ul style="list-style-type: none"> • email helpdesk@teamnetworks.com • Network Setup _____ • E-mail address _____ 			
	Patagonia Log-in (as needed)			
	Telephone Setup <ul style="list-style-type: none"> • Number _____ Add to phone list			
	ID Badge Printed			
	<u>ORIENTATION ITEMS</u>			
	Facility Walk-through <ul style="list-style-type: none"> • Restrooms • Breakroom rules • Fire safety • First Aid stations • Parking • Supplies • Maintenance requests • Emergency evacuation 			
	Incident Action Plan			
	Mail handling			
	Copy/scanner/fax usage Copier Code			
	Telephone System Instruction Long Distance Code _____			
	Google Calendars (as needed)			
	Briefing schedule			



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

	Safety briefing			
	Time sheet training/Crew time report			
	Payroll process			
	Accounting/Financial Overview			
	Work schedule Breaks / lunch hours			
	Emergency Call Down Process			
	Requisition / Purchasing Procedure			
	<ul style="list-style-type: none"> • Appropriate Attire 			
	Off Site Storage			
	Fit Testing			
	HR COMPLETION ITEMS			
	<ul style="list-style-type: none"> • New Hire Reporting 			
	<ul style="list-style-type: none"> • Notarized letter sent to NC Sheriff's Office, Casper Police Department, Mills Police and Evansville Police for background check 			
	Finger Printing <ul style="list-style-type: none"> • Fingerprinting on card at Sheriff's Office • Send to DCI 			
	Drug Testing – upon suspicion of drug use			
	<u>NEW EMPLOYEE TRAINING</u>			
	HIPAA briefing			
	Blood-borne Pathogens (as needed)			
	Reporting Incidents / Injuries			
	JOB SPECIFIC TRAINING			
	Just in time training provided with on-site super			

BALANCE SHEET
As of 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

ASSETS

CASH AND INVESTMENTS

10000-00-000-000	CASH	0.00	
10200-00-000-000	PETTY CASH DRAWER	0.00	
10200-50-100-000	PETTY CASH DRAWER AD	500.00	
10200-56-600-000	PETTY CASH DRAWERS: CC & CLINIC RECEPTION	925.00	
	Total CASH AND INVESTMENTS:		1,425.00

CASH WITH FISCAL AGENT

10340-00-000-000	FIRST INTERSTATE BANK OPERATING ACCOUNT	435,980.87	
10350-00-000-000	INVESTMENTS COUNTY POOL	546,251.06	
10355-00-000-000	INVESTMENTS WYOSIP	0.00	
10360-00-000-000	INVESTMENTS SWEEP ACCOUNT	0.00	
10370-00-000-000	INVESTMENTS MARKET ADJUSTMENTS	-14,279.40	
	Total CASH WITH FISCAL AGENT:		967,952.53

CASH ALLOCATED FOR SPECIFIC USES

10445-00-000-000	FIRST INTERSTATE BANK RESERVE ACCOUNT	84,783.73	
	Total CASH ALLOCATED FOR SPECIFIC USES:		84,783.73

ACCOUNTS RECEIVABLE

12100-00-000-000	INVOICED AMTS TO BE RECEIVED	45,447.92	
12100-50-100-000	INVOICED AMTS TO BE RECEIVED AD	0.00	
12100-50-130-000	INVOICED AMTS TO BE RECEIVED PHP	0.00	
12100-50-140-100	INVOICED AMTS TO BE RECEIVED HIV/ED GT	0.00	
12100-50-140-110	INVOICED AMTS TO BE RECIEVED - WYAETC FRO	37,023.36	
12100-52-200-000	INVOICED AMTS TO BE RECEIVED EH	0.00	
12100-52-210-000	INVOICED AMTS TO BE RECEIVED IC	0.00	
12100-54-000-000	INVOICED AMTS TO BE RECEIVED CN	126,663.55	
12100-56-000-000	INVOICED AMTS TO BE RECEIVED: DP	0.00	
12500-00-000-000	GRANT REIMBURSEMENTS RECEIVABLE	0.00	
	Total ACCOUNTS RECEIVABLE:		209,134.83

OTHER CURRENT ASSETS

14100-52-210-000	CHEMICAL INVENTORY INSECT CONTROL	0.00	
	Total OTHER CURRENT ASSETS:		0.00

FIXED ASSETS

15100-00-000-000	PROPERTY AND EQUIPMENT	630,503.55	
15500-00-000-000	ACCUMULATED DEPRECIATION	-473,005.71	
	Total FIXED ASSETS:		157,497.84

OTHER ASSETS

19100-00-000-000	DEFERRED PENSION OUTFLOWS	561,025.02	
	Total OTHER ASSETS:		561,025.02
	Total ASSETS:		<u>1,981,818.95</u>

BALANCE SHEET
As of 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

LIABILITIES

CURRENT LIABILITIES

20100-00-000-000	WARRANTS PAYABLE	0.00	
20150-00-000-000	OUTSTANDING PURCHASE ORDERS	3,630.07	
20200-00-000-000	ACCOUNTS PAYABLE	0.00	
20200-50-100-000	ACCOUNTS PAYABLE AD	0.00	
20200-50-110-000	ACCOUNTS PAYABLE BOH	0.00	
20200-50-130-000	ACCOUNTS PAYABLE BT	0.00	
20200-50-140-000	ACCOUNTS PAYABLE HIV/ED AD	0.00	
20200-52-200-000	ACCOUNTS PAYABLE EH	0.00	
20200-52-210-000	ACCOUNTS PAYABLE IC	0.00	
20200-54-000-000	ACCOUNTS PAYABLE CN	0.00	
20200-56-000-000	ACCOUNTS PAYABLE DP	0.00	
20300-00-000-000	DUE TO OTHER FUNDS	0.00	
20400-00-000-000	JEANS FUND	0.00	
22000-00-000-000	FICA AND FWT ACCRUAL: GEN	0.00	
22100-00-000-000	UNEMPLOYMENT INSURANCE ACCRUAL	8,924.43	
22200-00-000-000	WORKERS' COMP ACCRUAL	6,707.96	
22300-00-000-000	WY RETIREMENT ACCRUAL	124.36	
22400-00-000-000	NC MEDICAL INSURANCE ACCRUAL	280.07	
22500-00-000-000	OTHER DEDUCTIONS ACCRUAL	0.00	
	Total CURRENT LIABILITIES:		19,666.89

DEFERRED REVENUE

23100-00-000-000	DEFERRED REVENUE	0.00	
	Total DEFERRED REVENUE:		0.00

DEFERRED REVENUE - ADMIN

23150-50-000-000	OFFSET FOR GRANTS RECEIVABLE	0.00
23150-50-100-000	DEFERRED CITY OF CASPER	0.00
23150-50-100-709	DEFERRED PANDEMIC FLU - AD	0.00
23150-50-110-050	DEFERRED BG FOR HEALTH OFFICER	0.00
23150-50-125-500	DEFERRED H1N1 PHASE I AND II	0.00
23150-50-125-503	DEFERRED H1N1 PHASE III	0.00
23150-50-130-900	DEFERRED CAPABILITY IMP BASE	472.00
23150-50-130-908	DEFERRED GRANT - BT - 2008	0.00
23150-50-130-909	DEFERRED BT '09	0.00
23150-50-130-910	DEFERRED BT '10	0.00
23150-50-130-911	DEFERRED BT '11	0.00
23150-50-130-912	DEFERRED BT '12	0.00
23150-50-130-913	DEFERRED BT '13	0.00
23150-50-130-914	DEFERRED BT '14	0.00
23150-50-130-915	DEFERRED BT '15	0.00
23150-50-130-916	DEFERRED BT '16	0.00
23150-50-130-917	DEFERRED 2017 BT	7,734.68
23150-50-135-808	DEFERRED CRI AD '08	0.00
23150-50-135-809	DEFERRED CRI ENDING 09/30/09	0.00
23150-50-135-810	DEFERRED CRI ENDING 09/30/10	0.00
23150-50-135-811	DEFERRED CRI ENDING 09/30/11	0.00
23150-50-135-812	DEFERRED CRI ENDING 9/30/12	0.00
23150-50-135-813	DEFERRED CRI ENDING 9/30/13	0.00
23150-50-135-814	DEFERRED CRI ENDING 9/30/14	0.00
23150-50-135-815	DEFERRED CRI ENDING '15	0.00
23150-50-135-816	DEFERRED CRI ENDING '16	0.00
23150-50-135-817	DEFERRED 2017 CRI	19,600.93
23150-50-140-100	DEFERRED HIV-ED AD	0.00
23150-50-140-110	DEFERRED HIV-ED AD SPECIAL PROJECTS	0.00
23150-50-150-000	DEFERRED UNABLE TO SELF EVACUATE	0.00

BALANCE SHEET
As of 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

DEFERRED REVENUE - ADMIN		(Continued)	
23150-50-150-151	DEFERRED MRC 10318	0.00	
23150-50-150-152	DEFERRED MRC 11 318	0.00	
23150-50-150-153	DEFERRED MRC 12 318	0.00	
23150-50-150-154	DEFERRED MRC 14 318	0.00	
23150-50-150-155	DEFERRED MRC 15 318	0.00	
23150-50-150-156	DEFERRED MRC 16 318	5,214.46	
23150-50-150-170	DEFERRED HPP	0.00	
23150-50-150-171	DEFERRED REVENUE HPP BP3	0.00	
23150-50-151-150	DEFERRED MEDICAL RESERVE	0.00	
Total DEFERRED REVENUE - ADMIN:			33,022.07
DEFERRED REVENUE - ENVIRONMENTAL HEALTH			
23152-52-000-000	OFFSET GRANT RECEIVABLES	0.00	
23152-52-210-000	DEFERRED IC FUNDS	0.00	
23152-52-210-200	DEFERRED IC (STATE)	0.00	
23152-52-210-210	DEFERRED IC (CITY)	0.00	
23152-52-210-220	DEFERRED IC (COUNTY)	0.00	
Total DEFERRED REVENUE - ENVIRONMENTAL HEALTH:			0.00
DEFERRED REVENUE - COMMUNITY NURSING			
23154-50-135-817	DEFERRED MCH 2017 CRI	0.00	
23154-52-000-000	DEFERRED JEH	0.00	
23154-54-000-000	OFFSET FOR GRANTS RECEIVABLE	0.00	
23154-54-400-420	DEFERRED WEED & SEED MCH/CITY	0.00	
23154-54-400-430	DEFERRED GIRL POWER GRANT	0.00	
23154-54-400-450	DEFERRED WY COMM:CN	0.00	
23154-54-410-400	DEFERRED MCH GRANT	0.00	
23154-54-410-450	DEFERRED WY TANF GT CN WH	0.00	
Total DEFERRED REVENUE - COMMUNITY NURSING:			0.00
DEFERRED REVENUE - DISEASE PREVENTION			
23156-56-000-000	OFFSET FOR GRANTS RECEIVABLE	0.00	
23156-56-600-605	DEFERRED MAMMOGRAMS	0.00	
23156-56-610-645	DEFERRED MALE SEXUAL HEALTH	0.00	
23156-56-620-000	DEFERRED IMMUNIZATION	0.00	
23156-56-630-600	DEFERRED HIV RAPP DP	0.00	
23156-56-630-620	DEFERRED HIV AD DP-FP	0.00	
23156-56-630-660	DEFERRED HIV-MSM GRANT DP	0.00	
23156-56-630-663	DEFERRED HIV RENDEVOUS	0.00	
23156-56-630-665	DEFERRED MSM OUTREACH	0.00	
23156-56-640-000	DEFERRED WHC ED TRAVEL FUNDS DP	0.00	
23156-56-640-010	DEFERRED TITLE X:DP-FP	0.00	
23156-56-640-630	DEFERRED FP-MCH:DP	0.00	
23156-56-640-640	DEFERRED WHC/STD DP:FP	0.00	
23156-56-640-650	DEFERRED FP COALITION DP	0.00	
23156-56-640-699	DEFERRED MCH FP PRO:DP	0.00	
Total DEFERRED REVENUE - DISEASE PREVENTION:			0.00
OTHER LONG TERM LIABILITIES			
26100-00-000-000	NET PENSION LIABILITY	2,287,885.88	
26110-00-000-000	DEFERRED PENSION INFLOWS	116,390.31	
Total OTHER LONG TERM LIABILITIES:			2,404,276.19
OTHER LONG TERM LIABILITIES			
27100-00-000-000	ACCRUED COMPENSATED ABSENCES	92,538.99	
Total OTHER LONG TERM LIABILITIES:			92,538.99

BALANCE SHEET
As of 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Total LIABILITIES:		2,549,504.14
FUND BALANCE			
31000-00-000-000	FUND BALANCE - CURRENT YEAR	69,020.72	
31000-00-000-000	UNRESERVED FUND BALANCE	-794,668.76	
32100-00-000-000	RESERVED GAIN ON SALE	0.00	
32250-00-000-000	RESERVED INVENTORY IC	0.00	
32300-00-000-000	RESERVED AD	0.00	
32300-50-000-000	RESERVED COMMUNITY EMERGENCIES	0.00	
32300-50-150-000	RESERVED FOR SPECIAL OPERATIONS - DONATIONS RECD	9,058.68	
32300-54-411-000	RESERVED FOR BLUE ENVELOPE	1,453.26	
32400-00-000-000	RESERVED IMMUNIZATION	0.00	
32400-54-411-000	COMMUNITY NURSING BLUE ENV	9,910.00	
32500-00-000-000	RESERVED FAMILY PLAN DP	0.00	
32550-00-000-000	RESERVED VACATION-SICK	0.00	
32700-00-000-000	RESERVED AID-HIV	0.00	
32750-00-000-000	RESERVED HIV/ED GRANT AD	10,199.65	
32800-50-155-000	RESERVED CPR FUNDS	48.38	
32950-00-000-000	RESERVED PROPERTY & EQUIP	127,292.88	
	Total FUND BALANCE:		-567,685.19
	Total LIABILITIES & FUND BALANCE:		<u>1,981,818.95</u>

**Casper Natrona County Health Department
Statement of Operations - Actual vs. Budget**

For the Nine Months Ending March 31, 2018

	March			Prior Yr Actual	YTD			Prior Yr Actual	Annual	
	Actual	Budget	Variance		Actual	Budget	Variance		Actual	Budget
Revenue:										
TAX REVENUE (COUNTY)	\$48,750.00	\$48,750.01	(\$0.01)	\$48,750.00	\$438,750.00	\$438,750.09	(\$0.09)	\$438,750.00	\$585,000.00	
TAX REVENUE (CITY)	45,000.00	45,000.01	(0.01)	45,000.00	405,000.00	405,000.09	(0.09)	405,000.00	540,000.00	
1% REVENUE					22,500.00	22,500.00		22,445.00	22,500.00	
GRANT REVENUE	57,719.80	64,803.86	(7,084.06)	98,160.76	486,644.24	574,364.50	(87,720.26)	494,429.78	768,824.10	
GENERATED REVENUE	85,312.63	78,967.81	6,344.82	83,293.84	711,005.58	710,710.29	295.29	604,307.46	947,613.80	
STATE NURSING REVENUE	115,808.25	38,602.75	77,205.50	115,808.25	347,424.75	347,424.75		347,424.75	463,233.00	
INTEREST AND INVESTMENT INC	552.84	625.00	(72.16)	478.60	9,557.81	5,625.00	3,932.81	1,752.43	7,500.00	
BUDGETED FROM RESERVED FUN		4,215.59	(4,215.59)		53,295.78	37,940.31	15,355.47	52,711.59	50,587.02	
Total Revenue	353,143.52	280,965.03	72,178.49	391,491.45	2,474,178.16	2,542,315.03	(68,136.87)	2,366,821.01	3,385,257.92	
Expenditures:										
OUTSTANDING PURCHASE ORDER	2,761.47		(2,761.47)	1,285.15	3,630.07		(3,630.07)	4,683.55		
REGULAR SALARIES	145,923.03	152,477.47	6,554.44	134,049.73	1,318,232.04	1,373,140.80	54,908.76	1,297,183.33	1,830,573.11	
BONUSES					50,233.06	50,587.02	353.96	48,159.52	50,587.02	
BENEFITS-EMPLOYMENT TAXES	15,607.41	15,587.42	(19.99)	14,064.04	133,228.53	140,379.83	7,151.30	128,075.65	187,142.24	
BENEFITS-WY RETIREMENT	22,674.19	24,256.36	1,582.17	20,743.19	206,039.86	218,447.44	12,407.58	207,284.13	291,216.36	
BENEFITS-MEDICAL INSURANCE	28,321.77	29,009.06	687.29	20,052.24	251,406.51	261,794.96	10,388.45	200,917.87	348,822.11	
CONTRACT LABOR	5,769.00	5,671.25	(97.75)	5,290.00	50,107.51	51,041.25	933.74	51,096.02	68,055.00	
HEALTH OFFICER	2,466.67	2,466.67		4,933.34	22,200.03	22,200.03		22,200.03	29,600.00	
ADVERTISING		166.68	166.68	782.95		1,500.12	1,500.12	2,019.26	2,000.00	
AUTO EXPENSES		729.17	729.17		1,965.83	6,562.53	4,596.70	990.23	8,750.00	
ED PUBLIC	309.30	2,333.00	2,023.70	777.88	919.88	20,997.00	20,077.12	1,603.70	27,996.00	
ED EMPLOYEE CONFERENCE/TUIT	379.51	4,063.00	3,683.49	4,723.82	20,543.46	36,567.00	16,023.54	21,396.68	48,756.03	
EMPLOYEE MEDICAL TESTING		31.66	31.66		70.00	284.94	214.94	167.00	380.00	
EQUIPMENT MAINTENANCE	174.87	301.66	126.79	624.00	1,433.76	2,714.94	1,281.18	4,505.55	3,620.00	
EQUIPMENT PURCHASE	2,025.87	1,187.50	(838.37)	1,844.87	31,025.15	33,187.50	2,162.35	45,878.29	36,750.00	
EQUIP COPY EXPENSE	1,590.77	1,737.49	146.72	1,231.87	12,537.66	15,637.41	3,099.75	12,125.76	20,850.00	
INSURANCE	18,714.00	1,833.33	(16,880.67)	19,362.00	19,022.00	16,499.97	(2,522.03)	19,512.00	22,000.00	
LICENSE/PROFICIENCY		16.67	16.67		200.00	150.03	(49.97)		200.00	
MARKETING	85.00	1,125.00	1,040.00	25,320.59	6,291.07	10,125.00	3,833.93	46,203.95	13,500.00	
MEETING EXPENSE	1,458.30	2,611.00	1,152.70	24.78	18,690.11	23,499.00	4,808.89	2,802.20	31,332.00	
MILEAGE	1,381.86	1,898.34	516.48	174.41	4,193.11	17,085.06	12,891.95	384.36	22,780.00	
MISC EXPENSE	631.31	200.00	(431.31)	734.74	2,572.67	1,800.00	(772.67)	5,678.17	2,400.00	
PERIODICAL/BOOKS		424.99	424.99	59.45	136.76	3,824.91	3,688.15	1,539.60	5,100.00	
PRINTING EXPENSE		4.17	4.17		24.00	37.53	13.53		50.00	
POSTAGE	488.41	533.34	44.93	370.69	3,445.54	4,800.06	1,354.52	3,029.99	6,400.00	
RENT EXPENSE		187.50	187.50		2,205.00	1,687.50	(517.50)	1,890.00	2,250.00	
REIMBURSEMENT	933.13	1,466.58	533.45	873.05	8,054.20	13,199.22	5,145.02	7,109.90	17,599.00	
RETURNED CHECKS AND BAD DEB	33.33	45.83	12.50	33.96	257.58	412.47	154.89	209.02	550.00	
SOFTWARE	1,893.89	2,195.96	302.07	2,252.87	23,831.99	19,763.64	(4,068.35)	31,407.53	26,351.48	
SUPPLIES	9,460.60	16,345.30	6,884.70	15,180.79	144,498.50	140,507.70	(3,990.80)	147,940.49	189,543.99	
TELEPHONE	2,409.61	2,583.84	174.23	2,019.81	22,695.64	23,254.56	558.92	21,043.77	31,006.00	
TESTS	2,832.86	2,825.01	(7.85)	2,894.10	26,720.92	25,425.09	(1,295.83)	16,742.49	33,900.00	
UTILITIES	1,931.90	1,666.67	(265.23)	1,819.06	15,153.73	15,000.03	(153.70)	15,512.02	20,000.00	
NON GRANT EXPENSE	55.00	208.65	153.65		3,591.27	1,877.85	(1,713.42)		2,503.80	
Total Expenditures	270,313.06	276,190.57	5,877.51	281,523.38	2,405,157.44	2,553,992.39	148,834.95	2,369,292.06	3,382,564.14	
Revenue Over(Under) Expenditur	82,830.46	4,774.46	78,056.00	109,968.07	69,020.72	(11,677.36)	80,698.08	(2,471.05)	2,693.78	

1% CITY STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
REVENUE								
40400-50-104-000	1% REVENUE CITY	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
Total REVENUE:		0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
Gross Profit:		0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
EXPENDITURES								
51525-50-104-000	EQUIPMENT PURCHASE 1% CITY FUN	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
Total EXPENDITURES:		0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
NET INCOME FROM OPERATIONS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

AD STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
GENERAL ADMINISTRATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
40100-50-100-000	TAX REVENUE (COUNTY) AD	17,073.74	17,073.74	0.00	0.00	153,663.66	204,884.89	-51,221.23	-25.00
40200-50-100-000	TAX REVENUE (CITY) ADM	15,390.63	15,390.63	0.00	0.00	151,980.53	184,687.60	-32,707.07	-17.71
45100-50-100-000	HIV ED GRANT 8% ADMIN FEE	933.13	901.25	31.88	3.54	8,054.20	10,815.00	-2,760.80	-25.53
48100-50-100-000	COPY REVENUE ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-50-100-000	MISCELLANEOUS REVENUE AD	0.00	350.98	-350.98	-100.00	4,211.75	4,211.75	0.00	0.00
49100-50-100-000	INTEREST EARNINGS	552.84	291.67	261.17	89.54	5,557.81	3,500.00	2,057.81	58.79
49500-50-100-000	GAIN/LOSS ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49700-50-100-000	GAIN ON SALES	0.00	333.33	-333.33	-100.00	4,000.00	4,000.00	0.00	0.00
49999-50-100-000	TRANSFERRED FROM RESERVES A	0.00	4,215.59	-4,215.59	-100.00	50,587.02	50,587.02	0.00	0.00
49999-52-100-000	RESERVED EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		33,950.34	38,557.19	-4,606.85	-11.95	378,054.97	462,686.26	-84,631.29	-18.29
Gross Profit:		33,950.34	38,557.19	-4,606.85	-11.95	378,054.97	462,686.26	-84,631.29	-18.29
EXPENDITURES									
50100-50-100-000	REG SALARIES AD	20,983.06	21,133.52	150.46	0.71	184,253.11	253,602.20	69,349.09	27.35
50110-50-100-000	BONUSES COLA	0.00	0.00	0.00	0.00	50,233.06	50,587.02	353.96	0.70
50200-50-100-000	WY RETIREMENT AD	3,231.69	3,207.47	-24.22	-0.76	28,323.98	38,489.62	10,165.64	26.41
50300-50-100-000	SOCIAL SECURITY MATCH AD	1,496.26	1,642.21	145.95	8.89	16,986.35	19,706.57	2,720.22	13.80
50350-50-100-000	UNEMPLOYMENT INSURANCE AD	386.77	210.77	-176.00	-83.50	1,964.69	2,529.26	564.57	22.32
50375-50-100-000	WORKERS' COMP AD	314.90	328.44	13.54	4.12	3,548.56	3,941.31	392.75	9.96
50400-50-100-000	EMPLOYEE MEDICAL INS AD	3,541.59	3,652.40	110.81	3.03	31,874.31	43,828.80	11,954.49	27.28
50500-50-100-000	CONTRACT LABOR AD	1,029.14	500.00	-529.14	-105.83	7,519.60	6,000.00	-1,519.60	-25.33
51100-50-100-000	ADVERTISING AD	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
51200-50-100-000	AUTO GASOLINE:AD	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51250-50-100-000	AUTO REPAIR & MAIN AD (LICENS	0.00	33.33	33.33	100.00	119.50	400.00	280.50	70.13
51275-50-100-000	New Vechicle Purchase ADMIN AD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-50-100-000	ED PUBLIC AD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-100-000	ED EMPLOYEE CONFERENCE AD (I	0.00	333.33	333.33	100.00	2,936.47	4,000.00	1,063.53	26.59
51400-50-100-000	EMPL MEDICAL TESTING AD	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51500-50-100-000	EQUIPMENT MAINTENANCE AD	0.00	29.17	29.17	100.00	25.49	350.00	324.51	92.72
51525-50-100-000	EQUIPMENT PURCHASE AD	0.00	416.67	416.67	100.00	1,035.00	5,000.00	3,965.00	79.30
51550-50-100-000	EQUIP COPY EXPENSE AD	194.69	125.00	-69.69	-55.75	1,274.91	1,500.00	225.09	15.01
53100-50-100-000	INSURANCE AD	269.00	0.00	-269.00	0.00	577.00	0.00	-577.00	0.00
53250-50-100-000	MARKETING AD (ADVERTISING)	0.00	625.00	625.00	100.00	2,520.07	7,500.00	4,979.93	66.40
53300-50-100-000	MEETING EXPENSE AD (MEETING I	102.50	166.67	64.17	38.50	1,660.54	2,000.00	339.46	16.97

AD STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
GENERAL ADMINISTRATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
53350-50-100-000	MEMBERSHIPS AD	0.00	166.67	166.67	100.00	1,994.29	2,000.00	5.71	0.29
53400-50-100-000	MILEAGE AD	0.00	41.67	41.67	100.00	224.64	500.00	275.36	55.07
53425-50-100-000	MISC EXPENSE AD	67.30	8.33	-58.97	-707.92	-391.42	100.00	491.42	491.42
53450-50-100-000	PERIODICALS/BOOKS AD	0.00	58.33	58.33	100.00	0.00	700.00	700.00	100.00
53550-50-100-000	POSTAGE AD	77.88	125.00	47.12	37.70	517.50	1,500.00	982.50	65.50
53670-50-100-000	BANK CHARGES AD	33.33	33.33	0.00	0.00	257.58	400.00	142.42	35.61
53700-50-100-000	SOFTWARE AD	493.22	612.62	119.40	19.49	9,125.50	7,351.48	-1,774.02	-24.13
53810-50-100-000	SUPPLIES OFFICE AD	255.09	333.33	78.24	23.47	4,602.54	4,000.00	-602.54	-15.06
54600-50-100-000	TELEPHONE AD	610.99	500.00	-110.99	-22.20	4,358.92	6,000.00	1,641.08	27.35
Total EXPENDITURES:		33,087.41	34,341.59	1,254.18	3.65	355,542.19	462,686.26	107,144.07	23.16
NET INCOME FROM OPERATIONS:		862.93	4,215.60	-3,352.67	-79.53	22,512.78	0.00	22,512.78	0.00
EARNINGS BEFORE INCOME TAX:		862.93	4,215.60	-3,352.67	-79.53	22,512.78	0.00	22,512.78	0.00
REVENUE OVER (UNDER) EXPENDITURES:		862.93	4,215.60	-3,352.67	-79.53	22,512.78	0.00	22,512.78	0.00

BASE PREPAR GRANT STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
BASE GRANT - ALL YEARS

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-50-130-900	GRANT REVENUE BASE PREPARED	5,312.32	9,500.00	-4,187.68	-44.08	77,765.32	114,000.00	-36,234.68	-31.78
45100-50-130-915	2015 BT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45110-50-130-900	CAPABILITY IMP BASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		5,312.32	9,500.00	-4,187.68	-44.08	77,765.32	114,000.00	-36,234.68	-31.78
Gross Profit:		5,312.32	9,500.00	-4,187.68	-44.08	77,765.32	114,000.00	-36,234.68	-31.78
EXPENDITURES									
50100-50-130-900	REG SALARIES BG	4,015.95	6,397.92	2,381.97	37.23	54,599.36	76,775.00	22,175.64	28.88
50200-50-130-900	WY RETIREMENT BG	667.45	1,025.77	358.32	34.93	9,019.97	12,309.19	3,289.22	26.72
50300-50-130-900	SOCIAL SECURITY MATCH BG	306.33	472.15	165.82	35.12	4,068.08	5,665.78	1,597.70	28.20
50350-50-130-900	UNEMPLOYMENT INSURANCE BG	82.47	63.16	-19.31	-30.57	379.83	757.90	378.07	49.88
50375-50-130-900	WORKERS' COMP BG	61.76	94.43	32.67	34.60	862.87	1,133.16	270.29	23.85
50400-50-130-900	EMPLOYEE MED INS BG	178.36	1,266.14	1,087.78	85.91	8,782.71	15,193.63	6,410.92	42.19
50500-50-130-900	CONTRACT LABOR BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-50-130-900	ED PUBLIC BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-130-900	ED EMPLOYEE CONFERENCE BG (1	0.00	172.11	172.11	100.00	0.00	2,065.34	2,065.34	100.00
51525-50-130-900	EQUIPMENT PURCHASE BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-130-900	'08 BT GRANT EXP:BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52110-50-130-900	2009 BG EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52120-50-130-900	2010 BG GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53250-50-130-900	MARKETING BG BG	0.00	4.17	4.17	100.00	52.50	50.00	-2.50	-5.00
53425-50-130-900	MISC EXPENSE BG	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53810-50-130-900	SUPPLIES OFFICE BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		5,312.32	9,500.02	4,187.70	44.08	77,765.32	114,000.00	36,234.68	31.78
NET INCOME FROM OPERATIONS:		0.00	-0.02	0.02	100.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	-0.02	0.02	100.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	-0.02	0.02	100.00	0.00	0.00	0.00	0.00

BOH STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
40100-50-110-000	TAX REVENUE (CO):BOH	1,754.17	1,754.17	0.00	0.00	15,787.53	21,050.00	-5,262.47	-25.00
40200-50-110-000	TAX REVENUE (CITY):BOH	1,754.17	1,754.17	0.00	0.00	15,787.53	21,050.00	-5,262.47	-25.00
45150-50-110-050	BG HEALTH OFFICER REVENUE	0.00	800.00	-800.00	-100.00	4,800.00	9,600.00	-4,800.00	-50.00
Total REVENUE:		3,508.34	4,308.34	-800.00	-18.57	36,375.06	51,700.00	-15,324.94	-29.64
Gross Profit:		3,508.34	4,308.34	-800.00	-18.57	36,375.06	51,700.00	-15,324.94	-29.64
EXPENDITURES									
50500-50-110-000	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50560-50-110-000	HEALTH OFFICER PAYMENT	1,666.67	1,666.67	0.00	0.00	15,000.03	20,000.00	4,999.97	25.00
50560-50-110-050	HEALTH OFFICER PAYMENT BG	800.00	800.00	0.00	0.00	7,200.00	9,600.00	2,400.00	25.00
51370-50-110-000	ED EMPLOYEE CONFERENCE BOH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53100-50-110-000	INSURANCE BOH	18,445.00	1,833.33	-16,611.67	-906.09	18,445.00	22,000.00	3,555.00	16.16
53425-50-110-000	MISC EXPENSE BOH	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
Total EXPENDITURES:		20,911.67	4,308.33	-16,603.34	-385.38	40,645.03	51,700.00	11,054.97	21.38
NET INCOME FROM OPERATIONS:		-17,403.33	0.01	-17,403.34	-174,033,400.00	-4,269.97	0.00	-4,269.97	0.00
EARNINGS BEFORE INCOME TAX:		-17,403.33	0.01	-17,403.34	-174,033,400.00	-4,269.97	0.00	-4,269.97	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-17,403.33	0.01	-17,403.34	-174,033,400.00	-4,269.97	0.00	-4,269.97	0.00

ADULT HEALTH STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
ADULT HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-54-400-000	TAX REVENUE (CO): CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-54-400-000	TAX REVENUE (CITY) CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-54-400-405	TAX REVENUE (CITY) COMMUNITY M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40400-54-400-000	1% NATRONA CO REVENUE CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-54-400-000	STATE NURSING FUNDS: CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42100-54-400-000	SPECIAL PROGRAM REVENUE CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42110-54-400-000	HCBS WAIVER	31,462.64	22,916.67	8,545.97	37.29	204,909.49	275,000.00	-70,090.51	-25.49
42115-54-400-000	HW LIFE LINE CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42120-54-400-000	MEDICAID HEARINGS: CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42130-54-400-000	MEDICAID PAY FOR PARTICIPATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42140-54-400-000	PAR LT 101:CN	13,560.00	12,500.00	1,060.00	8.48	117,240.00	150,000.00	-32,760.00	-21.84
42150-54-400-000	PRIVATE INSURANCE:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42155-54-400-000	VA REV CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-54-400-000	REIMBURSEMENT SBIRT:CN	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
44600-54-400-000	DONATIONS:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44700-54-400-000	TRAIN/CLASS/PRES/TEACH:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45120-54-400-000	WEED/SEED REVENUE MCH/CITY CI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45150-54-400-000	GIRL REV:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48100-54-400-000	COPY REVENUE:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-54-400-000	MISCELLANEOUS REVENUE:CN	140.00	125.00	15.00	12.00	860.00	1,500.00	-640.00	-42.67
Total REVENUE:		45,162.64	35,625.00	9,537.64	26.77	323,009.49	427,500.00	-104,490.51	-24.44
Gross Profit:		45,162.64	35,625.00	9,537.64	26.77	323,009.49	427,500.00	-104,490.51	-24.44
EXPENDITURES									
50100-54-400-000	REG SALARIES CN	21,681.86	22,321.20	639.34	2.86	198,085.19	267,854.44	69,769.25	26.05
50200-54-400-000	WY RETIREMENT CN	3,603.52	3,709.78	106.26	2.86	32,870.80	44,517.41	11,646.61	26.16
50300-54-400-000	SOCIAL SECURITY MATCH CN	1,594.13	1,707.57	113.44	6.64	14,617.14	20,490.86	5,873.72	28.67
50350-54-400-000	UNEMPLOYMENT INSURANCE CN	448.02	220.13	-227.89	-103.53	1,912.84	2,641.60	728.76	27.59
50375-54-400-000	WORKERS' COMP CN	335.51	341.51	6.00	1.76	3,136.46	4,098.17	961.71	23.47
50400-54-400-000	EMPLOYEE MEDICAL INS CN	4,524.95	4,524.95	0.00	0.00	40,724.55	54,299.40	13,574.85	25.00
50500-54-400-000	CONTRACT LABOR CN	527.75	791.67	263.92	33.34	4,785.45	9,500.00	4,714.55	49.63
51100-54-400-000	ADVERTISING CN	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51200-54-400-000	AUTO GASOLINE CN	0.00	91.67	91.67	100.00	0.00	1,100.00	1,100.00	100.00
51250-54-400-000	AUTO REPAIR CN	0.00	83.33	83.33	100.00	670.45	1,000.00	329.55	32.96
51350-54-400-000	ED PUBLIC CN (TRAN EXP CN)	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00

ADULT HEALTH STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
ADULT HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
51370-54-400-000	ED EMPLOYEE CONFERENCE CN	0.00	300.00	300.00	100.00	2,989.22	3,600.00	610.78	16.97
51400-54-400-000	EMPLOYEE MEDICAL TESTING CN	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51500-54-400-000	EQUIPMENT MAINTENANCE CN (I	18.08	45.83	27.75	60.55	693.23	550.00	-143.23	-26.04
51525-54-400-000	EQUIPMENT PURCHASE CN	0.00	83.33	83.33	100.00	3,230.83	1,000.00	-2,230.83	-223.08
51550-54-400-000	EQUIP COPY EXPENSE CN	277.18	250.00	-27.18	-10.87	2,302.90	3,000.00	697.10	23.24
53250-54-400-000	MARKETING CN	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53400-54-400-000	MILEAGE CN	0.00	20.83	20.83	100.00	68.78	250.00	181.22	72.49
53425-54-400-000	MISC EXPENSE CN	0.00	41.67	41.67	100.00	890.25	500.00	-390.25	-78.05
53450-54-400-000	PERIODICALS/BOOKS CN (SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-54-400-000	POSTAGE CN	17.41	83.33	65.92	79.11	672.76	1,000.00	327.24	32.72
53600-54-400-000	RENT EXPENSE CN	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
53670-54-400-000	RETURNED CHECKS AND BAD DEB1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-54-400-000	SOFTWARE CN	363.81	375.00	11.19	2.98	2,797.36	4,500.00	1,702.64	37.84
53810-54-400-000	SUPPLIES OFFICE CN	0.00	83.33	83.33	100.00	544.72	1,000.00	455.28	45.53
53880-54-400-000	SUPPLIES MEDICAL CN (CHEM/L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-54-400-000	TELEPHONE CN	337.84	416.67	78.83	18.92	3,791.25	5,000.00	1,208.75	24.18
57000-54-400-000	SPECIAL PROJECT EXP: CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		<u>33,730.06</u>	<u>35,608.46</u>	<u>1,878.40</u>	<u>5.28</u>	<u>314,784.18</u>	<u>427,301.88</u>	<u>112,517.70</u>	<u>26.33</u>
NET INCOME FROM OPERATIONS:		<u>11,432.58</u>	<u>16.54</u>	<u>11,416.04</u>	<u>69,020.80</u>	<u>8,225.31</u>	<u>198.12</u>	<u>8,027.19</u>	<u>4,051.68</u>
EARNINGS BEFORE INCOME TAX:		<u>11,432.58</u>	<u>16.54</u>	<u>11,416.04</u>	<u>69,020.80</u>	<u>8,225.31</u>	<u>198.12</u>	<u>8,027.19</u>	<u>4,051.68</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u>11,432.58</u>	<u>16.54</u>	<u>11,416.04</u>	<u>69,020.80</u>	<u>8,225.31</u>	<u>198.12</u>	<u>8,027.19</u>	<u>4,051.68</u>

MCH BLUE ENVELOPE FUND STATEMENT OF OPERATIONS

For The 9 Periods Ended 3/31/2018

MCH BLUE ENVELOPE FUNDS

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
42100-54-411-000	BLUE ENVELOPE REVENUE	0.00	121.11	-121.11	-100.00	0.00	1,453.26	-1,453.26	-100.00
42200-54-411-000	BREAT PUMP REVENUE MFH BLUE I	342.44	731.47	-389.03	-53.18	2,616.70	8,777.69	-6,160.99	-70.19
49999-54-411-000	TRANSFERRED FROM RESERVED B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		<u>342.44</u>	<u>852.58</u>	<u>-510.14</u>	<u>-59.83</u>	<u>2,616.70</u>	<u>10,230.95</u>	<u>-7,614.25</u>	<u>-74.42</u>
Gross Profit:		<u>342.44</u>	<u>852.58</u>	<u>-510.14</u>	<u>-59.83</u>	<u>2,616.70</u>	<u>10,230.95</u>	<u>-7,614.25</u>	<u>-74.42</u>
EXPENDITURES									
51350-54-411-000	ED PUBLIC BLUE ENVELOPE	242.44	0.00	-242.44	0.00	352.78	0.00	-352.78	0.00
53550-54-411-000	POSTAGE BLUE ENVELOPE	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53810-54-411-000	SUPPLIES OFFICE BLUE ENVELOPE	0.00	83.33	83.33	100.00	854.70	1,000.00	145.30	14.53
53850-54-411-000	BREAST PUMP SUPPLIES BLUE ENV	0.00	722.32	722.32	100.00	2,950.95	8,667.85	5,716.90	65.96
Total EXPENDITURES:		<u>242.44</u>	<u>813.98</u>	<u>571.54</u>	<u>70.22</u>	<u>4,158.43</u>	<u>9,767.85</u>	<u>5,609.42</u>	<u>57.43</u>
NET INCOME FROM OPERATIONS:		<u>100.00</u>	<u>38.60</u>	<u>61.40</u>	<u>159.07</u>	<u>-1,541.73</u>	<u>463.10</u>	<u>-2,004.83</u>	<u>-432.92</u>
EARNINGS BEFORE INCOME TAX:		<u>100.00</u>	<u>38.60</u>	<u>61.40</u>	<u>159.07</u>	<u>-1,541.73</u>	<u>463.10</u>	<u>-2,004.83</u>	<u>-432.92</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u>100.00</u>	<u>38.60</u>	<u>61.40</u>	<u>159.07</u>	<u>-1,541.73</u>	<u>463.10</u>	<u>-2,004.83</u>	<u>-432.92</u>

CN MFH STATE GRANT STATEMENT OF OPERATIONS

For The 9 Periods Ended 3/31/2018

MATERNAL & FAMILY HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-54-410-405	TAX REVENUE (COUNTY) MFH	4,810.11	4,810.12	-0.01	0.00	43,290.99	57,721.39	-14,430.40	-25.00
40200-54-410-405	TAX REVENUE (CITY) MFH GRANT	734.73	734.73	0.00	0.00	6,612.53	8,816.71	-2,204.18	-25.00
41000-54-410-405	STATE NURSING REVENUE - MFH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-54-410-405	REIMBURSEMENT MCH SBIRT	46.42	125.00	-78.58	-62.86	761.60	1,500.00	-738.40	-49.23
42200-54-410-405	BREAST PUMP AND SUPPLES REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-54-410-405	DONATIONS CN MFH GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-54-410-405	GRANT REVENUE MFH STATE GRANT	9,719.54	9,800.67	-81.13	-0.83	76,326.81	117,608.00	-41,281.19	-35.10
48900-54-410-405	MISC REVENUE MFH GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		15,310.80	15,470.52	-159.72	-1.03	126,991.93	185,646.10	-58,654.17	-31.59
Gross Profit:		15,310.80	15,470.52	-159.72	-1.03	126,991.93	185,646.10	-58,654.17	-31.59
EXPENDITURES									
50100-54-410-405	REG SALARIES MFH STATE GRANT	10,430.42	9,266.40	-1,164.02	-12.56	84,671.49	111,196.80	26,525.31	23.85
50200-54-410-405	WY RETIREMENT MFH STATE GRANT	1,542.88	1,540.08	-2.80	-0.18	12,776.38	18,480.91	5,704.53	30.87
50300-54-410-405	SOCIAL SECURITY MFH STATE GRANT	740.97	708.88	-32.09	-4.53	6,066.63	8,506.56	2,439.93	28.68
50350-54-410-405	UNEMPLOYMENT INSURANCE MFH	208.23	96.86	-111.37	-114.98	952.52	1,162.30	209.78	18.05
50375-54-410-405	WORKERS' COMP MFH STATE GRANT	155.94	141.78	-14.16	-9.99	1,255.90	1,701.31	445.41	26.18
50400-54-410-405	EMPLOYEE MED INS MFH STATE GRANT	2,262.49	1,837.35	-425.14	-23.14	16,569.80	22,048.22	5,478.42	24.85
50500-54-410-405	CONTRACT LABOR MFH STATE GRANT	237.49	208.33	-29.16	-14.00	2,018.17	2,500.00	481.83	19.27
51200-54-410-405	AUTO GASOLINE CN MCH MFH GRANT	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51250-54-410-405	AUTO REPAIR CN MFH GRANT	0.00	70.83	70.83	100.00	554.00	850.00	296.00	34.82
51350-54-410-405	ED PUBLIC MFH STATE GRANT	66.86	16.67	-50.19	-301.08	66.86	200.00	133.14	66.57
51370-54-410-405	ED EMPLOYEE CONFERENCE MFH STATE GRANT	133.16	125.00	-8.16	-6.53	268.16	1,500.00	1,231.84	82.12
51400-54-410-405	EMPL MEDICAL TESTING MFH STATE GRANT	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51500-54-410-405	EQUIPMENT MAINTENANCE MFH STATE GRANT	0.00	25.00	25.00	100.00	167.68	300.00	132.32	44.11
51525-54-410-405	EQUIPMENT PURCHASE MFH STATE GRANT	153.00	83.33	-69.67	-83.61	673.25	1,000.00	326.75	32.68
51550-54-410-405	EQUIP COPY EXPENSE MFH STATE GRANT	121.75	166.67	44.92	26.95	1,320.86	2,000.00	679.14	33.96
53250-54-410-405	MARKETING MFH STATE GRANT	0.00	83.33	83.33	100.00	541.06	1,000.00	458.94	45.89
53300-54-410-405	MEETING EXPENSE MFH STATE GRANT	0.00	33.33	33.33	100.00	203.99	400.00	196.01	49.00
53400-54-410-405	MILEAGE MFH STATE GRANT	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53425-54-410-405	MISC EXPENSE MFH GRANT	0.00	16.67	16.67	100.00	119.94	200.00	80.06	40.03
53450-54-410-405	PERIODICAL/BOOKS MFH STATE GRANT	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
53550-54-410-405	POSTAGE MFH STATE GRANT	46.54	33.33	-13.21	-39.63	289.45	400.00	110.55	27.64
53700-54-410-405	SOFTWARE CN MCH GRANT	327.43	383.33	55.90	14.58	2,666.14	4,600.00	1,933.86	42.04
53810-54-410-405	SUPPLIES OFFICE MFH STATE GRANT	90.47	62.50	-27.97	-44.75	574.21	750.00	175.79	23.44

CN MFH STATE GRANT STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
MATERNAL & FAMILY HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53850-54-410-405	SUPPLIES BREAST PUMPS MFH GR,	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53880-54-410-405	SUPPLIES MEDICAL MFH STATE GR.	0.00	41.67	41.67	100.00	66.24	500.00	433.76	86.75
54600-54-410-405	TELEPHONE MFH STATE GRANT	340.99	350.00	9.01	2.57	3,157.30	4,200.00	1,042.70	24.83
Total EXPENDITURES:		16,858.62	15,470.50	-1,388.12	-8.97	134,980.03	185,646.10	50,666.07	27.29
NET INCOME FROM OPERATIONS:		-1,547.82	0.02	-1,547.84	-7,739,200.00	-7,988.10	0.00	-7,988.10	0.00
EARNINGS BEFORE INCOME TAX:		-1,547.82	0.02	-1,547.84	-7,739,200.00	-7,988.10	0.00	-7,988.10	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-1,547.82	0.02	-1,547.84	-7,739,200.00	-7,988.10	0.00	-7,988.10	0.00

CN TANF 415
For The 9 Periods Ended 3/31/2018
MATERNAL & FAMILY HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-54-410-415	TAX REVENUE (COUNTY) TANF 415	6,112.32	6,112.32	0.00	0.00	55,010.88	73,347.86	-18,336.98	-25.00
40200-54-410-415	TAX REVENUE (CITY) TANF 415	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-54-410-415	STATE NURSING REV - COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-54-410-415	GRANT REVENUE TANF 415	15,487.55	11,739.92	3,747.63	31.92	116,388.74	140,879.00	-24,490.26	-17.38
48900-54-410-415	MISC REVENUE TANF 415	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		21,599.87	17,852.24	3,747.63	20.99	171,399.62	214,226.86	-42,827.24	-19.99
Gross Profit:		21,599.87	17,852.24	3,747.63	20.99	171,399.62	214,226.86	-42,827.24	-19.99
EXPENDITURES									
50100-54-410-415	REG SALARIES CN TANF 415	10,293.49	11,556.10	1,262.61	10.93	82,111.79	138,673.20	56,561.41	40.79
50200-54-410-415	WY RETIREMENT TANF 415	1,498.80	1,960.10	461.30	23.53	12,732.08	23,521.16	10,789.08	45.87
50300-54-410-415	SOC SEC MATCH TANF 415	731.19	902.21	171.02	18.96	5,903.08	10,826.52	4,923.44	45.48
50350-54-410-415	UNEMPLOYMENT INSURANCE TANF	205.50	123.28	-82.22	-66.69	868.59	1,479.30	610.71	41.28
50375-54-410-415	WORKERS' COMP TANF 415	153.88	180.44	26.56	14.72	1,227.81	2,165.30	937.49	43.30
50400-54-410-415	EMPLOYEE MED INS TANF 415	2,262.47	2,338.45	75.98	3.25	16,569.65	28,061.38	11,491.73	40.95
50500-54-410-415	CONTRACT LABOR CN TANF 415	237.50	283.33	45.83	16.18	2,464.40	3,400.00	935.60	27.52
51350-54-410-415	ED PUBLIC TANF 415	0.00	20.83	20.83	100.00	185.52	250.00	64.48	25.79
51370-54-410-415	ED EMPLOYEE CONFERENCE TANF	-819.95	375.00	1,194.95	318.65	2,825.30	4,500.00	1,674.70	37.22
51525-54-410-415	EQUIPMENT PURCHASE TANF 415	0.00	41.67	41.67	100.00	65.25	500.00	434.75	86.95
51550-54-410-415	EQUIP COPY EXPENSE TANF 415	121.75	33.33	-88.42	-265.29	559.84	400.00	-159.84	-39.96
53400-54-410-415	MILEAGE TANF 415	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53700-54-410-415	SOFTWARE COMMUNITY NURSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53880-54-410-415	SUPPLIES MEDICAL TANF 415	0.00	33.33	33.33	100.00	279.56	400.00	120.44	30.11
Total EXPENDITURES:		14,684.63	17,852.24	3,167.61	17.74	125,792.87	214,226.86	88,433.99	41.28
NET INCOME FROM OPERATIONS:		6,915.24	0.00	6,915.24	0.00	45,606.75	0.00	45,606.75	0.00
EARNINGS BEFORE INCOME TAX:		6,915.24	0.00	6,915.24	0.00	45,606.75	0.00	45,606.75	0.00
REVENUE OVER (UNDER) EXPENDITURES:		6,915.24	0.00	6,915.24	0.00	45,606.75	0.00	45,606.75	0.00

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
44600-50-155-000	FEEES FOR SVC/DONATIONS CPR	30.00	0.00	30.00	0.00	123.00	0.00	123.00	0.00
44700-50-155-000	CLASSES CPR	200.00	833.33	-633.33	-76.00	1,970.00	10,000.00	-8,030.00	-80.30
44800-50-155-000	CARRY OVER REV 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-50-155-000	MISC REVENUE CPR	0.00	0.00	0.00	0.00	48.00	0.00	48.00	0.00
49999-50-155-000	TRANSFERRED FROM RESERVED C	0.00	0.00	0.00	0.00	252.02	0.00	252.02	0.00
Total REVENUE:		230.00	833.33	-603.33	-72.40	2,393.02	10,000.00	-7,606.98	-76.07
Gross Profit:		230.00	833.33	-603.33	-72.40	2,393.02	10,000.00	-7,606.98	-76.07
EXPENDITURES									
50100-50-155-000	REG SALARIES CPR	192.25	232.09	39.84	17.17	1,641.18	2,785.03	1,143.85	41.07
50200-50-155-000	WY RETIREMENT CPR	31.95	39.45	7.50	19.01	272.76	473.40	200.64	42.38
50300-50-155-000	SOC SEC MATCH CPR	14.71	18.36	3.65	19.88	117.18	220.31	103.13	46.81
50350-50-155-000	UNEMPLOYMENT INSURANCE CPR	4.13	2.07	-2.06	-99.52	12.92	24.87	11.95	48.05
50375-50-155-000	WORKERS' COMP CPR	3.10	8.03	4.93	61.39	24.50	96.39	71.89	74.58
50400-50-155-000	EMPLOYEE MED INS CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500-50-155-000	CONTRACT LABOR CPR	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51370-50-155-000	ED EMP CONFERENCE CPR	0.00	0.00	0.00	0.00	60.00	0.00	-60.00	0.00
51500-50-155-000	EQUIPMENT MAINTENANCE CPR	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
51525-50-155-000	EQUIPMENT PURCHASE CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-155-000	EQUIP COPY EXPENSE CPR	0.00	16.67	16.67	100.00	0.00	200.00	200.00	100.00
53250-50-155-000	MARKETING CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53425-50-155-000	MISC EXPENSE CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53450-50-155-000	PERIODICAL/BOOKS/TEACHING AID	0.00	250.00	250.00	100.00	0.00	3,000.00	3,000.00	100.00
53550-50-155-000	POSTAGE CPR	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53810-50-155-000	SUPPLIES OFFICE CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53850-50-155-000	CERTIFICATES/CARDS EXPENSE	25.00	125.00	100.00	80.00	25.00	1,500.00	1,475.00	98.33
53880-50-155-000	SUPPLIES FIRST AID CPR	0.00	41.67	41.67	100.00	280.62	500.00	219.38	43.88
Total EXPENDITURES:		271.14	833.34	562.20	67.46	2,434.16	10,000.00	7,565.84	75.66
NET INCOME FROM OPERATIONS:		-41.14	-0.01	-41.13	-411,300.00	-41.14	0.00	-41.14	0.00
EARNINGS BEFORE INCOME TAX:		-41.14	-0.01	-41.13	-411,300.00	-41.14	0.00	-41.14	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-41.14	-0.01	-41.13	-411,300.00	-41.14	0.00	-41.14	0.00

CRI STATMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-50-135-800	CRI GRANT REVENUE	8,024.72	7,066.67	958.05	13.56	43,999.07	84,800.00	-40,800.93	-48.11
48900-50-135-000	MISC REVENUE CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		8,024.72	7,066.67	958.05	13.56	43,999.07	84,800.00	-40,800.93	-48.11
Gross Profit:		8,024.72	7,066.67	958.05	13.56	43,999.07	84,800.00	-40,800.93	-48.11
EXPENDITURES									
50100-50-135-800	REG SALARIES CRI	3,318.25	3,516.67	198.42	5.64	21,661.31	42,200.00	20,538.69	48.67
50200-50-135-800	WY RETIREMENT CRI	551.51	738.16	186.65	25.29	3,547.99	8,857.94	5,309.95	59.95
50300-50-135-800	SOCIAL SECURITY MATCH CRI	238.68	368.08	129.40	35.16	1,555.30	4,416.92	2,861.62	64.79
50350-50-135-800	UNEMPLOYMNET INSURANCE CRI	67.08	42.82	-24.26	-56.66	243.57	513.86	270.29	52.60
50375-50-135-800	WORKERS' COMP CRI	50.21	72.55	22.34	30.79	320.83	870.59	549.76	63.15
50400-50-135-800	EMPLOYEE MED INS CRI	0.00	0.00	0.00	0.00	440.02	0.00	-440.02	0.00
50500-50-135-800	CONTRACT LABOR CRI	211.10	216.67	5.57	2.57	2,162.14	2,600.00	437.86	16.84
51200-50-135-800	AUTO GASOLINE CRI	0.00	41.67	41.67	100.00	36.02	500.00	463.98	92.80
51250-50-135-800	AUTO REPAIR CRI	0.00	41.67	41.67	100.00	290.16	500.00	209.84	41.97
51350-50-135-800	ED PUBLIC CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-135-800	ED EMPLOYEE CONFERENCE CRI	1,066.30	1,165.89	99.59	8.54	3,786.30	13,990.69	10,204.39	72.94
51500-50-135-800	EQUIPMENT MAINTENANCE CRI	120.75	62.50	-58.25	-93.20	391.11	750.00	358.89	47.85
51525-50-135-800	EQUIPMENT PURCHASE CRI	1,036.02	0.00	-1,036.02	0.00	1,072.18	0.00	-1,072.18	0.00
51550-50-135-800	EQUIP COPY EXPENSE CRI	139.56	83.33	-56.23	-67.48	1,023.56	1,000.00	-23.56	-2.36
52120-50-135-800	CRI EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52800-50-135-800	EXERCISE EXPENSE CRI	0.00	83.33	83.33	100.00	500.00	1,000.00	500.00	50.00
52910-50-135-800	POD EXPENSES CRI	508.77	4.17	-504.60	-12,100.72	538.11	50.00	-488.11	-976.22
53300-50-135-800	MEETING EXPENSE CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-50-135-800	POSTAGE CRI	251.34	4.17	-247.17	-5,927.34	261.03	50.00	-211.03	-422.06
53600-50-135-800	RENT	0.00	166.67	166.67	100.00	1,890.00	2,000.00	110.00	5.50
53700-50-135-800	SOFTWARE CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-50-135-800	SUPPLIES OFFICE CRI	88.04	83.33	-4.71	-5.65	953.86	1,000.00	46.14	4.61
54600-50-135-800	TELEPHONE CRI	377.11	375.00	-2.11	-0.56	3,325.58	4,500.00	1,174.42	26.10
Total EXPENDITURES:		8,024.72	7,066.68	-958.04	-13.56	43,999.07	84,800.00	40,800.93	48.11
NET INCOME FROM OPERATIONS:		0.00	-0.01	0.01	100.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	-0.01	0.01	100.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	-0.01	0.01	100.00	0.00	0.00	0.00	0.00

DIABETES PREVENTION STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
DIABETES PREVENTION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-54-425-000	GRANT REVENUE-DIABETES PREVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43620-54-425-000	SELF PAY -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43630-54-425-000	INSURANCE -DIABETES	28.00	0.00	28.00	0.00	28.00	0.00	28.00	0.00
43640-54-425-000	MEDICAID -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43650-54-425-000	MEDICARE -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		28.00	0.00	28.00	0.00	28.00	0.00	28.00	0.00
Gross Profit:		28.00	0.00	28.00	0.00	28.00	0.00	28.00	0.00
EXPENDITURES									
50100-54-425-000	REG SALARIES-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50200-54-425-000	WY RETIREMENT-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50300-54-425-000	SOC SEC MATCH-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50350-54-425-000	UNEMPL INS-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50375-54-425-000	WORKERS' COMP-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-54-425-000	ED PUBLIC-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51360-54-425-000	ED EMPLOYEE -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51525-54-425-000	EQUIPMENT PURCHASE-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53250-54-425-000	MARKETING-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-54-425-000	SUPPLIES OFFICE-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53880-54-425-000	SUPPLIES MEDICAL-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET INCOME FROM OPERATIONS:		28.00	0.00	28.00	0.00	28.00	0.00	28.00	0.00
EARNINGS BEFORE INCOME TAX:		28.00	0.00	28.00	0.00	28.00	0.00	28.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		28.00	0.00	28.00	0.00	28.00	0.00	28.00	0.00

DISEASE PREVENTION STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
GENERAL CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-600-000	TAX REVENUE (CO) DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-600-000	TAX REVENUE (CITY) DP	8,649.61	8,649.61	0.00	0.00	60,151.28	103,795.31	-43,644.03	-42.05
40400-56-600-000	1% NATRONA CO REVENUE DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-56-600-000	STATE NURSING REVENUE - DP	12,450.78	4,150.26	8,300.52	200.00	37,352.34	49,803.15	-12,450.81	-25.00
42100-56-600-000	PROGRAM REVENUE GRANTS DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-54-600-000	BLD REPAIR/MAINT:CN CN DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-56-600-000	REIMBURSEMENT SBIRT:DP	46.42	6.77	39.65	585.67	150.86	81.23	69.63	85.72
44600-56-600-000	DONATIONS:DP	10.00	0.00	10.00	0.00	92.00	0.00	92.00	0.00
48100-56-600-000	COPY/POST REVENUE:DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48500-56-600-000	COLLECTIONS REVENUE DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-56-600-000	MISCELLANEOUS REVENUE DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48930-56-600-000	MEDICAID DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48940-56-600-000	OTHER INCOME DP	0.00	41.67	-41.67	-100.00	0.00	500.00	-500.00	-100.00
48950-56-600-000	PRIVATE INSURANCE DP	3,347.36	83.33	3,264.03	3,916.99	10,315.61	1,000.00	9,315.61	931.56
48960-56-600-000	SELF PAY DP	2,536.93	1,916.67	620.26	32.36	17,761.86	23,000.00	-5,238.14	-22.77
48970-56-600-000	TB REVENUE :DP	0.00	0.00	0.00	0.00	9.80	0.00	9.80	0.00
Total REVENUE:		27,041.10	14,848.31	12,192.79	82.12	125,833.75	178,179.69	-52,345.94	-29.38
Gross Profit:		27,041.10	14,848.31	12,192.79	82.12	125,833.75	178,179.69	-52,345.94	-29.38
EXPENDITURES									
50100-56-600-000	REG SALARIES DP	10,625.14	9,405.48	-1,219.66	-12.97	93,791.31	112,865.79	19,074.48	16.90
50200-56-600-000	WY RETIREMENT DP	1,552.35	1,543.03	-9.32	-0.60	14,115.72	18,516.31	4,400.59	23.77
50300-56-600-000	SOCIAL SECURITY MATCH DP	776.14	675.35	-100.79	-14.92	6,821.75	8,104.23	1,282.48	15.82
50350-56-600-000	UNEMPLOYMENT INSURANCE DP	195.21	99.49	-95.72	-96.21	1,016.04	1,193.84	177.80	14.89
50375-56-600-000	WORKERS' COMP DP	146.18	118.40	-27.78	-23.46	1,545.88	1,420.85	-125.03	-8.80
50400-56-600-000	EMPLOYEE MEDICAL INS DP	1,532.49	1,511.14	-21.35	-1.41	13,029.23	18,133.67	5,104.44	28.15
50500-56-600-000	CONTRACT LABOR DP	257.28	250.00	-7.28	-2.91	2,467.99	3,000.00	532.01	17.73
51100-56-600-000	ADVERTISING DP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-600-000	AUTO GASOLINE DP	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51350-56-600-000	ED PUBLIC DP	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51370-56-600-000	ED EMPLOYEE CONFERENCE DP	0.00	41.67	41.67	100.00	268.50	500.00	231.50	46.30
51400-56-600-000	EMPLOYEE MEDICAL TESTING DP	0.00	8.33	8.33	100.00	70.00	100.00	30.00	30.00
51500-56-600-000	EQUIPMENT MAINTENANCE DP	0.00	18.33	18.33	100.00	24.26	220.00	195.74	88.97
51525-56-600-000	EQUIPMENT PURCHASE DP	173.50	62.50	-111.00	-177.60	482.17	750.00	267.83	35.71
51550-56-600-000	EQUIP COPY EXPENSE DP	128.34	108.33	-20.01	-18.47	1,141.87	1,300.00	158.13	12.16

DISEASE PREVENTION STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
GENERAL CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53225-56-600-000	LICENSE/PROFICIENCY DP CLIA	0.00	16.67	16.67	100.00	200.00	200.00	0.00	0.00
53250-56-600-000	MARKETING DP	0.00	16.67	16.67	100.00	0.00	200.00	200.00	100.00
53300-56-600-000	MEETING EXPENSE:DP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53400-56-600-000	MILEAGE DP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53425-56-600-000	MISC EXPENSE DP	0.00	41.67	41.67	100.00	261.67	500.00	238.33	47.67
53450-56-600-000	PERIODICALS/BOOKS DP	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53550-56-600-000	POSTAGE DP	12.71	41.67	28.96	69.50	215.93	500.00	284.07	56.81
53600-56-600-000	RENT EXPENSE DP	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53670-56-600-000	RETURNED CHECKS AND BAD DEBT	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53700-56-600-000	SOFTWARE DP	177.35	16.67	-160.68	-963.89	1,510.76	200.00	-1,310.76	-655.38
53810-56-600-000	SUPPLIES OFFICE DP	118.95	125.00	6.05	4.84	783.56	1,500.00	716.44	47.76
53880-56-600-000	SUPPLIES MEDICAL DP (CHEM/LAE	0.00	183.33	183.33	100.00	512.46	2,200.00	1,687.54	76.71
53890-56-600-000	SUPPLIES MEDICAL PHARMACY DF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-56-600-000	TELEPHONE DP	136.90	133.33	-3.57	-2.68	1,328.51	1,600.00	271.49	16.97
55250-56-600-000	TEST LAB DP (LAB SERVICE	526.56	291.67	-234.89	-80.53	2,424.36	3,500.00	1,075.64	30.73
55500-56-600-000	TB SUPPLIES DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57000-56-600-000	SPECIAL PROJECT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		<u>16,359.10</u>	<u>14,764.98</u>	<u>-1,594.12</u>	<u>-10.80</u>	<u>142,011.97</u>	<u>177,179.69</u>	<u>35,167.72</u>	<u>19.85</u>
NET INCOME FROM OPERATIONS:		<u>10,682.00</u>	<u>83.33</u>	<u>10,598.67</u>	<u>12,718.91</u>	<u>-16,178.22</u>	<u>1,000.00</u>	<u>-17,178.22</u>	<u>-1,717.82</u>
EARNINGS BEFORE INCOME TAX:		<u>10,682.00</u>	<u>83.33</u>	<u>10,598.67</u>	<u>12,718.91</u>	<u>-16,178.22</u>	<u>1,000.00</u>	<u>-17,178.22</u>	<u>-1,717.82</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u>10,682.00</u>	<u>83.33</u>	<u>10,598.67</u>	<u>12,718.91</u>	<u>-16,178.22</u>	<u>1,000.00</u>	<u>-17,178.22</u>	<u>-1,717.82</u>

DP STD STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
STD CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-610-000	TAX REVENUE (COUNTY) CHL/STD I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-610-000	TAX REVENUE (CITY) CHL/STD DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-56-610-000	STATE NURSING REVENUE STD	34,511.22	11,503.74	23,007.48	200.00	103,533.66	138,044.85	-34,511.19	-25.00
42100-56-610-000	PROGRAM REVENUE STD SPECIAL	0.00	0.00	0.00	0.00	2,300.00	0.00	2,300.00	0.00
42160-56-610-000	REIMBURSEMENT SBIRT DP STD	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
43050-56-610-000	MEDICAID:DP-STD	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
43800-56-610-000	MEDICARE DP STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-56-610-000	DONATIONS STD	37.00	0.00	37.00	0.00	217.00	0.00	217.00	0.00
48500-56-610-000	COLLECTIONS STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-56-610-000	MISC REVENUE STD	252.00	-208.65	460.65	220.78	252.00	-2,503.80	2,755.80	110.06
48940-56-610-000	OTHER INCOME DP STD	1,499.00	0.00	1,499.00	0.00	2,998.00	0.00	2,998.00	0.00
48950-56-610-000	PRIVATE INSURANCE DP STD	2,147.39	1,250.00	897.39	71.79	17,045.08	15,000.00	2,045.08	13.63
48960-56-610-000	SELF PAY STD	1,444.20	1,666.67	-222.47	-13.35	15,098.15	20,000.00	-4,901.85	-24.51
48970-56-610-000	STD TESTING REIMB - KNOW WYO	0.00	708.33	-708.33	-100.00	12,287.00	8,500.00	3,787.00	44.55
Total REVENUE:		39,890.81	15,086.75	24,804.06	164.41	153,730.89	181,041.05	-27,310.16	-15.09
Gross Profit:		39,890.81	15,086.75	24,804.06	164.41	153,730.89	181,041.05	-27,310.16	-15.09
EXPENDITURES									
50100-56-610-000	REG SALARIES CHL/STD	8,670.96	9,480.48	809.52	8.54	80,478.89	113,765.79	33,286.90	29.26
50200-56-610-000	WY RETIREMENT DP CHL/STD	1,414.12	1,565.19	151.07	9.65	12,626.48	18,782.23	6,155.75	32.77
50300-56-610-000	SOCIAL SECURITY DP CHL/STD	633.22	729.72	96.50	13.22	5,876.62	8,756.63	2,880.01	32.89
50350-56-610-000	UNEMPLOYMENT INSURANCE DP C	177.98	101.54	-76.44	-75.28	1,054.39	1,218.48	164.09	13.47
50375-56-610-000	WORKERS' COMP DP CHL/STD	133.26	145.94	12.68	8.69	1,179.70	1,751.33	571.63	32.64
50400-56-610-000	EMPLOYEE MEDICAL INS DP CHL/S	1,889.28	1,870.45	-18.83	-1.01	16,321.66	22,445.39	6,123.73	27.28
50500-56-610-000	CONTRACT LABOR STD	257.28	250.00	-7.28	-2.91	2,468.00	3,000.00	532.00	17.73
51100-56-610-000	ADVERTISING STD	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-610-000	AUTO GASOLINE STD	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51370-56-610-000	ED EMPLOYEE CONFERENCE DP S	0.00	83.33	83.33	100.00	509.77	1,000.00	490.23	49.02
51500-56-610-000	EQUIPMENT MAINTENANCE STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51525-56-610-000	EQUIPMENT PURCHASE STD	244.49	83.33	-161.16	-193.40	244.49	1,000.00	755.51	75.55
51550-56-610-000	EQUIP COPY EXPENSE STD	128.33	83.33	-45.00	-54.00	1,030.85	1,000.00	-30.85	-3.09
53250-56-610-000	MARKETING STD	0.00	0.00	0.00	0.00	40.00	0.00	-40.00	0.00
53300-56-610-000	MEETING EXPENSE STD	40.80	8.33	-32.47	-389.80	40.80	100.00	59.20	59.20
53400-56-610-000	MILEAGE STD	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53425-56-610-000	MISC EXPENSE STD	0.00	8.33	8.33	100.00	89.65	100.00	10.35	10.35

DP STD STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
STD CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53450-56-610-000	PERIODICAL/BOOKS STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-56-610-000	POSTAGE STD	0.00	16.67	16.67	100.00	129.46	200.00	70.54	35.27
53600-56-610-000	RENT EXPENSE DP STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53670-56-610-000	RETURNED CHECKS STD	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53700-56-610-000	SOFTWARE STD	177.36	166.67	-10.69	-6.41	1,510.74	2,000.00	489.26	24.46
53810-56-610-000	SUPPLIES OFFICE STD	70.20	83.33	13.13	15.76	584.19	1,000.00	415.81	41.58
53820-56-610-000	MEDICAL CONDOMS DP STD (CON	0.00	0.00	0.00	0.00	104.95	0.00	-104.95	0.00
53880-56-610-000	SUPPLIES MEDICAL DP STD	79.40	125.00	45.60	36.48	3,008.62	1,500.00	-1,508.62	-100.57
54600-56-610-000	TELEPHONE STD	56.19	104.17	47.98	46.06	846.71	1,250.00	403.29	32.26
55250-56-610-000	TESTS LAB DP STD (LAB SERVICE	478.00	366.67	-111.33	-30.36	5,603.00	4,400.00	-1,203.00	-27.34
57000-56-610-000	SPECIAL PROJECT STD GRANTS	55.00	208.65	153.65	73.64	2,558.80	2,503.80	-55.00	-2.20
Total EXPENDITURES:		14,505.87	15,504.06	998.19	6.44	136,307.77	186,048.65	49,740.88	26.74
NET INCOME FROM OPERATIONS:		25,384.94	-417.31	25,802.25	6,182.99	17,423.12	-5,007.60	22,430.72	447.93
EARNINGS BEFORE INCOME TAX:		25,384.94	-417.31	25,802.25	6,182.99	17,423.12	-5,007.60	22,430.72	447.93
REVENUE OVER (UNDER) EXPENDITURES:		25,384.94	-417.31	25,802.25	6,182.99	17,423.12	-5,007.60	22,430.72	447.93

DP FAMILY PLANNING STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
40100-56-640-000	TAX REVENUE (CO) DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
40200-56-640-000	TAX REVENUE (CITY) DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
41000-56-640-000	STATE NURSING REVENUE DP FAV	38,313.09	12,771.03	25,542.06	200.00	114,939.27	153,252.34	-38,313.07	-25.00
42100-56-640-000	INSURANCE REIMB DP FP	5,985.52	4,256.50	1,729.02	40.62	33,708.66	51,078.00	-17,369.34	-34.01
42160-56-640-000	REIMBURSEMENT SBIRT DP FP	0.00	41.67	-41.67	-100.00	0.00	500.00	-500.00	-100.00
42200-56-640-000	CASPER COLLEGE CLINIC REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43800-56-640-000	MEDICARE DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-56-640-000	DONATIONS:DP FP	92.50	83.33	9.17	11.00	530.50	1,000.00	-469.50	-46.95
45100-56-640-010	TITLE X GRANT (MONTHLY)	6,450.00	6,393.25	56.75	0.89	50,919.00	76,719.00	-25,800.00	-33.63
48900-56-640-000	MISCELLANEOUS REVENUE DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48910-56-640-000	COLLECTIONS DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48930-56-640-000	MEDICAID DP FP	0.00	375.00	-375.00	-100.00	0.00	4,500.00	-4,500.00	-100.00
48960-56-640-000	SELF PAY DP FP	1,006.10	1,666.67	-660.57	-39.63	13,199.71	20,000.00	-6,800.29	-34.00
Total REVENUE:		51,847.21	25,587.45	26,259.76	102.63	213,297.14	307,049.34	-93,752.20	-30.53
Gross Profit:		51,847.21	25,587.45	26,259.76	102.63	213,297.14	307,049.34	-93,752.20	-30.53
EXPENDITURES									
50100-56-640-000	REG SALARIES DP FP	12,227.23	14,534.65	2,307.42	15.88	113,302.54	174,415.79	61,113.25	35.04
50200-56-640-000	WY RETIREMENT DP FP	1,352.81	1,565.19	212.38	13.57	12,461.86	18,782.23	6,320.37	33.65
50300-56-640-000	SOCIAL SECURITY MATCH DP FP	906.90	1,175.97	269.07	22.88	8,399.04	14,111.63	5,712.59	40.48
50350-56-640-000	UNEMPLOYMENT INSURANCE DP F	254.89	189.59	-65.30	-34.44	1,603.18	2,275.12	671.94	29.53
50375-56-640-000	WORKERS' COMP DP FP	190.89	235.19	44.30	18.84	1,703.54	2,822.33	1,118.79	39.64
50400-56-640-000	EMPLOYEE MEDICAL INS DP FP	1,889.28	1,867.85	-21.43	-1.15	16,321.67	22,414.24	6,092.57	27.18
50500-56-640-000	CONTRACT LABOR DP FP (CONTF	257.28	250.00	-7.28	-2.91	2,467.97	3,000.00	532.03	17.73
51100-56-640-000	ADVERTISING DP FP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-640-000	AUTO GASOLINE DP FP	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51370-56-640-000	ED EMPLOYEE CONFERENCE DP FI	0.00	291.67	291.67	100.00	2,883.15	3,500.00	616.85	17.62
51500-56-640-000	EQUIPMENT MAINTENANC DP FP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51525-56-640-000	EQUIPMENT PURCHASE DP FP	244.51	83.33	-161.18	-193.42	401.63	1,000.00	598.37	59.84
51550-56-640-000	EQUIP COPY EXPENSE DP FP	128.33	83.33	-45.00	-54.00	919.97	1,000.00	80.03	8.00
53250-56-640-000	MARKETING DP FP	0.00	125.00	125.00	100.00	1,036.32	1,500.00	463.68	30.91
53300-56-640-000	MEETING EXPENSE DP FP	0.00	20.83	20.83	100.00	0.00	250.00	250.00	100.00
53350-56-640-000	MEMBERSHIPS DP FP	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
53400-56-640-000	MILEAGE DP FP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53450-56-640-000	PERIODICAL/BOOKS DP FP	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
53550-56-640-000	POSTAGE DP FP	0.00	25.00	25.00	100.00	145.04	300.00	154.96	51.65

DP FAMILY PLANNING STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
53600-56-640-000	RENT EXPENSE DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53700-56-640-000	SOFTWARE DP FP	177.36	250.00	72.64	29.06	1,510.75	3,000.00	1,489.25	49.64
53805-56-640-000	CASPER COLLEGE CLINIC EXP DP I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-56-640-000	SUPPLIES OFFICE DP FP	171.92	83.58	-88.34	-105.70	908.80	1,003.00	94.20	9.39
53820-56-640-000	MEDICAL CONDOMS DP FP (CC	0.00	83.33	83.33	100.00	2,300.00	1,000.00	-1,300.00	-130.00
53830-56-640-000	MEDICAL DEPO DP FP (DEPO DI	0.00	583.33	583.33	100.00	3,768.68	7,000.00	3,231.32	46.16
53840-56-640-000	MEDICAL IUD DP FP	0.00	558.33	558.33	100.00	3,374.65	6,700.00	3,325.35	49.63
53850-56-640-000	MEDICAL NUVRING DP FP	0.00	66.67	66.67	100.00	433.70	800.00	366.30	45.79
53870-56-640-000	MEDICAL PILLS DP FP (PILLI	345.48	500.00	154.52	30.90	2,304.45	6,000.00	3,695.55	61.59
53875-56-640-000	MEDICAL NEXPLANON	3,910.20	333.33	-3,576.87	-1,073.07	7,038.36	4,000.00	-3,038.36	-75.96
53880-56-640-000	SUPPLIES MEDICAL DP FP	594.92	333.33	-261.59	-78.48	3,134.74	4,000.00	865.26	21.63
54600-56-640-000	TELEPHONE DP FP	56.20	104.17	47.97	46.05	846.71	1,250.00	403.29	32.26
55150-56-640-000	TESTS PAP DP FP (NON-FP)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55250-56-640-000	TEST LAB FP DP (LAB SERVIC	1,828.30	2,166.67	338.37	15.62	18,693.56	26,000.00	7,306.44	28.10
Total EXPENDITURES:		<u>24,536.50</u>	<u>25,587.44</u>	<u>1,050.94</u>	<u>4.11</u>	<u>205,960.31</u>	<u>307,049.34</u>	<u>101,089.03</u>	<u>32.92</u>
NET INCOME FROM OPERATIONS:		<u>27,310.71</u>	<u>0.01</u>	<u>27,310.70</u>	<u>273,107,000.00</u>	<u>7,336.83</u>	<u>0.00</u>	<u>7,336.83</u>	<u>0.00</u>
EARNINGS BEFORE INCOME TAX:		<u>27,310.71</u>	<u>0.01</u>	<u>27,310.70</u>	<u>273,107,000.00</u>	<u>7,336.83</u>	<u>0.00</u>	<u>7,336.83</u>	<u>0.00</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u><u>27,310.71</u></u>	<u><u>0.01</u></u>	<u><u>27,310.70</u></u>	<u><u>273,107,000.00</u></u>	<u><u>7,336.83</u></u>	<u><u>0.00</u></u>	<u><u>7,336.83</u></u>	<u><u>0.00</u></u>

HIV CM STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
HIV CASE MANAGEMENT

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-56-635-000	CN/HIV REVENUE	0.00	8,000.00	-8,000.00	-100.00	41,207.50	96,000.00	-54,792.50	-57.08
42110-56-635-000	CN/HIV EMERGENCY ASSISTANCE F	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
48900-56-635-000	MISC REVENUE HIV CM	682.11	0.00	682.11	0.00	2,511.84	0.00	2,511.84	0.00
Total REVENUE:		682.11	8,083.33	-7,401.22	-91.56	43,719.34	97,000.00	-53,280.66	-54.93
Gross Profit:		682.11	8,083.33	-7,401.22	-91.56	43,719.34	97,000.00	-53,280.66	-54.93
EXPENDITURES									
50100-56-635-000	REG SALARIES HIV CM	4,708.13	5,161.67	453.54	8.79	42,292.66	61,940.00	19,647.34	31.72
50200-56-635-000	WY RETIREMENT HIV CM	782.48	883.68	101.20	11.45	7,513.28	10,604.17	3,090.89	29.15
50300-56-635-000	SOC SEC MATCH HIV CM	350.80	394.87	44.07	11.16	2,566.21	4,738.41	2,172.20	45.84
50350-56-635-000	UNEMPL INS HIV CM	98.59	49.01	-49.58	-101.16	358.56	588.08	229.52	39.03
50375-56-635-000	WORKERS' COMP HIV CM	73.82	78.97	5.15	6.52	662.24	947.68	285.44	30.12
50400-56-635-000	EMPLOYEE MED INS HIV CM	1,029.21	676.41	-352.80	-52.16	8,666.69	8,116.94	-549.75	-6.77
51200-56-635-000	AUTO GASOLINE HIV CM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-56-635-000	ED PUBLIC HIV CM	0.00	25.00	25.00	100.00	298.62	300.00	1.38	0.46
51370-56-635-000	ED EMP CONFERENCE HIV CM	0.00	41.67	41.67	100.00	1,522.87	500.00	-1,022.87	-204.57
51525-56-635-000	EQUIPMENT PURCHASE HIV CM	0.00	0.00	0.00	0.00	688.57	0.00	-688.57	0.00
51550-56-635-000	EQUIP COPY EXPENSE HIV CM	0.00	20.83	20.83	100.00	0.00	250.00	250.00	100.00
53250-56-635-000	MARKETING HIV CM	0.00	33.33	33.33	100.00	32.50	400.00	367.50	91.88
53400-56-635-000	MILEAGE HIV CM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53425-56-635-000	MISC EXPENSE HIV CM	496.23	41.67	-454.56	-1,090.86	1,499.80	500.00	-999.80	-199.96
53550-56-635-000	POSTAGE HIV CM	0.00	8.33	8.33	100.00	22.65	100.00	77.35	77.35
53810-56-635-000	SUPPLIES OFFICEHIV CM	45.04	41.67	-3.37	-8.09	230.11	500.00	269.89	53.98
54600-56-635-000	TELEPHONE DP HIV CM	49.71	0.00	-49.71	0.00	297.56	0.00	-297.56	0.00
57000-56-635-000	SPECIAL PROJECT HIV CM	0.00	0.00	0.00	0.00	699.70	0.00	-699.70	0.00
Total EXPENDITURES:		7,634.01	7,457.11	-176.90	-2.37	67,352.02	89,485.28	22,133.26	24.73
NET INCOME FROM OPERATIONS:		-6,951.90	626.22	-7,578.12	-1,210.14	-23,632.68	7,514.72	-31,147.40	-414.49
EARNINGS BEFORE INCOME TAX:		-6,951.90	626.22	-7,578.12	-1,210.14	-23,632.68	7,514.72	-31,147.40	-414.49
REVENUE OVER (UNDER) EXPENDITURES:		-6,951.90	626.22	-7,578.12	-1,210.14	-23,632.68	7,514.72	-31,147.40	-414.49

DP IMMUNIZATIONS
For The 9 Periods Ended 3/31/2018
IMMUNIZATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-620-000	TAX REVENUE (COUNTY) IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-620-000	TAX REVENUE (CITY) IMM	2,432.30	2,432.31	-0.01	0.00	2,432.30	29,187.75	-26,755.45	-91.67
41000-56-620-000	STATE NURSING REVENUE DP IMM	30,533.16	10,177.72	20,355.44	200.00	91,599.48	122,132.66	-30,533.18	-25.00
43600-56-620-000	INFLUENZA MEDICAID DP IMM	0.00	0.00	0.00	0.00	7,380.75	0.00	7,380.75	0.00
43610-56-620-000	INFLUENZA MEDICARE DP IMM	24.50	2,083.33	-2,058.83	-98.82	2,268.70	25,000.00	-22,731.30	-90.93
43620-56-620-000	PNEUMONIA SELF PAY DP IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43630-56-620-000	PNEUMONIA PRIVATE INSU DP IMM	221.66	208.33	13.33	6.40	921.66	2,500.00	-1,578.34	-63.13
43640-56-620-000	PNEUMONIA MEDICAID DP IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43650-56-620-000	PNEUMONIA MEDICARE DP IMM	235.20	83.33	151.87	182.25	9,096.68	1,000.00	8,096.68	809.67
43740-56-620-000	INFLUENZA SELF PAY DP IMM	80.00	166.67	-86.67	-52.00	9,455.00	2,000.00	7,455.00	372.75
43750-56-620-000	INFLUENZA PRIVATE INSURANCE	1,042.60	833.33	209.27	25.11	22,430.93	10,000.00	12,430.93	124.31
43800-56-620-000	VUA ADMIN FEE SELF PAY DP IMM	0.00	125.00	-125.00	-100.00	0.00	1,500.00	-1,500.00	-100.00
43810-56-620-000	WYVIP ADMIN FEE SELF PAY DP IMM	0.00	8.33	-8.33	-100.00	0.00	100.00	-100.00	-100.00
43830-56-620-000	OTHER VACCINE SELF PAY DP IMM	4,503.44	2,083.33	2,420.11	116.17	20,728.43	25,000.00	-4,271.57	-17.09
43840-56-620-000	OTHER VACCINE PRIVATE INS DP IM	5,124.99	5,833.33	-708.34	-12.14	44,587.37	70,000.00	-25,412.63	-36.30
43850-56-620-000	OTHER VACCINE MEDICAID DP IMM	0.00	41.67	-41.67	-100.00	48.40	500.00	-451.60	-90.32
43860-56-620-000	OTHER VACCINE MEDICARE DP IMM	0.00	0.00	0.00	0.00	98.00	0.00	98.00	0.00
43870-56-620-000	OTHER INCOME IMMUNIZATION DP	2,005.00	0.00	2,005.00	0.00	2,005.00	0.00	2,005.00	0.00
Total REVENUE:		46,202.85	24,076.68	22,126.17	91.90	213,052.70	288,920.41	-75,867.71	-26.26
Gross Profit:		46,202.85	24,076.68	22,126.17	91.90	213,052.70	288,920.41	-75,867.71	-26.26
EXPENDITURES									
50100-56-620-000	REG SALARIES DP IMM	6,786.13	9,422.96	-2,636.83	-27.98	88,567.11	113,075.50	-24,508.39	-21.67
50200-56-620-000	WY RETIREMENT DP IMM	1,127.87	1,518.68	-390.81	-25.73	14,322.47	18,224.18	-3,901.71	-21.41
50300-56-620-000	SOCIAL SECURITY MATCH DP IMM	491.68	698.17	-206.49	-29.58	6,414.51	8,377.99	-1,963.48	-23.44
50350-56-620-000	UNEMPLOYMENT INSURANCE DP II	138.20	82.82	55.38	66.87	820.71	993.84	-173.13	-17.42
50375-56-620-000	WORKERS' COMP DP IMM	103.47	138.29	-34.82	-25.18	1,283.41	1,659.51	-376.10	-22.66
50400-56-620-000	EMPLOYEE MEDICAL INS DP IMM	1,532.55	1,870.45	-337.90	-18.07	12,877.14	22,445.39	-9,568.25	-42.63
50500-56-620-000	CONTRACT LABOR DP IMM	257.28	291.67	-34.39	-11.79	2,468.00	3,500.00	-1,032.00	-29.49
51100-56-620-000	ADVERTISING IMM	0.00	4.17	-4.17	-100.00	0.00	50.00	50.00	100.00
51200-56-620-000	AUTO GASOLINE IMM	0.00	10.42	-10.42	-100.00	0.00	125.00	125.00	100.00
51370-56-620-000	ED EMPLOYEE CONFERENCE DP IM	0.00	8.33	-8.33	-100.00	0.00	100.00	100.00	100.00
51500-56-620-000	EQUIPMENT MAINTENANCE IMM	0.00	8.33	-8.33	-100.00	0.00	100.00	100.00	100.00
51525-56-620-000	EQUIPMENT PURCHASE IMM	0.00	41.67	-41.67	-100.00	0.00	500.00	500.00	100.00
51550-56-620-000	EQUIP COPY EXPENSE DP IMM	128.33	83.33	45.00	54.00	1,030.84	1,000.00	30.84	3.08

DP IMMUNIZATIONS
For The 9 Periods Ended 3/31/2018
IMMUNIZATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
53250-56-620-000	MARKETING IIMM	75.00	166.67	91.67	55.00	2,058.62	2,000.00	-58.62	-2.93
53300-56-620-000	MEETING EXPENSE IMM	0.00	208.33	208.33	100.00	2,365.77	2,500.00	134.23	5.37
53400-56-620-000	MILEAGE DP IMM	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53425-56-620-000	MISC EXPENSE IMM	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53450-56-620-000	PERIODICAL/BOOKS IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-56-620-000	POSTAGE DP IMM	0.00	16.67	16.67	100.00	134.04	200.00	65.96	32.98
53600-56-620-000	RENT EXPENSE DP IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53670-56-620-000	RETURNED CHECKS IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-56-620-000	SOFTWARE DP IMM	177.36	125.00	-52.36	-41.89	1,510.74	1,500.00	-10.74	-0.72
53810-56-620-000	SUPPLIES OFFICE DP IMM	62.66	41.67	-20.99	-50.37	460.03	500.00	39.97	7.99
53880-56-620-000	SUPPLIES MEDICAL DP IMM (CHE	214.70	83.33	-131.37	-157.65	865.62	1,000.00	134.38	13.44
53930-56-620-000	SUPPLIES VACCINE DP DP IMM (2,284.98	7,250.00	4,965.02	68.48	71,850.19	87,000.00	15,149.81	17.41
53940-56-620-000	SUPPLIES VACCINE FLU DP IMM (VA	0.00	1,893.25	1,893.25	100.00	22,718.43	22,719.00	0.57	0.00
53960-56-620-000	SUPPLIES VACCINE TRAVEL DP IMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-56-620-000	TELEPHONE IMM	56.19	100.00	43.81	43.81	846.71	1,200.00	353.29	29.44
55250-56-620-000	TEST LAB DP IMM (LAB CONTRAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		13,436.40	24,076.71	10,640.31	44.19	230,594.34	288,920.41	58,326.07	20.19
NET INCOME FROM OPERATIONS:		32,766.45	-0.03	32,766.48	109,221,600.00	-17,541.64	0.00	-17,541.64	0.00
EARNINGS BEFORE INCOME TAX:		32,766.45	-0.03	32,766.48	109,221,600.00	-17,541.64	0.00	-17,541.64	0.00
REVENUE OVER (UNDER) EXPENDITURES:		32,766.45	-0.03	32,766.48	109,221,600.00	-17,541.64	0.00	-17,541.64	0.00

EMERGENCY RESPONSE & RECOVERY STMT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
EMERGENCY RESPONSE & RECOVERY PROJECTS

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-50-170-000	PROGRAM REVENUE-ER&R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENDITURES									
50100-50-170-000	REG SALARIES ERandR	2,742.62	0.00	-2,742.62	0.00	5,954.95	0.00	-5,954.95	0.00
50200-50-170-000	WY RETIREMENT - ERandR	455.83	0.00	-455.83	0.00	1,015.98	0.00	-1,015.98	0.00
50300-50-170-000	SOC SEC MATCH - ERandR	197.59	0.00	-197.59	0.00	421.95	0.00	-421.95	0.00
50350-50-170-000	UNEMPL INS - ERandR	55.53	0.00	-55.53	0.00	118.58	0.00	-118.58	0.00
50375-50-170-000	WORKERS' COMP - ERandR	41.61	0.00	-41.61	0.00	88.84	0.00	-88.84	0.00
50400-50-170-000	EMPLOYEE MED INS - ERandR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-170-000	EQUIP COPY EXPENSE - ERandR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53425-50-170-000	MISC EXPENSE - ERandR	67.78	0.00	-67.78	0.00	67.78	0.00	-67.78	0.00
53810-50-170-000	SUPPLIES OFFICE - ERandR	40.74	0.00	-40.74	0.00	40.74	0.00	-40.74	0.00
Total EXPENDITURES:		<u>3,601.70</u>	<u>0.00</u>	<u>-3,601.70</u>	<u>0.00</u>	<u>7,708.82</u>	<u>0.00</u>	<u>-7,708.82</u>	<u>0.00</u>
NET INCOME FROM OPERATIONS:		<u>-3,601.70</u>	<u>0.00</u>	<u>-3,601.70</u>	<u>0.00</u>	<u>-7,708.82</u>	<u>0.00</u>	<u>-7,708.82</u>	<u>0.00</u>
EARNINGS BEFORE INCOME TAX:		<u>-3,601.70</u>	<u>0.00</u>	<u>-3,601.70</u>	<u>0.00</u>	<u>-7,708.82</u>	<u>0.00</u>	<u>-7,708.82</u>	<u>0.00</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u><u>-3,601.70</u></u>	<u><u>0.00</u></u>	<u><u>-3,601.70</u></u>	<u><u>0.00</u></u>	<u><u>-7,708.82</u></u>	<u><u>0.00</u></u>	<u><u>-7,708.82</u></u>	<u><u>0.00</u></u>

EH STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
GENERAL EH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
40100-52-200-000	TAX REVENUE (CO): EH	17,082.99	17,082.99	0.00	0.00	153,746.91	204,995.86	-51,248.95	-25.00
40200-52-200-000	TAX REVENUE (CITY) EH	14,121.89	14,121.89	0.00	0.00	150,785.80	169,462.63	-18,676.83	-11.02
40400-52-200-000	1% NATRONA CO REVENUE EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42100-52-200-000	MOTELS/CAMP GROUNDS LICENSE	0.00	500.00	-500.00	-100.00	7,905.45	6,000.00	1,905.45	31.76
42110-52-200-000	PLAN REVIEW EH	100.00	250.00	-150.00	-60.00	2,100.00	3,000.00	-900.00	-30.00
42120-52-200-000	POOL/SPA LICENSING:EH	0.00	250.00	-250.00	-100.00	2,210.00	3,000.00	-790.00	-26.33
42130-52-200-000	SEPTIC INSTALLERS LICENSE	0.00	250.00	-250.00	-100.00	3,350.00	3,000.00	350.00	11.67
42140-52-200-000	SEPTIC PERMITS:EH	400.00	666.67	-266.67	-40.00	6,748.50	8,000.00	-1,251.50	-15.64
42150-52-200-000	STATE FOOD LICENSE	1,147.50	1,125.00	22.50	2.00	15,938.75	13,500.00	2,438.75	18.06
42160-52-200-000	TATTOO PERMITS	150.00	66.67	83.33	124.99	1,000.00	800.00	200.00	25.00
42180-52-200-000	TEMPORARY FOODS:EH	0.00	66.67	-66.67	-100.00	2,475.00	800.00	1,675.00	209.38
42200-52-200-000	FOOD SERVICE- FEE	3,535.00	3,500.00	35.00	1.00	27,805.25	42,000.00	-14,194.75	-33.80
42300-52-200-000	TATTOO/BODY ART FEE	0.00	166.67	-166.67	-100.00	1,728.75	2,000.00	-271.25	-13.56
42400-52-200-000	DAYCARE FEE	310.00	250.00	60.00	24.00	2,250.00	3,000.00	-750.00	-25.00
42500-52-200-000	MOTEL/CAMPGROUNDS/LODGING F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42600-52-200-000	POOLS/SPAS FEE	450.00	750.00	-300.00	-40.00	7,826.25	9,000.00	-1,173.75	-13.04
44700-52-200-000	CLASSES/PRES/TEACHING:EH	0.00	20.83	-20.83	-100.00	0.00	250.00	-250.00	-100.00
48100-52-200-000	COPY REVENUE:EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-52-200-000	MISCELLANEOUS REVENUE EH	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00
49900-52-200-000	GAIN ON SALES EXPENSE EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		37,497.38	39,067.39	-1,570.01	-4.02	386,070.66	468,808.49	-82,737.83	-17.65
Gross Profit:		37,497.38	39,067.39	-1,570.01	-4.02	386,070.66	468,808.49	-82,737.83	-17.65
EXPENDITURES									
50100-52-200-000	REG SALARIES EH	22,833.93	23,720.00	886.07	3.74	208,393.39	284,640.00	76,246.61	26.79
50200-52-200-000	WY RETIREMENT EH	3,795.00	3,928.18	133.18	3.39	34,649.25	47,138.17	12,488.92	26.49
50300-52-200-000	SOCIAL SECURITY MATCH EH	1,594.21	1,679.79	85.58	5.09	14,550.05	20,157.46	5,607.41	27.82
50350-52-200-000	UNEMPLOYMENT INSURANCE EH	448.05	264.16	-183.89	-69.61	2,214.57	3,169.92	955.35	30.14
50375-52-200-000	WORKERS' COMP EH	335.52	369.29	33.77	9.14	3,074.34	4,431.49	1,357.15	30.63
50400-52-200-000	EMPLOYEE MEDICAL INS EH	6,263.70	6,263.70	0.00	0.00	56,373.30	75,164.40	18,791.10	25.00
50500-52-200-000	CONTRACT LABOR EH	677.30	708.33	31.03	4.38	5,932.72	8,500.00	2,567.28	30.20
51100-52-200-000	ADVERTISING EH	0.00	25.00	25.00	100.00	0.00	300.00	300.00	100.00
51200-52-200-000	AUTO GASOLINE EH	0.00	170.83	170.83	100.00	5.00	2,050.00	2,045.00	99.76
51250-52-200-000	AUTO REPAIR EH	0.00	62.50	62.50	100.00	290.70	750.00	459.30	61.24
51350-52-200-000	ED PUBLIC EH (ED SUPPLIES EH	0.00	20.00	20.00	100.00	0.00	240.00	240.00	100.00

EH STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
GENERAL EH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
51360-52-200-000	ED EMPLOYEE TUITION EH	0.00	41.67	41.67	100.00	390.00	500.00	110.00	22.00
51370-52-200-000	ED EMPLOYEE CONFERENCE EH (0.00	333.33	333.33	100.00	1,182.64	4,000.00	2,817.36	70.43
51400-52-200-000	EMPLOYEE MEDICAL TESTING EH	0.00	2.50	2.50	100.00	0.00	30.00	30.00	100.00
51500-52-200-000	EQUIPMENT MAINTENANCE EH	27.04	12.50	-14.54	-116.32	71.12	150.00	78.88	52.59
51525-52-200-000	EQUIPMENT PURCHASE EH (MACH.	174.35	116.67	-57.68	-49.44	631.78	1,400.00	768.22	54.87
51550-52-200-000	EQUIP COPY EXPENSE EH	222.51	208.33	-14.18	-6.81	1,688.22	2,500.00	811.78	32.47
53425-52-200-000	MISC EXPENSE EH	0.00	20.83	20.83	100.00	35.00	250.00	215.00	86.00
53450-52-200-000	PERIODICALS/BOOKS EH	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
53500-52-200-000	PRINTING EXPENSE EH	0.00	4.17	4.17	100.00	24.00	50.00	26.00	52.00
53550-52-200-000	POSTAGE EH	82.53	125.00	42.47	33.98	1,057.68	1,500.00	442.32	29.49
53650-52-200-000	REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53670-52-200-000	RETURNED CHECKS AND BAD DEB1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-52-200-000	SOFTWARE EH	0.00	266.67	266.67	100.00	3,200.00	3,200.00	0.00	0.00
53810-52-200-000	SUPPLIES OFFICE EH	0.00	83.33	83.33	100.00	728.72	1,000.00	271.28	27.13
53920-52-200-000	SUPPLIES TECHNICAL EH	80.22	91.67	11.45	12.49	516.43	1,100.00	583.57	53.05
54500-52-200-000	STATE LICENSE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-52-200-000	TELEPHONE EH	295.67	312.50	16.83	5.39	2,928.60	3,750.00	821.40	21.90
Total EXPENDITURES:		36,830.03	38,843.45	2,013.42	5.18	337,937.51	466,121.44	128,183.93	27.50
NET INCOME FROM OPERATIONS:		667.35	223.94	443.41	198.00	48,133.15	2,687.05	45,446.10	1,691.30
EARNINGS BEFORE INCOME TAX:		667.35	223.94	443.41	198.00	48,133.15	2,687.05	45,446.10	1,691.30
REVENUE OVER (UNDER) EXPENDITURES:		667.35	223.94	443.41	198.00	48,133.15	2,687.05	45,446.10	1,691.30

FRONTIER WYAETC STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018
WY AETC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-50-140-110	WAS REVENUE HIV/ED GRANT	11,664.07	13,109.83	-1,445.76	-11.03	100,677.32	150,718.00	-50,040.68	-33.20
45150-50-140-110	8% AD FEE HIV/ED GRANT FRONTIE	933.13	1,040.75	-107.62	-10.34	8,054.20	12,057.00	-4,002.80	-33.20
48900-50-140-110	MISC REVENUE JWY AETC WYAETC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		12,597.20	14,150.58	-1,553.38	-10.98	108,731.52	162,775.00	-54,043.48	-33.20
Gross Profit:		12,597.20	14,150.58	-1,553.38	-10.98	108,731.52	162,775.00	-54,043.48	-33.20
EXPENDITURES									
50100-50-140-110	REG SALARIES WYAETC FRO	6,349.52	6,328.33	-21.19	-0.33	54,887.60	75,940.00	21,052.40	27.72
50200-50-140-110	WY RETIREMENT WYAETC FRO	1,055.28	1,031.60	-23.68	-2.30	9,202.49	12,379.24	3,176.75	25.66
50300-50-140-110	SOC SEC MATCH WYAETC FRO	440.22	474.84	34.62	7.29	3,796.92	5,698.03	1,901.11	33.36
50350-50-140-110	UNEMPL INS WYAETC FRO	123.72	45.35	-78.37	-172.81	410.82	544.17	133.35	24.51
50375-50-140-110	WORKERS' COMPJ WYAETC FRO	92.65	94.94	2.29	2.41	804.31	1,139.33	335.02	29.41
50400-50-140-110	EMPLOYEE MED INS WYAETC FRO	1,415.40	1,329.77	-85.63	-6.44	12,142.36	15,957.23	3,814.87	23.91
50500-50-140-110	CONTRACT LABOR WYAETC FRO	69.60	87.92	18.32	20.84	1,343.56	1,055.00	-288.56	-27.35
51350-50-140-110	HONORARIA WYAETC FRO	0.00	125.00	125.00	100.00	16.10	1,500.00	1,483.90	98.93
51370-50-140-110	ED EMP CONFERENCE WYAETC FR	0.00	0.00	0.00	0.00	871.08	0.00	-871.08	0.00
51525-50-140-110	EQUIPMENT PURCHASE JWY AETC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-140-110	EQUIP COPY EXPENSE WYAETC FR	0.00	16.67	16.67	100.00	243.84	200.00	-43.84	-21.92
53300-50-140-110	MEETING EXPENSE BASE WYAETC	0.00	255.42	255.42	100.00	5,588.35	3,065.00	-2,523.35	-82.33
53310-50-140-110	MEETING EXPENSE MAI WYAETC FF	1,059.00	115.33	-943.67	-818.23	1,559.00	1,384.00	-175.00	-12.64
53400-50-140-110	PTP TRAVEL EXPENSES WYAETC FI	710.86	743.08	32.22	4.34	3,228.69	8,917.00	5,688.31	63.79
53410-50-140-110	BASE TRAVEL WYAETC FRO	0.00	651.25	651.25	100.00	3,689.58	7,815.00	4,125.42	52.79
53420-50-140-110	MAI TRAVEL WYAETC FRO	256.00	522.33	266.33	50.99	1,587.79	6,268.00	4,680.21	74.67
53550-50-140-110	POSTAGE JWY AETC WYAETC FRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53600-50-140-110	RENT EXPENSE WYAETC FRO	0.00	0.00	0.00	0.00	315.00	0.00	-315.00	0.00
53650-50-140-110	REIMBURSEMENT WYAETC FRO	933.13	1,004.75	71.62	7.13	8,054.20	12,057.00	4,002.80	33.20
53810-50-140-110	SUPPLIES WYAETC FRO	0.00	0.00	0.00	0.00	22.04	0.00	-22.04	0.00
53820-50-140-110	TRAINING TRAVEL MAI WYAETC FR	0.00	250.00	250.00	100.00	0.00	1,500.00	1,500.00	100.00
53830-50-140-110	TRAINING TRAVEL PTP -WYAETC FF	0.00	762.00	762.00	100.00	0.00	4,572.00	4,572.00	100.00
53840-50-140-110	TRAINING TRAVEL BG-WYAETC FRC	0.00	88.00	88.00	100.00	0.00	528.00	528.00	100.00
54600-50-140-110	TELEPHONE WYAETC FRO	91.82	188.00	96.18	51.16	967.79	2,256.00	1,288.21	57.10
57000-50-140-110	SPECIAL PROJECTS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		12,597.20	14,114.58	1,517.38	10.75	108,731.52	162,775.00	54,043.48	33.20
NET INCOME FROM OPERATIONS:		0.00	36.00	-36.00	-100.00	0.00	0.00	0.00	0.00

FRONTIER WYAETC STATEMENT OF OPERATIONS
 For The 9 Periods Ended 3/31/2018
 WY AETC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
EARNINGS BEFORE INCOME TAX:	0.00	36.00	-36.00	-100.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:	0.00	36.00	-36.00	-100.00	0.00	0.00	0.00	0.00

HEALTH DEPARTMENT BUILDING
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-50-120-000	TAX REVENUE (COUNTY) BLDG	1,916.67	1,916.67	0.00	0.00	17,250.03	23,000.00	-5,749.97	-25.00
40200-50-120-000	TAX REVENUE (CITY) BLDG	1,916.67	1,916.67	0.00	0.00	17,250.03	23,000.00	-5,749.97	-25.00
Total REVENUE:		<u>3,833.34</u>	<u>3,833.34</u>	<u>0.00</u>	<u>0.00</u>	<u>34,500.06</u>	<u>46,000.00</u>	<u>-11,499.94</u>	<u>-25.00</u>
Gross Profit:		<u>3,833.34</u>	<u>3,833.34</u>	<u>0.00</u>	<u>0.00</u>	<u>34,500.06</u>	<u>46,000.00</u>	<u>-11,499.94</u>	<u>-25.00</u>
EXPENDITURES									
50100-50-120-000	REG SALARIES BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50300-50-120-000	SOC SEC MATCH BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50350-50-120-000	UNEMPLOYMENT INSURANCE BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50375-50-120-000	WORKERS' COMP BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50400-50-120-000	EMPLOYEE MED INS BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500-50-120-000	CONTRACT LABOR (BUILDING JANI	1,750.00	1,750.00	0.00	0.00	14,009.51	21,000.00	6,990.49	33.29
53810-50-120-000	SUPPLIES BUILDING (BUILDING RE	473.82	416.67	-57.15	-13.72	2,239.78	5,000.00	2,760.22	55.20
56100-50-120-000	UTILITIES BUILDING	1,931.90	1,666.67	-265.23	-15.91	13,919.19	20,000.00	6,080.81	30.40
Total EXPENDITURES:		<u>4,155.72</u>	<u>3,833.34</u>	<u>-322.38</u>	<u>-8.41</u>	<u>30,168.48</u>	<u>46,000.00</u>	<u>15,831.52</u>	<u>34.42</u>
NET INCOME FROM OPERATIONS:		<u>-322.38</u>	<u>0.00</u>	<u>-322.38</u>	<u>0.00</u>	<u>4,331.58</u>	<u>0.00</u>	<u>4,331.58</u>	<u>0.00</u>
EARNINGS BEFORE INCOME TAX:		<u>-322.38</u>	<u>0.00</u>	<u>-322.38</u>	<u>0.00</u>	<u>4,331.58</u>	<u>0.00</u>	<u>4,331.58</u>	<u>0.00</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u>-322.38</u>	<u>0.00</u>	<u>-322.38</u>	<u>0.00</u>	<u>4,331.58</u>	<u>0.00</u>	<u>4,331.58</u>	<u>0.00</u>

MEDICAL RESERVE CORP
For The 9 Periods Ended 3/31/2018
MEDICAL RESERVE CORP

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE										
40100-50-150-000	TAX REVENUE (COUNTY) MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
40200-50-150-000	TAX REVENUE (CITY) MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
42100-50-150-000	UNABLE TO SELF EVACUATE REVEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44600-50-150-000	FEE FOR SERVICE: MRC	0.00	0.00	0.00	0.00	700.00	0.00	700.00	0.00	
44700-50-150-000	CLASSES PRESENTATIONS MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
44800-50-150-000	CARRYOVER	0.00	937.56	-937.56	-100.00	0.00	11,250.67	-11,250.67	-100.00	
45100-50-150-151	GRANT REVENUE MRC 10318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
45100-50-150-152	GRANT REVENUE MRC 11 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
45100-50-150-153	GRANT REVENUE MRC 12 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
45100-50-150-154	GRANT REVENUE MRC 14 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
45100-50-150-155	GRANT REVENUE MRC 15 318	0.00	147.69	-147.69	-100.00	1,772.34	1,772.34	0.00	0.00	
45100-50-150-170	GRANT REVENUE HPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
45100-50-150-171	GRANT REVENUE HPP BP3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
48900-50-150-000	MISC REVENUE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
49999-50-150-000	TRANSFERRED FROM RESERVED I	0.00	0.00	0.00	0.00	2,191.99	0.00	2,191.99	0.00	
Total REVENUE:		0.00	1,085.25	-1,085.25	-100.00	4,664.33	13,023.01	-8,358.68	-64.18	
Gross Profit:		0.00	1,085.25	-1,085.25	-100.00	4,664.33	13,023.01	-8,358.68	-64.18	
EXPENDITURES										
50100-50-150-000	REG SALARIES MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50200-50-150-000	WY RETIREMENT MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50300-50-150-000	SOCIAL SECURITY MATCH MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50350-50-150-000	UNEMPLOYMENT INSURANCE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50375-50-150-000	WORKERS' COMP MRC	0.00	0.00	0.00	0.00	78.83	0.00	-78.83	0.00	
50400-50-150-000	EMPLOYEE MEDICAL INS MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50500-50-150-000	CONTRACT LABOR MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51200-50-150-000	AUTO GASOLINE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51350-50-150-000	ED PUBLIC (Offset by Class Pre) MF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
51370-50-150-000	ED EMPLOYEE CONFERENCE MRC	0.00	416.67	416.67	100.00	50.00	5,000.00	4,950.00	99.00	
51500-50-150-000	EQUIPMENT MAINTENANCE MRC	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00	
51525-50-150-000	EQUIPMENT PURCHASE MRC	0.00	125.00	125.00	100.00	0.00	1,500.00	1,500.00	100.00	
51550-50-150-000	EQUIP COPY EXPENSE MRC	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00	
52000-50-150-000	UNABLE TO SELF EVACUATE EXPEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52100-50-150-151	GRANT EXPENSE MRC 10318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52100-50-150-152	GRANT EXPENSE MRC 11 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
52100-50-150-153	GRANT EXPENSE MRC 12 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52100-50-150-154	GRANT EXPENSE MRC 14 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52100-50-150-155	GRANT EXPENSE MRC 15 318	0.00	147.69	100.00	1,742.24	1,772.34	30.10	1.70	
52100-50-150-170	GRANT EXPENSE HPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52100-50-150-171	GRANT EXPENSE HPP BP3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53250-50-150-000	MARKETING MRC	10.00	0.00	0.00	10.00	0.00	-10.00	0.00	
53300-50-150-000	MEETING EXPENSE MRC	0.00	41.67	100.00	0.00	500.00	500.00	100.00	
53400-50-150-000	MILEAGE MRC	0.00	25.00	100.00	0.00	300.00	300.00	100.00	
53425-50-150-000	MISC EXPENSE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53450-50-150-000	PERIODICALS/BOOKS MRC	0.00	0.00	0.00	136.76	0.00	-136.76	0.00	
53450-50-150-180	PERIODICAL/BOOKS UTSE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53550-50-150-000	POSTAGE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53700-50-150-000	SOFTWARE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53810-50-150-000	SUPPLIES OFFICE MRC	0.00	0.00	0.00	162.00	0.00	-162.00	0.00	
53880-50-150-000	SUPPLIES MEDICAL MRC	0.00	81.82	100.00	2,494.50	981.80	-1,512.70	-154.07	
54600-50-150-000	TELEPHONE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total EXPENDITURES:		10.00	962.85	98.96	4,674.33	11,554.14	6,879.81	59.54	
NET INCOME FROM OPERATIONS:		-10.00	122.40	-132.40	-108.17	-10.00	1,468.87	-1,478.87	-100.68
EARNINGS BEFORE INCOME TAX:		-10.00	122.40	-132.40	-108.17	-10.00	1,468.87	-1,478.87	-100.68
REVENUE OVER (UNDER) EXPENDITURES:		-10.00	122.40	-132.40	-108.17	-10.00	1,468.87	-1,478.87	-100.68

MRC CHALLENGE AWARD GRANT STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45120-50-151-150	MRCCA GRANT REVENUE	82.05	0.00	82.05	0.00	3,389.60	0.00	3,389.60	0.00
Total REVENUE:		82.05	0.00	82.05	0.00	3,389.60	0.00	3,389.60	0.00
Gross Profit:		82.05	0.00	82.05	0.00	3,389.60	0.00	3,389.60	0.00
EXPENDITURES									
50100-50-151-150	REG SALARIES MRCCA GRANT	64.09	0.00	-64.09	0.00	2,696.59	0.00	-2,696.59	0.00
50200-50-151-150	WY RETIREMENT MRCCA GRANT	10.65	0.00	-10.65	0.00	448.17	0.00	-448.17	0.00
50300-50-151-150	SOC SEC MATCH MRCCA GRANT	3.97	0.00	-3.97	0.00	150.71	0.00	-150.71	0.00
50350-50-151-150	UNEMPL INS MRCCA GRANT	2.31	0.00	-2.31	0.00	55.62	0.00	-55.62	0.00
50375-50-151-150	WORKERS' COMP MRCCA GRANT	1.03	0.00	-1.03	0.00	38.51	0.00	-38.51	0.00
50400-50-151-150	EMPLOYEE MED INS MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-151-150	ED EMP CONFERENCE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51525-50-151-150	EQUIPMENT PURCHASE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-151-150	EQUIP COPY EXPENSE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53250-50-151-150	MARKETING MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53350-50-151-150	MEMBERSHIPS MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53400-50-151-150	MILEAGE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53600-50-151-150	RENT EXPENSE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-50-151-150	SUPPLIES OFFICE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		82.05	0.00	-82.05	0.00	3,389.60	0.00	-3,389.60	0.00
NET INCOME FROM OPERATIONS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TITLE X NAVIGATOR GRANT
 For The 9 Periods Ended 3/31/2018
 TITLE X NAVIGATOR

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE								
45100-56-600-615	GRANT REVENUE NAVIGATOR	0.00	0.00	0.00	1,790.24	-1,790.24	3,580.48	200.00
Total REVENUE:		0.00	0.00	0.00	1,790.24	-1,790.24	3,580.48	200.00
Gross Profit:		0.00	0.00	0.00	1,790.24	-1,790.24	3,580.48	200.00
EXPENDITURES								
50100-56-600-615	REG SALARIES NAVIGATOR	0.00	0.00	0.00	843.57	843.57	0.00	0.00
50200-56-600-615	WY RETIREMENT NAVIGATOR	0.00	0.00	0.00	140.20	140.20	0.00	0.00
50300-56-600-615	SOC SEC MATCH NAVIGATOR	0.00	0.00	0.00	63.21	63.21	0.00	0.00
50350-56-600-615	UNEMPL INS NAVIGATOR	0.00	0.00	0.00	17.19	17.19	0.00	0.00
50375-56-600-615	WORKERS' COMP NAVIGATOR	0.00	0.00	0.00	12.65	12.65	0.00	0.00
50400-56-600-615	EMPLOYEE MED INS NAVIGATOR	0.00	0.00	0.00	713.42	713.42	0.00	0.00
51370-56-600-615	ED EMP CONFERENCE NAVIGATOR	0.00	83.33	83.33	0.00	1,000.00	1,000.00	100.00
53250-56-600-615	MARKETING NAVIGATOR	0.00	62.50	62.50	0.00	750.00	750.00	100.00
53400-56-600-615	MILEAGE NAVIGATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-56-600-615	SUPPLIES OFFICE NAVIGATOR	0.00	25.00	25.00	0.00	300.00	300.00	100.00
Total EXPENDITURES:		0.00	170.83	170.83	1,790.24	3,840.24	2,050.00	53.38
NET INCOME FROM OPERATIONS:		0.00	-170.83	170.83	0.00	-5,630.48	5,630.48	100.00
EARNINGS BEFORE INCOME TAX:		0.00	-170.83	170.83	0.00	-5,630.48	5,630.48	100.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	-170.83	170.83	0.00	-5,630.48	5,630.48	100.00

PREP STATEMENT OF OPERATIONS
For The 9 Periods Ended 3/31/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
REVENUE									
45100-50-140-120	GRANT REVENUE---PREP	0.00	4,618.25	-4,618.25	-100.00	0.00	55,419.00	-55,419.00	-100.00
45150-50-140-120	10% ADMIN FEE - PREP	0.00	461.83	-461.83	-100.00	0.00	5,542.00	-5,542.00	-100.00
Total REVENUE:		0.00	5,080.08	-5,080.08	-100.00	0.00	60,961.00	-60,961.00	-100.00
Gross Profit:		0.00	5,080.08	-5,080.08	-100.00	0.00	60,961.00	-60,961.00	-100.00
EXPENDITURES									
51350-50-140-120	HONORARIA ----PREP	0.00	2,113.00	2,113.00	100.00	0.00	25,356.00	25,356.00	100.00
51370-50-140-120	ED EMP CONFERENCE----PREP	0.00	250.00	250.00	100.00	0.00	3,000.00	3,000.00	100.00
51525-50-140-120	EQUIPMENT PURCHASE----PREP	0.00	50.00	50.00	100.00	0.00	600.00	600.00	100.00
51550-50-140-120	EQUIP COPY & PRINTING EXPENSE-	0.00	416.67	416.67	100.00	0.00	5,000.00	5,000.00	100.00
53300-50-140-120	MEETING EXPENSE----PREP	0.00	375.00	375.00	100.00	0.00	4,500.00	4,500.00	100.00
53400-50-140-120	TRAVEL EXPENSE----PREP	671.00	1,038.58	367.58	35.39	671.00	12,463.00	11,792.00	94.62
53550-50-140-120	POSTAGE--WY AETC-PREP	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
53650-50-140-120	REIMBURSEMENT--PREP	0.00	461.83	461.83	100.00	0.00	5,542.00	5,542.00	100.00
53810-50-140-120	SUPPLIES ----PREP	0.00	333.33	333.33	100.00	0.00	4,000.00	4,000.00	100.00
Total EXPENDITURES:		671.00	5,080.08	4,409.08	86.79	671.00	60,961.00	60,290.00	98.90
NET INCOME FROM OPERATIONS:		-671.00	0.00	-671.00	0.00	-671.00	0.00	-671.00	0.00
EARNINGS BEFORE INCOME TAX:		-671.00	0.00	-671.00	0.00	-671.00	0.00	-671.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-671.00	0.00	-671.00	0.00	-671.00	0.00	-671.00	0.00

BALANCE SHEET
As of 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

ASSETS

CASH AND INVESTMENTS

10000-00-000-000	CASH	0.00	
10200-00-000-000	PETTY CASH DRAWER	0.00	
10200-50-100-000	PETTY CASH DRAWER AD	500.00	
10200-56-600-000	PETTY CASH DRAWERS: CC & CLINIC RECEPTION	925.00	
	Total CASH AND INVESTMENTS:		1,425.00

CASH WITH FISCAL AGENT

10340-00-000-000	FIRST INTERSTATE BANK OPERATING ACCOUNT	394,002.20	
10350-00-000-000	INVESTMENTS COUNTY POOL	546,873.93	
10355-00-000-000	INVESTMENTS WYOSIP	0.00	
10360-00-000-000	INVESTMENTS SWEEP ACCOUNT	0.00	
10370-00-000-000	INVESTMENTS MARKET ADJUSTMENTS	-14,279.40	
	Total CASH WITH FISCAL AGENT:		926,596.73

CASH ALLOCATED FOR SPECIFIC USES

10445-00-000-000	FIRST INTERSTATE BANK RESERVE ACCOUNT	84,783.73	
	Total CASH ALLOCATED FOR SPECIFIC USES:		84,783.73

ACCOUNTS RECEIVABLE

12100-00-000-000	INVOICED AMTS TO BE RECEIVED	45,000.00	
12100-50-100-000	INVOICED AMTS TO BE RECEIVED AD	0.00	
12100-50-130-000	INVOICED AMTS TO BE RECEIVED PHP	0.00	
12100-50-140-100	INVOICED AMTS TO BE RECEIVED HIV/ED GT	0.00	
12100-50-140-110	INVOICED AMTS TO BE RECIEVED - WYAETC FRO	10,801.59	
12100-52-200-000	INVOICED AMTS TO BE RECEIVED EH	0.00	
12100-52-210-000	INVOICED AMTS TO BE RECEIVED IC	0.00	
12100-54-000-000	INVOICED AMTS TO BE RECEIVED CN	142,534.11	
12100-56-000-000	INVOICED AMTS TO BE RECEIVED: DP	445.00	
12500-00-000-000	GRANT REIMBURSEMENTS RECEIVABLE	7,045.62	
	Total ACCOUNTS RECEIVABLE:		205,826.32

OTHER CURRENT ASSETS

14100-52-210-000	CHEMICAL INVENTORY INSECT CONTROL	0.00	
	Total OTHER CURRENT ASSETS:		0.00

FIXED ASSETS

15100-00-000-000	PROPERTY AND EQUIPMENT	630,503.55	
15500-00-000-000	ACCUMULATED DEPRECIATION	-473,005.71	
	Total FIXED ASSETS:		157,497.84

OTHER ASSETS

19100-00-000-000	DEFERRED PENSION OUTFLOWS	561,025.02	
	Total OTHER ASSETS:		561,025.02
	Total ASSETS:		<u>1,937,154.64</u>

BALANCE SHEET
As of 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

LIABILITIES

CURRENT LIABILITIES

20100-00-000-000	WARRANTS PAYABLE	0.00
20150-00-000-000	OUTSTANDING PURCHASE ORDERS	0.00
20200-00-000-000	ACCOUNTS PAYABLE	0.00
20200-50-100-000	ACCOUNTS PAYABLE AD	0.00
20200-50-110-000	ACCOUNTS PAYABLE BOH	0.00
20200-50-130-000	ACCOUNTS PAYABLE BT	0.00
20200-50-140-000	ACCOUNTS PAYABLE HIV/ED AD	0.00
20200-52-200-000	ACCOUNTS PAYABLE EH	0.00
20200-52-210-000	ACCOUNTS PAYABLE IC	0.00
20200-54-000-000	ACCOUNTS PAYABLE CN	0.00
20200-56-000-000	ACCOUNTS PAYABLE DP	0.00
20300-00-000-000	DUE TO OTHER FUNDS	0.00
20400-00-000-000	JEANS FUND	0.00
22000-00-000-000	FICA AND FWT ACCRUAL: GEN	0.00
22100-00-000-000	UNEMPLOYMENT INSURANCE ACCRUAL	2,704.94
22200-00-000-000	WORKERS' COMP ACCRUAL	2,166.27
22300-00-000-000	WY RETIREMENT ACCRUAL	124.36
22400-00-000-000	NC MEDICAL INSURANCE ACCRUAL	0.00
22500-00-000-000	OTHER DEDUCTIONS ACCRUAL	0.00

Total CURRENT LIABILITIES:

4,995.57

DEFERRED REVENUE

23100-00-000-000	DEFERRED REVENUE	0.00
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Total DEFERRED REVENUE:

0.00

DEFERRED REVENUE - ADMIN

23150-50-000-000	OFFSET FOR GRANTS RECEIVABLE	7,045.62
23150-50-100-000	DEFERRED CITY OF CASPER	0.00
23150-50-100-709	DEFERRED PANDEMIC FLU - AD	0.00
23150-50-110-050	DEFERRED BG FOR HEALTH OFFICER	0.00
23150-50-125-500	DEFERRED H1N1 PHASE I AND II	0.00
23150-50-125-503	DEFERRED H1N1 PHASE III	0.00
23150-50-130-900	DEFERRED CAPABILITY IMP BASE	472.00
23150-50-130-908	DEFERRED GRANT - BT - 2008	0.00
23150-50-130-909	DEFERRED BT '09	0.00
23150-50-130-910	DEFERRED BT '10	0.00
23150-50-130-911	DEFERRED BT '11	0.00
23150-50-130-912	DEFERRED BT '12	0.00
23150-50-130-913	DEFERRED BT '13	0.00
23150-50-130-914	DEFERRED BT '14	0.00
23150-50-130-915	DEFERRED BT '15	0.00
23150-50-130-916	DEFERRED BT '16	0.00
23150-50-130-917	DEFERRED 2017 BT	-7,045.62
23150-50-135-808	DEFERRED CRI AD '08	0.00
23150-50-135-809	DEFERRED CRI ENDING 09/30/09	0.00
23150-50-135-810	DEFERRED CRI ENDING 09/30/10	0.00
23150-50-135-811	DEFERRED CRI ENDING 09/30/11	0.00
23150-50-135-812	DEFERRED CRI ENDING 9/30/12	0.00
23150-50-135-813	DEFERRED CRI ENDING 9/30/13	0.00
23150-50-135-814	DEFERRED CRI ENDING 9/30/14	0.00
23150-50-135-815	DEFERRED CRI ENDING '15	0.00
23150-50-135-816	DEFERRED CRI ENDING '16	0.00
23150-50-135-817	DEFERRED 2017 CRI	525.72
23150-50-140-100	DEFERRED HIV-ED AD	0.00
23150-50-140-110	DEFERRED HIV-ED AD SPECIAL PROJECTS	0.00
23150-50-150-000	DEFERRED UNABLE TO SELF EVACUATE	0.00

BALANCE SHEET

As of 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

DEFERRED REVENUE - ADMIN

(Continued)

23150-50-150-151	DEFERRED MRC 10318	0.00
23150-50-150-152	DEFERRED MRC 11 318	0.00
23150-50-150-153	DEFERRED MRC 12 318	0.00
23150-50-150-154	DEFERRED MRC 14 318	0.00
23150-50-150-155	DEFERRED MRC 15 318	0.00
23150-50-150-156	DEFERRED-MRC 16 318	5,011.55
23150-50-150-170	DEFERRED HPP	0.00
23150-50-150-171	DEFERRED REVENUE HPP BP3	0.00
23150-50-151-150	DEFERRED MEDICAL RESERVE	0.00

Total DEFERRED REVENUE - ADMIN:

6,009.27

DEFERRED REVENUE - ENVIRONMENTAL HEALTH

23152-52-000-000	OFFSET GRANT RECEIVABLES	0.00
23152-52-210-000	DEFERRED IC FUNDS	0.00
23152-52-210-200	DEFERRED IC (STATE)	0.00
23152-52-210-210	DEFERRED IC (CITY)	0.00
23152-52-210-220	DEFERRED IC (COUNTY)	0.00

Total DEFERRED REVENUE - ENVIRONMENTAL HEALTH:

0.00

DEFERRED REVENUE - COMMUNITY NURSING

23154-50-135-817	DEFERRED- CRI 2017 CRI	0.00
23154-52-000-000	DEFERRED EH	0.00
23154-54-000-000	OFFSET FOR GRANTS RECEIVABLE	0.00
23154-54-400-420	DEFERRED WEED & SEED MCH/CITY	0.00
23154-54-400-430	DEFERRED GIRL POWER GRANT	0.00
23154-54-400-450	DEFERRED WY COMM:CN	0.00
23154-54-410-400	DEFERRED MCH GRANT	0.00
23154-54-410-450	DEFERRED WY TANF GT CN WH	0.00

Total DEFERRED REVENUE - COMMUNITY NURSING:

0.00

DEFERRED REVENUE - DISEASE PREVENTION

23156-56-000-000	OFFSET FOR GRANTS RECEIVABLE	0.00
23156-56-600-605	DEFERRED MAMMOGRAMS	0.00
23156-56-610-645	DEFERRED MALE SEXUAL HEALTH	0.00
23156-56-620-000	DEFERRED IMMUNIZATION	0.00
23156-56-630-600	DEFERRED HIV RAPP DP	0.00
23156-56-630-620	DEFERRED HIV AD DP-FP	0.00
23156-56-630-660	DEFERRED HIV-MSM GRANT DP	0.00
23156-56-630-663	DEFERRED HIV RENDEVOUS	0.00
23156-56-630-665	DEFERRED MSM OUTREACH	0.00
23156-56-640-000	DEFERRED WHC ED TRAVEL FUNDS DP	0.00
23156-56-640-010	DEFERRED TITLE X:DP-FP	0.00
23156-56-640-630	DEFERRED FP-MCH:DP	0.00
23156-56-640-640	DEFERRED WHC/STD DP:FP	0.00
23156-56-640-650	DEFERRED FP COALITION DP	0.00
23156-56-640-699	DEFERRED MCH FP PRO:DP	0.00

Total DEFERRED REVENUE - DISEASE PREVENTION:

0.00

OTHER LONG TERM LIABILITIES

26100-00-000-000	NET PENSION LIABILITY	2,287,885.88
26110-00-000-000	DEFERRED PENSION INFLOWS	116,390.31

Total OTHER LONG TERM LIABILITIES:

2,404,276.19

OTHER LONG TERM LIABILITIES

27100-00-000-000	ACCRUED COMPENSATED ABSENCES	92,538.99
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Total OTHER LONG TERM LIABILITIES:

92,538.99

BALANCE SHEET
As of 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Total LIABILITIES:	2,507,820.02
FUND BALANCE		
31000-00-000-000	FUND BALANCE - CURRENT YEAR	66,040.53
31000-00-000-000	UNRESERVED FUND BALANCE	-794,668.76
32100-00-000-000	RESERVED GAIN ON SALE	0.00
32250-00-000-000	RESERVED INVENTORY IC	0.00
32300-00-000-000	RESERVED AD	0.00
32300-50-000-000	RESERVED COMMUNITY EMERGENCIES	0.00
32300-50-150-000	RESERVED FOR SPECIAL OPERATIONS - DONATIONS RECD	9,058.68
32300-54-411-000	RESERVED FOR BLUE ENVELOPE	1,453.26
32400-00-000-000	RESERVED IMMUNIZATION	0.00
32400-54-411-000]COMMUNITY NURSING]BLUE ENV	9,910.00
32500-00-000-000	RESERVED FAMILY PLAN DP	0.00
32550-00-000-000	RESERVED VACATION-SICK	0.00
32700-00-000-000	RESERVED AID-HIV	0.00
32750-00-000-000	RESERVED HIV/ED GRANT AD	10,199.65
32800-50-155-000	RESERVED CPR FUNDS	48.38
32950-00-000-000	RESERVED PROPERTY & EQUIP	127,292.88
	Total FUND BALANCE:	-570,665.38
	Total LIABILITIES & FUND BALANCE:	<u>1,937,154.64</u>

**Casper Natrona County Health Department
Statement of Operations - Actual vs. Budget**

For the Ten Months Ending April 30, 2018

	April			YTD				Annual	
	Actual	Budget	Variance	Prior Yr	Actual	Budget	Variance	Prior Yr	Budget
				Actual				Actual	
Revenue:									
TAX REVENUE (COUNTY)	\$48,750.00	\$48,750.01	(\$0.01)	\$48,750.00	\$487,500.00	\$487,500.10	(\$0.10)	\$487,500.00	\$585,000.00
TAX REVENUE (CITY)	45,000.00	45,000.01	(0.01)	45,000.00	450,000.00	450,000.10	(0.10)	450,000.00	540,000.00
1% REVENUE					22,500.00	22,500.00		22,445.00	22,500.00
GRANT REVENUE	76,665.61	64,803.86	11,861.75	46,006.03	563,309.85	639,168.36	(75,858.51)	540,435.81	768,824.10
GENERATED REVENUE	95,947.27	78,967.81	16,979.46	50,132.30	815,184.63	789,678.10	25,506.53	654,439.76	949,090.80
STATE NURSING REVENUE		38,602.75	(38,602.75)		347,424.75	386,027.50	(38,602.75)	347,424.75	463,233.00
INTEREST AND INVESTMENT INC	664.62	625.00	39.62	574.03	10,222.43	6,250.00	3,972.43	3,326.46	7,500.00
BUDGETED FROM RESERVED FUN		4,215.59	(4,215.59)		53,295.78	42,155.90	11,139.88	52,711.59	50,587.02
Total Revenue	267,027.50	280,965.03	(13,937.53)	190,462.36	2,749,437.44	2,823,280.06	(73,842.62)	2,557,283.37	3,386,734.92
Expenditures:									
OUTSTANDING PURCHASE ORDER	(3,630.07)		3,630.07	(3,709.77)				973.78	
REGULAR SALARIES	143,098.76	152,477.47	9,378.71	126,019.25	1,461,330.80	1,525,618.27	64,287.47	1,423,202.58	1,830,821.11
BONUSES					50,233.06	50,587.02	353.96	48,159.52	50,587.02
BENEFITS-EMPLOYMENT TAXES	15,210.78	15,587.42	376.64	13,049.49	148,468.86	155,967.25	7,498.39	141,125.14	187,170.24
BENEFITS-WY RETIREMENT	22,621.12	24,256.36	1,635.24	20,941.32	228,660.98	242,703.80	14,042.82	228,225.45	291,257.36
BENEFITS-MEDICAL INSURANCE	28,041.70	29,009.06	967.36	20,199.03	279,448.21	290,804.02	11,355.81	221,116.90	348,822.11
CONTRACT LABOR	1,750.00	5,671.25	3,921.25	5,458.86	51,857.51	56,712.50	4,854.99	56,554.88	68,055.00
HEALTH OFFICER	2,466.67	2,466.67		2,466.67	24,666.70	24,666.70		24,666.70	29,600.00
ADVERTISING		166.68	166.68			1,666.80	1,666.80	2,019.26	2,000.00
AUTO EXPENSES	216.48	729.17	512.69		2,182.31	7,291.70	5,109.39	990.23	8,750.00
ED PUBLIC	79.69	2,333.00	2,253.31		999.57	23,330.00	22,330.43	1,603.70	27,996.00
ED EMPLOYEE CONFERENCE/TUIT	3,488.21	4,063.00	574.79	290.50	24,031.67	40,630.00	16,598.33	21,687.18	48,756.03
EMPLOYEE MEDICAL TESTING		31.66	31.66		70.00	316.60	246.60	167.00	380.00
EQUIPMENT MAINTENANCE	66.77	301.66	234.89	35.79	1,500.53	3,016.60	1,516.07	4,541.34	3,620.00
EQUIPMENT PURCHASE	25,342.11	1,187.50	(24,154.61)	22.50	56,367.26	34,375.00	(21,992.26)	45,900.79	36,750.00
EQUIP COPY EXPENSE	1,365.98	1,737.49	371.51	1,153.80	13,903.64	17,374.90	3,471.26	13,279.56	20,850.00
INSURANCE		1,833.33	1,833.33		19,022.00	18,333.30	(688.70)	19,512.00	22,000.00
LICENSE/PROFICIENCY		16.67	16.67		200.00	166.70	(33.30)		200.00
MARKETING		1,125.00	1,125.00	562.62	6,291.07	11,250.00	4,958.93	46,766.57	14,500.00
MEETING EXPENSE	1,266.16	2,611.00	1,344.84		19,956.27	26,110.00	6,153.73	2,802.20	31,332.00
MILEAGE	1,104.26	1,898.34	794.08	119.84	5,297.37	18,983.40	13,686.03	504.20	22,780.00
MISC EXPENSE	806.72	200.00	(606.72)	178.30	3,379.39	2,000.00	(1,379.39)	5,856.47	2,400.00
PERIODICAL/BOOKS	102.73	424.99	322.26	634.50	239.49	4,249.90	4,010.41	2,174.10	5,100.00
PRINTING EXPENSE		4.17	4.17		24.00	41.70	17.70		50.00
POSTAGE	188.17	533.34	345.17	333.99	3,633.71	5,333.40	1,699.69	3,363.98	6,400.00
RENT EXPENSE	630.00	187.50	(442.50)		2,835.00	1,875.00	(960.00)	1,890.00	2,250.00
REIMBURSEMENT	800.12	1,466.58	666.46	697.04	8,854.32	14,665.80	5,811.48	7,806.94	17,599.00
RETURNED CHECKS AND BAD DEB	21.01	45.83	24.82	26.92	278.59	458.30	179.71	235.94	550.00
SOFTWARE	2,066.90	2,195.96	129.06	1,346.80	25,898.89	21,959.60	(3,939.29)	32,754.33	26,351.48
SUPPLIES	14,169.68	16,345.30	2,175.62	7,642.94	158,668.18	156,853.00	(1,815.18)	155,583.43	189,543.99
TELEPHONE	3,671.59	2,583.84	(1,087.75)	2,316.17	26,367.23	25,838.40	(528.83)	23,359.94	31,006.00
TESTS	2,624.94	2,825.01	200.07	2,794.30	29,345.86	28,250.10	(1,095.76)	19,536.79	33,900.00
UTILITIES	1,639.44	1,666.67	27.23	1,627.56	16,793.17	16,666.70	(126.47)	17,139.58	20,000.00
NON GRANT EXPENSE	9,000.00	208.65	(8,791.35)		12,591.27	2,086.50	(10,504.77)		2,503.80
Total Expenditures	278,209.92	276,190.57	(2,019.35)	204,208.42	2,683,396.91	2,830,182.96	146,786.05	2,573,500.48	3,383,881.14
Revenue Over(Under) Expenditur	(11,182.42)	4,774.46	(15,956.88)	(13,746.06)	66,040.53	(6,902.90)	72,943.43	(16,217.11)	2,853.78

**1% CITY STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018**

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	%	ORIGINAL PTD Budget	%	Year to Date	%	ORIGINAL Annual Budget	%
REVENUE									
40400-50-104-000	1% REVENUE CITY	0.00	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
Total REVENUE:		0.00	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
Gross Profit:		0.00	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
EXPENDITURES									
51525-50-104-000	EQUIPMENT PURCHASE 1% CITY FUN	0.00	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
Total EXPENDITURES:		0.00	0.00	0.00	0.00	22,500.00	100.00	22,500.00	100.00
NET INCOME FROM OPERATIONS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

AD STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
GENERAL ADMINISTRATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-50-100-000	TAX REVENUE (COUNTY) AD	17,073.74	17,073.74	0.00	0.00	170,737.40	204,884.89	-34,147.49	-16.67
40200-50-100-000	TAX REVENUE (CITY) ADM	1,925.77	15,390.63	-13,464.86	-87.49	153,906.30	184,687.60	-30,781.30	-16.67
45100-50-100-000	HIV ED GRANT 8% ADMIN FEE	800.12	901.25	-101.13	-11.22	8,854.32	10,815.00	-1,960.68	-18.13
48100-50-100-000	COPY REVENUE ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-50-100-000	MISCELLANEOUS REVENUE AD	0.00	350.98	-350.98	-100.00	4,211.75	4,211.75	0.00	0.00
49100-50-100-000	INTEREST EARNINGS	664.62	291.67	372.95	127.87	6,222.43	3,500.00	2,722.43	77.78
49500-50-100-000	GAIN/LOSS ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49700-50-100-000	GAIN ON SALES	0.00	333.33	-333.33	-100.00	4,000.00	4,000.00	0.00	0.00
49999-50-100-000	TRANSFERRED FROM RESERVES A	0.00	4,215.59	-4,215.59	-100.00	50,587.02	50,587.02	0.00	0.00
49999-52-100-000	RESERVED EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		20,464.25	38,557.19	-18,092.94	-46.92	398,519.22	462,686.26	-64,167.04	-13.87
Gross Profit:		20,464.25	38,557.19	-18,092.94	-46.92	398,519.22	462,686.26	-64,167.04	-13.87
EXPENDITURES									
50100-50-100-000	REG SALARIES AD	21,277.89	21,133.52	-144.37	-0.68	205,531.00	253,602.20	48,071.20	18.96
50110-50-100-000	BONUSES COLA	0.00	0.00	0.00	0.00	50,233.06	50,587.02	353.96	0.70
50200-50-100-000	WY RETIREMENT AD	3,357.41	3,207.47	-149.94	-4.67	31,681.39	38,489.62	6,808.23	17.69
50300-50-100-000	SOCIAL SECURITY MATCH AD	1,548.75	1,642.21	93.46	5.69	18,535.10	19,706.57	1,171.47	5.94
50350-50-100-000	UNEMPLOYMENT INSURANCE AD	233.77	210.77	-23.00	-10.91	2,198.46	2,529.26	330.80	13.08
50375-50-100-000	WORKERS' COMP AD	316.04	328.44	12.40	3.78	3,864.60	3,941.31	76.71	1.95
50400-50-100-000	EMPLOYEE MEDICAL INS AD	3,261.52	3,652.40	390.88	10.70	35,135.83	43,828.80	8,692.97	19.83
50500-50-100-000	CONTRACT LABOR AD	471.90	500.00	28.10	5.62	7,991.50	6,000.00	-1,991.50	-33.19
51100-50-100-000	ADVERTISING AD	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
51200-50-100-000	AUTO GASOLINE:AD	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51250-50-100-000	AUTO REPAIR & MAIN AD (LICENS	0.00	33.33	33.33	100.00	119.50	400.00	280.50	70.13
51275-50-100-000	New Vechicle Purchase ADMIN AD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-50-100-000	ED PUBLIC AD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-100-000	ED EMPLOYEE CONFERENCE AD (I	915.00	333.33	-581.67	-174.50	3,851.47	4,000.00	148.53	3.71
51400-50-100-000	EMPL MEDICAL TESTING AD	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51500-50-100-000	EQUIPMENT MAINTENANCE AD	0.00	29.17	29.17	100.00	25.49	350.00	324.51	92.72
51525-50-100-000	EQUIPMENT PURCHASE AD	0.00	416.67	416.67	100.00	1,035.00	5,000.00	3,965.00	79.30
51550-50-100-000	EQUIP COPY EXPENSE AD	153.33	125.00	-28.33	-22.66	1,428.24	1,500.00	71.76	4.78
53100-50-100-000	INSURANCE AD	0.00	0.00	0.00	0.00	577.00	0.00	-577.00	0.00
53250-50-100-000	MARKETING AD (ADVERTISING)	0.00	625.00	625.00	100.00	2,520.07	7,500.00	4,979.93	66.40
53300-50-100-000	MEETING EXPENSE AD (MEETING I	129.34	166.67	37.33	22.40	1,789.88	2,000.00	210.12	10.51

**AD STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
GENERAL ADMINISTRATION**

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53350-50-100-000	MEMBERSHIPS AD	250.33	166.67	-83.66	-50.19	2,244.62	2,000.00	-244.62	-12.23
53400-50-100-000	MILEAGE JAD	0.00	41.67	41.67	100.00	224.64	500.00	275.36	55.07
53425-50-100-000	MISC EXPENSE AD	500.00	8.33	-491.67	-5,902.40	108.58	100.00	-8.58	-8.58
53450-50-100-000	PERIODICALS/BOOKS AD	0.00	58.33	58.33	100.00	0.00	700.00	700.00	100.00
53550-50-100-000	POSTAGE AD	55.28	125.00	69.72	55.78	572.78	1,500.00	927.22	61.81
53670-50-100-000	BANK CHARGES AD	21.01	33.33	12.32	36.96	278.59	400.00	121.41	30.35
53700-50-100-000	SOFTWARE AD	666.23	612.62	-53.61	-8.75	9,791.73	7,351.48	-2,440.25	-33.19
53810-50-100-000	SUPPLIES OFFICE AD	546.38	333.33	-213.05	-63.92	5,148.92	4,000.00	-1,148.92	-28.72
54600-50-100-000	TELEPHONE AD	726.02	500.00	-226.02	-45.20	5,084.94	6,000.00	915.06	15.25
Total EXPENDITURES:		34,430.20	34,341.59	-88.61	-0.26	389,972.39	462,686.26	72,713.87	15.72
NET INCOME FROM OPERATIONS:		-13,965.95	4,215.60	-18,181.55	-431.29	8,546.83	0.00	8,546.83	0.00
EARNINGS BEFORE INCOME TAX:		-13,965.95	4,215.60	-18,181.55	-431.29	8,546.83	0.00	8,546.83	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-13,965.95	4,215.60	-18,181.55	-431.29	8,546.83	0.00	8,546.83	0.00

BASE PREPAR GRANT STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
BASE GRANT - ALL YEARS

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-50-130-900	GRANT REVENUE BASE PREPARED	14,780.30	9,500.00	5,280.30	55.58	92,545.62	114,000.00	-21,454.38	-18.82
45100-50-130-915	2015 BT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45110-50-130-900	CAPABILITY IMP BASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		14,780.30	9,500.00	5,280.30	55.58	92,545.62	114,000.00	-21,454.38	-18.82
Gross Profit:		14,780.30	9,500.00	5,280.30	55.58	92,545.62	114,000.00	-21,454.38	-18.82
EXPENDITURES									
50100-50-130-900	REG SALARIES BG	11,253.35	6,397.92	-4,855.43	-75.89	65,852.71	76,775.00	10,922.29	14.23
50200-50-130-900	WY RETIREMENT BG	1,896.58	1,025.77	-870.81	-84.89	10,916.55	12,309.19	1,392.64	11.31
50300-50-130-900	SOCIAL SECURITY MATCH BG	824.18	472.15	-352.03	-74.56	4,892.26	5,665.78	773.52	13.65
50350-50-130-900	UNEMPLOYMENT INSURANCE BG	231.60	63.16	-168.44	-266.69	611.43	757.90	146.47	19.33
50375-50-130-900	WORKERS' COMP BG	173.49	94.43	-79.06	-83.72	1,036.36	1,133.16	96.80	8.54
50400-50-130-900	EMPLOYEE MED INS BG	178.36	1,266.14	1,087.78	85.91	8,961.07	15,193.63	6,232.56	41.02
50500-50-130-900	CONTRACT LABOR BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-50-130-900	ED PUBLIC BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-130-900	ED EMPLOYEE CONFERENCE BG (1	0.00	172.11	172.11	100.00	0.00	2,065.34	2,065.34	100.00
51525-50-130-900	EQUIPMENT PURCHASE BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-130-900	'08 BT GRANT EXP:BG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52110-50-130-900	2009 BG EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52120-50-130-900	2010 BG GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53250-50-130-900	MARKETING - BG BG	0.00	4.17	4.17	100.00	52.50	50.00	-2.50	-5.00
53425-50-130-900	MISC EXPENSE BG	182.00	4.17	-177.83	-4,264.51	182.00	50.00	-132.00	-264.00
53810-50-130-900	SUPPLIES OFFICE BG	40.74	0.00	-40.74	0.00	40.74	0.00	-40.74	0.00
Total EXPENDITURES:		14,780.30	9,500.02	-5,280.28	-55.58	92,545.62	114,000.00	21,454.38	18.82
NET INCOME FROM OPERATIONS:		0.00	-0.02	0.02	100.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	-0.02	0.02	100.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	-0.02	0.02	100.00	0.00	0.00	0.00	0.00

BOH STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-50-110-000	TAX REVENUE (CO):BOH	1,754.17	1,754.17	0.00	0.00	17,541.70	21,050.00	-3,508.30	-16.67
40200-50-110-000	TAX REVENUE (CITY):BOH	1,754.17	1,754.17	0.00	0.00	17,541.70	21,050.00	-3,508.30	-16.67
45150-50-110-050	BG HEALTH OFFICER REVENUE	0.00	800.00	-800.00	-100.00	4,800.00	9,600.00	-4,800.00	-50.00
Total REVENUE:		3,508.34	4,308.34	-800.00	-18.57	39,883.40	51,700.00	-11,816.60	-22.86
Gross Profit:		3,508.34	4,308.34	-800.00	-18.57	39,883.40	51,700.00	-11,816.60	-22.86
EXPENDITURES									
50500-50-110-000	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50560-50-110-000	HEALTH OFFICER PAYMENT	1,666.67	1,666.67	0.00	0.00	16,666.70	20,000.00	3,333.30	16.67
50560-50-110-050	HEALTH OFFICER PAYMENT BG	800.00	800.00	0.00	0.00	8,000.00	9,600.00	1,600.00	16.67
51370-50-110-000	ED EMPLOYEE CONFERENCE BOH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53100-50-110-000	INSURANCE BOH	0.00	1,833.33	1,833.33	100.00	18,445.00	22,000.00	3,555.00	16.16
53425-50-110-000	MISC EXPENSE BOH	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
Total EXPENDITURES:		2,466.67	4,308.33	1,841.66	42.75	43,111.70	51,700.00	8,588.30	16.61
NET INCOME FROM OPERATIONS:		1,041.67	0.01	1,041.66	10,416,600.00	-3,228.30	0.00	-3,228.30	0.00
EARNINGS BEFORE INCOME TAX:		1,041.67	0.01	1,041.66	10,416,600.00	-3,228.30	0.00	-3,228.30	0.00
REVENUE OVER (UNDER) EXPENDITURES:		1,041.67	0.01	1,041.66	10,416,600.00	-3,228.30	0.00	-3,228.30	0.00

ADULT HEALTH STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
ADULT HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-54-400-000	TAX REVENUE (CO): CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-54-400-000	TAX REVENUE (CITY) CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-54-400-405	TAX REVENUE (CITY) COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40400-54-400-000	1% NATRONA CO REVENUE CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-54-400-000	STATE NURSING FUNDS: CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42100-54-400-000	SPECIAL PROGRAM REVENUE CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42110-54-400-000	HCBS WAIVER	16,800.78	22,916.67	-6,115.89	-26.69	224,168.17	275,000.00	-50,831.83	-18.48
42115-54-400-000	HW LIFE LINE CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42120-54-400-000	MEDICAID HEARINGS: CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42130-54-400-000	MEDICAID PAY FOR PARTICIPATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42140-54-400-000	PAR LT 101:CN	4,920.00	12,500.00	-7,580.00	-60.64	124,080.00	150,000.00	-25,920.00	-17.28
42150-54-400-000	PRIVATE INSURANCE:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42155-54-400-000	VA REV CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-54-400-000	REIMBURSEMENT SBIRT:CN	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
44600-54-400-000	DONATIONS:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44700-54-400-000	TRAIN/CLASS/PRES/TEACH:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45120-54-400-000	WEED/SEED REVENUE MCH/CITY CI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45150-54-400-000	GIRL REV:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48100-54-400-000	COPY REVENUE:CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-54-400-000	MISCELLANEOUS REVENUE:CN	40.00	125.00	-85.00	-68.00	900.00	1,500.00	-600.00	-40.00
Total REVENUE:		21,760.78	35,625.00	-13,864.22	-38.92	349,148.17	427,500.00	-78,351.83	-18.33
Gross Profit:		21,760.78	35,625.00	-13,864.22	-38.92	349,148.17	427,500.00	-78,351.83	-18.33
EXPENDITURES									
50100-54-400-000	REG SALARIES CN	22,123.36	22,321.20	197.84	0.89	220,208.55	267,854.44	47,645.89	17.79
50200-54-400-000	WY RETIREMENT CN	3,676.91	3,709.78	32.87	0.89	36,547.71	44,517.41	7,969.70	17.90
50300-54-400-000	SOCIAL SECURITY MATCH CN	1,627.58	1,707.57	79.99	4.68	16,244.72	20,490.86	4,246.14	20.72
50350-54-400-000	UNEMPLOYMENT INSURANCE CN	457.41	220.13	-237.28	-107.79	2,370.25	2,641.60	271.35	10.27
50375-54-400-000	WORKERS' COMP CN	342.55	341.51	-1.04	-0.30	3,479.01	4,098.17	619.16	15.11
50400-54-400-000	EMPLOYEE MEDICAL INS CN	4,524.95	4,524.95	0.00	0.00	45,249.50	54,299.40	9,049.90	16.67
50500-54-400-000	CONTRACT LABOR CN	419.24	791.67	372.43	47.04	5,204.69	9,500.00	4,295.31	45.21
51100-54-400-000	ADVERTISING CN	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51200-54-400-000	AUTO GASOLINE CN	0.00	91.67	91.67	100.00	0.00	1,100.00	1,100.00	100.00
51250-54-400-000	AUTO REPAIR CN	113.49	83.33	-30.16	-36.19	783.94	1,000.00	216.06	21.61
51350-54-400-000	ED PUBLIC CN (TRAN EXP CN)	31.18	4.17	-27.01	-647.72	31.18	50.00	18.82	37.64

ADULT HEALTH STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
ADULT HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
51370-54-400-000	ED EMPLOYEE CONFERENCE CN	75.00	300.00	225.00	75.00	3,064.22	3,600.00	535.78	14.88
51400-54-400-000	EMPLOYEE MEDICAL TESTING CN	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51500-54-400-000	EQUIPMENT MAINTENANCE CN (t	35.12	45.83	10.71	23.37	728.35	550.00	-178.35	-32.43
51525-54-400-000	EQUIPMENT PURCHASE CN	-2,329.94	83.33	2,413.27	2,896.04	900.89	1,000.00	99.11	9.91
51550-54-400-000	EQUIP COPY EXPENSE CN	240.77	250.00	9.23	3.69	2,543.67	3,000.00	456.33	15.21
53250-54-400-000	MARKETING CN	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53400-54-400-000	MILEAGE CN	0.00	20.83	20.83	100.00	68.78	250.00	181.22	72.49
53425-54-400-000	MISC EXPENSE CN	35.00	41.67	6.67	16.01	925.25	500.00	-425.25	-85.05
53450-54-400-000	PERIODICALS/BOOKS CN (SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-54-400-000	POSTAGE CN	6.50	83.33	76.83	92.20	679.26	1,000.00	320.74	32.07
53600-54-400-000	RENT EXPENSE CN	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
53670-54-400-000	RETURNED CHECKS AND BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-54-400-000	SOFTWARE CN	624.53	375.00	-249.53	-66.54	3,421.89	4,500.00	1,078.11	23.96
53810-54-400-000	SUPPLIES OFFICE CN	94.52	83.33	-11.19	-13.43	639.24	1,000.00	360.76	36.08
53880-54-400-000	SUPPLIES MEDICAL CN (CHEM/L	66.97	0.00	-66.97	0.00	66.97	0.00	-66.97	0.00
54600-54-400-000	TELEPHONE CN	503.79	416.67	-87.12	-20.91	4,295.04	5,000.00	704.96	14.10
57000-54-400-000	SPECIAL PROJECT EXP: CN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		32,668.93	35,608.46	2,939.53	8.26	347,453.11	427,301.88	79,848.77	18.69
NET INCOME FROM OPERATIONS:		-10,908.15	16.54	-10,924.69	-66,050.12	1,695.06	198.12	1,496.94	755.57
EARNINGS BEFORE INCOME TAX:		-10,908.15	16.54	-10,924.69	-66,050.12	1,695.06	198.12	1,496.94	755.57
REVENUE OVER (UNDER) EXPENDITURES:		-10,908.15	16.54	-10,924.69	-66,050.12	1,695.06	198.12	1,496.94	755.57

MCH BLUE ENVELOPE FUND STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

MCH BLUE ENVELOPE FUNDS

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-54-411-000	BLUE ENVELOPE REVENUE	0.00	121.11	-121.11	-100.00	0.00	1,453.26	-1,453.26	-100.00
42200-54-411-000	BREAT PUMP REVENUE MFH BLUE I	391.44	731.47	-340.03	-46.49	3,008.14	8,777.69	-5,769.55	-65.73
49999-54-411-000	TRANSFERRED FROM RESERVED B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		391.44	852.58	-461.14	-54.09	3,008.14	10,230.95	-7,222.81	-70.60
Gross Profit:		391.44	852.58	-461.14	-54.09	3,008.14	10,230.95	-7,222.81	-70.60
EXPENDITURES									
51350-54-411-000	ED PUBLIC BLUE ENVELOPE	38.51	0.00	-38.51	0.00	391.29	0.00	-391.29	0.00
53550-54-411-000	POSTAGE BLUE ENVELOPE	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53810-54-411-000	SUPPLIES OFFICE BLUE ENVELOPE	0.00	83.33	83.33	100.00	854.70	1,000.00	145.30	14.53
53850-54-411-000	BREAST PUMP SUPPLIES BLUE ENV	1,949.25	722.32	-1,226.93	-169.86	4,900.20	8,667.85	3,767.65	43.47
Total EXPENDITURES:		1,987.76	813.98	-1,173.78	-144.20	6,146.19	9,767.85	3,621.66	37.08
NET INCOME FROM OPERATIONS:		-1,596.32	38.60	-1,634.92	-4,235.54	-3,138.05	463.10	-3,601.15	-777.62
EARNINGS BEFORE INCOME TAX:		-1,596.32	38.60	-1,634.92	-4,235.54	-3,138.05	463.10	-3,601.15	-777.62
REVENUE OVER (UNDER) EXPENDITURES:		-1,596.32	38.60	-1,634.92	-4,235.54	-3,138.05	463.10	-3,601.15	-777.62

CN MFH STATE GRANT STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

MATERNAL & FAMILY HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-54-410-405	TAX REVENUE (COUNTY) MFH	4,810.11	4,810.12	-0.01	0.00	48,101.10	57,721.39	-9,620.29	-16.67
40200-54-410-405	TAX REVENUE (CITY) MFH GRANT	734.73	734.73	0.00	0.00	7,347.26	8,816.71	-1,469.45	-16.67
41000-54-410-405	STATE NURSING REVENUE - MFH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-54-410-405	REIMBURSEMENT MCH SBIRT	69.63	125.00	-55.37	-44.30	831.23	1,500.00	-668.77	-44.58
42200-54-410-405	BREAST PUMP AND SUPPLES REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-54-410-405	DONATIONS CN MFH GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-54-410-405	GRANT REVENUE MFH STATE GRAN	9,759.79	9,800.67	-40.88	-0.42	86,086.60	117,608.00	-31,521.40	-26.80
48900-54-410-405	MISC REVENUE MFH GRANT	78.88	0.00	78.88	0.00	78.88	0.00	78.88	0.00
Total REVENUE:		15,453.14	15,470.52	-17.38	-0.11	142,445.07	185,646.10	-43,201.03	-23.27
Gross Profit:		15,453.14	15,470.52	-17.38	-0.11	142,445.07	185,646.10	-43,201.03	-23.27
EXPENDITURES									
50100-54-410-405	REG SALARIES MFH STATE GRANT	10,292.42	9,266.40	-1,026.02	-11.07	94,963.91	111,196.80	16,232.89	14.60
50200-54-410-405	WY RETIREMENT MFH STATE GRAN	1,525.88	1,540.08	14.20	0.92	14,302.26	18,480.91	4,178.65	22.61
50300-54-410-405	SOCIAL SECURITY MFH STATE GRA	727.67	708.88	-18.79	-2.65	6,794.30	8,506.56	1,712.26	20.13
50350-54-410-405	UNEMPLOYMENT INSURANCE MFH	204.51	96.86	-107.65	-111.14	1,157.03	1,162.30	5.27	0.45
50375-54-410-405	WORKERS' COMP MFH STATE GRAI	153.15	141.78	-11.37	-8.02	1,409.05	1,701.31	292.26	17.18
50400-54-410-405	EMPLOYEE MED INS MFH STATE GF	2,262.49	1,837.35	-425.14	-23.14	18,832.29	22,048.22	3,215.93	14.59
50500-54-410-405	CONTRACT LABOR MFH STATE GRA	-161.38	208.33	369.71	177.46	1,856.79	2,500.00	643.21	25.73
51200-54-410-405	AUTO GASOLINE CN MCH MFH GRA	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51250-54-410-405	AUTO REPAIR CN MFH GRANT	0.00	70.83	70.83	100.00	554.00	850.00	296.00	34.82
51350-54-410-405	ED PUBLIC MFH STATE GRANT	10.00	16.67	6.67	40.01	76.86	200.00	123.14	61.57
51370-54-410-405	ED EMPLOYEE CONFERENCE MFH :	0.00	125.00	125.00	100.00	268.16	1,500.00	1,231.84	82.12
51400-54-410-405	EMPL MEDICAL TESTING MFH GRAN	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51500-54-410-405	EQUIPMENT MAINTENANCE MFH ST	0.00	25.00	25.00	100.00	167.68	300.00	132.32	44.11
51525-54-410-405	EQUIPMENT PURCHASE MFH STATE	0.00	83.33	83.33	100.00	673.25	1,000.00	326.75	32.68
51550-54-410-405	EQUIP COPY EXPENSE MFH STATE	108.38	166.67	58.29	34.97	1,429.24	2,000.00	570.76	28.54
53250-54-410-405	MARKETING MFH STATE GRANT	0.00	83.33	83.33	100.00	541.06	1,000.00	458.94	45.89
53300-54-410-405	MEETING EXPENSE MFH STATE GF	0.00	33.33	33.33	100.00	203.99	400.00	196.01	49.00
53400-54-410-405	MILEAGE MFH STATE GRANT	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53425-54-410-405	MISC EXPENSE MFH GRANT	0.00	16.67	16.67	100.00	119.94	200.00	80.06	40.03
53450-54-410-405	PERIODICAL/BOOKS MFH STATE GF	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
53550-54-410-405	POSTAGE MFH STATE GRANT	41.37	33.33	-8.04	-24.12	330.82	400.00	69.18	17.30
53700-54-410-405	SOFTWARE CN MCH GRANT	515.39	383.33	-132.06	-34.45	3,181.53	4,600.00	1,418.47	30.84
53810-54-410-405	SUPPLIES OFFICE MFH STATE GRAI	68.19	62.50	-5.69	-9.10	642.40	750.00	107.60	14.35

CN MFH STATE GRANT STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
MATERNAL & FAMILY HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53850-54-410-405	SUPPLIES BREAST PUMPS MFH GR.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53880-54-410-405	SUPPLIES MEDICAL MFH STATE GR.	41.63	41.67	0.04	0.10	107.87	500.00	392.13	78.43
54600-54-410-405	TELEPHONE MFH STATE GRANT	630.54	350.00	-280.54	-80.15	3,787.84	4,200.00	412.16	9.81
Total EXPENDITURES:		16,420.24	15,470.50	-949.74	-6.14	151,400.27	185,646.10	34,245.83	18.45
NET INCOME FROM OPERATIONS:		-967.10	0.02	-967.12	-4,835,600.00	-8,955.20	0.00	-8,955.20	0.00
EARNINGS BEFORE INCOME TAX:		-967.10	0.02	-967.12	-4,835,600.00	-8,955.20	0.00	-8,955.20	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-967.10	0.02	-967.12	-4,835,600.00	-8,955.20	0.00	-8,955.20	0.00

CN TANF 415
For The 10 Periods Ended 4/30/2018
MATERNAL & FAMILY HEALTH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-54-410-415	TAX REVENUE (COUNTY) TANF 415	6,112.32	6,112.32	0.00	0.00	61,123.20	73,347.86	-12,224.66	-16.67
40200-54-410-415	TAX REVENUE (CITY) TANF 415	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-54-410-415	STATE NURSING REV - COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-54-410-415	GRANT REVENUE TANF 415	15,447.30	11,739.92	3,707.38	31.58	131,836.04	140,879.00	-9,042.96	-6.42
48900-54-410-415	MISC REVENUE TANF 415	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		21,559.62	17,852.24	3,707.38	20.77	192,959.24	214,226.86	-21,267.62	-9.93
Gross Profit:		21,559.62	17,852.24	3,707.38	20.77	192,959.24	214,226.86	-21,267.62	-9.93
EXPENDITURES									
50100-54-410-415	REG SALARIES CN TANF 415	11,193.80	11,556.10	362.30	3.14	93,305.59	138,673.20	45,367.61	32.72
50200-54-410-415	WY RETIREMENT TANF 415	1,552.52	1,960.10	407.58	20.79	14,284.60	23,521.16	9,236.56	39.27
50300-54-410-415	SOC SEC MATCH TANF 415	800.60	902.21	101.61	11.26	6,703.68	10,826.52	4,122.84	38.08
50350-54-410-415	UNEMPLOYMENT INSURANCE TANF	225.00	123.28	-101.72	-82.51	1,093.59	1,479.30	385.71	26.07
50375-54-410-415	WORKERS' COMP TANF 415	168.48	180.44	11.96	6.63	1,396.29	2,165.30	769.01	35.52
50400-54-410-415	EMPLOYEE MED INS TANF 415	2,262.47	2,338.45	75.98	3.25	18,832.12	28,061.38	9,229.26	32.89
50500-54-410-415	CONTRACT LABOR CN TANF 415	-161.38	283.33	444.71	156.96	2,303.02	3,400.00	1,096.98	32.26
51350-54-410-415	ED PUBLIC TANF 415	0.00	20.83	20.83	100.00	185.52	250.00	64.48	25.79
51370-54-410-415	ED EMPLOYEE CONFERENCE TANF	566.19	375.00	-191.19	-50.98	3,391.49	4,500.00	1,108.51	24.63
51525-54-410-415	EQUIPMENT PURCHASE TANF 415	25.85	41.67	15.82	37.96	91.10	500.00	408.90	81.78
51550-54-410-415	EQUIP COPY EXPENSE TANF 415	108.38	33.33	-75.05	-225.17	668.22	400.00	-268.22	-67.06
53400-54-410-415	MILEAGE TANF 415	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53700-54-410-415	SOFTWARE COMMUNITY NURSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53880-54-410-415	SUPPLIES MEDICAL TANF 415	0.00	33.33	33.33	100.00	279.56	400.00	120.44	30.11
Total EXPENDITURES:		16,741.91	17,852.24	1,110.33	6.22	142,534.78	214,226.86	71,692.08	33.47
NET INCOME FROM OPERATIONS:		4,817.71	0.00	4,817.71	0.00	50,424.46	0.00	50,424.46	0.00
EARNINGS BEFORE INCOME TAX:		4,817.71	0.00	4,817.71	0.00	50,424.46	0.00	50,424.46	0.00
REVENUE OVER (UNDER) EXPENDITURES:		4,817.71	0.00	4,817.71	0.00	50,424.46	0.00	50,424.46	0.00

CPR
 For The 10 Periods Ended 4/30/2018
 CPR

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
44600-50-155-000	FEES FOR SVC/DONATIONS CPR	10.00	0.00	10.00	0.00	133.00	0.00	133.00	0.00
44700-50-155-000	CLASSES CPR	400.00	833.33	-433.33	-52.00	2,370.00	10,000.00	-7,630.00	-76.30
44800-50-155-000	CARRY OVER REV 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-50-155-000	MISC REVENUE CPR	0.00	0.00	0.00	0.00	48.00	0.00	48.00	0.00
49999-50-155-000	TRANSFERRED FROM RESERVED C	0.00	0.00	0.00	0.00	252.02	0.00	252.02	0.00
Total REVENUE:		410.00	833.33	-423.33	-50.80	2,803.02	10,000.00	-7,196.98	-71.97
Gross Profit:		410.00	833.33	-423.33	-50.80	2,803.02	10,000.00	-7,196.98	-71.97
EXPENDITURES									
50100-50-155-000	REG SALARIES CPR	100.86	232.09	131.23	56.54	1,742.04	2,785.03	1,042.99	37.45
50200-50-155-000	WY RETIREMENT CPR	16.76	39.45	22.69	57.52	289.52	473.40	183.88	38.84
50300-50-155-000	SOC SEC MATCH CPR	7.71	18.36	10.65	58.01	124.89	220.31	95.42	43.31
50350-50-155-000	UNEMPLOYMENT INSURANCE CPR	2.17	2.07	-0.10	-4.83	15.09	24.87	9.78	39.32
50375-50-155-000	WORKERS' COMP CPR	1.62	8.03	6.41	79.83	26.12	96.39	70.27	72.90
50400-50-155-000	EMPLOYEE MED INS CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500-50-155-000	CONTRACT LABOR CPR	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51370-50-155-000	ED EMP CONFERENCE CPR	0.00	0.00	0.00	0.00	60.00	0.00	-60.00	0.00
51500-50-155-000	EQUIPMENT MAINTENANCE CPR	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
51525-50-155-000	EQUIPMENT PURCHASE CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-155-000	EQUIP COPY EXPENSE CPR	0.00	16.67	16.67	100.00	0.00	200.00	200.00	100.00
53250-50-155-000	MARKETING CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53425-50-155-000	MISC EXPENSE CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53450-50-155-000	PERIODICAL/BOOKS/TEACHING AID	0.00	250.00	250.00	100.00	0.00	3,000.00	3,000.00	100.00
53550-50-155-000	POSTAGE CPR	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53810-50-155-000	SUPPLIES OFFICE CPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53850-50-155-000	CERTIFICATES/CARDS EXPENSE	286.00	125.00	-161.00	-128.80	311.00	1,500.00	1,189.00	79.27
53880-50-155-000	SUPPLIES FIRST AID CPR	0.00	41.67	41.67	100.00	280.62	500.00	219.38	43.88
Total EXPENDITURES:		415.12	833.34	418.22	50.19	2,849.28	10,000.00	7,150.72	71.51
NET INCOME FROM OPERATIONS:		-5.12	-0.01	-5.11	-51,100.00	-46.26	0.00	-46.26	0.00
EARNINGS BEFORE INCOME TAX:		-5.12	-0.01	-5.11	-51,100.00	-46.26	0.00	-46.26	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-5.12	-0.01	-5.11	-51,100.00	-46.26	0.00	-46.26	0.00

CRI STATMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-50-135-800	CRI GRANT REVENUE	19,075.21	7,066.67	12,008.54	169.93	63,074.28	84,800.00	-21,725.72	-25.62
48900-50-135-000	MISC REVENUE CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		19,075.21	7,066.67	12,008.54	169.93	63,074.28	84,800.00	-21,725.72	-25.62
Gross Profit:		19,075.21	7,066.67	12,008.54	169.93	63,074.28	84,800.00	-21,725.72	-25.62
EXPENDITURES									
50100-50-135-800	REG SALARIES CRI	1,423.06	3,516.67	2,093.61	59.53	23,084.37	42,200.00	19,115.63	45.30
50200-50-135-800	WY RETIREMENT CRI	236.52	738.16	501.64	67.96	3,784.51	8,857.94	5,073.43	57.28
50300-50-135-800	SOCIAL SECURITY MATCH CRI	107.60	368.08	260.48	70.77	1,662.90	4,416.92	2,754.02	62.35
50350-50-135-800	UNEMPLOYMNET INSURANCE CRI	30.25	42.82	12.57	29.36	273.82	513.86	240.04	46.71
50375-50-135-800	WORKERS' COMP CRI	22.65	72.55	49.90	68.78	343.48	870.59	527.11	60.55
50400-50-135-800	EMPLOYEE MED INS CRI	0.00	0.00	0.00	0.00	440.02	0.00	-440.02	0.00
50500-50-135-800	CONTRACT LABOR CRI	-214.16	216.67	430.83	198.84	1,947.98	2,600.00	652.02	25.08
51200-50-135-800	AUTO GASOLINE CRI	0.00	41.67	41.67	100.00	36.02	500.00	463.98	92.80
51250-50-135-800	AUTO REPAIR CRI	102.99	41.67	-61.32	-147.16	393.15	500.00	106.85	21.37
51350-50-135-800	ED PUBLIC CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-135-800	ED EMPLOYEE CONFERENCE CRI	73.85	1,165.89	1,092.04	93.67	3,860.15	13,990.69	10,130.54	72.41
51500-50-135-800	EQUIPMENT MAINTENANCE CRI	0.00	62.50	62.50	100.00	391.11	750.00	358.89	47.85
51525-50-135-800	EQUIPMENT PURCHASE CRI	15,574.73	0.00	-15,574.73	0.00	16,646.91	0.00	-16,646.91	0.00
51550-50-135-800	EQUIP COPY EXPENSE CRI	111.97	83.33	-28.64	-34.37	1,135.53	1,000.00	-135.53	-13.55
52120-50-135-800	CRI EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52800-50-135-800	EXERCISE EXPENSE CRI	552.35	83.33	-469.02	-562.85	1,052.35	1,000.00	-52.35	-5.24
52910-50-135-800	POD EXPENSES CRI	118.32	4.17	-114.15	-2,737.41	656.43	50.00	-606.43	-1,212.86
53300-50-135-800	MEETING EXPENSE CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-50-135-800	POSTAGE CRI	2.90	4.17	1.27	30.46	263.93	50.00	-213.93	-427.86
53600-50-135-800	RENT	630.00	166.67	-463.33	-277.99	2,520.00	2,000.00	-520.00	-26.00
53700-50-135-800	SOFTWARE CRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-50-135-800	SUPPLIES OFFICE CRI	15.32	83.33	68.01	81.62	969.18	1,000.00	30.82	3.08
54600-50-135-800	TELEPHONE CRI	286.86	375.00	88.14	23.50	3,612.44	4,500.00	887.56	19.72
Total EXPENDITURES:		19,075.21	7,066.68	-12,008.53	-169.93	63,074.28	84,800.00	21,725.72	25.62
NET INCOME FROM OPERATIONS:		0.00	-0.01	0.01	100.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	-0.01	0.01	100.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	-0.01	0.01	100.00	0.00	0.00	0.00	0.00

DIABETES PREVENTION STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

DIABETES PREVENTION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-54-425-000	GRANT REVENUE-DIABETES PREVE	0.00	0.00	0.00	0.00	0.00	1,477.00	-1,477.00	-100.00
43620-54-425-000	SELF PAY -DIABETES	25.00	0.00	25.00	0.00	25.00	0.00	25.00	0.00
43630-54-425-000	INSURANCE -DIABETES	119.00	0.00	119.00	0.00	147.00	0.00	147.00	0.00
43640-54-425-000	MEDICAID -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43650-54-425-000	MEDICARE -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		144.00	0.00	144.00	0.00	172.00	1,477.00	-1,305.00	-88.35
Gross Profit:		144.00	0.00	144.00	0.00	172.00	1,477.00	-1,305.00	-88.35
EXPENDITURES									
50100-54-425-000	REG SALARIES-DIABETES	0.00	0.00	0.00	0.00	0.00	248.00	248.00	100.00
50200-54-425-000	WY RETIREMENT-DIABETES	0.00	0.00	0.00	0.00	0.00	41.00	41.00	100.00
50300-54-425-000	SOC SEC MATCH-DIABETES	0.00	0.00	0.00	0.00	0.00	19.00	19.00	100.00
50350-54-425-000	UNEMPL INS-DIABETES	0.00	0.00	0.00	0.00	0.00	5.00	5.00	100.00
50375-54-425-000	WORKERS' COMP-DIABETES	0.00	0.00	0.00	0.00	0.00	4.00	4.00	100.00
51350-54-425-000	ED PUBLIC-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51360-54-425-000	ED EMPLOYEE -DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51525-54-425-000	EQUIPMENT PURCHASE-DIABETES	2,750.00	0.00	-2,750.00	0.00	2,750.00	0.00	-2,750.00	0.00
53250-54-425-000	MARKETING-DIABETES	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00
53810-54-425-000	SUPPLIES OFFICE-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53880-54-425-000	SUPPLIES MEDICAL-DIABETES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		2,750.00	0.00	-2,750.00	0.00	2,750.00	1,317.00	-1,433.00	-108.81
NET INCOME FROM OPERATIONS:		-2,606.00	0.00	-2,606.00	0.00	-2,578.00	160.00	-2,738.00	-1,711.25
EARNINGS BEFORE INCOME TAX:		-2,606.00	0.00	-2,606.00	0.00	-2,578.00	160.00	-2,738.00	-1,711.25
REVENUE OVER (UNDER) EXPENDITURES:		-2,606.00	0.00	-2,606.00	0.00	-2,578.00	160.00	-2,738.00	-1,711.25

DISEASE PREVENTION STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

GENERAL CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-600-000	TAX REVENUE (CO) DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-600-000	TAX REVENUE (CITY) DP	26,344.82	8,649.61	17,695.21	204.58	86,496.10	103,795.31	-17,299.21	-16.67
40400-56-600-000	1% NATRONA CO REVENUE DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-56-600-000	STATE NURSING REVENUE - DP	0.00	4,150.26	-4,150.26	-100.00	37,352.34	49,803.15	-12,450.81	-25.00
42100-56-600-000	PROGRAM REVENUE GRANTS DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-54-600-000	BLD REPAIR/MAINT:CNJCNJDP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42160-56-600-000	REIMBURSEMENT SBIRT:DP	0.00	6.77	-6.77	-100.00	150.86	81.23	69.63	85.72
44600-56-600-000	DONATIONS:DP	0.00	0.00	0.00	0.00	92.00	0.00	92.00	0.00
48100-56-600-000	COPY/POST REVENUE:DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48500-56-600-000	COLLECTIONS REVENUE DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-56-600-000	MISCELLANEOUS REVENUE DP	30.00	0.00	30.00	0.00	30.00	0.00	30.00	0.00
48930-56-600-000	MEDICAID DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48940-56-600-000	OTHER INCOME DP	0.00	41.67	-41.67	-100.00	0.00	500.00	-500.00	-100.00
48950-56-600-000	PRIVATE INSURANCE DP	343.30	83.33	259.97	311.98	10,658.91	1,000.00	9,658.91	965.89
48960-56-600-000	SELF PAY DP	2,534.06	1,916.67	617.39	32.21	21,365.84	23,000.00	-1,634.16	-7.11
48970-56-600-000	TB REVENUE :DP	0.00	0.00	0.00	0.00	9.80	0.00	9.80	0.00
Total REVENUE:		29,252.18	14,848.31	14,403.87	97.01	156,155.85	178,179.69	-22,023.84	-12.36
Gross Profit:		29,252.18	14,848.31	14,403.87	97.01	156,155.85	178,179.69	-22,023.84	-12.36
EXPENDITURES									
50100-56-600-000	REG SALARIES DP	7,702.86	9,405.48	1,702.62	18.10	101,494.17	112,865.79	11,371.62	10.08
50200-56-600-000	WY RETIREMENT DP	1,280.19	1,543.03	262.84	17.03	15,395.91	18,516.31	3,120.40	16.85
50300-56-600-000	SOCIAL SECURITY MATCH DP	557.49	675.35	117.86	17.45	7,379.24	8,104.23	724.99	8.95
50350-56-600-000	UNEMPLOYMENT INSURANCE DP	156.78	99.49	-57.29	-57.58	1,172.82	1,193.84	21.02	1.76
50375-56-600-000	WORKERS' COMP DP	117.35	118.40	1.05	0.89	1,682.93	1,420.85	-262.08	-18.45
50400-56-600-000	EMPLOYEE MEDICAL INS DP	1,532.49	1,511.14	-21.35	-1.41	14,561.72	18,133.67	3,571.95	19.70
50500-56-600-000	CONTRACT LABOR DP	-121.84	250.00	371.84	148.74	2,346.15	3,000.00	653.85	21.80
51100-56-600-000	ADVERTISING DP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-600-000	AUTO GASOLINE DP	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51350-56-600-000	ED PUBLIC DP	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51370-56-600-000	ED EMPLOYEE CONFERENCE DP	0.00	41.67	41.67	100.00	268.50	500.00	231.50	46.30
51400-56-600-000	EMPLOYEE MEDICAL TESTING DP	0.00	8.33	8.33	100.00	70.00	100.00	30.00	30.00
51500-56-600-000	EQUIPMENT MAINTENANCE DP	0.00	18.33	18.33	100.00	24.26	220.00	195.74	88.97
51525-56-600-000	EQUIPMENT PURCHASE DP	0.00	62.50	62.50	100.00	482.17	750.00	267.83	35.71
51550-56-600-000	EQUIP COPY EXPENSE DP	113.58	108.33	-5.25	-4.85	1,255.45	1,300.00	44.55	3.43

DISEASE PREVENTION STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

GENERAL CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53225-56-600-000	LICENSE/PROFICIENCY DP CLIA	0.00	16.67	16.67	100.00	200.00	200.00	0.00	0.00
53250-56-600-000	MARKETING DP	0.00	16.67	16.67	100.00	0.00	200.00	200.00	100.00
53300-56-600-000	MEETING EXPENSE:DP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53400-56-600-000	MILEAGE DP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53425-56-600-000	MISC EXPENSE DP	0.00	41.67	41.67	100.00	261.67	500.00	238.33	47.67
53450-56-600-000	PERIODICALS/BOOKS DP	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53550-56-600-000	POSTAGE DP	18.48	41.67	23.19	55.65	234.41	500.00	265.59	53.12
53600-56-600-000	RENT EXPENSE DP	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53670-56-600-000	RETURNED CHECKS AND BAD DEBT	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53700-56-600-000	SOFTWARE DP	65.18	16.67	-48.51	-291.00	1,575.94	200.00	-1,375.94	-687.97
53810-56-600-000	SUPPLIES OFFICE DP	89.87	125.00	35.13	28.10	873.43	1,500.00	626.57	41.77
53880-56-600-000	SUPPLIES MEDICAL DP (CHEM/LAE	0.00	183.33	183.33	100.00	512.46	2,200.00	1,687.54	76.71
53890-56-600-000	SUPPLIES MEDICAL PHARMACY DF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-56-600-000	TELEPHONE DP	196.05	133.33	-62.72	-47.04	1,524.56	1,600.00	75.44	4.72
55250-56-600-000	TEST LAB DP (LAB SERVICE	400.85	291.67	-109.18	-37.43	2,825.21	3,500.00	674.79	19.28
55500-56-600-000	TB SUPPLIES DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57000-56-600-000	SPECIAL PROJECT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		12,109.33	14,764.98	2,655.65	17.99	154,141.00	177,179.69	23,038.69	13.00
NET INCOME FROM OPERATIONS:		17,142.85	83.33	17,059.52	20,472.24	2,014.85	1,000.00	1,014.85	101.49
EARNINGS BEFORE INCOME TAX:		17,142.85	83.33	17,059.52	20,472.24	2,014.85	1,000.00	1,014.85	101.49
REVENUE OVER (UNDER) EXPENDITURES:		17,142.85	83.33	17,059.52	20,472.24	2,014.85	1,000.00	1,014.85	101.49

DP STD STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
STD CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-610-000	TAX REVENUE (COUNTY) CHL/STD I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-610-000	TAX REVENUE (CITY) CHL/STD DP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-56-610-000	STATE NURSING REVENUE STD	0.00	11,503.74	-11,503.74	-100.00	103,533.66	138,044.85	-34,511.19	-25.00
42100-56-610-000	PROGRAM REVENUE STD SPECIAL	0.00	0.00	0.00	0.00	2,300.00	0.00	2,300.00	0.00
42160-56-610-000	REIMBURSEMENT SBIRT DP STD	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
43050-56-610-000	MEDICAID:DP-STD	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
43800-56-610-000	MEDICARE DP STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-56-610-000	DONATIONS STD	105.00	0.00	105.00	0.00	322.00	0.00	322.00	0.00
48500-56-610-000	COLLECTIONS STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-56-610-000	MISC REVENUE STD	0.00	-208.65	208.65	100.00	252.00	-2,503.80	2,755.80	110.06
48940-56-610-000	OTHER INCOME DP STD	0.00	0.00	0.00	0.00	2,998.00	0.00	2,998.00	0.00
48950-56-610-000	PRIVATE INSURANCE DP STD	3,140.70	1,250.00	1,890.70	151.26	20,452.33	15,000.00	5,452.33	36.35
48960-56-610-000	SELF PAY STD	1,439.00	1,666.67	-227.67	-13.66	16,630.94	20,000.00	-3,369.06	-16.85
48970-56-610-000	STD TESTING REIMB - KNOW WYO	0.00	708.33	-708.33	-100.00	13,861.00	8,500.00	5,361.00	63.07
Total REVENUE:		4,684.70	15,086.75	-10,402.05	-68.95	160,349.93	181,041.05	-20,691.12	-11.43
Gross Profit:		4,684.70	15,086.75	-10,402.05	-68.95	160,349.93	181,041.05	-20,691.12	-11.43
EXPENDITURES									
50100-56-610-000	REG SALARIES CHL/STD	9,372.15	9,480.48	108.33	1.14	89,851.04	113,765.79	23,914.75	21.02
50200-56-610-000	WY RETIREMENT DP CHL/STD	1,557.66	1,565.19	7.53	0.48	14,184.14	18,782.23	4,598.09	24.48
50300-56-610-000	SOCIAL SECURITY DP CHL/STD	682.22	729.72	47.50	6.51	6,558.84	8,756.63	2,197.79	25.10
50350-56-610-000	UNEMPLOYMENT INSURANCE DP C	191.72	101.54	-90.18	-88.81	1,246.11	1,218.48	-27.63	-2.27
50375-56-610-000	WORKERS' COMP DP CHL/STD	143.57	145.94	2.37	1.62	1,323.27	1,751.33	428.06	24.44
50400-56-610-000	EMPLOYEE MEDICAL INS DP CHL/S	1,889.28	1,870.45	-18.83	-1.01	18,210.94	22,445.39	4,234.45	18.87
50500-56-610-000	CONTRACT LABOR STD	-121.84	250.00	371.84	148.74	2,346.16	3,000.00	653.84	21.79
51100-56-610-000	ADVERTISING STD	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-610-000	AUTO GASOLINE STD	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51370-56-610-000	ED EMPLOYEE CONFERENCE DP S	0.00	83.33	83.33	100.00	509.77	1,000.00	490.23	49.02
51500-56-610-000	EQUIPMENT MAINTENANCE STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51525-56-610-000	EQUIPMENT PURCHASE STD	959.48	83.33	-876.15	-1,051.42	1,203.97	1,000.00	-203.97	-20.40
51550-56-610-000	EQUIP COPY EXPENSE STD	113.57	83.33	-30.24	-36.29	1,144.42	1,000.00	-144.42	-14.44
53250-56-610-000	MARKETING STD	0.00	0.00	0.00	0.00	40.00	0.00	-40.00	0.00
53300-56-610-000	MEETING EXPENSE STD	0.00	8.33	8.33	100.00	40.80	100.00	59.20	59.20
53400-56-610-000	MILEAGE STD	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53425-56-610-000	MISC EXPENSE STD	0.00	8.33	8.33	100.00	89.65	100.00	10.35	10.35

DP STD STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
STD CLINIC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53450-56-610-000	PERIODICAL/BOOKS STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-56-610-000	POSTAGE STD	0.00	16.67	16.67	100.00	129.46	200.00	70.54	35.27
53600-56-610-000	RENT EXPENSE DP STD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53670-56-610-000	RETURNED CHECKS STD	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53700-56-610-000	SOFTWARE STD	65.19	166.67	101.48	60.89	1,575.93	2,000.00	424.07	21.20
53810-56-610-000	SUPPLIES OFFICE STD	34.46	83.33	48.87	58.65	618.65	1,000.00	381.35	38.14
53820-56-610-000	MEDICAL CONDOMS DP STD (CON	0.00	0.00	0.00	0.00	104.95	0.00	-104.95	0.00
53880-56-610-000	SUPPLIES MEDICAL DP STD	103.46	125.00	21.54	17.23	3,112.08	1,500.00	-1,612.08	-107.47
54600-56-610-000	TELEPHONE STD	115.37	104.17	-11.20	-10.75	962.08	1,250.00	287.92	23.03
55250-56-610-000	TESTS LAB DP STD (LAB SERVICE	452.28	366.67	-85.61	-23.35	6,055.28	4,400.00	-1,655.28	-37.62
57000-56-610-000	SPECIAL PROJECT STD GRANTS	0.00	208.65	208.65	100.00	2,558.80	2,503.80	-55.00	-2.20
Total EXPENDITURES:		15,558.57	15,504.06	-54.51	-0.35	151,866.34	186,048.65	34,182.31	18.37
NET INCOME FROM OPERATIONS:		-10,873.87	-417.31	-10,456.56	-2,505.71	8,483.59	-5,007.60	13,491.19	269.41
EARNINGS BEFORE INCOME TAX:		-10,873.87	-417.31	-10,456.56	-2,505.71	8,483.59	-5,007.60	13,491.19	269.41
REVENUE OVER (UNDER) EXPENDITURES:		-10,873.87	-417.31	-10,456.56	-2,505.71	8,483.59	-5,007.60	13,491.19	269.41

DP FAMILY PLANNING STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-640-000	TAX REVENUE (CO) DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-640-000	TAX REVENUE (CITY) DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000-56-640-000	STATE NURSING REVENUE DP FAM	0.00	12,771.03	-12,771.03	-100.00	114,939.27	153,252.34	-38,313.07	-25.00
42100-56-640-000	INSURANCE REIMB DP FP	9,231.40	4,256.50	4,974.90	116.88	43,077.92	51,078.00	-8,000.08	-15.66
42160-56-640-000	REIMBURSEMENT SBIRT DP FP	0.00	41.67	-41.67	-100.00	0.00	500.00	-500.00	-100.00
42200-56-640-000	CASPER COLLEGE CLINIC REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43800-56-640-000	MEDICARE DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-56-640-000	DONATIONS:DP FP	21.20	83.33	-62.13	-74.56	571.70	1,000.00	-428.30	-42.83
45100-56-640-010	TITLE X GRANT (MONTHLY)	6,450.00	6,393.25	56.75	0.89	57,369.00	76,719.00	-19,350.00	-25.22
48900-56-640-000	MISCELLANEOUS REVENUE DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48910-56-640-000	COLLECTIONS DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48930-56-640-000	MEDICAID DP FP	0.00	375.00	-375.00	-100.00	0.00	4,500.00	-4,500.00	-100.00
48960-56-640-000	SELF PAY DP FP	902.38	1,666.67	-764.29	-45.86	14,363.49	20,000.00	-5,636.51	-28.18
Total REVENUE:		16,604.98	25,587.45	-8,982.47	-35.10	230,321.38	307,049.34	-76,727.96	-24.99
Gross Profit:		16,604.98	25,587.45	-8,982.47	-35.10	230,321.38	307,049.34	-76,727.96	-24.99
EXPENDITURES									
50100-56-640-000	REG SALARIES DP FP	12,060.53	14,534.65	2,474.12	17.02	125,363.07	174,415.79	49,052.72	28.12
50200-56-640-000	WY RETIREMENT DP FP	1,514.15	1,565.19	51.04	3.26	13,976.01	18,782.23	4,806.22	25.59
50300-56-640-000	SOCIAL SECURITY MATCH DP FP	890.61	1,175.97	285.36	24.27	9,289.65	14,111.63	4,821.98	34.17
50350-56-640-000	UNEMPLOYMENT INSURANCE DP F	250.29	189.59	-60.70	-32.02	1,853.47	2,275.12	421.65	18.53
50375-56-640-000	WORKERS' COMP DP FP	187.43	235.19	47.76	20.31	1,890.97	2,822.33	931.36	33.00
50400-56-640-000	EMPLOYEE MEDICAL INS DP FP	1,889.28	1,867.85	-21.43	-1.15	18,210.95	22,414.24	4,203.29	18.75
50500-56-640-000	CONTRACT LABOR DP FP (CONTF	-121.84	250.00	371.84	148.74	2,346.13	3,000.00	653.87	21.80
51100-56-640-000	ADVERTISING DP FP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-640-000	AUTO GASOLINE DP FP	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51370-56-640-000	ED EMPLOYEE CONFERENCE DP FI	0.00	291.67	291.67	100.00	2,883.15	3,500.00	616.85	17.62
51500-56-640-000	EQUIPMENT MAINTENANC DP FP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51525-56-640-000	EQUIPMENT PURCHASE DP FP	959.49	83.33	-876.16	-1,051.43	1,361.12	1,000.00	-361.12	-36.11
51550-56-640-000	EQUIP COPY EXPENSE DP FP	113.58	83.33	-30.25	-36.30	1,033.55	1,000.00	-33.55	-3.36
53250-56-640-000	MARKETING DP FP	0.00	125.00	125.00	100.00	1,036.32	1,500.00	463.68	30.91
53300-56-640-000	MEETING EXPENSE DP FP	0.00	20.83	20.83	100.00	0.00	250.00	250.00	100.00
53350-56-640-000	MEMBERSHIPS DP FP	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
53400-56-640-000	MILEAGE DP FP	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53450-56-640-000	PERIODICAL/BOOKS DP FP	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
53550-56-640-000	POSTAGE DP FP	0.00	25.00	25.00	100.00	145.04	300.00	154.96	51.65

DP FAMILY PLANNING STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %	
53600-56-640-000	RENT EXPENSE DP FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53700-56-640-000	SOFTWARE DP FP	65.19	250.00	184.81	73.92	1,575.94	3,000.00	1,424.06	47.47
53805-56-640-000	CASPER COLLEGE CLINIC EXP DP F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
53810-56-640-000	SUPPLIES OFFICE DP FP	594.32	83.58	-510.74	-611.08	1,503.12	1,003.00	-500.12	-49.86
53820-56-640-000	MEDICAL CONDOMS DP FP (CC	0.00	83.33	83.33	100.00	2,300.00	1,000.00	-1,300.00	-130.00
53830-56-640-000	MEDICAL DEPO DP FP (DEPO DI	0.85	583.33	582.48	99.85	3,769.53	7,000.00	3,230.47	46.15
53840-56-640-000	MEDICAL IUD DP FP	1,508.34	558.33	-950.01	-170.15	4,882.99	6,700.00	1,817.01	27.12
53850-56-640-000	MEDICAL NUVRING DP FP	0.00	66.67	66.67	100.00	433.70	800.00	366.30	45.79
53870-56-640-000	MEDICAL PILLS DP FP (PILL:	67.56	500.00	432.44	86.49	2,372.01	6,000.00	3,627.99	60.47
53875-56-640-000	MEDICAL NEXPLANON	0.00	333.33	333.33	100.00	7,038.36	4,000.00	-3,038.36	-75.96
53880-56-640-000	SUPPLIES MEDICAL DP FP	265.04	333.33	68.29	20.49	3,399.78	4,000.00	600.22	15.01
54600-56-640-000	TELEPHONE DP FP	115.37	104.17	-11.20	-10.75	962.08	1,250.00	287.92	23.03
55150-56-640-000	TESTS PAP DP FP (NON-FP)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55250-56-640-000	TEST LAB FP DP (LAB SERVIC	1,771.81	2,166.67	394.86	18.22	20,465.37	26,000.00	5,534.63	21.29
Total EXPENDITURES:		22,132.00	25,587.44	3,455.44	13.50	228,092.31	307,049.34	78,957.03	25.71
NET INCOME FROM OPERATIONS:		-5,527.02	0.01	-5,527.03	-55,270,300.00	2,229.07	0.00	2,229.07	0.00
EARNINGS BEFORE INCOME TAX:		-5,527.02	0.01	-5,527.03	-55,270,300.00	2,229.07	0.00	2,229.07	0.00
REVENUE OVER (UNDER) EXPENDITURES:		-5,527.02	0.01	-5,527.03	-55,270,300.00	2,229.07	0.00	2,229.07	0.00

HIV CM STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
HIV CASE MANAGEMENT

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-56-635-000	CN/HIV REVENUE	27,707.50	8,000.00	19,707.50	246.34	68,915.00	96,000.00	-27,085.00	-28.21
42110-56-635-000	CN/HIV EMERGENCY ASSISTANCE F	0.00	83.33	-83.33	-100.00	0.00	1,000.00	-1,000.00	-100.00
48900-56-635-000	MISC REVENUE HIV CM	9,165.00	0.00	9,165.00	0.00	11,676.84	0.00	11,676.84	0.00
Total REVENUE:		36,872.50	8,083.33	28,789.17	356.15	80,591.84	97,000.00	-16,408.16	-16.92
Gross Profit:		36,872.50	8,083.33	28,789.17	356.15	80,591.84	97,000.00	-16,408.16	-16.92
EXPENDITURES									
50100-56-635-000	REG SALARIES HIV CM	4,848.66	5,161.67	313.01	6.06	47,141.32	61,940.00	14,798.68	23.89
50200-56-635-000	WY RETIREMENT HIV CM	805.85	883.68	77.83	8.81	8,319.13	10,604.17	2,285.04	21.55
50300-56-635-000	SOC SEC MATCH HIV CM	361.52	394.87	33.35	8.45	2,927.73	4,738.41	1,810.68	38.21
50350-56-635-000	UNEMPL INS HIV CM	101.60	49.01	-52.59	-107.30	460.16	588.08	127.92	21.75
50375-56-635-000	WORKERS' COMP HIV CM	76.08	78.97	2.89	3.66	738.32	947.68	209.36	22.09
50400-56-635-000	EMPLOYEE MED INS HIV CM	1,029.21	676.41	-352.80	-52.16	9,695.90	8,116.94	-1,578.96	-19.45
51200-56-635-000	AUTO GASOLINE HIV CM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-56-635-000	ED PUBLIC HIV CM	0.00	25.00	25.00	100.00	298.62	300.00	1.38	0.46
51370-56-635-000	ED EMP CONFERENCE HIV CM	60.00	41.67	-18.33	-43.99	1,582.87	500.00	-1,082.87	-216.57
51525-56-635-000	EQUIPMENT PURCHASE HIV CM	0.00	0.00	0.00	0.00	688.57	0.00	-688.57	0.00
51550-56-635-000	EQUIP COPY EXPENSE HIV CM	0.00	20.83	20.83	100.00	0.00	250.00	250.00	100.00
53250-56-635-000	MARKETING HIV CM	0.00	33.33	33.33	100.00	32.50	400.00	367.50	91.88
53400-56-635-000	MILEAGE HIV CM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53425-56-635-000	MISC EXPENSE HIV CM	157.50	41.67	-115.83	-277.97	1,657.30	500.00	-1,157.30	-231.46
53550-56-635-000	POSTAGE HIV CM	0.00	8.33	8.33	100.00	22.65	100.00	77.35	77.35
53810-56-635-000	SUPPLIES OFFICEHIV CM	15.32	41.67	26.35	63.23	245.43	500.00	254.57	50.91
54600-56-635-000	TELEPHONE DP HIV CM	49.71	0.00	-49.71	0.00	347.27	0.00	-347.27	0.00
57000-56-635-000	SPECIAL PROJECT HIV CM	0.00	0.00	0.00	0.00	699.70	0.00	-699.70	0.00
Total EXPENDITURES:		7,505.45	7,457.11	-48.34	-0.65	74,857.47	89,485.28	14,627.81	16.35
NET INCOME FROM OPERATIONS:		29,367.05	626.22	28,740.83	4,589.57	5,734.37	7,514.72	-1,780.35	-23.69
EARNINGS BEFORE INCOME TAX:		29,367.05	626.22	28,740.83	4,589.57	5,734.37	7,514.72	-1,780.35	-23.69
REVENUE OVER (UNDER) EXPENDITURES:		29,367.05	626.22	28,740.83	4,589.57	5,734.37	7,514.72	-1,780.35	-23.69

DP IMMUNIZATIONS
For The 10 Periods Ended 4/30/2018
IMMUNIZATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-56-620-000	TAX REVENUE (COUNTY) IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-56-620-000	TAX REVENUE (CITY) IMM	21,890.74	2,432.31	19,458.43	800.00	24,323.04	29,187.75	-4,864.71	-16.67
41000-56-620-000	STATE NURSING REVENUE DP IMM	0.00	10,177.72	-10,177.72	-100.00	91,599.48	122,132.66	-30,533.18	-25.00
43600-56-620-000	INFLUENZA MEDICAID DP IMM	0.00	0.00	0.00	0.00	7,380.75	0.00	7,380.75	0.00
43610-56-620-000	INFLUENZA MEDICARE DP IMM	0.00	2,083.33	-2,083.33	-100.00	2,268.70	25,000.00	-22,731.30	-90.93
43620-56-620-000	PNEUMONIA SELF PAY DP IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43630-56-620-000	PNEUMONIA PRIVATE INSU DP IMM	0.00	208.33	-208.33	-100.00	921.66	2,500.00	-1,578.34	-63.13
43640-56-620-000	PNEUMONIA MEDICAID DP IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43650-56-620-000	PNEUMONIA MEDICARE DP IMM	235.20	83.33	151.87	182.25	9,331.88	1,000.00	8,331.88	833.19
43740-56-620-000	INFLUENZA SELF PAY DP IMM	0.00	166.67	-166.67	-100.00	9,480.00	2,000.00	7,480.00	374.00
43750-56-620-000	INFLUENZA PRIVATE INSURANCE	199.40	833.33	-633.93	-76.07	22,630.33	10,000.00	12,630.33	126.30
43800-56-620-000	VUA ADMIN FEE SELF PAY DP IMM	0.00	125.00	-125.00	-100.00	0.00	1,500.00	-1,500.00	-100.00
43810-56-620-000	WYVIP ADMIN FEE SELF PAY DP IMM	0.00	8.33	-8.33	-100.00	0.00	100.00	-100.00	-100.00
43830-56-620-000	OTHER VACCINE SELF PAY DP IMM	1,952.46	2,083.33	-130.87	-6.28	22,700.89	25,000.00	-2,299.11	-9.20
43840-56-620-000	OTHER VACCINE PRIVATE INS DP IMM	9,791.58	5,833.33	3,958.25	67.86	54,764.31	70,000.00	-15,235.69	-21.77
43850-56-620-000	OTHER VACCINE MEDICAID DP IMM	0.00	41.67	-41.67	-100.00	48.40	500.00	-451.60	-90.32
43860-56-620-000	OTHER VACCINE MEDICARE DP IMM	0.00	0.00	0.00	0.00	98.00	0.00	98.00	0.00
43870-56-620-000	OTHER INCOME IMMUNIZATION DP	0.00	0.00	0.00	0.00	2,005.00	0.00	2,005.00	0.00
Total REVENUE:		34,069.38	24,076.68	9,992.70	41.50	247,552.44	288,920.41	-41,367.97	-14.32
Gross Profit:		34,069.38	24,076.68	9,992.70	41.50	247,552.44	288,920.41	-41,367.97	-14.32
EXPENDITURES									
50100-56-620-000	REG SALARIES DP IMM	7,002.51	9,422.96	2,420.45	25.69	95,569.62	113,075.50	17,505.88	15.48
50200-56-620-000	WY RETIREMENT DP IMM	1,163.81	1,518.68	354.87	23.37	15,486.28	18,224.18	2,737.90	15.02
50300-56-620-000	SOCIAL SECURITY MATCH DP IMM	506.73	698.17	191.44	27.42	6,921.24	8,377.99	1,456.75	17.39
50350-56-620-000	UNEMPLOYMENT INSURANCE DP IMM	142.38	82.82	-59.56	-71.91	963.09	993.84	30.75	3.09
50375-56-620-000	WORKERS' COMP DP IMM	106.64	138.29	31.65	22.89	1,390.05	1,659.51	269.46	16.24
50400-56-620-000	EMPLOYEE MEDICAL INS DP IMM	1,532.55	1,870.45	337.90	18.07	14,409.69	22,445.39	8,035.70	35.80
50500-56-620-000	CONTRACT LABOR DP IMM	-121.84	291.67	413.51	141.77	2,346.16	3,500.00	1,153.84	32.97
51100-56-620-000	ADVERTISING IMM	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
51200-56-620-000	AUTO GASOLINE IMM	0.00	10.42	10.42	100.00	0.00	125.00	125.00	100.00
51370-56-620-000	ED EMPLOYEE CONFERENCE DP IMM	600.00	8.33	-591.67	-7,102.88	600.00	100.00	-500.00	-500.00
51500-56-620-000	EQUIPMENT MAINTENANCE IMM	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
51525-56-620-000	EQUIPMENT PURCHASE IMM	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
51550-56-620-000	EQUIP COPY EXPENSE DP IMM	113.57	83.33	-30.24	-36.29	1,144.41	1,000.00	-144.41	-14.44

DP IMMUNIZATIONS
For The 10 Periods Ended 4/30/2018
IMMUNIZATION

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
53250-56-620-000	MARKETING IIMM	0.00	166.67	166.67	100.00	2,058.62	2,000.00	-58.62	-2.93
53300-56-620-000	MEETING EXPENSE IMM	0.00	208.33	208.33	100.00	2,365.77	2,500.00	134.23	5.37
53400-56-620-000	MILEAGE DP IMM	0.00	4.17	4.17	100.00	0.00	50.00	50.00	100.00
53425-56-620-000	MISC EXPENSE IMM	0.00	8.33	8.33	100.00	0.00	100.00	100.00	100.00
53450-56-620-000	PERIODICAL/BOOKS IMM	102.73	0.00	-102.73	0.00	102.73	0.00	-102.73	0.00
53550-56-620-000	POSTAGE DP IMM	0.00	16.67	16.67	100.00	134.04	200.00	65.96	32.98
53600-56-620-000	RENT EXPENSE DP IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53670-56-620-000	RETURNED CHECKS IMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-56-620-000	SOFTWARE DP IMM	65.19	125.00	59.81	47.85	1,575.93	1,500.00	-75.93	-5.06
53810-56-620-000	SUPPLIES OFFICE DP IMM	61.46	41.67	-19.79	-47.49	521.49	500.00	-21.49	-4.30
53880-56-620-000	SUPPLIES MEDICAL DP IMM (CHE	88.16	83.33	-4.83	-5.80	953.78	1,000.00	46.22	4.62
53930-56-620-000	SUPPLIES VACCINE DP DP IMM (7,049.69	7,250.00	200.31	2.76	78,899.88	87,000.00	8,100.12	9.31
53940-56-620-000	SUPPLIES VACCINE FLU DP IMM (VA	0.00	1,893.25	1,893.25	100.00	22,718.43	22,719.00	0.57	0.00
53960-56-620-000	SUPPLIES VACCINE TRAVEL DP IMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-56-620-000	TELEPHONE IMM	115.38	100.00	-15.38	-15.38	962.09	1,200.00	237.91	19.83
55250-56-620-000	TEST LAB DP IMM (LAB CONTRAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		18,528.96	24,076.71	5,547.75	23.04	249,123.30	288,920.41	39,797.11	13.77
NET INCOME FROM OPERATIONS:		15,540.42	-0.03	15,540.45	51,801,500.00	-1,570.86	0.00	-1,570.86	0.00
EARNINGS BEFORE INCOME TAX:		15,540.42	-0.03	15,540.45	51,801,500.00	-1,570.86	0.00	-1,570.86	0.00
REVENUE OVER (UNDER) EXPENDITURES:		15,540.42	-0.03	15,540.45	51,801,500.00	-1,570.86	0.00	-1,570.86	0.00

EMERGENCY RESPONSE & RECOVERY STMT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

EMERGENCY RESPONSE & RECOVERY PROJECTS

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
42100-50-170-000	PROGRAM REVENUE-ER&R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES									
50100-50-170-000	REG SALARIES -ERandR	-5,954.95	0.00	5,954.95	0.00	0.00	0.00	0.00	0.00
50200-50-170-000	WY RETIREMENT - ERandR	-1,015.98	0.00	1,015.98	0.00	0.00	0.00	0.00	0.00
50300-50-170-000	SOC SEC MATCH - ERandR	-421.95	0.00	421.95	0.00	0.00	0.00	0.00	0.00
50350-50-170-000	UNEMPL INS - ERandR	-118.58	0.00	118.58	0.00	0.00	0.00	0.00	0.00
50375-50-170-000	WORKERS' COMP - ERandR	-88.84	0.00	88.84	0.00	0.00	0.00	0.00	0.00
50400-50-170-000	EMPLOYEE MED INS - ERandR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-170-000	EQUIP COPY EXPENSE - ERandR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53425-50-170-000	MISC EXPENSE - ERandR	-67.78	0.00	67.78	0.00	0.00	0.00	0.00	0.00
53810-50-170-000	SUPPLIES OFFICE - ERandR	-40.74	0.00	40.74	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		-7,708.82	0.00	7,708.82	0.00	0.00	0.00	0.00	0.00
NET INCOME FROM OPERATIONS:		7,708.82	0.00	7,708.82	0.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		7,708.82	0.00	7,708.82	0.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		7,708.82	0.00	7,708.82	0.00	0.00	0.00	0.00	0.00

EH STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
GENERAL EH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-52-200-000	TAX REVENUE (CO): EH	17,082.99	17,082.99	0.00	0.00	170,829.90	204,995.86	-34,165.96	-16.67
40200-52-200-000	TAX REVENUE (CITY) EH	-9,566.90	14,121.89	-23,688.79	-167.75	141,218.90	169,462.63	-28,243.73	-16.67
40400-52-200-000	1% NATRONA CO REVENUE EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42100-52-200-000	MOTELS/CAMP GROUNDS LICENSE	75.00	500.00	-425.00	-85.00	7,980.45	6,000.00	1,980.45	33.01
42110-52-200-000	PLAN REVIEW EH	100.00	250.00	-150.00	-60.00	2,200.00	3,000.00	-800.00	-26.67
42120-52-200-000	POOL/SPA LICENSING:EH	0.00	250.00	-250.00	-100.00	2,210.00	3,000.00	-790.00	-26.33
42130-52-200-000	SEPTIC INSTALLERS LICENSE	0.00	250.00	-250.00	-100.00	3,350.00	3,000.00	350.00	11.67
42140-52-200-000	SEPTIC PERMITS:EH	375.00	666.67	-291.67	-43.75	7,123.50	8,000.00	-876.50	-10.96
42150-52-200-000	STATE FOOD LICENSE	552.50	1,125.00	-572.50	-50.89	16,491.25	13,500.00	2,991.25	22.16
42160-52-200-000	TATTOO PERMITS	0.00	66.67	-66.67	-100.00	1,000.00	800.00	200.00	25.00
42180-52-200-000	TEMPORARY FOODS:EH	0.00	66.67	-66.67	-100.00	2,475.00	800.00	1,675.00	209.38
42200-52-200-000	FOOD SERVICE- FEE	3,425.00	3,500.00	-75.00	-2.14	31,230.25	42,000.00	-10,769.75	-25.64
42300-52-200-000	TATTOO/BODY ART FEE	0.00	166.67	-166.67	-100.00	1,728.75	2,000.00	-271.25	-13.56
42400-52-200-000	DAYCARE FEE	215.25	250.00	-34.75	-13.90	2,465.25	3,000.00	-534.75	-17.83
42500-52-200-000	MOTEL/CAMP GROUNDS/LODGING F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42600-52-200-000	POOLS/SPAS FEE	300.00	750.00	-450.00	-60.00	8,126.25	9,000.00	-873.75	-9.71
44700-52-200-000	CLASSES/PRES/TEACHING:EH	0.00	20.83	-20.83	-100.00	0.00	250.00	-250.00	-100.00
48100-52-200-000	COPY REVENUE:EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-52-200-000	MISCELLANEOUS REVENUE EH	0.00	0.00	0.00	0.00	200.00	0.00	200.00	0.00
49900-52-200-000	GAIN ON SALES EXPENSE EH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		12,558.84	39,067.39	-26,508.55	-67.85	398,629.50	468,808.49	-70,178.99	-14.97
Gross Profit:		12,558.84	39,067.39	-26,508.55	-67.85	398,629.50	468,808.49	-70,178.99	-14.97
EXPENDITURES									
50100-52-200-000	REG SALARIES EH	23,613.32	23,720.00	106.68	0.45	232,006.71	284,640.00	52,633.29	18.49
50200-52-200-000	WY RETIREMENT EH	3,924.54	3,928.18	3.64	0.09	38,573.79	47,138.17	8,564.38	18.17
50300-52-200-000	SOCIAL SECURITY MATCH EH	1,646.36	1,679.79	33.43	1.99	16,196.41	20,157.46	3,961.05	19.65
50350-52-200-000	UNEMPLOYMENT INSURANCE EH	462.71	264.16	-198.55	-75.16	2,677.28	3,169.92	492.64	15.54
50375-52-200-000	WORKERS' COMP EH	346.49	369.29	22.80	6.17	3,420.83	4,431.49	1,010.66	22.81
50400-52-200-000	EMPLOYEE MEDICAL INS EH	6,263.70	6,263.70	0.00	0.00	62,637.00	75,164.40	12,527.40	16.67
50500-52-200-000	CONTRACT LABOR EH	630.30	708.33	78.03	11.02	6,563.02	8,500.00	1,936.98	22.79
51100-52-200-000	ADVERTISING EH	0.00	25.00	25.00	100.00	0.00	300.00	300.00	100.00
51200-52-200-000	AUTO GASOLINE EH	0.00	170.83	170.83	100.00	5.00	2,050.00	2,045.00	99.76
51250-52-200-000	AUTO REPAIR EH	0.00	62.50	62.50	100.00	290.70	750.00	459.30	61.24
51350-52-200-000	ED PUBLIC EH (ED SUPPLIES EH	0.00	20.00	20.00	100.00	0.00	240.00	240.00	100.00

EH STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018
GENERAL EH

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
51360-52-200-000	ED EMPLOYEE TUITION EH	95.00	41.67	-53.33	-127.98	485.00	500.00	15.00	3.00
51370-52-200-000	ED EMPLOYEE CONFERENCE EH (1,103.17	333.33	-769.84	-230.95	2,285.81	4,000.00	1,714.19	42.85
51400-52-200-000	EMPLOYEE MEDICAL TESTING EH	0.00	2.50	2.50	100.00	0.00	30.00	30.00	100.00
51500-52-200-000	EQUIPMENT MAINTENANCE EH	9.04	12.50	3.46	27.68	80.16	150.00	69.84	46.56
51525-52-200-000	EQUIPMENT PURCHASE EH (MACH.	7,402.50	116.67	-7,285.83	-6,244.82	8,034.28	1,400.00	-6,634.28	-473.88
51550-52-200-000	EQUIP COPY EXPENSE EH	188.85	208.33	19.48	9.35	1,877.07	2,500.00	622.93	24.92
53425-52-200-000	MISC EXPENSE EH	0.00	20.83	20.83	100.00	35.00	250.00	215.00	86.00
53450-52-200-000	PERIODICALS/BOOKS EH	0.00	12.50	12.50	100.00	0.00	150.00	150.00	100.00
53500-52-200-000	PRINTING EXPENSE EH	0.00	4.17	4.17	100.00	24.00	50.00	26.00	52.00
53550-52-200-000	POSTAGE EH	63.64	125.00	61.36	49.09	1,121.32	1,500.00	378.68	25.25
53650-52-200-000	REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53670-52-200-000	RETURNED CHECKS AND BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-52-200-000	SOFTWARE EH	0.00	266.67	266.67	100.00	3,200.00	3,200.00	0.00	0.00
53810-52-200-000	SUPPLIES OFFICE EH	0.00	83.33	83.33	100.00	728.72	1,000.00	271.28	27.13
53920-52-200-000	SUPPLIES TECHNICAL EH	399.91	91.67	-308.24	-336.25	916.34	1,100.00	183.66	16.70
54500-52-200-000	STATE LICENSE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54600-52-200-000	TELEPHONE EH	840.68	312.50	-528.18	-169.02	3,769.28	3,750.00	-19.28	-0.51
Total EXPENDITURES:		46,990.21	38,843.45	-8,146.76	-20.97	384,927.72	466,121.44	81,193.72	17.42
NET INCOME FROM OPERATIONS:		-34,431.37	223.94	-34,655.31	-15,475.27	13,701.78	2,687.05	11,014.73	409.92
EARNINGS BEFORE INCOME TAX:		-34,431.37	223.94	-34,655.31	-15,475.27	13,701.78	2,687.05	11,014.73	409.92
REVENUE OVER (UNDER) EXPENDITURES:		-34,431.37	223.94	-34,655.31	-15,475.27	13,701.78	2,687.05	11,014.73	409.92

FRONTIER WYAETC STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

WY AETC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-50-140-110	WAS REVENUE HIV/ED GRANT	10,001.47	13,109.83	-3,108.36	-23.71	110,678.79	150,718.00	-40,039.21	-26.57
45150-50-140-110	8% AD FEE HIV/ED GRANT FRONTIE	800.12	1,040.75	-240.63	-23.12	8,854.32	12,057.00	-3,202.68	-26.56
48900-50-140-110	MISC REVENUE[-]WY AETC[WYAETC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE:		10,801.59	14,150.58	-3,348.99	-23.67	119,533.11	162,775.00	-43,241.89	-26.57
Gross Profit:		10,801.59	14,150.58	-3,348.99	-23.67	119,533.11	162,775.00	-43,241.89	-26.57
EXPENDITURES									
50100-50-140-110	REG SALARIES WYAETC FRO	6,630.46	6,328.33	-302.13	-4.77	61,518.06	75,940.00	14,421.94	18.99
50200-50-140-110	WY RETIREMENT WYAETC FRO	1,101.98	1,031.60	-70.38	-6.82	10,304.47	12,379.24	2,074.77	16.76
50300-50-140-110	SOC SEC MATCH WYAETC FRO	460.82	474.84	14.02	2.95	4,257.74	5,698.03	1,440.29	25.28
50350-50-140-110	UNEMPL INS WYAETC FRO	129.51	45.35	-84.16	-185.58	540.33	544.17	3.84	0.71
50375-50-140-110	WORKERS' COMP] WYAETC FRO	96.98	94.94	-2.04	-2.15	901.29	1,139.33	238.04	20.89
50400-50-140-110	EMPLOYEE MED INS WYAETC FRO	1,415.40	1,329.77	-85.63	-6.44	13,557.76	15,957.23	2,399.47	15.04
50500-50-140-110	CONTRACT LABOR WYAETC FRO	-497.16	87.92	585.08	665.47	846.40	1,055.00	208.60	19.77
51350-50-140-110	HONORARIA WYAETC FRO	0.00	125.00	125.00	100.00	16.10	1,500.00	1,483.90	98.93
51370-50-140-110	ED EMP CONFERENCE WYAETC FR	0.00	0.00	0.00	0.00	871.08	0.00	-871.08	0.00
51525-50-140-110	EQUIPMENT PURCHASE[-]WY AETC]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-140-110	EQUIP COPY EXPENSE WYAETC FR	0.00	16.67	16.67	100.00	243.84	200.00	-43.84	-21.92
53300-50-140-110	MEETING EXPENSE BASE WYAETC	274.56	255.42	-19.14	-7.49	5,862.91	3,065.00	-2,797.91	-91.29
53310-50-140-110	MEETING EXPENSE MAI WYAETC FF	112.00	115.33	3.33	2.89	1,671.00	1,384.00	-287.00	-20.74
53400-50-140-110	PTP TRAVEL EXPENSES WYAETC FI	-374.83	743.08	1,117.91	150.44	2,853.86	8,917.00	6,063.14	68.00
53410-50-140-110	BASE TRAVEL WYAETC FRO	389.28	651.25	261.97	40.23	4,078.86	7,815.00	3,736.14	47.81
53420-50-140-110	MAI TRAVEL WYAETC FRO	110.65	522.33	411.68	78.82	1,698.44	6,268.00	4,569.56	72.90
53550-50-140-110	POSTAGE[-]WY AETC[WYAETC FRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53600-50-140-110	RENT EXPENSE] WYAETC FRO	0.00	0.00	0.00	0.00	315.00	0.00	-315.00	0.00
53650-50-140-110	REIMBURSEMENT WYAETC FRO	800.12	1,004.75	204.63	20.37	8,854.32	12,057.00	3,202.68	26.56
53810-50-140-110	SUPPLIES WYAETC FRO	0.00	0.00	0.00	0.00	22.04	0.00	-22.04	0.00
53820-50-140-110	TRAINING TRAVEL MAI WYAETC FR	60.00	250.00	190.00	76.00	60.00	1,500.00	1,440.00	96.00
53830-50-140-110	TRAINING TRAVEL PTP -WYAETC FF	0.00	762.00	762.00	100.00	0.00	4,572.00	4,572.00	100.00
53840-50-140-110	TRAINING TRAVEL BG-WYAETC FRC	0.00	88.00	88.00	100.00	0.00	528.00	528.00	100.00
54600-50-140-110	TELEPHONE WYAETC FRO	91.82	188.00	96.18	51.16	1,059.61	2,256.00	1,196.39	53.03
57000-50-140-110	SPECIAL PROJECTS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		10,801.59	14,114.58	3,312.99	23.47	119,533.11	162,775.00	43,241.89	26.57
NET INCOME FROM OPERATIONS:		0.00	36.00	-36.00	-100.00	0.00	0.00	0.00	0.00

FRONTIER WYAETC STATEMENT OF OPERATIONS

For The 10 Periods Ended 4/30/2018

WY AETC

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
EARNINGS BEFORE INCOME TAX:	0.00	36.00	-36.00	-100.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:	0.00	36.00	-36.00	-100.00	0.00	0.00	0.00	0.00

**HEALTH DEPARTMENT BUILDING
For The 10 Periods Ended 4/30/2018**

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-50-120-000	TAX REVENUE (COUNTY) BLDG	1,916.67	1,916.67	0.00	0.00	19,166.70	23,000.00	-3,833.30	-16.67
40200-50-120-000	TAX REVENUE (CITY) BLDG	1,916.67	1,916.67	0.00	0.00	19,166.70	23,000.00	-3,833.30	-16.67
Total REVENUE:		<u>3,833.34</u>	<u>3,833.34</u>	<u>0.00</u>	<u>0.00</u>	<u>38,333.40</u>	<u>46,000.00</u>	<u>-7,666.60</u>	<u>-16.67</u>
Gross Profit:		<u>3,833.34</u>	<u>3,833.34</u>	<u>0.00</u>	<u>0.00</u>	<u>38,333.40</u>	<u>46,000.00</u>	<u>-7,666.60</u>	<u>-16.67</u>
EXPENDITURES									
50100-50-120-000	REG SALARIES BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50300-50-120-000	SOC SEC MATCH BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50350-50-120-000	UNEMPLOYMENT INSURANCE BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50375-50-120-000	WORKERS' COMP BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50400-50-120-000	EMPLOYEE MED INS BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500-50-120-000	CONTRACT LABOR (BUILDING JANI	1,750.00	1,750.00	0.00	0.00	15,759.51	21,000.00	5,240.49	24.95
53810-50-120-000	SUPPLIES BUILDING (BUILDING RE	0.00	416.67	416.67	100.00	2,239.78	5,000.00	2,760.22	55.20
56100-50-120-000	UTILITIES BUILDING	1,639.44	1,666.67	27.23	1.63	15,558.63	20,000.00	4,441.37	22.21
Total EXPENDITURES:		<u>3,389.44</u>	<u>3,833.34</u>	<u>443.90</u>	<u>11.58</u>	<u>33,557.92</u>	<u>46,000.00</u>	<u>12,442.08</u>	<u>27.05</u>
NET INCOME FROM OPERATIONS:		<u>443.90</u>	<u>0.00</u>	<u>443.90</u>	<u>0.00</u>	<u>4,775.48</u>	<u>0.00</u>	<u>4,775.48</u>	<u>0.00</u>
EARNINGS BEFORE INCOME TAX:		<u>443.90</u>	<u>0.00</u>	<u>443.90</u>	<u>0.00</u>	<u>4,775.48</u>	<u>0.00</u>	<u>4,775.48</u>	<u>0.00</u>
REVENUE OVER (UNDER) EXPENDITURES:		<u>443.90</u>	<u>0.00</u>	<u>443.90</u>	<u>0.00</u>	<u>4,775.48</u>	<u>0.00</u>	<u>4,775.48</u>	<u>0.00</u>

MEDICAL RESERVE CORP
For The 10 Periods Ended 4/30/2018
MEDICAL RESERVE CORP

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
40100-50-150-000	TAX REVENUE (COUNTY) MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200-50-150-000	TAX REVENUE (CITY) MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42100-50-150-000	UNABLE TO SELF EVACUATE REVEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44600-50-150-000	FEE FOR SERVICE: MRC	600.00	0.00	600.00	0.00	1,300.00	0.00	1,300.00	0.00
44700-50-150-000	CLASSES PRESENTATIONS MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44800-50-150-000	CARRYOVER	0.00	937.56	-937.56	-100.00	0.00	11,250.67	-11,250.67	-100.00
45100-50-150-151	GRANT REVENUE MRC 10318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-50-150-152	GRANT REVENUE MRC 11 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-50-150-153	GRANT REVENUE MRC 12 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-50-150-154	GRANT REVENUE MRC 14 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-50-150-155	GRANT REVENUE MRC 15 318	0.00	147.69	-147.69	-100.00	1,772.34	1,772.34	0.00	0.00
45100-50-150-170	GRANT REVENUE HPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45100-50-150-171	GRANT REVENUE HPP BP3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48900-50-150-000	MISC REVENUE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49999-50-150-000	TRANSFERRED FROM RESERVED M	0.00	0.00	0.00	0.00	2,191.99	0.00	2,191.99	0.00
Total REVENUE:		600.00	1,085.25	-485.25	-44.71	5,264.33	13,023.01	-7,758.68	-59.58
Gross Profit:		600.00	1,085.25	-485.25	-44.71	5,264.33	13,023.01	-7,758.68	-59.58
EXPENDITURES									
50100-50-150-000	REG SALARIES MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50200-50-150-000	WY RETIREMENT MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50300-50-150-000	SOCIAL SECURITY MATCH MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50350-50-150-000	UNEMPLOYMENT INSURANCE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50375-50-150-000	WORKERS' COMP MRC	0.00	0.00	0.00	0.00	88.68	0.00	-88.68	0.00
50400-50-150-000	EMPLOYEE MEDICAL INS MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500-50-150-000	CONTRACT LABOR MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51200-50-150-000	AUTO GASOLINE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51350-50-150-000	ED PUBLIC (Offset by Class Pre) MF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-150-000	ED EMPLOYEE CONFERENCE MRC	0.00	416.67	416.67	100.00	50.00	5,000.00	4,950.00	99.00
51500-50-150-000	EQUIPMENT MAINTENANCE MRC	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
51525-50-150-000	EQUIPMENT PURCHASE MRC	0.00	125.00	125.00	100.00	0.00	1,500.00	1,500.00	100.00
51550-50-150-000	EQUIP COPY EXPENSE MRC	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
52000-50-150-000	UNABLE TO SELF EVACUATE EXPEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-150-151	GRANT EXPENSE MRC 10318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-150-152	GRANT EXPENSE MRC 11 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MEDICAL RESERVE CORP
For The 10 Periods Ended 4/30/2018
MEDICAL RESERVE CORP

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
52100-50-150-153	GRANT EXPENSE MRC 12 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-150-154	GRANT EXPENSE MRC 14 318	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-150-155	GRANT EXPENSE MRC 15 318	0.00	147.69	147.69	100.00	1,742.24	1,772.34	30.10	1.70
52100-50-150-170	GRANT EXPENSE HPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52100-50-150-171	GRANT EXPENSE HPP BP3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53250-50-150-000	MARKETING MRC	0.00	0.00	0.00	0.00	10.00	0.00	-10.00	0.00
53300-50-150-000	MEETING EXPENSE MRC	0.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
53400-50-150-000	MILEAGE MRC	0.00	25.00	25.00	100.00	0.00	300.00	300.00	100.00
53425-50-150-000	MISC EXPENSE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53450-50-150-000	PERIODICALS/BOOKS MRC	0.00	0.00	0.00	0.00	136.76	0.00	-136.76	0.00
53450-50-150-180	PERIODICAL/BOOKS UTSE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53550-50-150-000	POSTAGE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53700-50-150-000	SOFTWARE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-50-150-000	SUPPLIES OFFICE MRC	0.00	0.00	0.00	0.00	162.00	0.00	-162.00	0.00
53880-50-150-000	SUPPLIES MEDICAL MRC	0.00	81.82	81.82	100.00	2,494.50	981.80	-1,512.70	-154.07
54600-50-150-000	TELEPHONE MRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		0.00	962.85	962.85	100.00	4,684.18	11,554.14	6,869.96	59.46
NET INCOME FROM OPERATIONS:		600.00	122.40	477.60	390.20	580.15	1,468.87	-888.72	-60.50
EARNINGS BEFORE INCOME TAX:		600.00	122.40	477.60	390.20	580.15	1,468.87	-888.72	-60.50
REVENUE OVER (UNDER) EXPENDITURES:		600.00	122.40	477.60	390.20	580.15	1,468.87	-888.72	-60.50

MRC CHALLENGE AWARD GRANT STATEMENT OF OPERATIONS
For The 10 Periods Ended 4/30/2018

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45120-50-151-150	MRCCA GRANT REVENUE	202.91	0.00	202.91	0.00	3,592.51	0.00	3,592.51	0.00
Total REVENUE:		202.91	0.00	202.91	0.00	3,592.51	0.00	3,592.51	0.00
Gross Profit:		202.91	0.00	202.91	0.00	3,592.51	0.00	3,592.51	0.00
EXPENDITURES									
50100-50-151-150	REG SALARIES MRCCA GRANT	158.48	0.00	-158.48	0.00	2,855.07	0.00	-2,855.07	0.00
50200-50-151-150	WY RETIREMENT MRCCA GRANT	26.34	0.00	-26.34	0.00	474.51	0.00	-474.51	0.00
50300-50-151-150	SOC SEC MATCH MRCCA GRANT	9.83	0.00	-9.83	0.00	160.54	0.00	-160.54	0.00
50350-50-151-150	UNEMPL INS MRCCA GRANT	5.71	0.00	-5.71	0.00	61.33	0.00	-61.33	0.00
50375-50-151-150	WORKERS' COMP MRCCA GRANT	2.55	0.00	-2.55	0.00	41.06	0.00	-41.06	0.00
50400-50-151-150	EMPLOYEE MED INS MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51370-50-151-150	ED EMP CONFERENCE MRCCA GRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51525-50-151-150	EQUIPMENT PURCHASE MRCCA GR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51550-50-151-150	EQUIP COPY EXPENSE MRCAA GRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53250-50-151-150	MARKETING MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53350-50-151-150	MEMBERSHIPS MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53400-50-151-150	MILEAGE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53600-50-151-150	RENT EXPENSE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-50-151-150	SUPPLIES OFFICE MRCCA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES:		202.91	0.00	-202.91	0.00	3,592.51	0.00	-3,592.51	0.00
NET INCOME FROM OPERATIONS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EARNINGS BEFORE INCOME TAX:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**TITLE X NAVIGATOR GRANT
For The 10 Periods Ended 4/30/2018
TITLE X NAVIGATOR**

CASPER-NATRONA COUNTY HEALTH DEPARTMENT (CNC)

		Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
REVENUE									
45100-56-600-615	GRANT REVENUE NAVIGATOR	0.00	0.00	0.00	0.00	1,790.24	-1,790.24	3,580.48	200.00
Total REVENUE:		0.00	0.00	0.00	0.00	1,790.24	-1,790.24	3,580.48	200.00
Gross Profit:		0.00	0.00	0.00	0.00	1,790.24	-1,790.24	3,580.48	200.00
EXPENDITURES									
50100-56-600-615	REG SALARIES NAVIGATOR	0.00	0.00	0.00	0.00	843.57	843.57	0.00	0.00
50200-56-600-615	WY RETIREMENT NAVIGATOR	0.00	0.00	0.00	0.00	140.20	140.20	0.00	0.00
50300-56-600-615	SOC SEC MATCH NAVIGATOR	0.00	0.00	0.00	0.00	63.21	63.21	0.00	0.00
50350-56-600-615	UNEMPL INS NAVIGATOR	0.00	0.00	0.00	0.00	17.19	17.19	0.00	0.00
50375-56-600-615	WORKERS' COMP NAVIGATOR	0.00	0.00	0.00	0.00	12.65	12.65	0.00	0.00
50400-56-600-615	EMPLOYEE MED INS NAVIGATOR	0.00	0.00	0.00	0.00	713.42	713.42	0.00	0.00
51370-56-600-615	ED EMP CONFERENCE NAVIGATOR	0.00	83.33	83.33	100.00	0.00	1,000.00	1,000.00	100.00
53250-56-600-615	MARKETING NAVIGATOR	0.00	62.50	62.50	100.00	0.00	750.00	750.00	100.00
53400-56-600-615	MILEAGE NAVIGATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53810-56-600-615	SUPPLIES OFFICE NAVIGATOR	0.00	25.00	25.00	100.00	0.00	300.00	300.00	100.00
Total EXPENDITURES:		0.00	170.83	170.83	100.00	1,790.24	3,840.24	2,050.00	53.38
NET INCOME FROM OPERATIONS:		0.00	-170.83	170.83	100.00	0.00	-5,630.48	5,630.48	100.00
EARNINGS BEFORE INCOME TAX:		0.00	-170.83	170.83	100.00	0.00	-5,630.48	5,630.48	100.00
REVENUE OVER (UNDER) EXPENDITURES:		0.00	-170.83	170.83	100.00	0.00	-5,630.48	5,630.48	100.00



CONTRACT FOR HEALTHY BIRTH AND INFANT BRAINS PROGRAMS

1. **PARTIES.** The parties to this contract ("Contract") are CASPER-NATRONA COUNTY HEALTH DEPARTMENT ("CNCHD") and THE HEALTHY BIRTH AND INFANT BRAINS FOUNDATION ("Foundation"). The parties' respective contact information is:

CASPER-NATRONA COUNTY
HEALTH DEPARTMENT
475 S Spruce ST
Casper, WY 82601

THE HEALTHY BIRTH AND INFANT BRAINS
FOUNDATION
P.O. Box 10700
Casper, WY 82602

2. **PURPOSE OF CONTRACT.** This Contract sets forth the parties' respective obligations to provide maternal and child health programs that support healthy births and infant brains. Such support may include, but is not limited to, home visitation, maternal tobacco cessation counseling, health education to encourage early prenatal care, and other evidence-based programs to improve birth outcomes for both the mom and the baby and improve child development and well-being. In consideration of the covenants herein, the parties agree as follows:

A. FOUNDATION'S OBLIGATIONS.

- i. Foundation will pay CNCHD up to \$145,000 annually.
- ii. Foundation will pay CNCHD quarterly within 45 days of receiving a detailed invoice for CNCHD's performance pursuant to this Contract.
- iii. Discretion.
 - a. Foundation may withhold payment for an invoiced item if the item was not sufficiently detailed, the item is not included in this Contract, and/or performance of the item was unsatisfactory. Foundation will promptly notify CNCHD if Foundation will not pay an invoiced matter and the reason why. Foundation will reconsider payment if CNCHD re-submits an invoice with the item sufficiently detailed, and/or explains how the item is included in this Contract, and/or corrects unsatisfactory performance.
 - b. Foundation may monitor CNCHD's performance of CNCHD's contract obligations. Monitoring includes site inspections, observing performance, review of CNCHD's records, and evaluations by experts and consultants engaged by Foundation.

iv. Support.

- a. When CNCHD requests, Foundation will provide marketing for CNCHD programs and events provided pursuant to this Contract.
- b. When CNCHD requests, Foundation will assist CNCHD in developing and implementing programs and events pursuant to this Contract.

B. CNCHD'S OBLIGATIONS.

- i. CNCHD will employ an additional:
 - a. registered nurse who will work half-time pursuant to this Contract and
 - b. social worker who will work full-time pursuant to this Contract.





- ii. The additional registered nurse and social worker (“Additional Staff”), in accordance with the Wyoming Department of Health’s guidelines for maternal and child health home visitation programs, will:
 - a. Conduct maternal and child health home visits,
 - b. Conduct case management of mom/baby/family units,
 - c. Attempt to conduct prenatal visits to 90 pregnant women who were not already receiving prenatal visits from CNCHD,
 - d. Attempt to conduct postnatal visits to 150 mom/baby/family units who were not already receiving postnatal visits from CNCHD, and
 - e. Assist with CNCHD’s maternal and child health programs, generally.
- iii. Quarterly, CNCHD will submit to Foundation:
 - a. A detailed invoice for CNCHD’s performance pursuant to this Contract,
 - b. A financial statement itemizing the use of the funds paid by Foundation, and
 - c. A report listing the caseloads of Additional Staff, the number of home visits by Additional Staff, the number of office visits by Additional Staff, the number of referrals for prenatal and postnatal services, the number of women who enrolled in maternal and child health programs, and the number of *Preparing for Parenthood* classes offered and the number of attendees.
- iv. CNCHD’s budget for Foundation funds provided pursuant to this Contract is:

Salaries + benefits for half-time RN and full-time SW	\$134,000.00
Equipment for Additional Staff – 2 computers, monitors, printers, and baby scales	\$3,000.00
Wyoming Department of Health sponsored training for maternal child health programs	\$2,000.00
Program incentives	\$5,000.00
Fuel for Additional Staff travel	\$1,000.00
Total annual budget	\$145,000.00

- v. CNCHD will identify Foundation as the sponsoring agency for programs and events funded by Foundation pursuant to this Contract. Such identification includes, but is not limited to, (a) listing Foundation as the sponsoring agency on written material such as pamphlets, notices, reports, signs, and media releases prepared by CNCHD pursuant to this Contract and (b) acknowledging Foundation as the sponsoring agency in interviews and radio, television, video, and other verbal announcements.

- vi. CNCHD will continue providing State of Wyoming mandated maternal and child health programs including, but not limited to, *Best Beginnings* and *Nurse-Family Partnership*.





3. **EFFECTIVE DATE AND TERM OF CONTRACT.** This Contract becomes effective upon the date of the last required signature. The term of this Contract is from July 1, 2018 through June 30, 2019, inclusive. This Contract will automatically renew for successive one year terms until terminated.

4. **GENERAL PROVISIONS.**

A. **GOVERNMENTAL IMMUNITY.** CNCHD does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et seq., and all other immunity and the right to assert immunities as a defense.

B. **NO INDEMNITY.** Each party is responsible for any liability arising from its own conduct and associated legal costs and fees. Neither party indemnifies the other.

C. **TERMINATION.**

i. **Material Breach.** Either party may terminate this Contract if, after giving 30 days notice of a material breach to the other party, the other party fails to cure the material breach.

ii. **Notice.** Either party may terminate this Contract upon 90 days notice to the other party.

D. **NOTICE.** A party shall give notice to the other party by certified mail sent to the respective address given in this Contract or by an email acknowledged by the non-sending party.

E. **WAIVER.** If a party waives a breach by the other party of a provision of this Contract, it does not constitute a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

F. **AMENDMENT.** Any change to this Contract shall be in writing signed and dated by both parties.

G. **ASSIGNMENT.** Neither party shall assign or transfer any right or delegate any responsibility of this Contract without prior written consent of the other party.

H. **COLLATERAL.** Neither party shall use this Contract or any part of this Contract as collateral without prior written consent of the other party.

I. **AVAILABILITY OF FUNDS.** This Contract is conditioned upon the availability of funds to each party. If such funds are not available to either party, that party may terminate this Contract upon reasonable notice without any penalty. Neither party shall be liable for any alleged damage resulting from the unavailability of funds. Neither party shall claim unavailability of funds for this Contract in order to acquire similar services from a third party.

J. **AUDIT / ACCESS TO RECORDS.** Each party shall cooperate with any auditor authorized by the other party to perform an audit involving this Contract.

K. **MATERIAL PREPARED PURSUANT TO CONTRACT.** All finished and unfinished material prepared pursuant to this Contract is the property of CNCHD and may be a public record.

L. **RELATED CONTRACT.** Either party may enter a separate contract(s) for a service and/or product related to this Contract. The other party shall reasonably cooperate regarding such contract(s).

M. **CONFLICT OF INTEREST.** Neither party shall engage in any activity which could result in a conflict of interest or the appearance of a conflict of interest regarding this Contract.

N. **APPLICABLE LAW AND VENUE.** The laws of the State of Wyoming shall govern the interpretation and enforcement of this Contract. The courts in the State of Wyoming shall have jurisdiction over





**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, February 22, 2018; ELKHORN
ROOM
5:30 PM**

The meeting was called to order at 5:36pm. Present were Board Members Mr. Cometto, Dr. Miller, Ms. Hansuld, Ms. Shickich and new Board member Dr. Smith. Staff members present were Dr. Weidenbach, Ms. Smith, Ms. Matson, Ms. Cardine, Ms. Lembke, Ms. Gray, Ms. Heald, Ms. Kinder and Dr. Dowell. Guests Ms. Parke and Commissioner Chadwick.

Presentation of Overview of Wyoming Cancer Resource Services – Lindsey Parke, MS, Region III Program Manager, Wyoming Cancer Resource Services, Wyoming Health Council
Ms. Parke presented the basics of her program. The grant works with people who are affected by cancer. The program connects many people with other cancer services and screening. Last year Ms. Parke implemented free sunscreen at the community pools. Ms. Parke stated that she was excited to work with the Health Department. With changes at the Wyoming Health Council it was important to find another agency that would continue the positive work of the Wyoming Cancer Resource Services. Dr. Weidenbach and Ms. Parke worked hard on the application and it has been submitted. The application was submitted on February 8, 2018, awards will be announced in the next few weeks.

I. AGENDA/MINUTES

Mr. Cometto welcomed Dr. Smith to the board and was excited to have her join.

a) Previous Meeting Minutes/Notes

January Board Meeting Minutes*

Dr. Miller motioned to approve the January 18, 2018 Board Minutes. Ms. Hansuld seconded, motion passed.

II. BUDGET/FINANCIAL

a) Financials*

i. January 2018 Financials*

Mr. Cometto reported that the January 2018 financials looked good and only have Medicaid and HIV Case Management have outstanding invoices.

Ms. Hansuld motioned to approve the January 2018 financials. Dr. Miller seconded, motion passed.

III. BOARD

a) Next Meeting Date

Proposed for March 15, 2018 at 5:30pm* (change to normal schedule)

Dr. Miller motioned to approve the next meeting date. Ms. Hansuld seconded, motion passed.



IV. HEALTH OFFICER

a) Health Officer Report

a. Community Influenza Activity

Dr. Dowell reported numbers are down, and the county has ran out of testing equipment in the county. Providers have been instructed to use clinical skills to diagnosis the flu. The hospital has been really busy and on divert a few times over the last month transferring patients.

Dr. Dowell reported that his practice is no longer going to Riverton/Lander area. HIV cases will be done quarterly. Dr. Dowell reported that he will be doing an interview with K2 tonight discussing SF66. This bill deals with malpractice and indigent care. Dr. Dowell reports this bill will not increase services to the poor people as Medicaid expansion is not happening.

b. Update on Natrona County Hepatitis A outbreak

Dr. Weidenbach reported that there are 15 confirmed case. The clinic has been completing mass vaccination clinics to the jail and working with other high risk programs. Ms. Cardine has reported that 179 Hepatitis A vaccines have been given and 23 Twinrix vaccines have been given, totaling 202 vaccines. Ms. Cardine reported that they will be going to CWCC and CRC in the next weeks and hope to vaccinate many more people. Ms. Cardine reported that we will be doing regular trips to the jail in the future. Ms. Cardine reported that she was able to order directly from the CDC so we are able to vaccinate all the high risk population.

V. DIVISION REPORTS

1) ADMINISTRATION

a) General Administration

i) Introduction of Sara Smith, DDS

Dr. Weidenbach introduced Dr. Smith from the Community Health Center. Dr. Weidenbach reported that the City will be sending the official letter soon to Dr. Smith.

ii) FY18 Six Month Budget Revisions* (spreadsheet provided to Board)

Dr. Miller motioned to accept the FY18 six month budget revisions. Ms. Hansuld seconded, motion passed.

iii) Proposed FY19 Budget*

General discussion followed on the FY19 budget and funding levels. Dr. Weidenbach reported that we may see a 10% increase in health insurance costs next year. Ms. Hansuld motioned to approve the FY19 budget. Dr. Miller seconded, motion passed.

iv) Dr. Weidenbach chosen as PHAB Site Visitor

Dr. Weidenbach reported that she will be training in May, and will be doing one site visit a year. Dr. Weidenbach reported that this will help us in getting



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

accreditation complete, as she will see what is needed and how others accomplished the goal.

Ms. Hansuld is interested to see how other departments get staff to buy into accreditation. Dr. Weidenbach reported the biggest barrier at this point is funding to hire the people needed to complete QI and documentation. Dr. Weidenbach reports after she is trained we will have a better understanding of accreditation requirements.

v) Legislative Updates

Dr. Weidenbach gave a list of current bills on health. Many of these bills will not apply to the Health Department. The biggest question mark will be on Prevention funds. They are taking funds away from PMO and have these funds go thru county commissions. The county commissioners have expressed to Dr. Weidenbach that they would like these funds to go to public health. There are a lot of unknowns at this time and we will wait to see what comes out of the session.

vi) Support of City Anti-Discrimination Resolution

Dr. Weidenbach has verbally supported and written a letter of support. There is scientific data showing that anti-discrimination support health outcomes. Commissioner Keating spoke with Dr. Weidenbach questioning our support of this resolution. Dr. Weidenbach received a call from county attorney with a complaint that the department was supporting this resolution. Commissioner Chadwick stated that there was a vote among the Commissioners 4 to 1 to stay out of the Health Department's business.

b) Public Health Preparedness/Medical Reserve Corp/CPR

Ms. Gray reported she has just completed a week training in Alabama and is was really good. Ms. Gray instructed 10 parents in CPR thru the MCH/TANF parenting class. Ms. Gray reported that there is a 56,000 dollar BASE cut. Ms. Gray stated that she is not sure how the cuts will affect her program at this time.

c) Wyoming AETC/HIV Case Management/Ryan White Programs

i) Federal updates

Ms. Kinder reported at this current time there is no funding in the federal budget for AETC. Ms. Kinder reported that this is nothing new and she was not worried about funding at this time. Ms. Kinder reported that Dr. Sweet will be in town for multiple presentations in March.

2) ENVIRONMENTAL HEALTH DIVISION

a) Dog friendly patio policies

Ms. Heald reported that currently there is no variance for dogs to be on a restaurant's patio area. Currently the only animal allowed in restaurants are service animals. Ms. Heald would like to address this before it becomes an issue and allow for variances in outdoor patio areas. Ms. Heald reported that we would have to contact the Department of AG to get approval. The Board would like for Ms. Heald to proceed with this and see if we can get a variance from the Department of AG. Ms. Heald reminded the Board this could take some time as the Department of Ag moves slowly.



3) NURSING

a) Adult Health Program

Ms. Lembke reported that the department lived thru the LT101 season. Ms. Lembke reported that there was a 36 percent increase in LT101's in January from the previous year. Ms. Lembke reported that she has completed Diabetes training and will be doing her first A1C clinic in March.

b) Disease Prevention

Ms. Cardine has nothing further to report.

c) Maternal and Child Health Program

Ms. Matson stated they have been focusing on the genetic clinics that are starting. Ms. Matson stated that they will be doing clinics in person and telegenetics on the computer. The telegenetics are a new thing and she is interested to see how it works. Ms. Matson stated that the drug education that Ms. Kinder has brought to the department has been very helpful. Each time the officer comes and talks they learn new things that help them with their clients. Ms. Matson appreciates the opportunity to attend these sessions.

VI. CITY/COUNTY LIAISON REPORTS

Commissioner Chadwick reported that all the commissioners were in Cheyenne last week discussing all the bills. None of the 53 bills made it through to the floor. Revenues are up a little. There are now 10 rigs up and running in Converse County and that is likely to increase. Commissioner Chadwick believes we are on the right path to increase county tax revenue. WYDOT will be building the east loop road. The cost is 19 million dollars and some land owners are not happy. The state is beginning proceedings to get the land.

VII. BOARD MEMBER REPORTS

Dr. Smith stated that April 7, 2018 will be the 5th annual Give a Kid a Smile event. This event targets underserved and Medicaid kids. There are a few dentist that are donating their time to the event.

Dr. Miller motioned to adjourn the meeting. Ms. Hansuld seconded, motion passed.

Meeting was adjourned at 7:10 p.m.



Public Health Division
6101 Yellowstone Road, Suite 420
Cheyenne, WY 82002
(307) 777-6921 • 800-438-5795
Fax (307) 777-7215 • www.health.wyo.gov



Thomas O. Forslund
Director

Matthew H. Mead
Governor

May 7, 2018

Ref: PHN-2018-019

Dear County Nurse Manager or County Health Department Director:

Enclosed is a packet containing the County Contract with the Wyoming Department of Health, including Statements of Work with PHN/MCH/PHEP, and a Business Associate Agreement. The Contract has been approved and signed by Assistant Attorney General, Ms. Alysia Goldman.

This package includes **two original** signature pages. **Please present the Contract packet to your County Commissioners to sign and date both original signature pages** where indicated in **blue ink** and return to us via the provided FedEx overnight envelope.

Return the signed contract as soon as possible to ensure the contract is executed. Two additional signatures must be obtained after we receive it from you in order to consider it executed. Once the Contract has been fully executed, with all required signatures, an original will be sent to you for distribution to your County.

If you have questions or concerns, please contact Lindsay Huse, State Public Health Nursing Supervisor, at Lindsay.huse@wyo.gov or 307-777-6360.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lindsay Huse", with a long horizontal flourish extending to the right.

Lindsay Huse, BSN, MPH, PHNA-BC
State Supervisor
Public Health Nursing
Public Health Division



Public Health Division
6101 Yellowstone Road, Suite 420
Cheyenne, WY 82002
(307) 777-6921 • 800-438-5795
Fax (307) 777-7215 • www.health.wyo.gov



Thomas O. Forslund
Director

Matthew H. Mead
Governor

May 1, 2018

Dear County Commissioners and County Attorneys,

Please find attached the final combined contract between your county and the Wyoming Department of Health for PHN, MCH, and PHEP services. After your initial review, several changes were made at the request of some counties and following review by the Attorney General's Office:

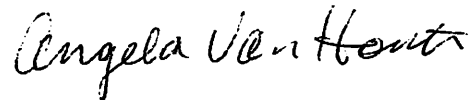
- Minor formatting changes and requested edits made by individual counties;
- The deletion of "To the extent allowed under the Wyoming Public Records Act" from the Ownership and Destruction of Documents and Information clause, 8(P);
- Clarification in wording in the Ownership and Destruction of Documents and Information Clause, 8(P), to better indicate destruction of copies, and not original information;
- Deletion of language requiring contractor to defend the agency, under section 8(Q);
- Addition of the following notification and cure language: "In the event of a material breach that is susceptible of cure or remedy, a party may not terminate the Contract for cause unless, 1) the party seeking to terminate the Contract first provides the other party with written notice of the intended termination, including a description of the material breach committed by the other party; and 2) a period of thirty (30) days elapses between the delivery of the notice and the termination of this Contract without the breaching party having, in the opinion of the party alleging the breach, effectively cured or remedied the material breach" to Termination of Contract, 8(W)i; and
- Addition of Termination of Public Health Nursing Services language: "Termination of Public Health Nursing Services. Despite the foregoing provisions, after July 1, 2018, the Contractor may neither amend nor terminate a portion of this Contract associated with Attachment A or the provision of public health nursing services, unless the Agency consents to the amendment or termination. Pursuant to Wyoming Statute § 35-1-243(c), the Contractor may not change the system under which public health nursing services are provided unless the Agency consents to the change. The termination of a portion of this

May 1, 2018

Contract associated with Attachment A or the provision of public health nursing services constitutes a change to the system under which public health nursing services are provided under Wyoming Statute § 35-1-243(c)" to Termination of Contract, 8(W)iv.

If your county has any concerns with the above changes, please notify us at arla.werner@wyo.gov immediately so we can work with you to rectify this. Thank you for your patience and your collaboration on this combined contract.

Sincerely,

A handwritten signature in black ink that reads "Angela Van Houten". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail on the 'n'.

Angie Van Houten, MS
Community Health Section Chief
Public Health Division

**CONTRACT BETWEEN WYOMING
DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

1. **Parties.** The parties to this Contract are the Wyoming Department of Health, Public Health Division (Agency), whose address is: 6101 Yellowstone Road, Suite 420, Cheyenne, Wyoming 82002, and City of Casper-Natrona County Health Department (Contractor), whose address is: 475 South Spruce, Casper, Wyoming 82601. This Contract concerns Maternal and Child Health, Public Health Emergency Preparedness and Public Health Nursing.

2. **Purpose of Contract.**
 - A. The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall:
 - (i) Provide public health nursing (PHN) services.
 - (ii) Provide Healthy Baby Home Visitation Program services and other maternal and child health (MCH) services that support Title V priorities.
 - (iii) Develop public health emergency preparedness and response capability in the jurisdiction through implementation of the Centers for Disease Control and Prevention Public Health Preparedness Capabilities.

 - B. Perform response activities through implementation of the Centers for Disease Control and Prevention Cooperative Agreement for Emergency Response: Public Health Crisis Response.

3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from July 1, 2018 through June 30, 2020. All services shall be completed during this term.

This Contract may be extended twice by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

4. **Payment.**
 - A. The Agency agrees to pay the Contractor for the services described in Section 5 below and in Attachments A, B, C, and D which are attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed one million, four hundred thirty-eight thousand, eight hundred dollars (\$1,438,800.00). Payment shall be made upon invoice in accordance with the respective pay schedule and requirements as outlined in each Attachment. Payment shall be made within forty-five (45) days after submission of invoice

pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.

- B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.
- C. **Travel.** When the Contractor is working at a location requiring an overnight stay, the Contractor shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.

5. **Responsibilities of Contractor.** The Contractor agrees to:

- A. Provide the services described in Attachments A, B, C, and D.
- B. Abide by the terms of the Business Associate Agreement, Attachment E, which is attached to and incorporated into this Contract by this reference. The Business Associate Agreement only applies to the Contractor if they are providing services on behalf of PHN and MCH, which include deliverables associated with protected health information as described in Attachments A and B.

6. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Contractor in accordance with Section 4 above.
- B. Provide support as described in Attachments A, B, C, and D.
- C. Monitor and evaluate the Contractor's compliance with the conditions set forth in this Contract.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:

- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. **Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975, and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.
- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency

and shall not be released without prior written approval of Agency.

- J. Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Contractor acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract. Contractor must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** Contractor agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Contractor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Contractor should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Contractor shall not deposit grant funds in an interest bearing

account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to

other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.

- G. Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. Entirety of Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Public Health Nursing Statement of Work, consisting of four (4) pages; Attachment B, Maternal and Child Health Statement of Work, consisting of seven (7) pages; Attachment C, Public Health Emergency Preparedness Statement of Work, consisting of twelve (12) pages; Attachment D, Public Health Emergency Preparedness Crisis Response Funding Statement of Work, consisting of six (6) pages and Attachment E, Business Associate Agreement, consisting of six (6) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control, with the exception of that contained in Attachment E, the Business Associate Agreement.
- J. Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.
- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by the Agency and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Contract or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Contract.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods,

epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

M. Indemnification. Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

N. Independent Contractor.

(i) The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose.

(ii) Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract.

(iii) The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract.

(iv) Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency.

(v) The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.

O. Notices. All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.

P. Ownership and Destruction of Documents and Information. Agency owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative Agency-owned information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall

be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Contractor agrees to physically and electronically destroy any remaining copies of Agency-owned data, regardless of format, and any other storage media or areas containing such information. Contractor agrees to provide written notice to Agency confirming the destruction of any remaining copies of Agency-owned data.

- Q. Patent or Copyright Protection.** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction.
- R. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- S. Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- T. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- U. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- V. Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

- W. Termination of Contract.** This Contract may be terminated immediately by the Agency for cause if the Contractor fails to perform in accordance with the terms of this Contract. In addition, this Contract may be terminated a) by either party at any time for failure of the other party to comply with the terms and conditions of this Contract; b) by either party, without cause, upon thirty (30) days prior written notice to the other party; or c) upon mutual written agreement by the parties.
- (i) In the event of a material breach that is susceptible of cure or remedy, a party may not terminate the Contract for cause unless (1) the party seeking to terminate the Contract first provides the other party with written notice of the intended termination, including a description of the material breach committed by the other party; and (2) a period of thirty (30) days elapses between the delivery of the notice and the termination of this Contract without the breaching party having, in the opinion of the party alleging the breach, effectively cured or remedied the material breach.
 - (ii) Termination of Individual Statements of Work. The Agency or Contractor may terminate, in writing, the individual Statements of Work by amendment removing the specific Statement of Work.
 - (iii) Termination of Public Health Nursing Services. Despite the foregoing provisions, after July 1, 2018, the Contractor may neither amend nor terminate a portion of this Contract associated with Attachment A or the provision of public health nursing services, unless the Agency consents to the amendment or termination. Pursuant to Wyoming Statute § 35-1-243(c), the Contractor may not change the system under which public health nursing services are provided unless the Agency consents to the change. The termination of a portion of this Contract associated with Attachment A or the provision of public health nursing services constitutes a change to the system under which public health nursing services are provided under Wyoming Statute § 35-1-243(c).
- X. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.

- AA. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- BB. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

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9. **Signatures.** The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The Effective Date of this Contract is the date of the signature last affixed to this page.

AGENCY: WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION

Thomas O. Forslund, Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

CONTRACTOR: CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Board Chairman, Natrona County Board of Health

Date

Kelly Weidenbach, DrPH, MPH, Executive Director,
City of Casper-Natrona County Health Department

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Susan G. O'Brien, Senior Assistant Attorney General



Date

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Senior Administrator, Public Health Division

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CONTRACTOR: CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Board Chairman, Natrona County Board of Health

Date

Kelly Weidenbach, DrPH, MPH, Executive Director,
City of Casper-Natrona County Health Department

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Susan G. O'Brien, Senior Assistant Attorney General



Date

**ATTACHMENT A:
PUBLIC HEALTH NURSING STATEMENT OF WORK**

GENERAL DESCRIPTION

This document is the Statement of Work (SOW) to identify and describe services and responsibilities as part of the Combined Contract Public Health Nursing (PHN) services in Natrona County (Contractor) for the Wyoming Department of Health, Public Health Division (Agency).

This SOW identifies the services to be performed, and defines how the services will be provided and evaluated in Natrona County. If program monitoring and reporting do not meet program standards, a plan of correction will be provided by the Natrona County District Board of Health.

I. SERVICES

The following have been identified as the eight (8) basic Public Health Nursing (PHN) functions to be provided by the contractor.

A. Direct Services

1. Maternal and Child Health (MCH): Nurses provide an array of services to pregnant and post-partum mothers and children. The requirements for these services are delineated in the MCH SOW, Maternal and Child Health Statement of Work, Attachment B.
2. Nursing Home and Medicaid Long-term Waiver Pre-admission Eligibility (LT101): Contractor will assess a client's functional level for appropriate placement in a nursing home, an assisted living facility, or if they can safely live in their home.
3. Chronic Disease Prevention, Education and Management: This function includes adult health clinics and classes.
4. Communicable Disease Prevention: This function includes immunizations; tuberculosis (TB) screening, testing and follow-up; infectious disease follow-up and investigation; sexually transmitted infection (STI)/HIV/viral hepatitis screening, testing and follow-up; and HIV case management.
 - a. The Contractor will follow the Communicable Disease Unit (CDU) policies and guidance. All Contractor PHN staff will complete communicable disease training as recommended or required by the CDU.
 - b. The Contractor will offer STI/HIV/viral hepatitis screening, testing, and follow-up; and HIV case management.
 - c. HIV case management staff working for the Contractor will follow the Treatment Program Standards and Policies.
 - i. Case managers working for the Contractor will attend required ongoing training and attend meetings required by the HIV program.

- ii. HIV case management time will be reimbursed at sixty dollars (\$60) per hour in fifteen (15) minute increments. All case management charges must be supported with case notes in CAREWare.
- d. STI/HIV/Hepatitis testing will be made available in accordance with the needs of the community. Additional testing hours or sites may be necessary during clusters or outbreaks of disease;
- e. The Contractor will offer Tuberculosis screening, testing, follow-up, and directly observed therapy;
- f. The Contractor will participate in infectious disease follow-up and investigation;
- g. All PHN staff working for the Contractor will complete the Immunization Unit training as recommended or required. Contractor will comply with Chapter 5, Wyoming Immunization Information System of the Immunization Program Administrative Rules.

B. Population Based Services

- 5. Public Health Emergency Preparedness (PHEP): Ensures that public health staff are knowledgeable and prepared to respond to bioterrorism and other public health emergencies. The requirements for these services are delineated in the PHEP SOWs, Public Health Emergency Preparedness Statement of Work, Attachment C, and Public Health Emergency Preparedness Crisis Response Funding Statement of Work, Attachment D.
- 6. Community Health Assessment and Planning: The Contractor will work with county hospitals and other stakeholders to identify barriers to the health and well-being of its residents and to implement a community health improvement plan.
- 7. Public Information and Education: The Contractor will provide classes and educational opportunities to the general public on a myriad of public health topics and issues.
- 8. Environmental Health Hazards: The Contractor will work with local agencies to investigate issues which may be harmful to the county's residents and provide follow-up support and education when possible.

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Program Standards	Tracking Method
Focus: Communicable Disease	
The number of individuals tested, and if needed, treated and provided follow-up as directed in the WY PHN Guidelines and Orders for C. trachomatis/N. gonorrhoeae (CT/GC) infections will be maintained to be close to the same or more as previous year.	Quarterly Tracker Data
One hundred percent (100%) of HIV rapid tests will be reported and entered in PRISM in the required timeframe. One hundred percent (100%) of STI positives will have assigned tasks completed in PRISM in required time frame.	As requested
The contractor will maintain opt-out HIV testing protocol among clinic patients.	Quarterly Tracker Data
At least ninety percent (90%) of medical case management patients, regardless of age, with a diagnosis of HIV will have a medical case management care plan developed and updated two (2) or more times in the measurement year. [Note: Program goal is one hundred percent (100%)]	As requested
At least one (1) community outreach activity per quarter to promote and assist in sustaining immunization and STI caseloads. This may include the use of social media to post about and advertise services.	Quarterly Tracker Data
PHN will not exceed five percent (5%) wastage of vaccine per quarter.	Quarterly Tracker Data
Focus: TB	
At least eighty percent (80%) of individuals started on Latent Tuberculosis Infection (LTBI) treatment will complete at least six (6) months of therapy. [Note: Eighty percent (80%) is the outcome on the federal grant for this measure]	As requested
One hundred percent (100%) of individuals tested for TB will be entered in the WyIR.	As requested
Complete follow-up on reportable diseases and conditions within seven (7) days of initial notification to the Contractor at least eighty percent (80%) of the time.	As requested
Focus: Community Assessment	
The Contractor will help to identify barriers to the health & well-being of its residents through review of the County Health Rankings published by the Robert Wood Johnson Foundation and by working with county hospitals & other stakeholders. Rankings will be communicated to staff and the board of health at least once a year and outreach/activities will be implemented to address area/areas of insufficiency.	Quarterly Tracker Data
Focus: Maternal Child Health	
Ninety-five percent (95%) of Healthy Babies Home Visitation Data is	Quarterly Tracker

entered into the Best Beginnings System within three (3) working days after the client visit.	Data
At least one (1) community outreach activity per quarter to promote and assist in sustaining MCH and NFP caseloads.	Quarterly Tracker Data
Focus: Medicaid Waiver	
One hundred percent (100%) of LT101s referred to PHN will be completed within seven (7) calendar days with extension request (if needed) made by close of business on the sixth (6 th) day.	Quarterly Tracker Data
Offer chronic disease prevention, education services once a quarter through outreach, clinics, classes or marketing, which could include but is not limited to the following conditions: heart disease, stroke, cancer, diabetes, arthritis, or obesity.	Quarterly Tracker Data

II. Timetable, Reports, and Invoices for Payments	
Task	Date and Description
Submit Quarterly Invoices for \$115,808.25 for 8 quarters [Calculated as: MOU amount (\$926,466) divided by 8 quarters for the biennium]	Due Dates: 10/31/18 (covers effective date of contract through 09/30/2018) 01/31/19 (covers 10/01/2018 through 12/31/2018) 04/30/19 (covers 01/01/2019 through 03/31/2019) 07/15/19 (covers 04/01/2019 through 06/30/2019) 10/31/19 (covers 07/01/2019 through 09/30/2019) 01/31/20 (covers 10/01/2019 through 12/31/2019) 04/30/20 (covers 01/01/2020 through 03/31/2020) 07/15/20 (covers 04/01/2020 through 06/30/2020)
Submit Quarterly Performance Reports and other reports as requested by State PHN or associated Agency programs	Submit quarterly tracker via Survey Monkey link sent by PHN quarterly Submit data as requested

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**ATTACHMENT B:
MATERNAL AND CHILD HEALTH STATEMENT OF WORK**

GENERAL DESCRIPTION

This document is intended as a Maternal and Child Health (MCH) Statement of Work (SOW) to identify and describe deliverables required to be completed by the Contractor related to the provision of:

1. Healthy Baby Home Visitation Program services;
2. Children's Special Health (CSH) Program services; and
3. MCH services that improve outcomes prioritized by Title V and the 2016-2020 MCH Needs Assessment.

I. PAYMENT AND FISCAL REQUIREMENTS

The maximum amount of federal funds provided under CFDA# 93.558 shall not exceed one hundred eight thousand, five hundred five dollars (\$108,505.00).

The maximum amount of state general funds provided shall not exceed one hundred forty-seven thousand, eight hundred twenty-nine dollars (\$147,829.00).

Payment under this contract will occur monthly. Invoices will reflect approved expenditures required to deliver services outlined in this Statement of Work. Payment by Agency will serve as a reimbursement for approved expenditures.

The Contractor agrees to continue all services referenced in this SOW through the term of the contract even if reimbursement of total contract amount is received before the expiration date.

Fiscal Reporting Requirements

- A. Contractor will report expenditures based on actual costs (e.g. salary, supplies, etc.) incurred during the service month.
- B. Contractor will not request reimbursement that exceeds the contractual amount. The purpose of the contract is to provide funding to **assist** with the provision of home visitation, CSH and MCH services.
- C. Contractor will submit monthly MCH invoices via e-mail to the Agency no later than the last business day of the month following the service month on an approved invoice template provided by the Agency. Contractor will verify completeness and accuracy of the data and figures included in the invoice before submission.
 - a. Invoices must include approved State General Funds (SGF) and Temporary Assistance for Needy Families (TANF) expenditures necessary to provide required deliverables. If expenditures include salary and benefits, Contractor will use Public

Health Nursing Informatics (PHNI) or comparable time and task reports to determine the percentage of time each nurse devotes to SGF-approved activities and TANF-approved activities. Reimbursed SGF or TANF funds must be used as direct reimbursement for the expenditures listed in the MCH invoice.

- D. All payments are contingent upon receipt of required monthly MCH invoices and quarterly performance reports and delivery of required deliverables.

Funding Requirements

- A. Contractor will follow the guidelines for approved SGF and TANF expenditures. A list of approved SGF and TANF expenditures will be provided by the Agency prior to contract effective date.
- B. Contractor will adhere to the following TANF funding requirements:
- a. Contractor will complete TANF Eligibility Form for each client served to confirm client eligibility. The form must be updated annually, or when a client's situation changes.
 - b. Contractor will complete time and task reporting in PHNI or a comparable system. Contractor will only use TANF codes when both the client served **and** the services provided to the client are eligible for TANF funding.
 - c. Contractor and Agency will determine a service's eligibility for TANF based on the following TANF goals:
 - i. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
 - ii. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage
 - iii. Prevent and reduce out-of-wedlock pregnancies
 - iv. Encourage the formation and maintenance of two parent families
 - e. Contractor **will not** use TANF funds for the following:
 - i. Contractor's thirty-five percent (35%) portion of State nurse salaries
 - ii. Capital construction/remodeling
 - iii. Endowment funds
 - iv. Religious purposes
 - v. Grants to individuals
 - vi. Deficits or retirement of debt
 - vii. Lease or purchase of equipment (Unless previously approved by Agency)
 - viii. Rent, unless approval is granted by Agency
 - ix. Food
 - x. Cash Incentives
- C. Contractor will adhere to the following SGF requirements. The purpose of SGF is to help the Contractor to address the MCH needs of those individuals within the MCH target populations who are not TANF-eligible and deliver services that are not TANF-eligible.
- a. Contractor **will not** use SGF for the following:

- i. Capital construction/remodeling
- ii. Endowment funds
- iii. Religious purposes
- iv. Grants to individuals
- v. Deficits or retirement of debt
- vi. Lease or purchase of equipment, unless approval is granted by Agency
- vii. Rent, unless approval is granted by Agency
- viii. Food
- ix. Cash Incentives

II. HEALTHY BABY HOME VISITATION PROGRAM REQUIREMENTS

- A. Contractor will provide appropriate nursing contact to eligible women as legislated in Wyoming Statute: Title 35, Chapter 27, Public Health Nursing Infant Home Visitation Services (Wyo. Stat. Ann §§ 35-27-101, -104). Public Health Nursing (PHN) within the County will provide contacts with eligible pregnant women and following pregnancy with eligible women not contacted prenatally.
- a. For each referral received, the Contractor must make three (3) attempts to contact the referred individual, using the definition of a contact as described below.
 - i. The goal for contacting County resident birth referrals is seventy-five percent (75%.)
 - ii. The goal for contacting County resident Medicaid births is ninety-five percent (95%.)
 - b. A contact includes a phone call, or hospital, home and/or office visit that consists of a two-way communication where information about available services is exchanged between the nurse and the client.
 - c. Contractor will develop a plan to meet the above targets for contacting County resident birth referrals and County resident Medicaid births. The plan will be shared with the MCH State Nurse Consultant by the end of Quarter One of each contract year.
 - d. Contractor will collaborate with community partners to develop or update a comprehensive list of MCH client resources available. This list is to be used to support MCH client needs and referrals and educate MCH home visiting nurses on available community services.
- B. Contractor will use the following list, as cited in Wyo. Stat. Ann §§ 35-27-101, -104, to prioritize delivery of Healthy Baby Home Visitation services. Contractor will prioritize meeting fidelity requirements for those women who are prioritized for enrollment.
- a. First-time pregnant women under the age of twenty (20) years who are on or eligible for Medicaid or WIC, or both;
 - b. Any pregnant woman or family in need of home visitation services who is referred by an attending physician;
 - c. First-time births to women who, regardless of age, are on or eligible for Medicaid or WIC, or both;

- d. Preterm births;
 - e. Victims of domestic violence;
 - f. Pregnant women or mothers presenting with a mental illness or substance abuse problem or both, who is an inpatient at the Wyoming State Hospital, a psychiatric hospital, or an inpatient treatment facility, or is referred for services by a community health center;
 - g. Pregnant women or mothers confined to a county jail, the Wyoming Women's Center or other correctional facility in-state, on probation or parole, as a result of a conviction of a criminal offense; or
 - h. Subsequent pregnancy or births where the woman or family is on or eligible for Medicaid or WIC, or both.
- C. Contractor will provide home visitation services for eligible pregnant women and women who have delivered as part of the Healthy Baby Home Visitation Program. The Healthy Baby Home Visitation Program is a combination of two (2) models: Nurse-Family Partnership (NFP) and Best Beginnings (BB). NFP is delivered in five (5) counties and BB is delivered in all counties.
- D. Contractor will monitor Healthy Baby Home Visitation program data entry into all relevant data systems including but not limited to PHNI (or comparable data system), MCH Data System (or comparable data system), and NFP data system. All data must be entered within seventy-two (72) hours of visit or contact and entered accurately and completely excluding holidays and weekends.
- E. Contractor will deliver BB services.
- a. Contractor will assure BB services are implemented with fidelity to the model as outlined in the Partners for a Healthy Baby curriculum and the PHN Healthy Baby Home Visitation Program guidelines.
- F. Contractor will deliver NFP services.
- a. Contractor will assure NFP services are implemented with fidelity to the NFP model following the guidance listed below, approved by the NFP National Service Office (NSO):
 - i. Contractor will implement the nineteen (19) revised NFP model elements released on April 1, 2017.
 - ii. Contractor will ensure Nurse Home Visitors devote at least point five (0.5) FTE (or at least twenty (20) hours a week) to NFP.
 - iii. Contractor will keep NFP Program Supervisor, MCH Unit, and MCH/NFP State Nurse Consultant informed of implementation issues that arise.
 - iv. Contractor will ensure that all NFP Program Supervisors and NFP Nurse Home Visitors attend, participate in, and complete education programs required by MCH and NFP, on a timely basis. Contractor will not be penalized if education program completion is delayed due to Agency budget constraints or insufficient availability of training slots.

- v. Contractor will ensure that no Nurse Home Visitor is assigned a caseload or makes a client visit (except in the company of a NFP-educated Nurse Home Visitor) until after she/he has completed initial NFP Education including Units one (1) and two (2) and demonstrates a level of knowledge and competence.
- vi. Contractor will implement NFP in accordance with Home Visit Guidelines including:
 - 1. Ensure enrollment of twenty-five (25) clients per full-time (one FTE) Nurse Home Visitor within nine (9) months of beginning implementation, and make best efforts to maintain at least eighty-five percent (85%) of that level of enrollment on an ongoing basis.
 - 2. Ensure that each full-time (one FTE) Nurse Home Visitor carries a caseload of at least twenty-five (25) active families and each half-time Nurse Home Visitors carries a caseload of at least twelve (12) clients;
 - 3. Conduct visits with clients in accordance with the standard NFP visit schedule or an alternative visit schedule approved by NFP Program Supervisor and MCH/NFP State Nurse Consultant which may include Telehealth visits; and
 - 4. Ensure that the essential NFP Program content, as described in the Home Visit Guidelines, is utilized to maintain fidelity in implementing the NFP model.
- vii. Contractor will ensure the availability of appropriate, fully functioning computer systems and software at the county for use of NFP data system, and for communication with MCH Unit and MCH/NFP State Nurse Consultant by email.
- viii. Contractor will work with MCH/NFP State Nurse Consultant to ensure that Nurse Home Visitors participate in monthly team meetings, monthly case conferences, and joint visits every four (4) months.
- ix. Contractor will work with MCH/NFP State Nurse Consultant to ensure that NFP Program Supervisors meet the following requirements. Contractor will not be responsible for these requirements if NFP supervision is delivered by the MCH Coordinator or MCH/NFP State Nurse Consultant.
 - 1. Aim to develop a supportive relationship with the Nurse Home Visitors she/he supervises.
 - 2. Meet one-on-one with each Nurse Home Visitor at least bi-weekly to provide clinical supervision using reflection, preferably in person, but by telephone where travel constraints limit nurse or Program Supervisor mobility. In counties or regions with a half-time nurse home visitor with a caseload of minimally twelve (12), one-on-one supervision may occur every two (2) weeks.
 - 3. Run activity reports and quality improvement reports from the NFP data system monthly to assess areas where systems, organizational, or operational changes are needed in order to enhance the overall

- quality of program operations; and develop and implement action plans based on such assessments.
 - 4. Discuss any proposed systems, organization, or operational changes with MCH and the MCH/NFP State Nurse Consultant prior to development and implementation of action plans.
 - 5. Monitor and interpret data to inform decisions and evaluate program performance.
 - x. Contractor will develop and/or participate in a Community Advisory Board with diverse representation to ensure broad-based community support for the Contractor’s implementation of NFP. Contractor may utilize existing MCH-oriented Boards as long as concerns and challenges relative to the NFP Program, including referrals, caseload management, and program advocacy issues can be identified and resolved.
- G. Contractor will complete all required Healthy Baby Home Visitation Program trainings including but not limited to:
- a. BB Mentorship and Orientation Plan
 - b. Required NFP training
 - c. BB/NFP Conference Calls
- H. Contractor will complete the Healthy Baby Home Visitation section of PHN quarterly performance report within thirty (30) days of the end of the quarter.

III. CHILDREN’S SPECIAL HEALTH (CSH) PROGRAM REQUIREMENTS

The CSH Program provides gap-filling financial assistance and care coordination services for eligible high-risk pregnant women, newborns, and children and youth with special health care needs. The purpose of the program is to identify clients, assure diagnosis and treatment, and provide care coordination using a family-centered, community-based approach. All families are eligible for care coordination services at the local level even if they are not eligible for gap-filling financial assistance.

- A. Contractor will conduct outreach to inform potential clients, providers, and stakeholders about the CSH Program.
- B. Contractor will distribute CSH brochures to private providers, clinics, hospitals, child development centers, and other local agencies at least annually.
- C. Contractor will complete all required CSH trainings.
- D. Contractor will contact referred families to assess if a CSH, Maternal High Risk (MHR), or Newborn Intensive Care (NBIC) application is appropriate and if care coordination services are needed.

- E. Contractor will respond to the appropriate regional CSH Benefits and Eligibility Specialist in writing within thirty (30) days of the referral. The response will include the result of the referral (e.g. submission of CSH application, referral to community resources).
- F. Contractor will assist families in completing CSH applications.
- G. Contractor will provide tier-based care coordination for high-risk pregnant women, high-risk newborns, and children and youth with special health care needs regardless of eligibility for the CSH gap-filling financial assistance program. Contractor will refer to the Care Coordination Manual for further details regarding base activities and contacts per tier level.
- H. Contractor will complete CSH section of PHN quarterly performance report within thirty (30) days of the end of the quarter.

IV. MATERNAL AND CHILD HEALTH SERVICES

- A. Contractor will perform activities that support improvement on the 2016-2020 Maternal and Child Health State Priorities. Agency staff (including MCH Program Managers) will provide technical assistance and support to the Contractor to assist with addressing outlined priorities. Priorities include:
 - a. Improve Access to and Promote Use of Effective Family Planning
 - b. Reduce Infant Mortality
 - c. Improve Breastfeeding Duration
 - d. Reduce Childhood Obesity
 - e. Prevent Injury in Children
 - f. Promote Preventive and Quality Care for Children and Adolescents
 - g. Promote Healthy and Safe Relationships
- B. Contractor will ensure MCH staff nurses complete required MCH training course within the first contract year. Agency staff (including MCH Program Managers) will assure availability of relevant MCH training courses.
- C. Contractor will complete MCH section of PHN quarterly performance report within thirty (30) days of the end of the quarter.

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**ATTACHMENT C:
PUBLIC HEALTH EMERGENCY PREPAREDNESS STATEMENT OF WORK**

GENERAL DESCRIPTION

This document is intended as a Statement of Work (SOW) to identify and describe deliverables and payment structure for the development of public health emergency preparedness and response capability in the County through implementation of the Centers for Disease Control and Prevention Public Health Preparedness Capabilities. Deliverables have been developed from the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Capabilities: National Standards for State and Local Planning document. The requirements articulated in Attachment C represent known preparedness requirements; the Agency retains the right to change the deliverables as outlined below, based on any additional requirements or information that may come from CDC. Additional requirements or changes will be articulated to the Contractor as soon as possible, once Wyoming Department of Health (WDH) Public Health Emergency Preparedness (PHEP) Unit receives this information. Failure to meet these requirements and show progress in Medical Countermeasures, Pandemic Influenza planning, and all other requirements may affect future funding for WDH, and in turn emergency preparedness funding for the Contractor. Deliverables must be completed by the due date; payments will only be made once all deliverables are met for the prior quarter. PHEP staff is available to facilitate planning activities and provide technical assistance.

Public Health Response Coordinators (PHRC) are typically assigned the responsibility of addressing the deliverables listed below. However, the Contractor is responsible for meeting these requirements whether the Contractor has identified a PHRC or not.

Payment

The source of funds for this Contract is via a Cooperative Agreement from Centers for Disease Control Catalog of Federal Domestic Assistance (CFDA) No. 93.074, in the amount of one-hundred fifty-six thousand dollars (\$156,000.00) of which ninety-nine thousand (\$99,000.00) is for funding public health preparedness activities and fifty-seven thousand dollars (\$57,000.00) is to be used exclusively to address Federal Cities Readiness Initiative requirements related to the Strategic National Stockpile.

An advance payment, equaling twenty-five percent (25%) of the contracted amount, shall be made upon execution of the Contract in the amount of thirty-nine thousand dollars (\$39,000.00). Additional funding will be distributed monthly on a reimbursement basis beginning November 2018. Contractor will provide invoices for each month of the contract period on the provided template with supporting documentation, such as copies of vendor invoices, documentation of personnel time and effort, travel receipts, and other documentation as requested. Payments will be reduced by the amount of the advance payment. Final invoice must be submitted within thirty (30) days of the end of the contract period. Contractor must match ten percent (10%) of total federal funding. Match may be provided directly or through donations from public or private entities and

may be in cash or in kind, fairly evaluated, including plant, equipment or services. Amounts provided by the federal government or services assisted or subsidized to any significant extent by the federal government may not be included in determining the amount of such nonfederal contributions.

- A. Restrictions upon funding are as follows:
- i. Contractors may not use funds for research.
 - ii. Contractors may not use funds for clinical care except as allowed by law. For the purposes of this Funding Opportunity Announcement (FOA), clinical care is defined as "directly managing the medical care and treatment of patients."
 - iii. Contractors may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
 - iv. Contractors may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget and approved.
 - v. Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the awardee.
 - vi. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - a. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body,
 - b. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before any legislative body,
 - c. See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC awardees (http://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf).
 - vii. Contractors may not use funds for construction or major renovations.
 - viii. Contractors may supplement but not supplant existing state or federal funds for activities described in the budget.
 - ix. Payment or reimbursement of backfilling costs for staff is not allowed.
 - x. None of the funds awarded to these programs may be used to pay the salary of an individual at a rate in excess of Executive Level II or one hundred eighty-seven thousand dollars (\$187,000.00) per year.
 - xi. Contractors may purchase basic (non-motorized) trailers with prior approval from PHEP.
 - xii. PHEP funds may not be used to purchase clothing such as jeans, cargo pants, polo shirts, jumpsuits, sweatshirts, or T-shirts.
 - xiii. PHEP funds may not be used to purchase or support (feed) animals for labs, including mice. Any requests for such must receive prior approval of protocols from the Animal Control Office within CDC and subsequent approval from the CDC Office of Grants Services (OGS).
 - xiv. Contractors may not use funds to purchase a house or other living quarters for those under quarantine.

- xv. PHEP awardees cannot use funds to purchase vehicles to be used as means of transportation for carrying people or goods, e.g., passenger cars or trucks and electrical or gas-driven motorized carts.
- xvi. PHEP awardees can (with prior approval) use funds to lease vehicles to be used as means of transportation for carrying people or goods, e.g., passenger cars or trucks and electrical or gas-driven motorized carts.
- xvii. PHEP awardees can (with prior approval) use funds to purchase material-handling equipment (MHE) such as industrial or warehouse-use trucks to be used to move materials, such as forklifts, lift trucks, turret trucks, etc. Vehicles must be of a type not licensed to travel on public roads.
- xviii. PHEP awardees can use funds to support appropriate accreditation activities that meet the Public Health Accreditation Board’s preparedness-related standards.
- xix. Contractor cannot use funds for bonuses or incentives.
- xx. All expenditures must support and relate to Attachment C, Public Health Emergency Preparedness Statement of Work.
- xxi. Newly-hired PHRC salary will be reimbursed at an amount not to exceed twenty-six dollars (\$26.00) per hour, and benefits not to exceed forty percent (40%) of the salary.
- xxii. Current PHRC salaries will be reimbursed at thirty dollars (\$30.00) per hour, or current salary, whichever is less. Benefits will be reimbursed at the July 1, 2017 budget rate.
- xxiii. All work and expenditures must support and comply with 2018-2022 Hospital Preparedness Program (HPP) – Public Health Emergency Preparedness (PHEP) Cooperative Agreement CDC-RFA-TP17-1701 and CDC-RFA-TP17-17010201SUPP18.

TIMELINE AND DELIVERABLES

The following table shows specific tasks, milestones, completion dates, and estimated payments. The Deliverables Guidance Matrix for July 1, 2018 – June 30, 2019 will be distributed to Contractor prior to July 1, 2018. All deliverables must be submitted to the Contract Reporting Tool (CRT) including invoices for reimbursement, Public Health Nursing Informatics (PHNI) report, and quarterly match summary. For jurisdictions not utilizing PHNI, match supporting documentation must be submitted.

Timetable and Deliverables for Contractor			
Description	Months	Cost	Date
Quarter 1 requirements due no later than September 30, 2018	Three (3)	Estimated one quarter (1/4) payment	Upon execution of the Contract
Domain 1: Strengthen Community Resilience (Capabilities 1 and 2)			
1. Conduct quarterly PHEP advisory meetings, with partner membership representing at least the following eleven (11) community sectors: business; community leadership;			

cultural and faith-based groups and organizations; emergency management; healthcare; social services; housing and sheltering; media; mental or behavioral health; aging services; education and childcare settings. Utilize this advisory committee to develop strategies for at-risk populations.

2. Attend Healthcare Coalition (HCC) quarterly meetings if held.
3. Plan for immediate and long-term mental or behavioral health needs based on Communications, Medical Care, Independence, Supervision and Support, and Transportation (C-MIST) assessments.

Domain 2: Strengthen Incident Management (Capability 3)

4. Meet with PHRC supervisor quarterly to review progress, review deliverables, and complete the progress report. Progress report will be submitted to the CRT after approval of supervisor.
5. Submit a quarterly match summary by completing the county fiscal document on the CRT. Submit a quarterly match report (either from PHNI system if PHEP time is tracked or other method if Contractor does not use PHNI to track PHEP support) and upload to CRT. These must be submitted no later than the twentieth (20th) of the month.
6. Attend monthly joint PHRC and PHEP calls. These typically occur on the third (3rd) Tuesday of each month. If PHRC cannot attend, either another person from that jurisdiction can attend, or the PHRC must review the recording of the call.
7. Conduct training, drills, and exercises of the public health jurisdictional incident command structure (PHJICS) as it applies to responding to public health threats and emergencies.

Domain 3: Strengthen Information Management (Capabilities 4 and 6)

8. Validate all alerting and notification groups and members, including Public Health Incident Command System (PHICS) members.
9. Maintain lists of local physicians, hospital personnel, nurses and other partners in collaboration with PHEP for inclusion in Wyoming Alert and Response Network (WARN) public health alerts.
10. Update public health after-hours contact information quarterly or as changes occur.
11. Participate in one (1) statewide radio drill each month (PHRC or designee).
12. Conduct at least one (1) notification drill for PHICS.

Domain 4: Strengthen Countermeasures and Mitigation (Capabilities 8, 9, 11, and 14)

13. Conduct alerting and notification drill for Strategic National Stockpile (SNS) teams and all SNS sites: Points of Dispensing (POD), County Staging Area (CSA), Emergency Operations Center (EOC), etc. and post data collection information, supporting documentation, and improvement plan to the CRT.
14. Conduct redundant communication and radio drill for SNS teams and all SNS sites (POD, CSA, EOC, etc.) and post data collection information, supporting documentation, and improvement plan to the CRT.

15. Attend Medical Countermeasures (MCM) guidance and training webinar that will focus on latest MCM guidance and statewide transition to new forms and reporting requirements.

Domain 5: Strengthen Surge Management (Capabilities 5, 7, 10, and 15)

16. Ensure volunteers are included in training, drills, and exercises.

Domain 6 Strategy: Strengthen Biosurveillance (Capabilities 12 and 13)

17. Review the WDH Emergency Notification Line training webinar prior to September 8, 2018.
18. Conduct a white powder notification drill with the 24/7 Emergency Notification Line during the week of September 9-15, 2018.

Description	Months	Cost	Date
Quarter 2 requirements due no later than December 31, 2018	Three (3)	Estimated one quarter (1/4) payment	Upon submission of monthly invoices

Domain 1: Strengthen Community Resilience (Capabilities 1 and 2)

1. Conduct quarterly PHEP advisory meetings, with partner membership representing at least the following eleven (11) community sectors: business; community leadership; cultural and faith-based groups and organizations; emergency management; healthcare; social services; housing and sheltering; media; mental or behavioral health; aging services; education and childcare settings Utilize this advisory committee to develop strategies for at-risk populations.
2. Attend HCC quarterly meetings if held.

Domain 2: Strengthen Incident Management (Capability 3)

3. Meet with PHRC supervisor quarterly to review progress, review deliverables, and complete the progress report. Progress report will be submitted to the CRT after approval of supervisor.
4. Submit a quarterly match summary by completing the county fiscal document on the CRT. Submit a quarterly match report (either from PHNI system if PHEP time is tracked or other method if Contractor does not use PHNI to track PHEP support) and upload to CRT. These must be submitted no later than the twentieth (20th) of the month.
5. Attend monthly joint PHRC and PHEP calls. These typically occur on the third (3rd) Tuesday of each month. If PHRC cannot attend, either another person from that jurisdiction can attend, or the PHRC must review the recording of the call.
6. Conduct training, drills, and exercises of the PHICS as it applies to responding to public health threats and emergencies.
7. Conduct at least one (1) notification drill for PHICS.

8. Participate in at least one (1) Essential Elements of Information (EEI) drill with WDH State Health Operations Center (SHOC) and WDH Incident Management Team (IMT). Response must be provided within the timeframe identified in the EEI request.
9. Participate in county Training and Exercise Planning Workshop (TEPW) with emergency management or conduct an ESF #8 TEPW with partners.
10. Complete all sections of the Multi-Year Training and Exercise Plan (MYTEP) following TEPW, to include a TEPW summary. TEPW section in the MYTEP must be completed and include at a minimum five (5) MCM areas for improvement. Respond to the State HPP / PHEP ESF #8 TEPW Survey Data Call.
11. Maintain and provide documentation of PHICS training. Maintain records for review during the site visit.

Domain 3: Strengthen Information Management (Capabilities 4 and 6)

12. Validate all alerting and notification groups and members, including PHICS members.
13. Maintain lists of local physicians, hospital personnel, nurses and other partners in collaboration with PHEP for inclusion in WARN public health alerts.
14. Update public health after-hours contact information quarterly or as changes occur.
15. Participate in one (1) statewide radio drill each month (PHRC or designee).
16. Respond to PHEP conducted drills of Contractor after-hours phone numbers during the quarter. Contact must be made with Public Health Nursing (PHN) staff. Contact with dispatch no longer serves as meeting the deliverable.

Domain 4: Strengthen Countermeasures and Mitigation (Capabilities 8, 9, 11, and 14)

17. Conduct alerting and notification drill for SNS teams and all SNS sites: POD, CSA, EOC, etc., and post data collection information, supporting documentation, and improvement plan to the CRT.
18. Conduct redundant communication and radio drill for SNS teams and all SNS sites (POD, CSA, EOC, etc.) and post data collection information, supporting documentation, and improvement plan to the CRT.
19. Manage and maintain a stockpile of Personal Protective Equipment (PPE) and respirators for their respective county that meets or exceeds 2014 PHN PPE Guide. Update and submit a PPE inventory list.

Domain 5: Strengthen Surge Management (Capabilities 5, 7, 10, and 15)

20. Ensure volunteers are included in training, drills, and exercises.
21. Identify three (3) public health staff for access to the WDH Hospital Bed Tracking System and coordinate with the HPP coordinator to maintain or obtain access and training. One (1) of the three (3) public health staff identified will be the county nurse manager or department director.
22. Create roster of clinical staff for medical shelters working with local partners and PHRCs in adjoining jurisdictions.

23. Conduct at least one (1) volunteer assembly drill using a public health emergency scenario.
24. Coordinate the identification, recruitment, registration, training, and engagement of volunteers to support the jurisdiction's response to incidents.

Domain 6 Strategy: Strengthen Biosurveillance (Capabilities 12 and 13)

There are no contract deliverables for this domain during second quarter.

Description	Months	Cost	Date
Quarter 3 requirements due no later than March 31, 2019	Three (3)	Estimated one quarter (1/4) payment	Upon submission of monthly invoices

Domain 1: Strengthen Community Resilience (Capabilities 1 and 2)

1. Conduct quarterly Public Health Emergency Preparedness advisory meetings, with partner membership representing at least the following eleven (11) community sectors: business; community leadership; cultural and faith-based groups and organizations; emergency management; healthcare; social services; housing and sheltering; media; mental or behavioral health; aging services; education and childcare settings Utilize this advisory committee to develop strategies for at-risk populations.
2. Attend HCC quarterly meetings if held.
3. Internally review fifty percent (50%) of office plans and county plans that include a public health component and update as warranted. The list will be provided.
4. Attend two (2) PHEP sponsored webinars covering radiological incidents and Community Reception Center operations. Dates - TBD, but likely one webinar in February 2019 and one webinar in March 2019.
5. Identify at-risk clusters and individuals by collaborating with partners. Map clusters against known risk factors.

Domain 2: Strengthen Incident Management (Capability 3)

6. Meet with PHRC supervisor quarterly to review progress, review deliverables, and complete the progress report. Progress report will be submitted to the CRT after approval of supervisor.
7. Submit a quarterly match summary by completing the county fiscal document on the CRT. Submit a quarterly match report (either from PHNI system if PHEP time is tracked or other method if Contractor does not use PHNI to track PHEP support) and upload to CRT. These must be submitted no later than the twentieth (20th) of the month.
8. Attend monthly joint PHRC and PHEP calls. These typically occur on the third (3rd) Tuesday of each month. If PHRC cannot attend, either another person from that jurisdiction can attend, or the PHRC must review the recording of the call.
9. Conduct training, drills, and exercises of the PHJICS as it applies to responding to public health threats and emergencies.
10. Submit asset inventory no later than March 31, 2019.

11. Update and sustain expedited fiscal and administrative preparedness procedures.
12. Conduct at least one notification drill for PHICS.

Domain 3: Strengthen Information Management (Capabilities 4 and 6)

13. Validate all alerting and notification groups and members, including PHICS members.
14. Maintain lists of local physicians, hospital personnel, nurses and other partners in collaboration with PHEP for inclusion in WARN public health alerts.
15. Update public health after-hours contact information quarterly or as changes occur.
16. Participate in one (1) statewide radio drill each month (PHRC or designee).

Domain 4: Strengthen Countermeasures and Mitigation (Capabilities 8, 9, 11, and 14)

17. Conduct alerting and notification drill for SNS teams and all SNS sites: POD, CSA, EOC, etc. and post data collection information, supporting documentation, and improvement plan to the CRT.
18. Conduct redundant communication and radio drill for SNS teams and all SNS sites (POD, CSA, EOC, etc.) and post data collection information, supporting documentation, and improvement plan to the CRT.
19. Submit an MCM Action Plan citing up to 10 items that will be worked on to bring the programs up to the "established" level as determined by the CDCs MCM Guidance dated November 1, 2017.
20. Submit a copy of local Jurisdictional Data Sheets (JDS), a copy of the most current SNS base plan, a copy of the action plan and necessary supporting documentation for items listed in their action plan to the MCM-ORR website.
21. Provide updated list of current spokesperson and public information officer. If these individuals are within the public health office, ensure appropriate training is taken and documented on data collection sheet and posted to CRT.

Domain 5: Strengthen Surge Management (Capabilities 5, 7, 10, and 15)

22. Ensure volunteers are included in training, drills, and exercises.

Domain 6 Strategy: Strengthen Biosurveillance (Capabilities 12 and 13)

There are no contract deliverables for this domain during third quarter.

Description	Months	Cost	Date
Quarter 4 requirements due no later than June 30, 2019	Three (3)	Estimated one quarter (1/4) payment	Upon submission of monthly invoices

Domain 1: Strengthen Community Resilience (Capabilities 1 and 2)

1. Conduct quarterly Public Health Emergency Preparedness advisory meetings, with partner membership representing at least the following eleven (11) community sectors: business; community leadership; cultural and faith-based groups and organizations; emergency management; healthcare; social services; housing and sheltering; media;

mental or behavioral health; aging services; education and childcare settings Utilize this advisory committee to develop strategies for at-risk populations.

2. Attend HCC quarterly meetings if held
3. Develop and document at-risk planning needs in a local annex based on C-MIST assessments.

Domain 2: Strengthen Incident Management (Capability 3)

4. Meet with PHRC supervisor quarterly to review progress, review deliverables, and complete the progress report. Progress report will be submitted to the CRT after approval of supervisor.
5. Submit a quarterly match summary by completing the county fiscal document on the CRT. Submit a quarterly match report (either from PHNI system if PHEP time is tracked or other method if Contractor does not use PHNI to track PHEP support) and upload to CRT. These must be submitted no later than the twentieth (20th) of the month.
6. Attend monthly joint PHRC and PHEP calls. These typically occur on the third (3rd) Tuesday of each month. If PHRC cannot attend, either another person from that jurisdiction can attend, or the PHRC must review the recording of the call.
7. Conduct training, drills, and exercises of the public health jurisdictional incident command structure as it applies to responding to public health threats and emergencies.
8. Participate in at least one Essential Elements of Information (EEI) drill with WDH-SHOC and WDH Incident Management Team (IMT). Response must be provided within the timeframe identified in the EEI request.
9. Maintain and provide documentation of PHICS training. Maintain records for review during the site visit.
10. Participate in a Fiscal Preparedness exercise with PHEP to demonstrate expedited fiscal and administrative preparedness procedures.
11. Conduct at least one notification drill for PHICS.

Domain 3: Strengthen Information Management (Capabilities 4 and 6)

12. Validate all alerting and notification groups and members, including PHICS members.
13. Maintain lists of local physicians, hospital personnel, nurses and other partners in collaboration with PHEP for inclusion in WARN public health alerts.
14. Update public health after-hours contact information quarterly or as changes occur.
15. Participate in one (1) statewide radio drill each month (PHRC or designee).

Domain 4: Strengthen Countermeasures and Mitigation (Capabilities 8, 9, 11, and 14)

16. Conduct alerting and notification drill for SNS teams and all SNS sites: POD, CSA, EOC, etc., and post data collection information, supporting documentation, and improvement plan to the CRT.
17. Conduct redundant communication and radio drill for SNS teams and all SNS sites (POD, CSA, EOC, etc.) and post data collection information, supporting documentation, and improvement plan to the CRT.

18. Review plans for volunteer support during a dispensing (Open and/or Closed POD) campaign.
19. Review, maintain, and adhere to the Respiratory Protection Plan (RPP) for appropriate public health staff with updates made to the plan as necessary.
20. Complete N95 fit testing for all staff assigned a respirator annually, assist with and verify the responder has received annual training. Note: N95 fit testing must be conducted for all staff including those assigned a Powered Air Purifying Respirator (PAPR).
21. Maintain PHEP owned PortaCount equipment by appropriate storage and transport and ensuring annual calibration and necessary repairs are completed with TSI Incorporated.
22. Ensure Emergency Responder Health Monitoring and Surveillance is incorporated in local plans.
23. Participate in local technical assistance review site visit from PHEP and PHN representatives. Seven (7) local jurisdictions are Teton, Park, Hot Springs, Fremont, Uinta, Carbon, and Goshen counties.

Domain 5: Strengthen Surge Management (Capabilities 5, 7, 10, and 15)

24. Ensure volunteers are included in training, drills, and exercises.
25. Conduct at least one (1) volunteer assembly drill using a public health emergency scenario that addresses staffing, just-in-time training, safety briefing, and position assignments in a medical countermeasures dispensing or mass vaccination scenario.
26. Coordinate the identification, recruitment, registration, training, and engagement of volunteers to support the jurisdiction's response to incidents.

Domain 6 Strategy: Strengthen Biosurveillance (Capabilities 12 and 13)

There are no contract deliverables for this domain during fourth quarter.

Annual requirements due no later than June 30, 2019

It is highly recommended that these activities be completed early in the contract period.

1. Participate in performance measurement data collection activities.
2. Complete a medical countermeasure inventory drill.
3. Conduct a drill that distributes (communicates) situational awareness, emergency information, and risk information to partners in three hours or less.
4. Train partners in SNS, CSA, Intermediate Distribution Site (IDS), POD operations and security needs by utilizing PHEP recorded training sessions.
5. Coordinate with hospitals to ensure public health and hospitals understand and concur with each other's role during public health emergencies.
6. Create and maintain Memorandum of Understanding (MOUs), letters of agreement, or other documents of concurrence with volunteer partners.
7. Submit After-Action Report / Improvement Plan (AAR/IP) for tabletop exercises no later than forty-five (45) days after the conclusion of the exercise.
8. Submit AAR/IP for functional or full-scale exercises, incidents, or events no later than sixty (60) days after termination of the exercise, incident, or event.

9. Include PHEP staff and PHN Liaison as observers in functional and full-scale exercises. Contractor is required to provide a minimum of thirty (30) days notice.
10. Provide additional documentation within timeframe for verification of deliverables from the Contractor as PHEP requests
11. Comply with Contractor monitoring by PHEP. PHEP will conduct Contractor monitoring site visits to eight counties (Sheridan, Campbell, Crook, Teton, Park, Big Horn, Uinta, and Sweetwater) and conduct telephone or Zoom interviews with the remaining counties. Additional information and guidance for these visits will be distributed through email to the Contractor and Public Health Response Coordinator.
12. Substantial failure to meet the deliverables may result in potential funding penalties in future awards.
13. Train partners in SNS, CSA, IDS, POD operations and security needs.
14. PHRC (or local designee) will attend the in person meeting (Face2Face) as scheduled two (2) times per year.
15. New PHRCS, PHN and health department directors will attend WARN training within thirty (30) days of hire.
16. Include planning for at-risk populations in jurisdictional emergency preparedness trainings, drills, exercises, and report on this in corresponding data collection sheets and AAR/IP's.

Training requirements due no later than June 30, 2019

It is highly recommended that these activities be completed early in the contract period.

1. Prior to registering for courses at EMI (Emmitsburg), CDP (Anniston), or other out of state locations approval must be obtained through the PHEP Training Coordinator (Jim Smith).
2. Attend Homeland Security Exercise and Evaluation Plan HSEEP training if offered.
3. Attend and complete (for new hire PHRCs) Emergency Responder Health Monitoring and Surveillance (ERHMS) Online Training Course offered by the CDC on WyTRAIN and the Respiratory Protection (RP) class offered at the Center for Domestic Preparedness within one (1) year of hire date.
4. Complete FEMA IS-808: Emergency Support Function (ESF) #8 – Public Health and Medical Services course if not completed in last five (5) years.
5. Attend the HCL MGT-901, Healthcare Leadership for Mass Casualty Incidents course at the Center for Domestic Preparedness, Anniston, AL if not completed in the last five (5) years.
6. Complete FEMA IS-106.18 Workplace Violence Awareness Training <https://emilms.fema.gov/IS0106.18/curriculum/1.html> if not completed in last five (5) years.
7. Complete IS-250A: A New Approach to Emergency Communication and Information Distribution available at <https://emilms.fema.gov/IS250a/index.htm>
8. Complete IS 244 b - Developing and Managing Volunteers <https://emilms.fema.gov/IS244b/index.htm>. If not completed in the last five years.

9. Read Public Health Workbook To Define, Locate, and Reach Special, Vulnerable, and At-risk Populations in an Emergency downloadable from https://emergency.cdc.gov/workbook/pdf/ph_workbookfinal.pdf
10. Conform to SAFECOM requirements. Read current SAFECOM guidance available at www.safecomprogram.gov.
11. Attend all calls, webinars, scheduled, or assigned self-pace/independent studies throughout the year that address TEPW Survey Areas for Improvement and identified training needs
12. Report in the quarterly report any ICS training attended or conducted during this contract period.

CRI requirements due no later than June 30, 2019

1. Participate in monthly CRI planning meetings with the State MCM Coordinator.
2. Update action plans (no more than ten (10) items) and provide respective documentation on efforts to reach "established" levels by the year 2022 in accordance with MCM Guidance for CRIs dated Nov 1, 2017. Action plans will be reviewed semi-annually with the state MCM Coordinator before the end of Q2 (December 31, 2018) and Q4 (June 30, 2019).
3. Submit jurisdictional data sheet (CRI) via DCIPHER for review no later than June 30, 2019 or twenty (20) business days prior to State MCM Coordinator's site visit.
4. Participate in annual review and assessment of SNS and mass dispensing plan by WDH representative utilizing the most current MCM guidance developed by the CDC's ASPR Division of Strategic National Stockpile (DSNS) by June 30, 2019 or twenty (20) business days prior to State MCM Coordinator's site visit.
5. Complete Points of Dispensing Form (drill) via (DCIPHER) and submit documentation confirming compliance by June 30, 2019 or twenty (20) business days prior to State MCM Coordinator's site visit.
6. Complete Distribution Planning Form (drill) via (DCIPHER) and submit documentation confirming compliance by June 30, 2019 or twenty (20) business days prior to State MCM Coordinator's site visit.
7. Complete Dispensing Planning Form (drill) via (DCIPHER) and submit documentation confirming compliance by June 30, 2019 or twenty (20) business days prior to State MCM Coordinator's site visit.
8. Complete and submit data sheets, AAR/IP, and other documentation as necessary to DCIPHER portal for CRI required drills and exercises no later than June 30, 2019.

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**ATTACHMENT D:
PUBLIC HEALTH EMERGENCY PREPAREDNESS CRISIS RESPONSE FUNDING
STATEMENT OF WORK**

GENERAL DESCRIPTION

This document is intended as a Statement of Work (SOW) to identify and describe important milestones and deliverables for the Contractor as part of the Centers for Disease Control and Prevention (CDC) Cooperative Agreement for Emergency Response: Public Health Crisis Response Contract. The goal of the project is to enhance the state's ability to rapidly mobilize and respond to public health emergencies identified by the CDC. Wyoming seeks to pre-approve local jurisdictions to receive funding for Health and Human Services (HHS) Secretarial declared and non-declared public health (PH) emergencies of such magnitude, complexity, or significance that it would have an overwhelming impact upon, and exceed resources available to Wyoming. No funding is available for this contract until the CDC distributes response funding to Wyoming. Any funding tied to this contract will only be made available once CDC has determined a PH emergency exists or is considered eminent. Jurisdictions will need to be capable of activating new or surging current emergency response activities within a two (2) day period. This program is authorized under section 311(c)(1) of the Public Health Service Act (42 USC § 243(c)(1)), subject to available funding and other requirements and limitations.

The requirements articulated in Attachment D, Public Health Emergency Preparedness Crisis Response Funding Statement of Work, represent known response requirements; the Agency retains the right to change the deliverables as outlined below, based on any additional requirements or information that may come from CDC. CDC may establish ad hoc due dates based on the needs of the crisis. Additional requirements or changes will be articulated to the Contractor as soon as possible, once Wyoming Department of Health (WDH) Public Health Emergency Preparedness (PHEP) Unit (Agency) receives this information. Failure to meet these requirements may affect future funding for the Agency, and in turn emergency response funding for the Contractor. Deliverables must be kept up to date; quarterly payments will only be made once all deliverables are met for the prior quarter. PHEP staff is available to facilitate planning activities and provide technical assistance. It is understood that Public Health Response Coordinators (PHRC) are typically assigned the responsibility of addressing the deliverables listed below and support the Emergency Support Function (ESF) #8 Public Health and Medical during a response.

PAYMENT

The source of funds for this Contract is via a Cooperative Agreement from Centers for Disease Control Catalog of Federal Domestic Assistance (CFDA) No. 93.354, in the amount of up to one hundred thousand dollars (\$100,000.00).

The Agency agrees to pay the Contractor for the services described in Attachment D. Total payment under this Contract shall not exceed one hundred thousand dollars (\$100,000.00). An advance payment, equaling twenty-five percent (25%) of the contracted amount, shall be made upon execution of the Contract in the amount of twenty-five thousand dollars (\$25,000.00).

Additional funding will be distributed monthly on a reimbursement basis. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6- 602. No payment shall be made for work performed before the Effective Date of this Contract. Contractor will provide invoices for each month of the contract period on the provided template with supporting documentation, such as copies of vendor invoices, documentation of personnel time and effort, travel reimbursement, and other documentation as requested. Payments will be reduced by the amount of the advance payment. Final invoice must be submitted within thirty (30) days of the end of the contract period. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the Agency.

- A. Payment shall be made monthly upon receipt of invoices from the Contractor in sufficient detail to ensure that payments are made in conformance with this Contract. All invoices for the term of this Contract must be submitted to the Public Health Emergency Preparedness Unit, 6101 Yellowstone Road, Suite 400, Cheyenne, Wyoming 82002 within sixty (60) days of the end of the contract period.
- B. Restrictions upon funding are as follows:
- i. Contractor may not use funds for research.
 - ii. Contractor may not use funds for clinical care except as allowed by law.
 - iii. Contractor may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
 - iv. Generally, Contractor may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
 - v. Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
 - vi. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - a. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - b. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - c. See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
 - vii. The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
 - viii. In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or Contractor, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide

financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).

- ix. Contractor cannot use funds for bonuses or incentives.
- x. All expenditures must support and relate to Attachment D, Statement of Work. All work and expenditures must support and comply with Cooperative Agreement for Emergency Response: Public Health Crisis Response CDC-RFA-TP18-1802.

TIMELINE AND DELIVERABLES

All deliverable documentation must be submitted to the Contract Reporting Tool (CRT).

Timetable and Deliverables for Contractor	
<p>Outcomes: Program activities are designed to prevent or reduce morbidity and mortality from public health incidents whose scale, rapid onset, or unpredictability stresses the public health system and ensure the earliest possible recovery and return of the public health system to pre-incident levels or improved functioning. Short term outcomes include:</p> <ol style="list-style-type: none"> 1. Earliest possible activation and management of emergency operations 2. Earliest possible identification and investigation of an incident/index case (if applicable) 3. Timely implementation of intervention and control measures (as applicable to crisis) 4. Timely communication of risk and essential elements of information by partners 5. Timely coordination and support of response activities with healthcare and other partners 	
<p>Strategies and Activities: Contractor will use capabilities to focus on the following strategies and conduct these activities for the public health system:</p> <ol style="list-style-type: none"> 1. Strengthen Public Health Incident Management for Early Crisis Response 2. Strengthen Jurisdictional Recovery 3. Strengthen Biosurveillance 4. Strengthen Information Management 5. Strengthen Countermeasures and Mitigation 6. Strengthen Surge Management 	
Task	In place within
1. Appoint a senior representative to coordinate public health emergency response efforts and lead activation and continuation of Public Health Incident	Two (2) days
2. Participate in the jurisdiction response by supporting or leading the ESF #8 Public Health and Medical support function.	Ten (10) days
3. Train, exercise, refine, and implement comprehensive public health emergency response plan for the funded emergency.	Ongoing
4. Manage the response to align with WDH guidance on emergencies and any supplemental guidance related to a specified emergency response.	Ongoing

5.	Review and implement jurisdictional, public health emergency protocols.	Ongoing
6.	Assess current capacity and capability and determine decision-making processes and authorities for necessary public health activities.	Ongoing
7.	Provide technical assistance to local and tribal health partners on development of public health emergency response plans and assist in the identification of resources.	Ongoing
8.	Review and implement preparedness plans to ensure emergency rapid hiring and expedited contracting processes are in place, if needed.	Ongoing
9.	Organize regular meetings between the public health emergency response incident manager and the jurisdiction's preparedness and response partners to discuss plans and current progress and to ensure broadly understood decision-making processes are in place.	Ongoing
10.	Assess the need to refresh or increase information technology equipment for incident management.	Ongoing
11.	Ensure adequate public health response workforce to fulfill essential positions.	Ongoing
12.	Procure equipment to effectively manage the response.	Ongoing
13.	Protect the health and safety of our communities by preparing state and local public health to respond to public health threats such as infectious diseases, natural disasters, and chemical, biological, radiological and incidents.	Ongoing
14.	Identify at risk populations	Ongoing
15.	Include at risk populations in updated response and recovery plans	Ongoing
16.	Engage representative partners from at risk populations to exercise plans and drills	Ongoing
17.	Identify gaps in training to improve operations	Ongoing
18.	Purchase additional personal protective equipment (PPE) for responder health and safety.	Ongoing
19.	Hold local meetings to engage agencies, including local health departments, and others, such as healthcare facilities, poultry producers, medical providers, to enhance existing policy and protocol coordination in preparation for a novel emerging disease outbreak, such as Highly Pathogenic Avian Influenza.	Ongoing
20.	Coordinate information sharing among public health agency staff, healthcare personnel, Emergency Medical Services (EMS) providers, and the public.	Ongoing
21.	Support and utilize Agency risk communication messages and plans that target the public and the healthcare sector regarding risks to the public, risk of transmission, and protective measures. These messages will be provided to the local Public Information Officer (PIO) for consideration.	Ongoing
22.	Translate or provide translated infectious disease risk communication materials.	Ongoing

23.	Coordinate with state, tribal, and local public health officials, and other stakeholders to ensure jurisdictional personnel have the most up-to-date information on the specific emergency	Ongoing
24.	Initiate a communications campaign to raise public awareness of public health emergencies funded under this Notice of Funding Opportunity (NOFO). Primary messaging should focus on awareness, and specific actions the public can take to protect themselves. Work with key partners and stakeholders to coordinate communication messages, products, and programs for affected communities, travelers, and clinicians.	Ongoing
25.	Update scripts for information lines with specific public health emergency messaging (alerts, warnings, and notifications) relevant to the funded emergency and provided by Agency.	Ongoing
26.	Contract with vendor for surge capacity for local public health information line.	Ongoing
27.	Monitor local news stories and social media postings to determine if information is accurate, identify messaging gaps, and make adjustments to communications as needed.	Ongoing
28.	Contract with vendors for translation (as necessary), printing, signage, audiovisual, public service announcement development and dissemination.	Ongoing
29.	Complete training for access to an online repository of messages, press releases, guidance (for a variety of audiences, including clinicians), a communication plan, web content, and other resources that can be rapidly retrieved, edited, adapted, translated, and disseminated to appropriate parties	Ongoing
30.	Implement protocols to notify local health providers of a possible highly infectious disease case.	Ongoing
31.	Complete PPE training, including proper donning and doffing for public health responders.	Ongoing
32.	Complete webinar training on access to contingency contract for clean-up, disinfection, and disposal.	Ongoing
33.	Manage access to and administration of pharmaceutical and non-pharmaceutical interventions.	Ongoing
34.	Identify, administer, and coordinate control measures.	Ongoing
35.	Ensure safety and health of responders.	Ongoing
36.	Operationalize response plans.	Ongoing
37.	Rapidly dispense essential medical countermeasures to affected population.	Ongoing
38.	Under the direction of the Wyoming State Health Officer, coordinate and support the WDH Monitoring Policy as warranted for the following items: a. Alternate travel plans for individuals subject to controlled movement who are not allowed to travel by long-distance commercial conveyances, such as aircraft, ship, bus, or train b. How jurisdictions will ensure permitted travel is conducted by non-commercial conveyances c. Whether federal public health travel restrictions (Do Not Board) will be used to enforce controlled movement	Ongoing

<p>d.</p> <p>e.</p>	<p>Whether specific community locations will be designated for safe housing of persons subject to restricted movement and the role of public health orders and corresponding compensation and support to be provided to individuals under a public health order</p> <p>The role of public health in coordinating with healthcare facilities and jurisdictional authorities to ensure the separation (through isolation or quarantine) of an individual or group who is reasonably believed to be infected with a highly infectious disease from those who are not infected to prevent the possible spread to others who have not been exposed</p>	
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PROGRESS REPORTS

Progress reports shall be submitted at three (3) month intervals. PHEP will provide the progress report template. Progress reports are due on the last day of the month following the reporting period.

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ATTACHMENT E
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION AND
CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT

1. **Purpose.** The Parties to this Contract agree that Contractor, City of Casper-Natrona County Health Department, is a Business Associate of the Wyoming Department of Health, Public Health Division (Agency), as defined by 45 CFR § 160.103; therefore, this attachment is mandatory for purposes of this Contract. This attachment seeks to satisfy the requirements for the privacy and security and transmission of protected health information found in 45 CFR Parts 160, 162, and 164 as well as applicable Wyoming state law. Applicable Wyoming state law may include, but is not limited to, Wyo. Stat. Ann. §§ 35-2-605 et seq., 9-2-125 et seq., and applicable rules and regulations. These statutes, rules, and regulations are collectively referred to as the “Privacy and Security Rules.”
2. **Definitions.** The Parties agree that the definitions in 45 CFR Parts 160, 162, and 164 shall apply to the terms used in this attachment. For the purpose of this attachment, Contractor shall be known as the “Business Associate.”
3. **Responsibilities of Business Associate Pursuant to this Attachment.** Except as otherwise permitted or required by this attachment, the Business Associate may only create, receive, maintain, or transmit protected health information received from or on behalf of the Agency as necessary to provide public health nursing services and maternal and child health services as set forth in the Contract, as required by law, or to carry out the proper management and administration or legal responsibilities of the Business Associate. Further, the Business Associate agrees:
 - A. To not create, receive, maintain, or transmit protected health information in a manner that would violate any provision of the Privacy and Security Rules, or other applicable federal, state, or local law.
 - B. To establish, use, and maintain administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of all protected health information that the Business Associate creates, receives, maintains, or transmits on behalf of the Agency and to prevent any use or disclosure of protected health information as provided by this attachment.
 - C. To comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information. The Business Associate shall provide notice of its designated security officer to the Agency within thirty (30) days following execution of this attachment.

- D. To limit its use, disclosure, or requests for protected health information to the extent practicable to the minimum necessary to accomplish the intended purpose of such use, disclosure, or request.
- E. To secure all protected health information in its possession in accordance with the most current standards established by the Secretary of Health and Human Services under 13402(h)(2) of Public Law 111–5 on the Health and Human Services website.
- F. To notify the Agency of any use or disclosure of protected health information not provided for by this attachment, any security incident, or any breach of unsecured protected health information of which the Business Associate becomes aware.
 - i. Such notice shall include the identification of each individual whose protected health information has been, or is reasonably believed to have been subject to such use, disclosure, incident, or breach, a statement indicating whether the protected health information was secured or unsecured, and a description of any security measures used.
 - ii. A disclosure, incident, or breach shall be treated as discovered by the Business Associate as of the first day on which such breach is known to the Business Associate, or, by exercising reasonable diligence, would have been known to the Business Associate. The Business Associate shall be deemed to have knowledge of a disclosure, incident, or breach if the same is known, or, by exercising reasonable diligence, would have been known to any person (other than the person committing the disclosure, incident, or breach) who is an employee, officer, or other agent (determined in accordance with the federal common law of agency) of the Business Associate.
 - iii. All reports of breach involving unsecured protected health information by the Business Associate shall also include the most current contact information available for each individual whose protected health information has been, or is reasonably believed to have been accessed, acquired, or disclosed, and any other information required by 45 CFR § 164.404 for the notification of individuals.
- G. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), to ensure that any subcontractor that the Business Associate uses to create, receive, maintain, or transmit protected health information on its behalf agrees to the same restrictions,

conditions, and requirements that apply to the Business Associate under the terms of this attachment.

- H. To conduct electronic transactions covered by 45 CFR Part 162 as a standard transaction as required by 45 CFR Part 162, and ensure that any agents, including subcontractors, also process electronic transactions as required therein.
- I. To make all protected health information received from the Agency or otherwise created, maintained, or transmitted on behalf of the Agency available to the Agency as necessary for the Agency to comply with an individual's request for access to protected health information under 45 CFR § 164.524, a public records request under Wyo. Stat. Ann. §§ 16-4-201 through 16-4-205, or any other request that may be required by law. If the Business Associate receives such request for protected health information directly, it shall notify the Agency within three (3) business days following its receipt of such request. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for protected health information. The Parties' failure to reach an agreement regarding any such request prior to the timeframes specified in 45 CFR § 164.524 and Wyo. Stat. Ann. §§ 16-4-201 through 16-4-205 shall be cause to terminate this Contract and all other contracts between the Parties.
- J. To make any amendments to protected health information in a designated record set held by the Business Associate or by any subcontractor or agent pursuant to 45 CFR § 164.526. Should the Business Associate receive such request directly, it shall notify the Agency prior to providing any response to the person requesting amendment. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for amendment to the protected health information. The Parties' failure to reach an agreement regarding any amendment prior to the timeframes specified in 45 CFR § 164.526 shall be cause to terminate this Contract and all other contracts between the Parties.
- K. To make internal practices, books and records relating to the use and disclosure of protected health information received from or created or received by the Business Associate on behalf of the Agency available to the Agency or to the Secretary of Health and Human Services for purposes of determining the Agency's or Business Associate's compliance with the Privacy and Security Rules. The Business Associate shall notify the Agency if it provides such information to the Secretary.
- L. To document such disclosures of protected health information and information related to such disclosures as would be required for the Agency to respond to a request by an individual for an accounting of disclosures under 45 CFR § 164.528.

The Business Associate shall comply with the Agency's request for such information within seven (7) business days following the Agency's request. Should the Business Associate receive such request directly, it will notify the Agency. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for an accounting of disclosures. The Parties' failure to reach an agreement regarding any accounting of disclosures prior to the timeframes specified in 45 CFR § 164.528 shall be cause to terminate this Contract and all other contracts between the Parties.

- M. Unless otherwise provided, to provide notice within seven (7) business days of any event that triggers the Business Associate's obligation to notify the Agency.
 - N. That Business Associate may be subject to civil and criminal penalties enumerated at sections 1176 and 1177 of the Social Security Act (42 U.S.C. 1320d-5, 1320-6) with respect to violations of this attachment or the Privacy and Security Rules.
 - O. To assume sole responsibility for its own compliance and the compliance of its workforce with the provisions of this section.
4. **Responsibilities of Agency Pursuant to this Attachment.** The Agency shall inform the Business Associate of the Agency's notice of privacy practices and restrictions on protected health information. The first such notice and restrictions shall be given to the Business Associate no later than the date of the last signature to the Contract. In addition, the Agency agrees to the following:
- A. To provide the Business Associate with the notice of privacy practices the Agency produces in accordance with 45 CFR § 164.520, as well as any changes to such notice.
 - B. To provide the Business Associate with any changes in, or revocation of, permission by an individual to use or disclose protected health information, if such changes affect the Business Associate's permitted or required uses and disclosures.
 - C. To notify the Business Associate of any restriction to the use or disclosure of protected health information to which the Agency has agreed and which are applicable to the Business Associate, in accordance with 45 CFR § 164.522 and section 13405(a) of Public Law 111-5.
 - D. To not request that the Business Associate use or disclose protected health information in any manner that would not be permissible under the Privacy and Security Rules if done by the Agency.

- E. To timely notify the Business Associate of any material violation of this attachment or material Privacy or Security violation by the Business Associate of which the Agency becomes aware. The Agency shall specify a time for the Business Associate, within which the Business Associate must cure the violation, if cure is possible, or within which the Business Associate must end the violation.

5. Special Business Associate Provisions

- A. **Amendments.** If the Contract must be amended to ensure compliance with the Privacy and Security Rules, the Parties shall meet in good faith to agree upon such amendments. If the Parties cannot agree upon such amendments, then either party may terminate the Contract upon thirty (30) days' prior written notice to the other party.
- B. **Interpretation.** Any ambiguity in this attachment shall be resolved in favor of a meaning that permits the Parties to comply with the Privacy and Security Rules. Nothing in the Contract shall be construed to allow or require either Party to violate such rules.
- C. **Notices.** In addition to the notice provisions set forth in the Contract, notices arising out of or from the provisions of this attachment shall be in writing and shall be deemed provided to each respective party if by personal delivery or by, at least, first class United States mail, postage prepaid. Written notices to the Agency shall be provided to the attention of the Agency's designated representative for this Contract and, by separate mailing, to the WDH Compliance Office, 401 Hathaway Building, Cheyenne, Wyoming 82002.
- D. **Termination.** In addition to the termination provisions in the General Provisions section of this Contract, the Contract may be terminated for cause if the Business Associate materially violates the terms of this attachment.
 - i. **Material Violation of Attachment.** Any violation by the Business Associate of any provision of this attachment or any other contract with the Agency which involves the use or disclosure of protected health information, as determined by the Agency, shall constitute a material violation and shall entitle the Agency to terminate this Contract immediately, seek related remedies, and to terminate all other contracts which involve the Business Associate in the use or disclosure of protected health information, by notifying the Business Associate of such termination.
 - ii. **Cure.** If the Agency receives evidence of a material violation of the obligations set forth herein, or of the Business Associate's primary contracts

with the Agency, and the Agency does not terminate this Contract pursuant to subsection “i” above, then the Agency may provide an opportunity to cure or end such violation, as applicable, within a reasonable timeframe specified by the Agency. If the Business Associate’s efforts to cure or end such violation are unsuccessful within the time specified, the Agency may terminate this Contract, where feasible, or if termination is not feasible, may report the Business Associate’s violation to the Secretary of Health and Human Services or his designee.

- iii. Effect of Termination. Upon termination of this Contract for any reason, the Business Associate shall return or destroy all protected health information, regardless of form so that the Business Associate retains no copies of protected health information received or created on behalf of the Agency. If return or destruction of all protected health information is not feasible, the Business Associate shall notify the Agency of the conditions that make return or destruction infeasible. Upon agreement between the parties that the return or destruction of the protected health information is infeasible, the Business Associate shall extend the protections of this attachment to such information, and further limit the use and disclosure of such information only to those purposes that make its return or destruction infeasible, for so long as the Business Associate maintains the information.
- iv. This provision applies equally to the Business Associate and any of its agents or subcontractors in possession or control of protected health information subject to this attachment.

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Public Health Emergency Preparedness
Public Health Division
6101 Yellowstone Road, Suite 420
Cheyenne, WY 82002
(307) 777-8624 • 866-571-0944
Fax (307) 777-8776 • www.health.wyo.gov



Thomas O.
Forslund Director

Matthew H. Mead
Governor

Memorandum

Date: May 8, 2018
To: County Nurse Managers / Health Department Directors
From: Sheryl Roub, Manager
Public Health Emergency Preparedness Unit
Subject: County Health Officer Contract
Ref.: SR-2018-10

County Nurse Managers / Health Department Directors:

We are again asking for your assistance in obtaining the required signatures on the County Health Officer contract enclosed.

Please return the signed contract to:

Public Health Emergency Preparedness
April Tucker-Horan
6101 Yellowstone Rd., Suite 400
Cheyenne, WY 82002

If you have any questions please don't hesitate to contact us at april.tucker-horan@wyo.gov 777-8624 or sheryl.roub@wyo.gov 777-7146.

**CONTRACT AMONG
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION,
CASPER-NATRONA COUNTY HEALTH OFFICER AND CASPER-NATRONA
COUNTY**

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Public Health Division (Agency), whose address is: 6101 Yellowstone Road, Suite 420, Cheyenne, Wyoming 82002, Casper-Natrona County Health Officer (CHO), whose address is: 1450 East A Street, Suite 1, Casper, Wyoming 82601 and Casper-Natrona County (Contractor), whose address is: 475 South Spruce Street, Casper, Wyoming 82601. This Contract concerns the Public Health Emergency Preparedness Unit.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall ensure the appointed CHO provides additional support to the County and County Public Health Nursing Office in relation to public health emergency preparedness and response. These supplemental funds and the additional duties that are required to obtain the funding will strengthen the local and county response to public health emergencies as well as ensure clinical and medical guidance and leadership in public health emergency matters in supporting the existing public health infrastructure within the County.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from July 1, 2018 through June 30, 2019. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, Statement of Work for the Subrecipient, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed nine thousand, six hundred dollars (\$9,600.00), excluding travel expense reimbursement for travel as required in Attachment B, Statement of Work for the CHO, which is attached to and incorporated into this Contract by this reference.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
 - C. The source of funds for this Contract is via a Cooperative Agreement from Centers for Disease Control, Catalog of Federal Domestic Assistance (CFDA) #93.074 in the amount of eight thousand, forty dollars (\$8,040.00); #93.069 in the amount of nine hundred sixty dollars (\$960.00).
 - D. The maximum amount of federal funds provided under CFDA #93.074 shall not exceed eight thousand, forty dollars (\$8,040.00). The maximum amount of federal

funds provided under CFDA #93.069 shall not exceed nine hundred sixty dollars (\$960.00). The maximum amount of state general funds shall not exceed six hundred dollars (\$600.00).

- E. Payment will be made within one (1) month of the following dates, provided the requirements in Attachment A, Statement of Work for the Subrecipient, and Attachment B, Statement of Work for the CHO, have been met.
 - (i) July 1, 2018
 - (ii) October 1, 2018
 - (iii) January 1, 2019
 - (iv) April 1, 2019
- F. Nothing in this Contract shall supplant, reduce, or interfere with the duties, responsibilities, or payment for the services of the CHO appointed by the County Commissioners.
- G. Any unexpended funds held by the Subrecipient at the end of the term of this Contract shall be returned to the Agency no later than July 30, 2019.
- H. When the Subrecipient is working at a location requiring an overnight stay, the Subrecipient shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.

5. **Responsibilities of Subrecipient.** The Subrecipient agrees to:

- A. Provide the services described in Attachment A, Statement of Work for the Subrecipient.

6. **Responsibilities of CHO.** The CHO agrees to:

- A. Provide the services described in Attachment B, Statement of Work for the CHO, which is attached to and incorporated into this Contract by this reference.

7. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Subrecipient in accordance with Section 4 above.
- B. Monitor the activities of the CHO and Subrecipient in relation to the duties listed in Sections 5 and 6 above.
- C. Provide necessary forms related to the performance of this Contract.
- D. Advise the Subrecipient and CHO of any changes in the procedures and other matters related to this Contract.

8. **Special Provisions.**

- A. Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. Environmental Policy Acts.** Subrecipient agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. Limitations on Lobbying Activities.** By signing this Contract, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Subrecipient or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents,

papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.

- G. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.

- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.
- P. Whistleblower Protection Act.** Pursuant to 41 U.S.C. § 4712, an employee of any non-Federal employer receiving covered funds may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the Board, an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate for misconduct), a court or grand jury, the head of a federal agency, or their representatives, information that the employee reasonably believes is evidence of:
- (i) gross mismanagement of an Agency Contract or grant relating to covered funds;
 - (ii) a gross waste of covered funds;
 - (iii) a substantial and specific danger to public health or safety related to the implementation or use of covered funds;
 - (iv) an abuse of authority related to the implementation or use of covered funds;
or
 - (v) a violation of law, rule, or regulation related to an Agency Contract (including the competition for or negotiation of a Contract) or grant, awarded or issued relating to covered funds.

9. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Subrecipient shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract.
- E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. **Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Subrecipient shall cooperate fully with other contractors and the Agency in all such cases.
- G. **Certificate of Good Standing.** The Subrecipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Contract. Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State’s office are up-to-date before signing this Contract.

- H. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- I. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Contract, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- J. Entirety of Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Statement of Work for the Subrecipient, consisting of one (1) page, and Attachment B, Statement of Work for the CHO, consisting of two (2) pages, represents the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- K. Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- L. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by the Agency and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Contract or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Contract.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- N. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- O. Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.
- P. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- Q. Ownership and Destruction of Documents and Information.** Agency owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Contractor agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Contractor agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.
- R. Patent or Copyright Protection.** The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- S. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the

Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

- T. Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.
- U. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- V. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- W. Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- X. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.
- Y. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Z. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- AA. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.

- BB. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- CC. Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The Effective Date of this Contract is the date of the signature last affixed to this page.

AGENCY: WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION

Thomas O. Forslund, Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

COUNTY HEALTH OFFICER

Casper-Natrona County Health Officer

Date

SUBRECIPIENT: CASPER-NATRONA COUNTY

Executive Director, Casper-Natrona County Board of Commissioners

Date

Chairperson, Casper-Natrona County Board of Health

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Susan G. O'Brien #129583
Per Susan G. O'Brien, Senior Assistant Attorney General

5/9/18

Date

9. **Signatures.** The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The Effective Date of this Contract is the date of the signature last affixed to this page.

AGENCY: WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION

Thomas O. Forslund, Director _____
Date

Stephanie Pyle, MBA _____
Senior Administrator, Public Health Division Date

COUNTY HEALTH OFFICER


Casper-Natrona County Health Officer _____
Date

SUBRECIPIENT: CASPER-NATRONA COUNTY

Executive Director, Casper-Natrona County Board of Commissioners _____
Date

Chairperson, Casper-Natrona County Board of Health _____
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Per  5/9/18
Susan G. O'Brien, Senior Assistant Attorney General Date

General Description

This document is intended as a Statement of Work (SOW) to identify and describe important milestones and deliverables for the Contractor as part of the County Health Officer (CHO) Contract. The goal of the project is to provide supplemental funding to the Contractor for payment to the CHO to ensure the appointed CHO provides additional support to the county and the County Public Health Nursing Office in relation to public health emergency preparedness and response. These supplemental funds and the additional duties that are required to obtain the funding will strengthen the local and county response to public health emergencies as well as ensuring clinical and medical guidance and leadership in public health emergency matters in supporting the existing public health infrastructure within the county.

Timeline and Deliverables

The following table shows specific tasks, milestones, completion dates, and estimated payments. This includes work to support the county in public health emergency preparedness and response.

Timetable and Deliverables for Contractor				
Task	Description	Months	Cost	Date
1	Financial Report	0	NA	June 30, 2019
	The Contractor shall provide a financial report to the Agency at the conclusion of the Contract summarizing the payment of funds to the CHO. If funds are not expended, they will be returned to the Agency within thirty (30) days of the final day of this Contract.			
2	Notification of CHO change	0	NA	As applicable
	The Contractor shall notify the Agency if there is a change in the physician appointed as the CHO.			
3	CHO payment	Twelve (12)	Eight Hundred (\$800.00)	Agency will pay \$2400.00 upon execution of contract and \$2400.00 quarterly thereafter
	Contractor will only utilize these funds to pay the CHO eight hundred dollars (\$800.00) per month. These funds are supplemental to the county paid funds for CHO duties. Funds may be paid in the amount of eight hundred dollars (\$800.00) to the CHO on a monthly, quarterly or other schedule as mutually agreed upon by the CHO and the Contractor. Employment taxes will be paid as determined by the Contractor (W-2 or 1099). This grant award is paid to the CHO to perform the duties listed in Attachment B.			

Payment

Agency shall make payment to Contractor as follows: Two thousand four hundred dollars (\$2,400.00) to be paid following execution of the contract and two thousand four hundred dollars (\$2,400.00) quarterly; however, the January payment will only be made once the CHO progress report has been submitted.

General Description

This document is intended as a Statement of Work (SOW) to identify and describe important milestones and deliverables for the County Health Officer (CHO) Public Health Emergency Preparedness (PHEP) Contract. The goal of the project is to provide supplemental funding to the Contractor for payment to the CHO to ensure the appointed CHO provides additional support to the county and the County Public Health Nursing Office in relation to public health emergency preparedness and response. These supplemental funds and the additional duties that are required to obtain the funding will strengthen the local and county response to public health emergencies as well as ensuring clinical and medical guidance and leadership in public health emergency matters in supporting the existing public health infrastructure within the county.

Timeline and Deliverables

The following table shows specific tasks, milestones, completion dates, and estimated payments. This includes work to support the county in public health emergency preparedness and response.

Deliverables for CHO				
Task	Description	Months	Cost	Date
1	CHO Requirements for Payment from County	Twelve (12)	Eight Hundred Dollars (\$800.00)	Paid to CHO as determined by County
	<p>A. The CHO shall provide support and expertise to county emergency planners as needed to ensure the county is prepared for public health emergencies. Any exceptions to this provision must be approved by the State Health Officer of the Wyoming Department of Health. Expected time spent is one (1) hour per two (2) month period.</p> <p>B. The CHO shall serve as the liaison for public health emergencies between the Wyoming State Health Officer and the County, as well as between the Wyoming State Health Officer and the County Public Health Nursing Office. As such the CHO is expected to participate in meetings or conference calls with WDH or local officials as needed for the public health response. Expected time spent is variable depending on emergencies.</p> <p>C. The CHO shall participate in scheduled meetings, in person or via conference call, with the State Health Officer and fellow county health officers to discuss issues of statewide concern. These meetings will be scheduled quarterly and the CHO shall attend a minimum of two (2) per year. Additional meetings may be warranted as determined by the State Health Officer. An attempt will be made to schedule one (1) of these meetings during the annual Wyoming Public Health Association meeting. The CHO is encouraged to attend the annual Wyoming Public Health Association meeting, usually a three (3) day commitment. The CHO shall be reimbursed for attendance at this meeting by the Agency, if funding is available and with prior approval, at the standard State of Wyoming per diem rate which is set forth in the Wyoming Executive Branch Policies and Procedures Manual. Anticipated time spent is a minimum of two (2) hours and a maximum of thirty-two (32) hours per contract term.</p> <p>D. The CHO shall participate in a one (1) hour, monthly meeting with the County Public Health Nursing (PHN) Office in order to review medical plans and contingencies, the protocols for events, the role of public health in county emergencies, and other issues of concern.</p> <p>E. The CHO shall participate in various exercises that may be scheduled in the County. Expected time is four (4) hours per contract.</p>			

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| | <p>F. The CHO is encouraged to develop and maintain a close working relationship with the County Local Emergency Planning Committee (LEPC). Attendance at the meetings is strongly encouraged. Expected time spent is variable depending on meeting frequency in the county.</p> <p>G. The CHO shall determine, in coordination with the County PHN Manager, Public Health Response Coordinator, and other local emergency planners, what role the CHO will have in the local emergency response incident management structure. If the CHO is identified as filling a command or general staff position in the county Incident Command System (ICS), appropriate training must be obtained (the Agency can assist with finding appropriate training). If the CHO is identified to fill a role in the county Emergency Operations Center, the CHO must work with the PHN Office and the County Emergency Management/Homeland Security Coordinator to identify and obtain appropriate training. Expected time spent is variable depending on the identified role of the CHO.</p> <p>H. The CHO shall submit a progress report by January 10, 2019 and July 10, 2019. Template progress report will be emailed to the CHO prior to report deadlines. The January payment will only be made once the CHO progress report has been submitted.</p> <p>I. Per Wyo. Stat. Ann. § 21-4-309, authorize Waivers to the mandatory immunizations upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine. This activity should be conducted in accordance with the process established by the Department.</p> <p>J. The CHO will educate themselves on pre-exposure prophylaxis (PrEP) for people at high risk for HIV.</p> <p>K. The CHO will promote HIV, sexually transmitted diseases and hepatitis testing among their county's primary care physicians.</p> |
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**Casper Natrona County Health Department
Statement of Operations - Actual vs. Budget**

For the Ten Months Ending April 30, 2018

	April			Prior Yr Actual	YTD			Prior Yr Actual	Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
	Revenue:								
TAX REVENUE (COUNTY)	\$48,750.00	\$48,750.01	(\$0.01)	\$48,750.00	\$487,500.00	\$487,500.10	(\$0.10)	\$487,500.00	\$585,000.00
TAX REVENUE (CITY)	45,000.00	45,000.01	(0.01)	45,000.00	450,000.00	450,000.10	(0.10)	450,000.00	540,000.00
1% REVENUE					22,500.00	22,500.00		22,445.00	22,500.00
GRANT REVENUE	76,665.61	64,803.86	11,861.75	46,006.03	563,309.85	639,168.36	(75,858.51)	540,435.81	768,824.10
GENERATED REVENUE	95,947.27	78,967.81	16,979.46	50,132.30	815,184.63	789,678.10	25,506.53	654,439.76	949,090.80
STATE NURSING REVENUE		38,602.75	(38,602.75)		347,424.75	386,027.50	(38,602.75)	347,424.75	463,233.00
INTEREST AND INVESTMENT INCOM	664.62	625.00	39.62	574.03	10,222.43	6,250.00	3,972.43	2,326.46	7,500.00
BUDGETED FROM RESERVED FUND		4,215.59	(4,215.59)		53,295.78	42,155.90	11,139.88	52,711.59	50,587.02
Total Revenue	267,027.50	280,965.03	(13,937.53)	190,462.36	2,749,437.44	2,823,280.06	(73,842.62)	2,557,283.37	3,386,734.92
Expenditures:									
OUTSTANDING PURCHASE ORDERS	(3,630.07)		3,630.07	(3,709.77)				973.78	
REGULAR SALARIES	143,098.76	152,477.47	9,378.71	126,019.25	1,461,330.80	1,525,618.27	64,287.47	1,423,202.58	1,830,821.11
BONUSES					50,233.06	50,587.02	353.96	48,159.52	50,587.02
BENEFITS-EMPLOYMENT TAXES	15,210.78	15,587.42	376.64	13,049.49	148,468.86	155,967.25	7,498.39	141,125.14	187,170.24
BENEFITS-WY RETIREMENT	22,621.12	24,256.36	1,635.24	20,941.32	228,660.98	242,703.80	14,042.82	228,225.45	291,257.36
BENEFITS-MEDICAL INSURANCE	28,041.70	29,009.06	967.36	20,199.03	279,448.21	290,804.02	11,355.81	221,116.90	348,822.11
CONTRACT LABOR	1,750.00	5,671.25	3,921.25	5,458.86	51,857.51	56,712.50	4,854.99	56,554.88	68,055.00
HEALTH OFFICER	2,466.67	2,466.67		2,466.67	24,666.70	24,666.70		24,666.70	29,600.00
ADVERTISING		166.68	166.68			1,666.80	1,666.80	2,019.26	2,000.00
AUTO EXPENSES	216.48	729.17	512.69		2,182.31	7,291.70	5,109.39	990.23	8,750.00
ED PUBLIC	79.69	2,333.00	2,253.31		999.57	23,330.00	22,330.43	1,603.70	27,996.00
ED EMPLOYEE CONFERENCE/TUITI	3,488.21	4,063.00	574.79	290.50	24,031.67	40,630.00	16,598.33	21,687.18	48,756.03
EMPLOYEE MEDICAL TESTING		31.66	31.66		70.00	316.60	246.60	167.00	380.00
EQUIPMENT MAINTENANCE	66.77	301.66	234.89	35.79	1,500.53	3,016.60	1,516.07	4,541.34	3,620.00
EQUIPMENT PURCHASE	25,342.11	1,187.50	(24,154.61)	22.50	56,367.26	34,375.00	(21,992.26)	45,900.79	36,750.00
EQUIP COPY EXPENSE	1,365.98	1,737.49	371.51	1,153.80	13,903.64	17,374.90	3,471.26	13,279.56	20,850.00
INSURANCE		1,833.33	1,833.33		19,022.00	18,333.30	(688.70)	19,512.00	22,000.00
LICENSE/PROFICIENCY		16.67	16.67		200.00	166.70	(33.30)		200.00
MARKETING		1,125.00	1,125.00	562.62	6,291.07	11,250.00	4,958.93	46,766.57	14,500.00
MEETING EXPENSE	1,266.16	2,611.00	1,344.84		19,956.27	26,110.00	6,153.73	2,802.20	31,332.00
MILEAGE	1,104.26	1,898.34	794.08	119.84	5,297.37	18,983.40	13,686.03	504.20	22,780.00
MISC EXPENSE	806.72	200.00	(606.72)	178.30	3,379.39	2,000.00	(1,379.39)	5,856.47	2,400.00
PERIODICAL/BOOKS	102.73	424.99	322.26	634.50	239.49	4,249.90	4,010.41	2,174.10	5,100.00
PRINTING EXPENSE		4.17	4.17		24.00	41.70	17.70		50.00
POSTAGE	188.17	533.34	345.17	333.99	3,633.71	5,333.40	1,699.69	3,363.98	6,400.00
RENT EXPENSE	630.00	187.50	(442.50)		2,835.00	1,875.00	(960.00)	1,890.00	2,250.00
REIMBURSEMENT	800.12	1,466.58	666.46	697.04	8,854.32	14,665.80	5,811.48	7,806.94	17,599.00
RETURNED CHECKS AND BAD DEBT	21.01	45.83	24.82	26.92	278.59	458.30	179.71	235.94	550.00
SOFTWARE	2,066.90	2,195.96	129.06	1,346.80	25,898.89	21,959.60	(3,939.29)	32,754.33	26,351.48
SUPPLIES	14,169.68	16,345.30	2,175.62	7,642.94	158,668.18	156,853.00	(1,815.18)	155,583.43	189,543.99
TELEPHONE	3,671.59	2,583.84	(1,087.75)	2,316.17	26,367.23	25,838.40	(528.83)	23,359.94	31,006.00
TESTS	2,624.94	2,825.01	200.07	2,794.30	29,345.86	28,250.10	(1,095.76)	19,536.79	33,900.00
UTILITIES	1,639.44	1,666.67	27.23	1,627.56	16,793.17	16,666.70	(126.47)	17,139.58	20,000.00
NON GRANT EXPENSE	9,000.00	208.65	(8,791.35)		12,591.27	2,086.50	(10,504.77)		2,503.80
Total Expenditures	278,209.92	276,190.57	(2,019.35)	204,208.42	2,683,396.91	2,830,182.96	146,786.05	2,573,500.48	3,383,881.14
Revenue Over(Under) Expenditures	(11,182.42)	4,774.46	(15,956.88)	(13,746.06)	66,040.53	(6,902.90)	72,943.43	(16,217.11)	2,853.78

**Casper Natrona County Health Department
Statement of Operations - Actual vs. Budget**

For the Ten Months Ending April 30, 2018

<i>April</i>				<i>YTD</i>				<i>Annual</i>
<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Prior Yr Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Prior Yr Actual</i>	<i>Budget</i>

**Casper Natrona County Health Department
Statement of Operations - Actual vs. Budget**

For the Nine Months Ending March 31, 2018

	March			Prior Yr Actual	YTD			Prior Yr Actual	Annual
	Actual	Budget	Variance		Actual	Budget	Variance		Budget
Revenue:									
TAX REVENUE (COUNTY)	\$48,750.00	\$48,750.01	(\$0.01)	\$48,750.00	\$438,750.00	\$438,750.09	(\$0.09)	\$438,750.00	\$585,000.00
TAX REVENUE (CITY)	45,000.00	45,000.01	(0.01)	45,000.00	405,000.00	405,000.09	(0.09)	405,000.00	540,000.00
1% REVENUE					22,500.00	22,500.00		22,445.00	22,500.00
GRANT REVENUE	57,719.80	64,803.86	(7,084.06)	98,160.76	486,644.24	574,364.50	(87,720.26)	494,429.78	768,824.10
GENERATED REVENUE	85,312.63	78,967.81	6,344.82	83,293.84	711,005.58	710,710.29	295.29	604,307.46	947,613.80
STATE NURSING REVENUE	115,808.25	38,602.75	77,205.50	115,808.25	347,424.75	347,424.75		347,424.75	463,233.00
INTEREST AND INVESTMENT INCOM	552.84	625.00	(72.16)	478.60	9,557.81	5,625.00	3,932.81	1,752.43	7,500.00
BUDGETED FROM RESERVED FUND		4,215.59	(4,215.59)		53,295.78	37,940.31	15,355.47	52,711.59	50,587.02
Total Revenue	353,143.52	280,965.03	72,178.49	391,491.45	2,474,178.16	2,542,315.03	(68,136.87)	2,366,821.01	3,385,257.92
Expenditures:									
OUTSTANDING PURCHASE ORDERS	2,761.47		(2,761.47)	1,285.15	3,630.07		(3,630.07)	4,683.55	
REGULAR SALARIES	145,923.03	152,477.47	6,554.44	134,049.73	1,318,232.04	1,373,140.80	54,908.76	1,297,183.33	1,830,573.11
BONUSES					50,233.06	50,587.02	353.96	48,159.52	50,587.02
BENEFITS-EMPLOYMENT TAXES	15,607.41	15,587.42	(19.99)	14,064.04	133,228.53	140,379.83	7,151.30	128,075.65	187,142.24
BENEFITS-WY RETIREMENT	22,674.19	24,256.36	1,582.17	20,743.19	206,039.86	218,447.44	12,407.58	207,284.13	291,216.36
BENEFITS-MEDICAL INSURANCE	28,321.77	29,009.06	687.29	20,052.24	251,406.51	261,794.96	10,388.45	200,917.87	348,822.11
CONTRACT LABOR	5,769.00	5,671.25	(97.75)	5,290.00	50,107.51	51,041.25	933.74	51,096.02	68,055.00
HEALTH OFFICER	2,466.67	2,466.67		4,933.34	22,200.03	22,200.03		22,200.03	29,600.00
ADVERTISING		166.68	166.68	782.95		1,500.12	1,500.12	2,019.26	2,000.00
AUTO EXPENSES		729.17	729.17		1,965.83	6,562.53	4,596.70	990.23	8,750.00
ED PUBLIC	309.30	2,333.00	2,023.70	777.88	919.88	20,997.00	20,077.12	1,603.70	27,996.00
ED EMPLOYEE CONFERENCE/TUITI	379.51	4,063.00	3,683.49	4,723.82	20,543.46	36,567.00	16,023.54	21,396.68	48,756.03
EMPLOYEE MEDICAL TESTING		31.66	31.66		70.00	284.94	214.94	167.00	380.00
EQUIPMENT MAINTENANCE	174.87	301.66	126.79	624.00	1,433.76	2,714.94	1,281.18	4,505.55	3,620.00
EQUIPMENT PURCHASE	2,025.87	1,187.50	(838.37)	1,844.87	31,025.15	33,187.50	2,162.35	45,878.29	36,750.00
EQUIP COPY EXPENSE	1,590.77	1,737.49	146.72	1,231.87	12,537.66	15,637.41	3,099.75	12,125.76	20,850.00
INSURANCE	18,714.00	1,833.33	(16,880.67)	19,362.00	19,022.00	16,499.97	(2,522.03)	19,512.00	22,000.00
LICENSE/PROFICIENCY		16.67	16.67		200.00	150.03	(49.97)		200.00
MARKETING	85.00	1,125.00	1,040.00	25,320.59	6,291.07	10,125.00	3,833.93	46,203.95	13,500.00
MEETING EXPENSE	1,458.30	2,611.00	1,152.70	24.78	18,690.11	23,499.00	4,808.89	2,802.20	31,332.00
MILEAGE	1,381.86	1,898.34	516.48	174.41	4,193.11	17,085.06	12,891.95	384.36	22,780.00
MISC EXPENSE	631.31	200.00	(431.31)	734.74	2,572.67	1,800.00	(772.67)	5,678.17	2,400.00
PERIODICAL/BOOKS		424.99	424.99	59.45	136.76	3,824.91	3,688.15	1,539.60	5,100.00
PRINTING EXPENSE		4.17	4.17		24.00	37.53	13.53		50.00
POSTAGE	488.41	533.34	44.93	370.69	3,445.54	4,800.06	1,354.52	3,029.99	6,400.00
RENT EXPENSE		187.50	187.50		2,205.00	1,687.50	(517.50)	1,890.00	2,250.00
REIMBURSEMENT	933.13	1,466.58	533.45	873.05	8,054.20	13,199.22	5,145.02	7,109.90	17,599.00
RETURNED CHECKS AND BAD DEBT	33.33	45.83	12.50	33.96	257.58	412.47	154.89	209.02	550.00
SOFTWARE	1,893.89	2,195.96	302.07	2,252.87	23,831.99	19,763.64	(4,068.35)	31,407.53	26,351.48
SUPPLIES	9,460.60	16,345.30	6,884.70	15,180.79	144,498.50	140,507.70	(3,990.80)	147,940.49	189,543.99
TELEPHONE	2,409.61	2,583.84	174.23	2,019.81	22,695.64	23,254.56	558.92	21,043.77	31,006.00
TESTS	2,832.86	2,825.01	(7.85)	2,894.10	26,720.92	25,425.09	(1,295.83)	16,742.49	33,900.00
UTILITIES	1,931.90	1,666.67	(265.23)	1,819.06	15,153.73	15,000.03	(153.70)	15,512.02	20,000.00
NON GRANT EXPENSE	55.00	208.65	153.65		3,591.27	1,877.85	(1,713.42)		2,503.80
Total Expenditures	270,313.06	276,190.57	5,877.51	281,523.38	2,405,157.44	2,553,992.39	148,834.95	2,369,292.06	3,382,564.14
Revenue Over(Under) Expenditures	82,830.46	4,774.46	78,056.00	109,968.07	69,020.72	(11,677.36)	80,698.08	(2,471.05)	2,693.78

**Casper Natrona County Health Department
Statement of Operations - Actual vs. Budget**

For the Nine Months Ending March 31, 2018

March				YTD				Annual
Actual	Budget	Variance	Prior Yr Actual	Actual	Budget	Variance	Prior Yr Actual	Budget

City of Casper-Natrona County Health Department

Subject: Emergency Account Receivables

Purpose: Expedite CNCHD Board approval of emergency funding contracts and awards

Policy:

Whereas: The accounting policies of the City of Casper-Natrona County Health Department require voting and signature approvals on funding contracts and awards; and,

Whereas: In certain emergency situations, including, but not necessarily limited to, natural or human caused disasters, and declared public health emergencies, it may be necessary for the CNCHD to receive funding through contracts and awards to meet the CNCHD mission in those emergency situations; and,

Whereas: Those emergency situations will inevitably result in disruption of normal operations, such that it may be impossible to convene a quorum in a timely manner to approve funding contracts and awards.

RESOLUTION FOR EMERGENCY ACCOUNT RECEIVABLES

The City of Casper-Natrona County Board of Health (Board) hereby resolves that:

In those certain emergency situations as described above, the CNCHD Executive Director is authorized to use email, phone or other means to facilitate voting on funding contracts and/or awards to meet the CNCHD mission. A board member will be requested to sign the contract within 24 hours of the straw poll. The votes gathered will be ratified at the next scheduled CNCHD Board meeting.

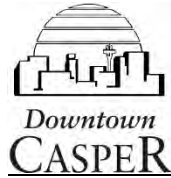
The Natrona County Attorney will review emergency contract(s) within a three (3) day period.

A dedicated emergency response budget shall be used for the emergency contracts and awards.

Approved:

Department Director

Date



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, May 9, 2018
11:30AM – 12:30PM
AGENDA

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

Next Meeting June 13, 2018

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

Downtown Development Authority

Board Meeting Minutes

April 18, 2018

Present: Brandon Daigle, Critter Murray, Trudi Holthouse, Brettnee Tromble, Jenn True, Sona Rummel, Will Reese; Kevin Hawley, Jackie Landess, Michelle Solko, Craig Collins, Liz Becher

Excused: Pete Fazio, Nicholas Grooms, Charlie Powell

Call to Order: Chairman Daigle called the April 18, 2018 meeting to order at 11:31 A.M.

Public Comments:

- N/A

City Report - Liz Becher

- Code Enforcement/Alley Clean-up, Non-hostile approach to reach out to businesses
- DCBA-update what's going on; speed limits/traffic enforcement through Ash/Collins-Yellowstone; better lighting
- MVPP Draft May 8th Mobile Vendors and metered parking issues, parking study
- Midwest Reconstruction- starting David to Elm this summer. Plains bldg. -Council wants more information before decisions are made.
- Kevin mentioned during their bi-weekly meetings with the City that Graffiti removal has come up. DSS, DDA & PG are looking to buy a Hotsy for shared use which may be able to help with this.

Approval of March 14th, 2018 Board Meeting Minutes

Motion, Second, Passed (Will Reese, Trudi Holthouse) (All Approved)

Financials – Kevin Hawley

- DDA - 49% Revenue & 35% Expenses
- Parking Garage - 88% Revenue & 64% Expenses
- DSS Revenue & Expenses review
 - Caspar Construction-large incoming invoices
 - Splash Pad & Ice rink rollout
 - WBC Grant reimbursement submitted

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

Motion, Second, Passed (Brettnee Tromble, Sona Rummel) (All Approved)

Director's Report- Kevin Hawley

- We had another deposit that we put into the wrong account; next month you will see that adjustment.
- Jackie Landess announced as the new Operations Manager
- Foods trucks-expanded districts, before it was just the serpentine streets and it has been expanded to cover DDA/OYD. The food truck will still need to get a neighboring sponsor. This way we can work with our neighbors to resolve any problems.
- Received a 50K Operations Grant for DSS from a private donor.

- Reaching out to previous donors from Capital Campaign for support on the Operations side. Brandon wrote a grant for CACVB; Kevin presented before Forward Casper board.
- Sponsorship: WCDA came on as the Farmers Market; Casper College committed to Lunch on the Lawn.
- Requested help from the board launching Friends of the Station and Partners in Progress, getting those two programs going is imperative.
- Contracted with Hinge Studio for help designing the programs and our marketing collateral, as well as launching programs.
- Board Members- Brettnee terms off; need to fill Lisa's position. So, we have two vacancies. We will put in paper, website, email to subscribers and post on Cities website. Deadline is May 21st for submissions. Liz mentioned that council wants any proposed board members to come and be introduced at meeting when they are being approved.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- Board Vacancies: Advertise with City website, 2 positions with a deadline of May 21st

B.) MARCOM Committee – Kevin Hawley

- Just have a few more tweaks with our website, hoping to launch the website soon
- We have contracted with Hinge Studio- they will be helping us launch our Ambassador Program, Partners in Progress, and Friends of the Station. They will also be helping us with Press releases, social media and website up keep.

C.) David Street Station – Jackie Landess

- Previous Events: March “Afternoon on Green,” April “Bunny Run”
- Upcoming Events: “Trees for Trash,” Art Walk, MS Walk, 3x3 Basketball
- Many events planned: Farmer’s Market, lunch on lawn, movies, games night, concerts
- Splash Pad Grand Opening Celebration & concert June 1st: Barrelhouse will be playing. It will be informal more of a celebration, since we did the ribbon cutting with phase 1.
- All current confirmed acts have received contracts; we have a few cool bands booked. A Santana cover band and Louie Armstrong Tribute band.
- UW Pep Rally is confirmed for June 21st, Dr. Nichols, Coach Bohl, Coach Edwards and Coach Legerski will all be here. They will be bringing athletes, Cheerleaders and the band. We have contacted Children’s Chorale, KW choir and little kids all dressed up in UW gear.
- University also gave us their support to show road games; they will talk with the networks and help get us the approvals we need. We need to figure out the screen to show day games, there are a few things in the works for finding the solution.

D.) Finance – Kevin Hawley

- We need to discuss the idea of creating a Special Events bank account. This would be for events that would come from a specific donation for recurring annual events
- This is something that came up in the audit, if we have a donor that is very specific on what their funds are used for, we need a way to track that their funds are in fact being used for that specific purpose.
- Since we will be creating a new account, we need a motion to empower the executive team to move forward to sign enabling account documents.
- Jenn said as a former auditor she highly recommends we do this.

Approval of Special Events Fund creation

Motion, Second, Passed (Jenn True, Trudi Holthouse) (All Approved)

E.) Infrastructure – Brandon Daigle

- Discussed David Street Station
- On track for May 25th -Stoner is working on the stone walls; the landscaping isn't as comprehensive as phase 1.

F.) Governance – Will Reese

- No Report

Discussion: According to bylaws, we can go into executive session to discuss land acquisition/sale, personnel or legal matters. Limit discussion to Legal matters.

Motion to move into Executive Session to discuss Legal matters 12:24PM

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

Motion to exit Executive Session and return to Regular Session 12:40PM

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

Comments:

Action Items: N/A

Motion to adjourn at approximately 12:41PM

Motion, Second, Passed (Brettnee Tromble, Nicholas Grooms) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA - Balance Sheet

Apr 30, 18

ASSETS

Current Assets

Checking/Savings

CHECKING 83,785.27

NOW Acct 251,995.75

Total Checking/Savings 335,781.02

Other Current Assets

Due from Parking Garage -13,172.37

Total Other Current Assets -13,172.37

Total Current Assets 322,608.65

TOTAL ASSETS 322,608.65

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 2,128.85

Total Other Current Liabilities 2,128.85

Total Current Liabilities 2,128.85

Total Liabilities 2,128.85

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -28,520.04

Net Income -33,324.60

Total Equity 320,479.80

TOTAL LIABILITIES & EQUITY 322,608.65

DDA - P&L

Apr 18

Ordinary Income/Expense

Income

ACCT. INTEREST 26.38

Total Income 26.38

Expense

ADMINISTRATIVE

Operations Manager Salary 369.23

Administrative Services 1,564.56

Director's Salary

ED Allocation to PKG Garage -816.67

Director's Salary - Other 6,250.02

Total Director's Salary 5,433.35

Social Security 520.49

Unemployment Insurance 22.11

Cell Phone Reimbursement 75.00

Total ADMINISTRATIVE 7,984.74

MARKETING-COMMUNICATIONS

Media Expenditures 25.00

PR - Director 217.00

MARKETING-COMMUNICATIONS - Otl 1,051.00

Total MARKETING-COMMUNICATIONS 1,293.00

OPERATIONS

Dues/Subscriptions 399.00

Office Automation 131.83

Music Service 50.00

Office Equipment 1,083.46

Office Rent 1,550.00

Total OPERATIONS 3,214.29

Payroll Expenses 184.64

Total Expense 12,676.67

Net Ordinary Income -12,650.29

Net Income -12,650.29

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

DDA Budget vs Actual

												TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense														
Income														
City Funding - Temporary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	-125,000.00	0.0%
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	26.56	25.06	22.59	23.88	22.13	20.96	28.64	25.25	26.07	26.38	247.52	840.00	-592.48	29.47%
ASSESSMENTS	493.66	4,718.01	0.00	0.00	23,623.77	0.00	103,721.00	3,242.73	2,897.78	0.00	138,696.95	161,000.00	-22,303.05	86.15%
Misc.	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00			
Total Income	520.22	6,743.07	22.59	23.88	24,045.90	20.96	103,749.64	3,267.98	2,923.85	26.38	141,344.47	288,840.00	-147,495.53	48.94%
Expense														
ADMINISTRATIVE														
Incentives	0.00	0.00	0.00	2,000.00	0.00	6,400.00	0.00	0.00	0.00	0.00	8,400.00	12,400.00	-4,000.00	67.74%
Operations Manager Salary	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	369.23	32,369.23	48,000.00	-15,630.77	67.44%
Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,564.56	1,564.56			
Director's Salary														
Dir Salary-City Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.01	6,250.02	6,250.02	6,250.02	6,250.02	62,500.19	75,000.00	-12,499.81	83.33%
Simple IRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance	37.60	19.60	13.60	20.40	13.60	4.76	96.35	57.35	4.87	22.11	290.24	400.00	-109.76	72.56%
Worker's Compensation	0.00	0.00	120.67	0.00	0.00	395.42	0.00	0.00	240.27	0.00	756.36	300.00	456.36	252.12%
ADMINISTRATIVE - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
MARKETING-COMMUNICATIONS														
City Funded Project Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Media Expenditures	3,570.04	493.48	1,759.48	1,482.13	5,757.56	205.94	283.14	0.00	0.00	25.00	13,576.77	16,500.00	-2,923.23	82.28%
Other Projects	2,000.00	0.00	0.00	0.00	429.00	0.00	0.00	0.00	0.00	0.00	2,429.00	3,200.00	-771.00	75.91%
PR - Director	242.63	0.00	0.00	499.80	170.46	41.92	564.99	0.00	77.34	217.00	1,814.14	2,068.00	-253.86	87.72%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,385.00	-3,385.00	0.0%
Total MARKETING-COMMUNICAT	8,612.67	493.48	1,759.48	1,981.93	6,357.02	872.86	848.13	1,129.00	206.34	1,293.00	23,553.91	64,453.00	-40,899.09	36.54%
OPERATIONS														
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Accountant/Bookkeeper	0.00	0.00	333.00	0.00	418.00	0.00	0.00	0.00	405.00	0.00	1,156.00	1,200.00	-44.00	96.33%
Board Mtg. Expense	193.86	351.64	9.99	152.64	0.00	50.53	0.00	0.00	0.00	0.00	758.66	500.00	258.66	151.73%
Conference Registration	0.00	0.00	0.00	0.00	365.00	0.00	0.00	0.00	0.00	0.00	365.00	2,400.00	-2,035.00	15.21%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,650.00	-1,650.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	399.00	899.00	1,055.00	-156.00	85.21%
Planters	0.00	4,725.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00	0.00	9,525.00	10,000.00	-475.00	95.25%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	4,000.00	-1,500.00	62.5%

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

Office Automation	249.77	225.77	454.34	129.89	129.89	129.89	129.89	236.82	129.89	131.83	1,947.98	3,000.00	-1,052.02	64.93%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	500.00	600.00	-100.00	83.33%
Office Rent - Other	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	15,500.00	25,800.00	-10,300.00	60.08%
Total Office Rent	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	15,500.00	25,800.00	-10,300.00	60.08%
Office Supplies	152.82	235.51	0.00	0.00	0.00	0.00	502.60	0.00	55.14	0.00	946.07	1,400.00	-453.93	67.58%
Pigeon Control	2,246.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,246.33	5,000.00	-2,753.67	44.93%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	196.00	0.00	0.00	0.00	196.00	700.00	-504.00	28.0%
Travel	0.00	0.00	0.00	0.00	0.00	995.96	0.00	0.00	0.00	0.00	995.96	12,500.00	-11,504.04	7.97%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,200.00	7,200.00	0.0%
Total OPERATIONS	7,353.18	7,137.92	2,838.25	2,203.87	2,538.76	3,276.38	2,662.92	6,636.82	2,190.03	3,214.29	40,052.42	70,605.00	-30,552.58	56.73%
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.64	184.64			
RESERVES														
Downtown Priority Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	26,295.93	17,943.47	15,024.48	16,651.67	19,201.86	26,231.48	13,899.88	18,115.64	8,627.99	12,676.67	174,669.07	468,658.00	-293,988.93	37.27%
Net Ordinary Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-12,650.29	-33,324.60	-179,818.00	146,493.40	18.53%
Net Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-12,650.29	-33,324.60	-179,818.00	146,493.40	18.53%

DDA - April Transactions

Type	Date	Name	Memo	Amount	Balance
Liability Check	04/05/2018	IRS USA TAXPYMNT	83-0286881	0.00	0.00
Paycheck	04/11/2018	Amy Crawford	check #5691 reissued	-504.50	-504.50
Paycheck	04/15/2018	Kevin Hawley		-2,622.45	-3,126.95
Bill Pmt -Check	04/16/2018	CASPER AREA CHAMBER OF COMMERCE	Invoice #203103	-300.00	-3,426.95
Bill Pmt -Check	04/16/2018	Charter Communications	Invoice #0976435032118	-131.83	-3,558.78
Bill Pmt -Check	04/16/2018	Express Services, INC.	Invoice #20417935	-695.36	-4,254.14
Bill Pmt -Check	04/16/2018	FIB - MASTERCARD		-253.00	-4,507.14
Bill Pmt -Check	04/16/2018	MOOD	Invoice # 116896	-50.00	-4,557.14
Bill Pmt -Check	04/16/2018	Ricoh USA, Inc	Invoice # 100270925	-983.52	-5,540.66
Bill Pmt -Check	04/16/2018	Rotary Club of Casper	Invoice #5288	-217.00	-5,757.66
Bill Pmt -Check	04/16/2018	Town Square Media		-922.00	-6,679.66
Bill Pmt -Check	04/16/2018	Walsh Property Management	April Rent	-2,150.00	-8,829.66
Bill Pmt -Check	04/16/2018	Ricoh USA, Inc	#5052989645	-99.94	-8,929.60
Bill Pmt -Check	04/26/2018	Express Services, INC.	Invoice #20437673	-869.20	-9,798.80
Paycheck	04/30/2018	Kevin Hawley		-2,622.45	-12,421.25
Deposit	04/30/2018		Interest	7.12	-12,414.13
Total CHECKING				-12,414.13	-12,414.13
Deposit	04/30/2018		Interest	19.26	19.26
Total NOW Acct				19.26	19.26
TOTAL				-12,394.87	-12,394.87

DDA - May Transactions

Type	Date	Name	Memo	Amount	Balance
CHECKING					
Deposit	05/03/2018		Deposit	385.79	385.79
Bill Pmt -Check	05/07/2018	Express Services, INC.	Invoice # 20485607	-869.20	-2,635.79
Bill Pmt -Check	05/07/2018	FIB - MASTERCARD		-129.00	-2,764.79
Bill Pmt -Check	05/07/2018	Jaclyn Landess		-69.79	-2,834.58
Bill Pmt -Check	05/07/2018	Walsh Property Management	May Rent	-2,150.00	-5,285.58
Bill Pmt -Check	05/07/2018	Express Services, INC.	#20515249	-869.20	-6,154.78
Total CHECKING				-6,154.78	-6,154.78
TOTAL				-6,154.78	-6,154.78

PG - Balance Sheet

Apr 30, 18

ASSETS

Current Assets

Checking/Savings

FIB - Parking Garage 27,353.40

Total Checking/Savings 27,353.40

Total Current Assets 27,353.40

TOTAL ASSETS 27,353.40

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Federal Withholding 250.00

Due to DDA -13,172.41

Payroll Liabilities -884.38

Total Other Current Liabilities -13,806.79

Total Current Liabilities -13,806.79

Total Liabilities -13,806.79

Equity

City of Casper-Distribution -1,694.16

Unrestricted Net Assets 29,210.74

Net Income 13,643.61

Total Equity 41,160.19

TOTAL LIABILITIES & EQUITY 27,353.40

**Downtown Development Authority Parking Garage
 Profit & Loss
 July 2016**

PG - P&L

	<u>Apr 18</u>
Income	
Parking Fees	
Parking Garage	10,280.00
1st & Center	1,575.00
Daily Parking	407.00
Parking Fees - Other	5.00
Total Parking Fees	<u>12,267.00</u>
Validation Incentive Program	
Parking Validations	20.00
Total Validation Incentive Program	<u>20.00</u>
Commission (Vending Machines)	44.38
Interest Income	1.85
Total Income	<u>12,333.23</u>
Gross Profit	12,333.23
Expense	
Bank Service Charges	4.00
Administrative	
Office Staff	
Exec.Director - Alloc. from DDA	816.67
Administrative Office	3,333.34
Total Office Staff	<u>4,150.01</u>
Garage Staff Payroll Expense	
Payroll Expense	1,903.50
Payroll Taxes - FICA & Medicare	400.62
Payroll Expenses - WC/SUTA/FUTA	72.29
Total Garage Staff Payroll Expense	<u>2,376.41</u>
Total Administrative	6,526.42
OPERATIONS	
Software Subscriptions	264.73
Bank Fees	111.80
Office Automation	277.45
Utilities	1,652.93
Landscaping, Repairs / Maint.	125.00
Equip. & Supplies	
Office	53.31
Total Equip. & Supplies	<u>53.31</u>
Parking Structure Rent	363.00
DDA Oper Costs - Allocated	600.00
Total OPERATIONS	<u>3,448.22</u>
Total Expense	<u>9,978.64</u>
Net Income	<u><u>2,354.59</u></u>

PG - Budget vs Actual

												TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Income														
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Parking Fees														
Parking Garage	5,914.50	12,127.00	8,361.00	9,725.00	7,087.00	11,554.50	12,300.69	7,196.31	11,391.00	10,280.00	95,937.00	87,000.00	8,937.00	110.27%
1st & Center	1,925.00	2,065.00	1,540.00	1,995.00	1,750.00	910.00	3,465.00	910.00	2,625.00	1,575.00	18,760.00	23,500.00	-4,740.00	79.83%
Daily Parking	773.00	481.01	3,452.00	705.25	404.09	198.00	262.00	221.00	550.15	407.00	7,453.50	8,500.00	-1,046.50	87.69%
Parking Fees - Other	0.00	95.00	20.00	15.00	0.00	15.00	15.00	30.00	0.00	5.00	195.00			
Total Parking Fees	8,612.50	14,768.01	13,373.00	12,440.25	9,241.09	12,677.50	16,042.69	8,357.31	14,566.15	12,267.00	122,345.50	119,000.00	3,345.50	102.81%
Validation Incentive Program														
Parking Validations	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	20.00	370.00			
Validation Incentive Program - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Total Validation Incentive Program	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	20.00	370.00	500.00	-130.00	74.0%
Commission (Vending Machines)	0.00	109.74	0.00	129.86	0.00	0.00	54.17	0.00	0.00	44.38	338.15	300.00	38.15	112.72%
Interest Income	1.88	1.67	1.76	2.15	2.09	2.00	1.99	1.76	1.63	1.85	18.78	5.00	13.78	375.6%
Total Income	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	12,333.23	123,072.43	125,805.00	-2,732.57	97.83%
Gross Profit	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	12,333.23	123,072.43	125,805.00	-2,732.57	97.83%
Expense														
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00			
Administrative														
Office Staff														
Exec.Director - Alloc. from DDA	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	8,166.70	9,800.00	-1,633.30	83.33%
Director Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Administrative Office	2,600.00	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	32,600.06	40,000.00	-7,399.94	81.5%
Admin. Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Total Office Staff	3,416.67	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	40,766.76	53,400.00	-12,633.24	76.34%
Garage Staff Payroll Expense														
Payroll Expense	1,818.40	2,084.25	1,896.70	1,866.25	1,926.50	2,428.05	1,719.10	2,038.00	1,820.00	1,903.50	19,500.75	32,000.00	-12,499.25	60.94%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Payroll Taxes - FICA & Medicare	338.00	414.46	400.09	397.77	402.37	716.16	386.50	410.91	394.24	400.62	4,261.12	5,500.00	-1,238.88	77.48%
Payroll Expenses - WC/SUTA/FUTA	61.35	69.70	165.35	51.46	50.62	130.67	90.19	95.07	70.90	72.29	857.60	2,000.00	-1,142.40	42.88%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	3,600.00			
Total Garage Staff Payroll Expense	2,217.75	2,568.41	2,462.14	2,315.48	2,379.49	6,874.88	2,195.79	2,543.98	2,285.14	2,376.41	28,219.47	40,500.00	-12,280.53	69.68%
Total Administrative	5,634.42	6,718.42	6,612.15	6,465.49	6,529.50	11,024.89	6,345.80	6,693.99	6,435.15	6,526.42	68,986.23	93,900.00	-24,913.77	73.47%
OPERATIONS														
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	188.00	135.81	0.00	0.00	323.81			
City Profit Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Web Development / Support	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	100.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Mail / Postage	148.82	2.03	27.24	98.00	0.00	98.00	0.00	0.00	23.51	0.00	397.60	700.00	-302.40	56.8%
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.73	264.73	300.00	-35.27	88.24%
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	58.05	58.25	64.55	64.45	68.35	58.30	75.45	58.65	54.75	111.80	672.60	800.00	-127.40	84.08%
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	179.44	179.44	180.47	180.47	180.89	180.89	180.89	180.97	180.97	277.45	1,901.88	1,500.00	401.88	126.79%
Utilities	1,057.47	941.55	1,077.35	1,166.06	1,140.02	1,356.12	1,672.85	1,564.97	1,781.34	1,652.93	13,410.66	22,000.00	-8,589.34	60.96%

Landscaping, Repairs / Maint.	50.00	0.00	0.00	0.00	0.00	50.00	635.00	335.00	804.83	125.00	1,999.83	4,000.00	-2,000.17	50.0%
Equip. & Supplies														
Office	0.00	97.76	134.54	0.00	0.00	0.00	0.00	0.00	0.00	53.31	285.61			
Parking Garage	0.00	0.00	0.00	0.00	1,323.24	0.00	108.54	0.00	0.00	0.00	1,431.78			
Equip. & Supplies - Other	185.60	40.51	44.14	56.62	0.00	26.92	0.00	187.50	21.80	0.00	563.09	2,500.00	-1,936.91	22.52%
Total Equip. & Supplies	185.60	138.27	178.68	56.62	1,323.24	26.92	108.54	187.50	21.80	53.31	2,280.48	2,500.00	-219.52	91.22%
Special Projects	5,920.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,420.00	6,000.00	420.00	107.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liability)	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	363.00	363.00	3,267.00	3,993.00	-726.00	81.82%
DDA Oper Costs - Allocated	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	6,000.00	7,200.00	-1,200.00	83.33%
Total OPERATIONS	12,062.38	2,782.54	2,491.29	2,528.60	3,675.50	2,370.23	3,823.73	3,425.90	3,830.20	3,448.22	40,438.59	61,493.00	-21,054.41	65.76%
Total Expense	17,696.80	9,500.96	9,103.44	8,994.09	10,205.00	13,395.12	10,169.53	10,119.89	10,265.35	9,978.64	109,428.82	155,393.00	-45,964.18	70.42%
Net Income	-9,082.42	5,488.46	4,311.32	3,643.17	-911.82	-685.62	5,984.32	-1,760.82	4,302.43	2,354.59	13,643.61	-29,588.00	43,231.61	-46.11%

PG - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	04/03/2018			Deposit	3,332.00	7,644.00
Liability Check	04/05/2018		United States Treasury	83-0286881	-2,816.45	4,995.55
Paycheck	04/06/2018		Sharon A Elsberry		-414.83	4,580.72
Paycheck	04/06/2018		Tevin C Reams		-409.28	4,171.44
Paycheck	04/15/2018		Jaclyn A Landess		-1,413.17	2,758.27
Liability Check	04/16/2018	1492	Wyoming Department of Workforce Services	830286881	-497.42	2,260.85
Bill Pmt -Check	04/16/2018	1493	AAA Landscaping	Invoice # 15052	-125.00	2,135.85
Bill Pmt -Check	04/16/2018	1494	Century Link	3072614605	-84.69	2,051.16
Bill Pmt -Check	04/16/2018	1495	Charter	Invoice # 0780589041018	-192.76	1,858.40
Bill Pmt -Check	04/16/2018	1496	City of Casper Business Services	Invoice #161637	-363.00	1,495.40
Bill Pmt -Check	04/16/2018	1498	Mastercard		-318.04	1,046.44
Bill Pmt -Check	04/16/2018	1499	Rocky Mountain Power	Acct # 04279137-001	-1,522.01	-475.57
Deposit	04/20/2018			Deposit	239.00	-236.57
Paycheck	04/20/2018		Sharon A Elsberry		-381.42	-573.61
Paycheck	04/20/2018		Tevin C Reams		-419.35	-992.96
Check	04/30/2018			Service Charge	-111.80	3,154.07
Deposit	04/30/2018			Interest	1.85	3,155.92
Total FIB - Parking Garage					<u>3,155.92</u>	<u>3,155.92</u>
TOTAL					<u>3,155.92</u>	<u>3,155.92</u>

PG- May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	05/01/2018			Deposit	4,531.00	4,531.00
Liability Check	05/03/2018		United States Treasury	83-0286881	-2,836.23	1,694.77
Deposit	05/04/2018			Deposit	147.00	1,841.77
Paycheck	05/04/2018		Sharon A Elsberry		-369.95	1,471.82
Paycheck	05/04/2018		Tevin C Reams		-396.51	1,075.31
Bill Pmt -Check	05/07/2018	1500	AMBI	Invoice #18-04-191	-11.26	1,064.05
Bill Pmt -Check	05/07/2018	1501	Century Link	Acct #3072614605096B	-84.41	979.64
Bill Pmt -Check	05/07/2018	1502	City of Casper Business Services	Invoice #162381	-363.00	616.64
Bill Pmt -Check	05/07/2018	1503	Mastercard		-126.75	489.89
Bill Pmt -Check	05/07/2018	1504	Rocky Mountain Power	Acct # 04279137-001 0	-1,408.72	-918.83
Total FIB - Parking Garage					<u>-918.83</u>	<u>-918.83</u>
TOTAL					<u>-918.83</u>	<u>-918.83</u>

PG - Aging Report

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Angie Smart	0.00	20.00	0.00	0.00	0.00	20.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
First Interstate Bank-Emp.						
Amanda Harrison	0.00	35.00	0.00	0.00	0.00	35.00
Total First Interstate Bank-Emp.	0.00	35.00	0.00	0.00	0.00	35.00
Garden Creek Law Office	0.00	78.00	0.00	0.00	0.00	78.00
Hampton M. Young Law Office	0.00	70.00	70.00	0.00	0.00	140.00
HHP - 1						
Harden & Peek Attorneys at Law	0.00	175.00	0.00	0.00	0.00	175.00
Total HHP - 1	0.00	175.00	0.00	0.00	0.00	175.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	35.00	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	0.00	0.00	0.00	35.00
Okes Jewelers*						
Okes Jewelers - #1	0.00	183.00	0.00	0.00	0.00	183.00
Total Okes Jewelers*	0.00	183.00	0.00	0.00	0.00	183.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rocky Mountain Real Estate						
Rocky Mountain Real Estate-1	0.00	183.00	183.00	183.00	0.00	549.00
Total Rocky Mountain Real Estate	0.00	183.00	183.00	183.00	0.00	549.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tami Boland	0.00	0.00	0.00	0.00	0.00	0.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rogers	0.00	35.00	0.00	0.00	0.00	35.00
Toni Hargrove	0.00	74.00	35.00	0.00	0.00	109.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
TOTAL	0.00	923.00	288.00	183.00	2,141.00	3,535.00

Plaza - Balance Sheet

Apr 30, 18

ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	1,155,031.17
Total Checking/Savings	1,155,031.17
Accounts Receivable	
Accounts Receivable	13,300.00
Total Accounts Receivable	13,300.00
Total Current Assets	1,168,331.17
TOTAL ASSETS	1,168,331.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	100.00
Total Accounts Payable	100.00
Total Current Liabilities	100.00
Total Liabilities	100.00
Equity	
Unrestricted Net Assets	1,697,901.09
Net Income	-529,669.92
Total Equity	1,168,231.17
TOTAL LIABILITIES & EQUITY	1,168,331.17

DDA _David Street Station
Profit & Loss
July 2016

Plaza - P&L

Apr 18

Ordinary Income/Expense	
Income	
ACCT. INTEREST	110.37
Other Types of Income	
Miscellaneous Revenue	950.00
Total Other Types of Income	950.00
Program Income	
Event Sponsorship	11,500.00
Partners In Progress	500.00
Total Program Income	12,000.00
Total Income	13,060.37
Gross Profit	13,060.37
Expense	
Business Expenses	207.83
Contract Services	
Construction Expense	382,097.70
Design/Engineering	615.00
Contract Services - Other	3,817.85
Total Contract Services	386,530.55
Facilities and Equipment	
Equip Rental and Maintenance	1,118.00
Rent, Parking, Utilities	4,172.46
Total Facilities and Equipment	5,290.46
Marketing	1,077.50
Operations	
Books, Subscriptions, Reference	299.99
Entertainment/Talent	500.00
Event Expense	2,853.49
Total Operations	3,653.48
Total Expense	396,759.82
Net Ordinary Income	-383,699.45
Net Income	-383,699.45

Wyoming Business Council- Phase 1 Grant

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

Wyoming Business Council- Phase 2 Grant

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

City of Casper 1 Cent Allocation

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

state	\$ 500,000.00
cash	520,000.00
pledges	270,000.00
Total funds	1,290,000

Plaza - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/09/2018			Deposit	700.00	700.00
Bill Pmt -Check	04/12/2018	1291	CY Trailer		-1,850.00	-1,150.00
Bill Pmt -Check	04/16/2018	1292	Black Hills Energy	Acct #5833625606	-373.53	-1,523.53
Bill Pmt -Check	04/16/2018	1293	C-Can Rentals	Invoice #27016	-100.00	-1,623.53
Bill Pmt -Check	04/16/2018	1294	Caspar Building Systems, Inc.	Pay App 9 - Phase II Alt #3	-382,097.70	-383,721.23
Bill Pmt -Check	04/16/2018	1295	City of Casper - Finance Division	161641	-1.00	-383,722.23
Bill Pmt -Check	04/16/2018	1296	City of Casper - Water Services	Acct #360003	-191.10	-383,913.33
Bill Pmt -Check	04/16/2018	1297	CJ's Sound		-200.00	-384,113.33
Bill Pmt -Check	04/16/2018	1298	Connect Elevation LLC	Invoice #1005	-927.50	-385,040.83
Bill Pmt -Check	04/16/2018	1299	Mastercard	Acct	-2,298.81	-387,339.64
Bill Pmt -Check	04/16/2018	1300	R&R Rest Stops of Casper	Invoice #43295	-118.00	-387,457.64
Bill Pmt -Check	04/16/2018	1301	Rocky Mountain Power	Acct #04279137-0036	-2,877.00	-390,334.64
Bill Pmt -Check	04/16/2018	1302	Secure Gunz LLC	Invoice #237	-162.50	-390,497.14
Bill Pmt -Check	04/16/2018	1303	Stateline No 7 Architects	Invoice #1703	-3,817.85	-394,314.99
Bill Pmt -Check	04/16/2018	1304	Steve Glotzer	Invoice # 090817 - Deposit for Sept 8th performance	-500.00	-394,814.99
Bill Pmt -Check	04/16/2018	1305	Strata	Invoice #CA181083-IN	-615.00	-395,429.99
Bill Pmt -Check	04/16/2018	1306	City of Casper - Water Services	#6167002	-15.62	-395,445.61
Bill Pmt -Check	04/16/2018	1307	Rocky Mountain Power	#04279137-0028	-614.21	-396,059.82
Deposit	04/20/2018			Deposit	250.00	-395,809.82
Deposit	04/30/2018			Deposit	5,500.00	-390,309.82
Deposit	04/30/2018			Interest	110.37	-390,199.45
Total Plaza Checking					-390,199.45	-390,199.45
TOTAL					-390,199.45	-390,199.45

Plaza - May Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	05/07/2018			Deposit	700.00	700.00
Bill Pmt -Check	05/07/2018	1308	Adbay		-751.25	-51.25
Bill Pmt -Check	05/07/2018	1309	AMBI Mail & Marketing	Invoice #18-04-052	-25.73	-76.98
Bill Pmt -Check	05/07/2018	1310	Black Hills Energy	Acct #8238 3062 75	-895.85	-972.83
Bill Pmt -Check	05/07/2018	1311	C-Can Rentals	Invoice #27136	-100.00	-1,072.83
Bill Pmt -Check	05/07/2018	1312	Caspar Building Systems, Inc.	Pay App 10	-614,393.20	-615,466.03
Bill Pmt -Check	05/07/2018	1313	Connect Elevation LLC	Invoice #1006	-358.75	-615,824.78
Bill Pmt -Check	05/07/2018	1314	David Gerald Enterprises	Deposit for Performance on August 9th	-500.00	-616,324.78
Bill Pmt -Check	05/07/2018	1315	L4 Communications	Invoice #1111	-900.00	-617,224.78
Bill Pmt -Check	05/07/2018	1316	Mastercard		-7,959.22	-625,184.00
Bill Pmt -Check	05/07/2018	1317	Nicolaysen & Associates, P.C.	Invoice #2748	-660.00	-625,844.00
Bill Pmt -Check	05/07/2018	1318	Oil City Slickers	Art Walk May 3rd 2018	-100.00	-625,944.00
Bill Pmt -Check	05/07/2018	1319	R&R Rest Stops of Casper	Invoice # 43489	-118.00	-626,062.00
Bill Pmt -Check	05/07/2018	1320	Rocky Mountain Power	Acct # 04279137-002 8	-688.58	-626,750.58
Bill Pmt -Check	05/07/2018	1321	Stateline No 7 Architects	Invoice #1715	-2,525.12	-629,275.70
Bill Pmt -Check	05/07/2018	1322	Strata	Invoice # CA181104	-790.00	-630,065.70
Bill Pmt -Check	05/07/2018	1323	Townsquare Media - Casper	Invoice # 433192-3	-922.00	-630,987.70
Bill Pmt -Check	05/07/2018	1324	AMBI Mail & Marketing	#18-04-046	-70.88	-631,058.58
Bill Pmt -Check	05/07/2018	1325	Black Hills Energy	5833 6256 06	-183.68	-631,242.26
Deposit	05/07/2018			Deposit	50.00	-631,192.26
Total Plaza Checking					-631,192.26	-631,192.26
TOTAL					-631,192.26	-631,192.26

Activity Report for the Month of April 2018

Executive Director

Project Milestones (Event, Target Date, Completion Date)

- Phase 1 opening
- Phase 2 funding complete
- Mill-levy 23 yes; 4 no

Accomplishments

- Donor Perfect
- YMCA Youth Empowerment Council
- Bank of West Meeting – sponsors
- McMurry Fnd presentation Jan 19th.
- Hilltop/Anonymous/McMurry finish line grants received
- Doris M. McMurry David Street Station Endowment
- Black Hills grant submission - \$25,000 via WSO over 2 yr
- WBC Phase II grant submission - \$500,000 – Approved @SLIB
- RMP alley vacate – Aug 1
- Daniels Fund grant submission - \$500,000 – August 21, 2017

Planned Activities

- Budget
- State Task Force
- WCDA, Hilltop, Foss, CC
- AMBI P&P
- YEC
- Donor Plan of Development (Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs
- 1st & Center Lot increase
Cheyenne \$45; RC \$37-47
- CACVB – walkability map
- City of Casper – events guide meetings
- Wayfinding
- 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:** May 4, 2018
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** B.Daigle, B. Tromble, N. Grooms, K. Hawley
5. **Discussion:**

- 5.1. Financials, including draft budget, were reviewed and discussed.
- 5.2. Discussion on Plaza updates including funding for FFE & Operations/staff.
- 5.3. Discussion and update on events at David Street Station.

6. **Actions/Follow-Up**

MONTHLY ACTIVITY REVIEW April 2018

April 4, 2018

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

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

PROJECT MILESTONES

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

ACCOMPLISHMENTS

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

PLANNED ACTIVITIES

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

CHALLENGES/CONCERNS

-

Activity Report for the Month of April 2018

Committee: Finance

Chair: Nicholas Grooms

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

General Overview/Responsibilities

- Monthly Financials-
 - PG -98% of budget for revenues, 70% for expenses
 - DDA -49% on revenues, 37% for expenses
 - Station – invoices: Caspar Pay App, Stateline No. 7, utility bills.
- Market Driven Funding (TIF) - N/A

Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

Accomplishments

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

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

Downtown Dev. Authority
Budget Summary 2018-2019

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

Casper DDA Budget for FY July 2018 - June 2019

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

Parking Garage Budget July 1, 2018-2019

EXPENSE	BUDGET
Exec. Director Allocated	9,800.00
Administrative Expense	\$40,000.00
Garage Staff Payroll Expense	\$35,000.00
Staff Incentives	\$3,000.00
Director Incentives	\$1,600.00
Payroll Liabilities	\$8,500.00
TOTAL ADMINISTRATIVE	\$97,900.00

Advertising/Promotion	\$3,500.00
Mail/Postage	\$700.00
WARM Insurance Coverage	\$2,500.00
Software Subscriptions	\$300.00
Accounting and Legal	\$2,000.00
Bank Fees	\$800.00
Bad Debt	\$1,000.00
Office Automation	\$2,000.00
Utilities	\$18,000.00
Landscaping, Repairs/Maint.	\$4,000.00
Equip./Supplies	\$2,500.00
Annual City Profit Sharing	\$1,500.00
Building Repairs/Maintenance	\$1,000.00
DDA Operating Cost Allocated	\$7,200.00
Base Rent to City	\$3,993.00
	\$50,993.00

TOTAL ADMIN & OPERATIONS	\$148,893.00
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REVENUE	
	\$400.00
Validation Sticker Sales Income	\$500.00
Hourly Parking Income	\$7,500.00
Garage Monthly Rent	\$100,000.00
1st and Center Lot Monthly Rent	\$23,500.00
	\$20.00
	\$0.00
TOTAL REVENUE	\$131,920.00

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

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

David Street Station -Operational Budget

EXPENSE		Jul'17-Jun'18	Notes
ADMINISTRATIVE			
Operations Manager		\$52,000.00	
Marketing Manager		\$48,000.00	
Event Coordinator		\$40,000.00	
Maintenance Staff +1.5		\$52,000.00	
Payroll Bonuses		\$10,000.00	
Payroll Liabilities		\$20,000.00	
TOTAL ADMINISTRATIVE		\$222,000.00	
OPERATIONS			
Website Development/Support		\$4,000.00	
Marketing/Advertising/Promotion		\$30,000.00	
Event Expenses		\$223,500.00	
Event Help (Contract)		\$30,000.00	
Mail/Postage		\$2,500.00	
Software Subscriptions		\$5,000.00	
Accounting and Legal		\$6,000.00	
Bank Fees		\$0.00	
Office Automation		\$2,400.00	
Utilities		\$45,000.00	
Landscaping, Repairs/Maint.		\$17,700.00	
Equip./Supplies		\$19,500.00	
Building Repairs/Maintenance		\$18,000.00	
Insurance (Liability)		\$25,500.00	
Fundraising		\$20,000.00	
Office Space Rent		\$0.00	
TOTAL OPERATIONS		\$449,100.00	
TOTAL ADMIN & OPERATIONS		\$671,100.00	
REVENUE			
Event Income/Sponsorships		\$171,000.00	
Endowment		\$30,000.00	
Ice Skating Income		\$65,000.00	
Operational Grants		\$50,000.00	
Friends of Plaza (Corp)		\$100,000.00	
Friends of Plaza (Citizens)		\$55,000.00	
Event Space Rental/Misc. Income		\$12,000.00	
Beverage Sales		\$90,000.00	
TOTAL REVENUE		573,000.00	
Monthly Net Profit/Loss		(\$98,100.00)	
(LESS INVESTMENT BY DDA)			

One Time Capital Campaign Needs

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

MONTHLY ACTIVITY REVIEW April 2018

May 4, 2018

Name: Brandon Daigle

Committee: Infrastructure

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

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

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

PROJECT MILESTONES

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

ACCOMPLISHMENTS

PLANNED ACTIVITIES

CHALLENGES/CONCERNS

- Budget Constraints
- Fundraising

PROJECT COSTS

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

MONTHLY ACTIVITY REVIEW April 2018

May 4, 2018

Committee Chair: Will Reese

Committee: Governance

Project(s): Complete Signage Update, Finalize Contracts

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

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

PROJECT MILESTONES

Event

Target Date

Complete Date

ACCOMPLISHMENTS

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

PLANNED ACTIVITIES

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

CHALLENGES/CONCERNS

PROJECT COSTS

Description

NA

Budget

NA

Actual

NA

Difference

NA

NATRONA COUNTY TRAVEL & TOURISM COUNCIL
BOARD MEETING
Tuesday, April 22, 2018 - 11:30 A.M.
Visit Casper – 139 West 2nd Street, Suite 1B - 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 (2/1/3)	Ken Thoren, Town of Edgerton (0/1/1)
Shawn Johnson, City of Casper (2/1/3)	Jim Ruble, Town of Evansville (2/1/3)
Renee Penton-Jones, Natrona County (3/0/3)	Debbie Peterson, Town of Midwest (3/0/3)
Tiffany Gamble, Natrona County (3/0/3)	Erik Aune, Town of Mills (2/1/3)
Brad Murphy, Town of Bar Nunn (3/0/3)	
 - III. Consent Agenda:
 - A. Agenda
 - B. Minutes: April 24, 2018
 - IV. Treasurer's Report, *Tiffany Gamble*
 - A. April 30, 2018
 - V. Old Business:
 - A. 2018/2019 Fiscal Year Budget Review
 - VI. New Business:
 - A. Lodging Tax Renewal
 - B. CNFR Update/Event
 - C. WLRA/ Citizens for the One Cent PAC
 - VII. Communications Reports:
 - A. Staff Reports
 - B. Community Organization
 - VIII. Council Comments
 - IX. Public Comments
 - X. Upcoming Council Meeting Date: Tuesday, June 19, 2018
 - XI. Executive Session
 - XII. Adjournment

Natrona County Travel & Tourism Council

Casper Area Convention & Visitors Bureau

**PUBLIC MEETING MINUTES
TUESDAY, APRIL 24, 2018 ~ 11:30 AM
CASPER, WYOMING**

I. CALL TO ORDER

Chair Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, April 24, 2018, at 11:28 a.m. at the Casper Area Economic Development Alliance. Roll call determined the presence of a quorum.

II. ROLL CALL

Present: Renee Penton-Jones, Natrona County
Jim Ruble, Town of Evansville
Erik Aune*, Town of Mills
Shawn Johnson, City of Casper
Debbie Peterson, Town of Midwest
Brad Murphy, Town of Bar Nunn
Tiffany Gamble, Natrona County

Excused: Kevin Hawley, City of Casper
Ken Thoren, Town of Edgerton

Also Present: Brook Kaufman, CEO
Mikki Milosevic, Administrative Assistant
Tim Monroe
Terry Wingerter

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

IV. Moved by Ms. Peterson, seconded by Mrs. Gamble and carried without dissent to approve the March 2018 minutes as presented.

V. TREASURER'S REPORT -- TIFFANY GAMBLE

Mrs. Gamble reviewed financial reports and checks for the CACVB and CSA ending March 31, 2018. Moved by Mr. Murphy, seconded by Mr. Ruble and carried without dissent to accept financial reports including CACVB checks 15511-15538 for a total of \$139,836.23 and CSA check 6160 for \$253.85. (Exhibit 2) (Exhibit 3)

VI. OLD BUSINESS

MARKETING UPDATE:

Ms. Gamble asked about the new Marketing Manager, Amanda Scherlin, and if the position is a cost saving measure or will be similar to working with an agency. Ms. Kaufman shared the costs would be about the same, but the position allows the organization to bring key tasks in-house. Ms. Kaufman shared high-level information

about the Fish Casper campaign which is performing well across all platforms. The campaign is driving engagements via visitor guide requests and sweepstakes entries.

2018/2019 FISCAL YEAR BUDGET: Ms. Kaufman is estimating the organization's budget will be \$1.45M for next fiscal year based on projected occupancy and ADR. Ms. Kaufman also noted that this year, the Casper Sports Alliance will generate close to \$100k to offset expenses with Cowboy State Games and other events. She will email a draft version of the budget to the full board prior to the next board meeting.

5150 TOURISM DEVELOPMENT INC: Ms. Kaufman reported that the executive committee and signers of 5150 Tourism Development Inc would mirror the executive committee and signers of Visit Casper. Ms. Penton-Jones asked for a motion to approve the 5150 bylaws and signers; moved by Mr. Johnson, seconded by Ms. Gamble and carried without dissent to approve bylaws and signers for 5150 Tourism Development Inc. The signers are Renee Penton-Jones – Chair, Erik Aune – Vice Chair, Tiffany Gamble – Treasurer and Kevin Hawley – Secretary.

National Travel & Tourism Week: Ms. Kaufman informed the board the NTTW luncheon will be held at the Hangar in Bar Nunn Wednesday, May 9th from 11:30 a.m. – 1:00 p.m. Visit Casper will be giving out several awards during the event. She also let the board know that the Governor will be serving at Johnny J's Thursday, May 10th from 9:00 a.m. – 9:45 a.m. and that they are invited to attend. Media and partners will be invited to both events.

VII. NEW BUSINESS

Strategic Planning Update: Ms. Kaufman asked for feedback for how Visit Casper staff can communicate with the board re: strategic planning efforts. Ms. Penton-Jones asked for clarification on tasks as she was confused with the Trello system and did not understand what her level of participation should be. Mr. Aune asked what the end goal is and would appreciate more time and clarity when asked to do something. Ms. Gamble would also like more information and an initial face to face with the staff to get started with any projects that would require her involvement. Ms. Kaufman suggested shortening the board meetings by 15 minutes, so time can be allocated to discuss strategic planning.

GRANTS AND SPONSORSHIPS –

COMMUNITY GREENHOUSE PROJECT: Requested \$10K. They are working with DDA on the Fall Festival and bringing in Food Network Star Nancy Fuller of Fuller Farms. Ms. Penton-Jones feels there is more of a partnership opportunity with this event vs. a grant. Ms. Penton-Jones suggested to have Brook meet with LeAnn Miller to discuss partnership options. The board agreed.

CASPER SPEEDWAY: Casper Speedway asked for \$11,291 to cover their advertising costs. The board requested Ms. Kaufman let Casper Speedway know that their application needs more information before funding will be considered.

CASPER SOCCER CLUB – CASPER FALL CLASSIC AND CASPER SPRING JAM: Asked for \$2500 for each event. Grant committee recommended \$2500 for each event. Moved by Mr. Johnson, seconded by Ms. Gamble and carried without dissent to approve \$5,000 for each event.

CENTRAL WYOMING FAIR AND RODEO: Requested \$30,000 toward the CWFR for varying events. Ms. Kaufman met with them to discuss how both organizations could benefit from a partnership. Grant committee felt they should be a partner instead of a grant recipient. Kaufman should have the freedom to design the terms of a partnership and make sure that Visit Casper receives benefit. Mr. Murphy asked how we would go about this strategically and if this was a situation like the Community Greenhouse Project. The board was for moving forward with building out a partnership vs a grant request.

DOWNTOWN DEVELOPMENT AUTHORITY: Requested \$35,000 for marketing and promoting David Street Station. In lieu of a grant, the grant committee suggested Ms. Kaufman meet with Mr. Hawley of the DDA to see how we can work together collaboratively and build a partnership to support events that meet our mission of driving tourism. The board agreed.

EAST CASPER VOLLEYBALL: Requested \$1200. Grant committee recommendation is to award the requested amount. Moved by Mr. Johnson, seconded by Mr. Murphy and carried without dissent to approve East Casper Volleyball's grant request of \$1200.

SPECIAL OLYMPICS WYOMING: Requested \$3000. Grant committee's recommendation is to award \$3000. Moved by Mrs. Gamble, seconded by Ms. Petersen and carried without dissent to approve Special Olympics Wyoming grant request.

TRIBUTE TO THE GREAT AMERICAN COWBOY: Requested \$2500. Moved by Mr. Ruble, seconded by Ms. Gamble and carried without dissent to approve the requested amount and move forward with securing GA and Rough Stock tickets to the event.

USA SOFTBALL: Did not request a specific amount. This is a large event that is moving from Laramie to Casper. Grant committee's recommendation is to grant \$3500 for one year or \$5000 per year for 2 years if they will keep the tournament in Casper. Moved by Mr. Johnson, seconded by Mr. Murphy and carried without dissent to approve grant for USA Softball.

WYOMING COACHES ASSOCIATION: Requested \$4000. Moved by Mr. Murphy, seconded by Ms. Gamble and carried without dissent to approve \$2500 grant for Wyoming Coaches Association.

Wyoming Amusements missed their deadline for grant payment submission. After careful consideration the board gave thumbs up to keep the current 60-day post event grant submission guidelines in place.

NOTHING ADDITIONAL

VIII. COMMUNICATIONS REPORTS:

Staff Reports:

Mr. Murphy asked about staff reimbursements – he wanted to know why reimbursements are being made if they have company cards. Ms. Kaufman explained that the only reimbursements staff receives is for mileage, cell phone usage and for HRA payments.

Community Liaison Reports: None

- IX. **COUNCIL COMMENTS:** There were none.
- X. **PUBLIC COMMENTS:** Tim Monroe spoke of the plans to pursue the Veteran Skilled Nursing Center at the Airport. The process for determining a location will take several years. He also spoke of the AOPA RFP request for a fly-in next year that would bring in 300-400 pilots and their families should Casper be the successful bidder. The next step is submitting a one-page statement of interest which will be drafted by the Airport.
- XI. **UPCOMING MEETING DATE:** The next Council meeting is Tuesday, May 22, 2018, and will convene at 11:30 a.m. at the Visit Casper office.
- XII. **EXECUTIVE SESSION:** Council moved to Executive Session at 12:44 p.m. to discuss personnel. The board meeting reconvened at 1:11 p.m.

ADJOURNMENT: Ms. Penton-Jones made a motion to adjourn the public meeting at 1:11 p.m. Moved by Mr. Johnson, seconded by Ms. Peterson 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**

	April	Y-T-D	Budget	%	
INCOME	<u>\$113,818</u>	<u>\$1,369,178</u>	<u>\$1,387,584</u>	<u>99%</u>	(a)
EXPENSE					
ADMINISTRATION					
Office Expense	\$12,891	\$107,199	\$115,500	93%	
Staff	<u>\$31,821</u>	<u>\$389,999</u>	<u>\$554,651</u>	<u>70%</u>	
Total Administration	<u>\$44,712</u>	<u>\$497,198</u>	<u>\$670,151</u>	<u>74%</u>	(b)
MARKETING					
Grants and Sponsorships					
Grants/Sponsorships	<u>\$15,500</u>	<u>\$76,840</u>	<u>\$150,000</u>	<u>51%</u>	
Total Grants/Sponsorships	<u>\$15,500</u>	<u>\$76,840</u>	<u>\$150,000</u>	<u>51%</u>	
DEPARTMENTAL MARKETING					
Fishing	\$0	\$0	\$30,000	0%	
Sports	\$407	\$12,938	\$45,000	29%	(c)
Meetings	\$0	\$15,751	\$29,000	54%	
Tour & Travel	\$2,817	\$19,052	\$21,000	91%	
Information Distribution	\$543	\$4,489	\$15,000	30%	
Special Projects	\$555	\$85,465	\$99,667	86%	
Travel/Trade Shows	<u>\$7,619</u>	<u>\$33,853</u>	<u>\$51,000</u>	<u>66%</u>	
Total Departmental Marketing	<u>\$11,942</u>	<u>\$171,547</u>	<u>\$290,667</u>	<u>59%</u>	
ADVERTISING					
Leisure Travel	\$11,502	\$117,698	\$80,000	147%	
Fishing	\$0	\$2,188	\$86,766	3%	(d)
Sports	\$0	\$1,567	\$20,000	8%	
Meetings	\$0	\$44,823	\$41,000	109%	
Tour & Travel	\$0	\$169	\$9,000	2%	
Casper Guides	<u>\$0</u>	<u>\$50,749</u>	<u>\$40,000</u>	<u>127%</u>	
Total Advertising	<u>\$11,502</u>	<u>\$217,194</u>	<u>\$276,766</u>	<u>78%</u>	
Total Marketing	<u>\$83,657</u>	<u>\$465,581</u>	<u>\$717,433</u>	<u>65%</u>	
Total Expenses	<u>\$83,657</u>	<u>\$962,779</u>	<u>\$1,387,584</u>	<u>69%</u>	
INCOME IN EXCESS OF EXPENSES	<u>\$30,161</u>	<u>\$406,399</u>			

(a) 18% ahead of budget year-to-date

(b) Down in salaries, bonuses, overtime and benefits with open positions

(c) Will see additional expenses with 3x3 and Bike Race in May

(d) Fishing will show on May summary (\$90k)

CNFR 2018

Hospitality Night in the Tack Room

Thursday, June 14, 2018

6:00pm – End of Rodeo

Includes hors oeuvres' + open bar

CNFR Economic Impact Study: If you're available the week of CNFR, we'd love to have your help collecting survey data from CNFR families, participants and fans. We'll be at the Events Center Tuesday – Saturday night (5:15pm – 7:15pm) collecting data attendees on accommodations, spending, time in market, etc.

The outcome of this project will give us a definitive economic impact number for this event. We should have the results 6-8 weeks post rodeo.



Dear WTIC Board Members,

The past several election cycles have seen an increase in elected officials that do not support the health and vitality of Wyoming's hospitality and tourism industry. Unfortunately that number is likely to increase with the 2018 election. We are standing at an important crossroads with our existing allies in the legislature. It is up to us to make sure candidates that are strongly supportive of a thriving and sustainable hospitality and tourism industry have the best chance at getting elected this fall.

That is why I write to you today. The WLRA is raising funds for its Political Action Committee so that they can make meaningful contributions to the campaigns of hospitality and tourism champions in 2018. ***We cannot afford to sit back and do nothing.*** Your personal contribution will help to make a positive difference in the business climate that you operate in, every day. I would like to join me and challenge each of you to consider a contribution of \$250 and to find one other colleague that will also contribute \$250. The WLRA PAC goal for this year is \$20,000 and they have a great start so lets see what we can do towards achieving that goal and ensuring pro-tourism candidates are supported this election! Thank you so very much for your consideration. If you have any questions please reach out to me directly at any time.

In Gratitude,

Jeff Golightly

Jeff Golightly

WTIC President.

Thank you very much for your support of Wyoming's hospitality and tourism industry.



WYOMING LODGING & RESTAURANT ASSOCIATION
POLITICAL ACTION COMMITTEE (WLRA PAC)

CONTRIBUTION FORM

WLRA PAC was created by the WLRA to enhance its leadership on behalf of the entire travel community by supporting the election of candidates who appreciate the power of travel to state & local elective office.

Name _____
Title/Company _____
Home Address _____

Phone Number _____
Business Address _____

Email Address _____

**NOTE: WE CANNOT ACCEPT CORPORATE FUNDS.
ALL CONTRIBUTIONS MUST BE MADE USING PERSONAL FUNDS.**

- Enclosed is my personal check, made payable to WLRA PAC in the amount of:
- I authorize WLRA PAC to charge my personal credit card in the amount of:
 \$20 \$50 \$100 \$250 \$500 \$ _____

Name _____
(as shown on card)
Billing Address _____
Street _____
City _____ State _____ Zip _____

Type of Card American Express Visa Master Card Diners Discover

Credit Card Number _____ Expiration Date: _____

Your PAC contributions must meet the following Federal requirements:

1. My contribution is voluntary. I realize that the suggested amount is only a suggestion and I may give less than the suggested amount.
2. I understand my donation is not tax deductible.
3. I know that I may decline to contribute or contribute less than the suggested amount without any reprisal or job discrimination.
4. I realize that WLRA PAC funds will be used for political purposes as determined by its officers.
5. I am a U.S. citizen.
6. My aggregate contributions during this calendar year do not exceed \$5,000 to WLRA PAC (or \$123,200 biannually for all federal elections).

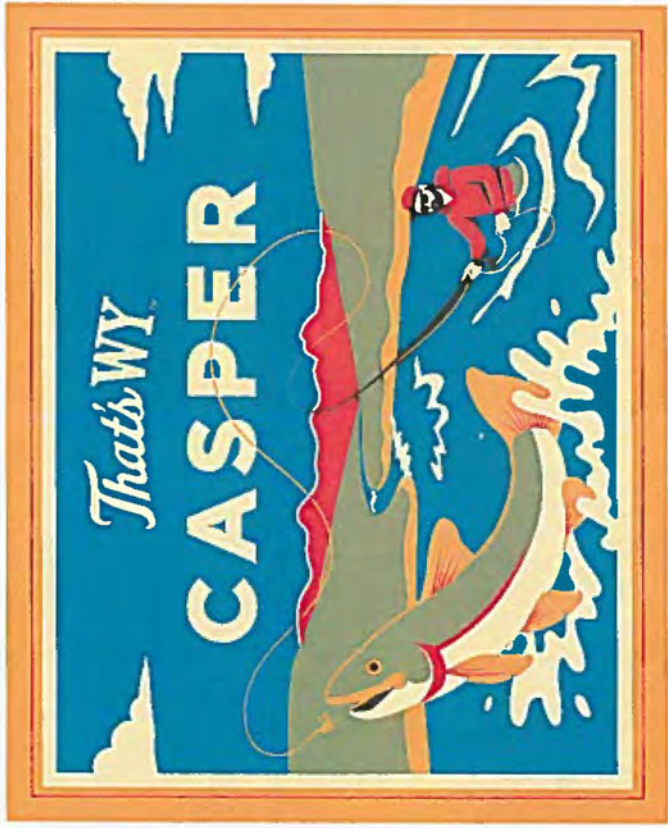
A copy of the WLRA PAC report is filed with and can be obtained from the Secretary of State's Office.

Your signature denotes you have read and agree with the "compliance" statement above.

Signature _____ Date _____

**Please return this completed Donation Form with a check made payable to WLRA PAC to:
Chris Brown | WLRA PAC | PO Box 1003 | Cheyenne, WY 82001**

For more information about WLRA PAC, contact Chris Brown at 307.634.8816 or chris@wlra.org



VISIT *Casper*

VisitCasper.org

@VisitCasper



CEO REPORT

MAY 2018

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

In conjunction with the Wyoming Office of Tourism, Visit Casper is hosting 10 FAM Tours in May and June. We'll have the chance to showcase the Casper Area to 27 tour operators and media personnel from all over the globe – a enormous opportunity. (And a long-term play for driving visitation!)

NEED-TO-KNOW PROJECTS/INITIATIVES

Visitor Center: Over 10,700 people visited the Welcome Center inside the National Historic Trails Center between October 2017 – April 2018. This year, we are participating in the WOT Sticker Program to drive visitation and engagement with the visitor center.

2018/2019 Budget: A close to final draft will be ready for your in-depth review at the May board meeting. Our net income at the end of April was \$406k and we're 18% ahead of budget Y-T-D.

OTHER PROJECTS/INITIATIVES

Market Demand Study – We're 2 weeks out from a final report from HVS. (I ordered updated occupancy and average daily rate data which is holding us up.) This will be ready for distribution to the full board by the end of May.

Lodging Tax PAC – An updated Statement of Formation has been filed for the "Citizens for

the Lodging Tax" PAC. A small group of citizens will now be meeting regularly to support the lodging tax ballot proposition in November.

Sustainable Funding for the Wyoming Office of Tourism – The Wyoming Office of Tourism Board, the Wyoming Lodging and Restaurant Association and the Wyoming Travel Industry Council met in Casper May 9 – 10th to explore funding options for the state office. The industry is still vetting options, more on this as things develop.

CNFR 2018: Please join us Thursday, June 14th for an evening of fun and hospitality in the Tack Room at the Events Center to celebrate CNFR. To RSVP email brook@visitcasper.com. The total value of room nights donated for this year's event was \$99,759.

Visitor Profile Study – We're currently in market on this study – we'll have the final report in September.

Casper Area CTA Program – we're at 395 frontline personnel and volunteers certified... our next class is August 7 at the National Historic Trails Interpretive Center between 8:30 and 12:00 pm. We'd love to have full board participation with the program!

The 2017 Economic Impact Numbers are in... Natrona County saw growth across the board in Tourism. We hosted more overnight visitors (885,000), increased direct spending to \$293M, saw the industry employ more people, pay higher wages and generate more tax \$\$\$. Some of the increase was the eclipse but we're starting to see some movement in the corporate space as well. It's a GREAT time to be in tourism!

Director of Sales & Corporate Sponsorships Board Report

April 18, 2018 – May 15, 2018

Sales & Marketing

Simpleview

Simpleview is now the inly way RFPs are being communicated with our hoteliers and offsite venues. There are still a few things I am working through with Simpleview such as our site tour templates, FAM templates, and our partners being able to view meeting and F&B requirements through the extranet. Overall the process has been smooth and our partners are very happy with how easy it is to use.

Promotional Tools

I have had two very important promotional tools approved in the budget. One of these tools is a two-minute MICE focused video that will be created by West Edge. We are looking to start working with them right away in order to capture Casper's appealing look and large events that all happen in June. This video will be used on our website, meetings landing page, social media, trade shows where applicable, and emailed to meeting planners. This video will be a very important tool to get meeting planners interested in having Casper as their future host city. We will also posses the raw files from this video that we can use for other purposes

The second sales tool will be a high-end sales packet. This sales packet will include all the info needed to help meeting planners plan their next event by showing our full service hotels, unique offsite venues, complimentary Visit Casper Services, and much more. This sales packet will be used during MICE shows I attend, site visits with Associations, and other times of contact with very qualified meeting planners.

Meetings, Conferences, Conventions, and Leisure

New RFPs

- AOPA
- Amnesty Health Group
- Federal Bank Annual Meeting
- Five Trails Rotary - new meeting space
- Rocky Mountain Horse Association

New Business Booked

- Wyoming Airport Operators Association
- Federal Bank Annual Meeting
- Wyoming Fire Marshalls Association

Oregon-California Trails Association

The President and Executive Administrator with OCTA came in for a site visit. After showing them our outdoor recreation, history, and unique venues, they became very impressed with Casper. They felt very strongly we will be their conference's future host city for 2021. There should be a contract signed with either the Parkway or Ramkota within 90 days.

Events

American Solar Challenge

This event will bring in over 20 teams from across the nation, a few overnights, and something fun for the community to witness. I have instructed the CEC to market the event using their website, e-blast, and social. I have also set up for food trucks to be present for the public and racers as they come through Casper. This event has a huge following with OCTA which is why I have given it so much attention.

College National Finals Rodeo

Jen Adu and I have been able to secure a FAM trip for six (6) domestic tour bus operators interested in what Casper has to offer, with the main focus on CNFR. They will be in Casper from noon on 6/15 to late morning on 6/17. They will be experiencing our outdoor rec, history, museums, tour group offerings, and the two best nights of CNFR. These operators have confirmed openings in their schedule in which CNFR would work very well for their clients. Tickets sales are currently down 15% from where they were two years ago so bringing in domestic charter buses is a very viable and important option for CNFR's future.

Finding volunteers for day sheets has also been put on Visit Casper's plate. I have many prospects I am working with, but nobody confirmed yet. Julie Volker with Farm Credit Services, members in THAC, and CTAs are groups that have confirmed verbally, but not in writing. We are looking to fill 22 timeslots all throughout the week with most of the needs coming later in the week when attendance is heavier.

MARKETING MANAGER REPORT

MAY 2018

PROJECTS

Sales Materials

In collaboration with Ryan, I have been working on gathering materials, vendors and creative to execute various tools to assist in our sales goals for the upcoming year.

Cowboy State Games and Casper Sports Alliance Events

Working with John to execute marketing plans for the 2018 Foss Motors 3x3 basketball tournament, Bear Bait 8 and other upcoming summer events.

CNFR

Developing marketing plans for the CNFR including coordination with the Casper Events Center to leverage their marketing channels, week of events, social media and email communication.

Wyoming Outdoor Expo

I have been working with Wyoming Game & Fish to help promote the 2018 Wyoming Outdoor Expo. I will also attend the event gather content for use on social media in real time and our owned channels in future years.

VISIT *Casper*

Sports and Events Summary
May 15, 2018
Projects

- **Facebook**
 - Work daily on updating Visit Casper, Casper Sports Alliance, Cowboy State Games, Wyoming 3x3 and Proud to Host the Best
- **Cowboy State Games**
 - Hosted karate
 - Hosted fencing
 - Preparing for 10K trail run; judo and grappling
 - Podium will be finished for 3x3
 - Discussing adding a Triathlon with existing event owner
 - Met with swimming contact and looking at 2019 to host a swimming championship
- **Foss Motors 3x3 Basketball Tournament**
 - The tournament is now a qualifier for USA Basketball's national championship in 2019
 - Secured Pepsi Cola and Miller Lite as dunk contest sponsors
 - Secured Sinclair Casper Refinery and Casper Events Center as kids' zone sponsor
 - Working with David Street Station to coordinate weekend's activities. DSS will provide: site rental, utilities, music licensing, maintenance, space for tournament headquarters, road closure barricades (30), tents, staff, clean-up for \$5,000
 - Secured DJ Nyke for music on Saturday night
 - Hosting BUMP contest as a 50/50 to support Casper policeman
- **White's Mountain Subaru Bear Bait 8**
 - Secured Mountain Khakis as a sponsor
 - Met with Ridley's as a VIK sponsor
 - Ordered medals
 - Registration is open and promotions are happening
 - Distributed marketing materials
- **Casper Marathon**
 - Working with the marathon for 2018

Meetings and Functions Attended

- **Proud to Host the Best**
 - Provided treasurer's report
 - Began organizing track championship
- **Large Special Events Planning Guide**
 - Met with city to provide input and feedback
- **Table Tennis**
 - Met with Sam Dia to begin work on Cowboy State Games – Table Tennis
- **National Association of Sports Commissions**
 - Attended business and educational sessions
 - Met with approximately 12 events rights holders
- **Carter Napier – city of Casper**
 - Met with Carter to advise him on how to leverage city sports facilities as economic drivers

From: Platte River Trails Trust [mailto:platteriver@wyoming.com]

Sent: Monday, May 07, 2018 6:30 AM

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

Subject: Platte River Trails May Newsletter



Platte River Trails May Newsletter

[Visit our Website](#)

May is a an exciting month for Moms, Graduates and all of us ready to enjoy warmer weather and outdoor fun. During this busy month we hope you can join us for our upcoming events, or just get out on our community trails and soak up some sunshine and fresh air. If you love our trails and appreciate the work of the Platte River Trails Trust, please consider shopping for gifts for Mom and Graduates at [Amazon Smile](#). This is an easy way to shop, celebrate Mom and Grads AND help our community trails!

amazon smile Shop for Mom at smile.amazon.com and Amazon donates Shop now Privacy

Welcome to Dylan's Dog Park

Platte River Trails


Thanks to Everyone Who Made Dylan's Park "Pawsible"

Michael's Fence

Laura Jane Musser Fund • McMurry Foundation • Mobile Concrete
 Bruce & Linda English • Kendall Bryce • Keith & Diane Tyler
 Grizzly Construction • Rocky Mountain Animal Hospital
 Altitude Veterinary Hospital • Casper Animal Medical Center
 Forterra • George & Linda Bryce • Glenrock Family Dental
 Joni Hedstrom • Sunrise Pet Lodge
 Party With Your Pup Attendees
 The Platte River Trails Trust Board of Directors
 Friends of the Platte River Trail and
 Many Other Generous Donors

We each have a breed
 That we hold dear
 But it actually comes down
 To the dog we're near.
 Short hair or long
 Skinny or round
 It's the heart of the dog
 That we truly found.
 Some jump and bark
 Others sit and stare
 No matter their actions
 We always care.
 Makes no difference
 Their family tree.
 A really great dog
 Is all you see.

Public Places



DOG PARK RULES

- Use park at your own risk.
- Owners are legally responsible for the behavior of their dog(s) at all times.
- Dogs must be leashed while entering and exiting the park.
- Dog waste must be cleaned up by their owners IMMEDIATELY.
- Owners must be within the dog park and supervising their dog with leash readily available.
- Dog handlers must be at least 16 years of age.
- Children under 13 must be accompanied by an adult and supervised at all times.
- Aggressive dogs must be removed immediately.
- Dogs should be under voice control.

PROHIBITED:

- Glass Containers
- Sick Dogs
- Aggressive Dogs
- Dogs in Heat
- No Smoking

Join Us For The Grand Opening Of Dylan's Park Wednesday, May 16, Noon

The Grand Opening for Dylan's Park, a fenced dog park at the Pumphouse, is scheduled for Wednesday, May 16th at noon. The idea for a fenced dog park started a few years ago when a Project for Public Spaces team came to Casper to help the PRTT Board envision ways to activate the riverfront area from the Pumphouse to the historic Derrick. Dylan's Park is the latest in a number of enhancements that were developed from the PPS visit, including the timed lock on the restroom doors, the outdoor exercise equipment and Food Truck Friday. Proper development of the North Platte river corridor, one of our community's treasures, has been an important element of the mission of the Platte River Trails Trust organization since 1982. Please join us

on Wednesday, May 16th at noon as we recognize all of the amazing donors who made Dylan's Park "pawsible"!

Join friends, neighbors, other trail users and the Platte River Trails for the 2018 Spring CleanUp as we spruce up the trails before the busy summer season!

Saturday, May 19th
Tate Pumphouse, 9am-noon

Pre-registration is encouraged.
Day of registration opens at 8:45 a.m.
Businesses and groups are welcome!

Platte River Trails
Platte County
HILLTOP National Bank
NATIONAL PARK TRUST

Contact the PRT for Registration Form
www.platterivertrails.com 307-577-1206 • 1775 W. 1st St., Casper, WY

Spring Cleanup Saturday, May 19

Join the Platte River Trails, and our partner **Keep Casper Beautiful**, on Saturday, May 19th for our Spring Cleanup and help us spruce up the River Trail, the Rail Trail and the Casper Mountain Rd. trail. Bring your colleagues, friends and family and spend the morning helping us pickup trash and ready our community trails for the active summer season. Contact the Trails office today to pre-register your group, or download the registration form here. [Cleanup Registration Form](#)

PRESENTED BY **First Interstate Bank**
Member FDIC. Equal Housing Lender.

JUNE 22
CORY MCDANIEL DUO

LANDER BREWING TAP TAKEOVER
KAYAKING DEMOS, RIVER SAFETY EVENTS
CHAMBER SUMMER 2018 WELLNESS CHALLENGE KICKOFF

FOOD TRUCKS AVAILABLE FOR LUNCH AND DINNER

SMOKED N TENDER BBQ	NORTHERN ICE	TROPICAL SNO
ROCKIN BURGERS & DOGS	MA DER MA KIN	ON THE HOOK
	ESSENCE OF LIFE	

2018 FOOD TRUCK FRIDAY'S
JULY 13 • AUGUST 3 • SEPTEMBER 7

AT THE TATE PUMPHOUSE
FREE EVENT NOON-8PM

Platte River Trails
RESPECT OUR RIVER

LANDER BREWING Co

www.platterivertrails.com 307-577-1206 • 1775 W. 1st St, Casper, WY

Food Truck Friday Kickoff is June 22nd

Mark your calendars for the first Food Truck Friday, **Presented by First Interstate Bank**, of the season scheduled for June 22nd. The Food Trucks will serve lunch and dinner! Beverages will be served starting at noon along with live music by local bands. Join us after work for a ton of fun activities for the whole family including live music, lawn games, a kayak demo, River Safety booth as well as the kick off of the **Chamber's 2018 Summer Wellness Challenge**. Bring your friends and family to the Tate Pumphouse Trail Center for a day of fun along the River Trail at the Pumphouse. Enjoy our other Food Truck Friday events on July 13, August 3, and September 7.

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

STAY CONNECTED





COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

May 5, 2018

MEMO TO: Liz Becher, Community Development Director

FROM: Dan Elston, City Building Official
Craig Collins, AICP, City Planner

SUBJECT: March/April Commercial Development Report

Permitting Update:

For the months of March/ April, 18 building permits for construction of single family homes were issued. To date 22 building permits have been issued for single family homes compared to 19 for the same period last year. The Building Division issued 226 building, 169 Electrical, 101 Mechanical, and 200 plumbing permits with fees totaling \$189,266.83 for March/April for a total of \$303,584.46 this year to date. This is \$55,197.55 ahead of the same time period last year.

Overall, the Building Divisions value of construction for March/April. was \$18,663,945.41 which is down \$ 750,113.23 for the same time period last year. The Building Department completed 398 building, 327 electrical, 275 plumbing, 96 mechanical and 49 consults for the months of March/April.

Below is a breakdown of the 15 commercial projects that are in progress:

- Kelly Walsh High School (3500 E. 12th St.) Site work to be completed this spring.
- Calibers Shooting Range (580 Landmark Dr.) 100 yard and 25 yard tactical ranges opened.
- David Street Station (200 S. David St.) Ice Rink and exterior in progress, bld. interior in process, estimate open by Memorial Day.
- Boyd Ave. Church Gym (2225 CY Ave.) backfill of interior slab and exterior walls in process
- ANB Bank (2nd and Kimball) C.O. issued, open for business, landscaping left to complete.
- Menards (6220 Menard Dr.) interior mezzanine nearing completion
- Raven Crest Apts. (Tranquility Way) Framing in process on 3 buildings, Plb.- Mech.- HVAC- Electrical inspections complete on 1st. building.
- Rescue Mission (230 N. Park) Roof truss's, interior framing and rough ins in process.
- Fremont Motors Shop Addition (E. 2nd St.) Final finish's
- Gruner Brothers Brewery (1301 Wilkins Circle) Interior foundations and slabs, underground plumbing, electrical in process.
- Senior Living Homes (Fairgrounds Addition) Multiple homes in various degrees of construction.
- Casper Orthopedics MRI Addition (4140 Centennial Hills) Interior rough ins in process.
- Alpine Motor Sports (1850 CY Ave.) Foundation on building addition in process.
- Lincoln Elementary School addition (945 Jane St.) exterior framing in process.
- Fire Station No. 5 (555 Landmark Lane) Caissons in process.,

Projects Completed:

- No major projects received C.O. Certificates during March/April

New Plans submitted for approval:

- McDonalds (West Side) interior remodel
- Wendy's (CY Ave.) interior /exterior remodel
- Sam's Club (E. 2nd St.) Interior remodel
- Pizza Ranch (E.2nd St.) Addition for play area and Community Rooms
- Sage Wood Elementary School (25th St. and Shattuck) Installing Fire Sprinkler system, new ceilings and lighting.
- Several Cell phone towers in various locations

Note:

The vacant building at 100 N. Center St. (9 Story building) has proposed a small sandwich shop located on the 1st. floor. The owner has requested a variance on the egress for a restaurant on the 8th and 9th floor from the City of Casper and Casper Fire-EMS.

The installation of a Restaurant on the top floors without the required egress by the Building and Fire codes is not feasible. Awaiting the Owner response to this requirement.



OFFICE OF THE MAYOR

CITY OF CASPER

200 NORTH DAVID STREET
CASPER, WYOMING 82601-1815
PHONE (307) 235-8224
FAX: (307) 235-8313
www.cityofcasperwy.com

May 16, 2018

Craig Hedquist
Hedquist Construction, Inc.
P.O. Box 1870
Mills, Wyoming 82644

Steven Waters
Senior Surety Claims Representative
United Fire and Casualty
118 Second Avenue SE
PO Box 73909
Cedar Rapids, Iowa 52407-3909

**RE: VERIFICATION OF VOLUNTARY RELINQUISHMENT REQUESTED;
NOTICE OF TERMINATION OTHERWISE**

Dear Mr. Hedquist and Mr. Waters:

On December 18, 2017, the City of Casper received four (4) letters from United Fire & Casualty Company ("UFCC") regarding claims being received against payment bonds from suppliers and subcontractors. Those projects are as follows:

1. Wastewater Treatment Plant Sanitary Sewer Repairs, Project No. 15-39; Bond No. 54208078;
2. Robertson Road South Pathway, Project No. 15-41, Bond No. 54218098;
3. "K" Street Rehabilitation Phase I, Project No. 15-54, Bond No. 54216446; and,
4. Brookview Drive Sanitary Sewer Replacements, Project 16-011, Bond No. 54215891.

In discussions with UFCC about the above-referenced projects (the "projects"), the City was informed that Hedquist Construction, Inc. ("HC, Inc."), would be voluntarily relinquishing the projects to UFCC. The City has requested, but not received, written notice of such.

If HC, Inc. has voluntarily relinquished one or more of the projects to UFCC, please provide written confirmation of such, along with the accompanying formal documentation within seven days of the date of this letter.

We believe it is in the best interest of the parties to work under voluntary relinquishment agreements instead of terminating the Agreements for the projects. The projects are well past their

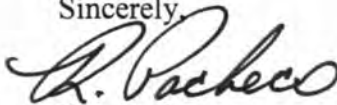
final completion dates and are incurring significant liquidated damages each day. The sooner the projects can be completed, the better for all parties involved.

If the City does not receive written confirmation of HC's voluntary relinquishment of the projects to UFCC by May 23, 2018, then, this letter serves as the required seven days' written notice that the City is hereby terminating all of the Agreements for the projects effective May 31, 2018.

The same Standard General Conditions (the "GC's") and Standard Supplementary Conditions (the "SC's") apply to the projects. In accordance with Section 15.02 of the GC's, unless HC Inc. voluntarily relinquishes the projects to UFCC as described above, the City is terminating all of the Agreements for the projects because of HC's persistent failure to perform the work for the projects in accordance with the contract documents. Under Section 15.02, the City may take possession of the work and all of HC Inc.'s tools, appliances, construction equipment, and machinery at site, and use the same to the full extent they could be used by HC Inc., (without liability to HC, Inc. for trespass or conversion). In addition, HC, Inc. is required to comply with Section 15.02.B.2 of the SC's upon receipt of this notice.

If you require additional information or require clarification, please contact Alex Sveda at 307-235-8341. Thank you for your attention to this matter.

Sincerely,



Ray Pacheco
Mayor

- cc: Andrew Beamer, Public Services Director
- Wallace Trembath, Assistant City Attorney
- Alex Sveda, P.E., Associate Engineer
- Ethan Yonker, P.E., Associate Engineer
- Terry Cottenoir, Engineering Technician
- Craig Collins, City Planner
- Darrin Tromble, P.E., WWC Engineering, Inc.

City of Casper
Optional 1% and State Shared Sales Tax Receipts
92% of Fiscal Year 2018 has Lapsed

Attached is the optional Sales tax report for FY18 we are currently at 92% of the budget year.

Note: Projected General Fund revenue for the first five months of FY18 were revised to meet actual taxes received as per the November 2017 Budget Amendment.

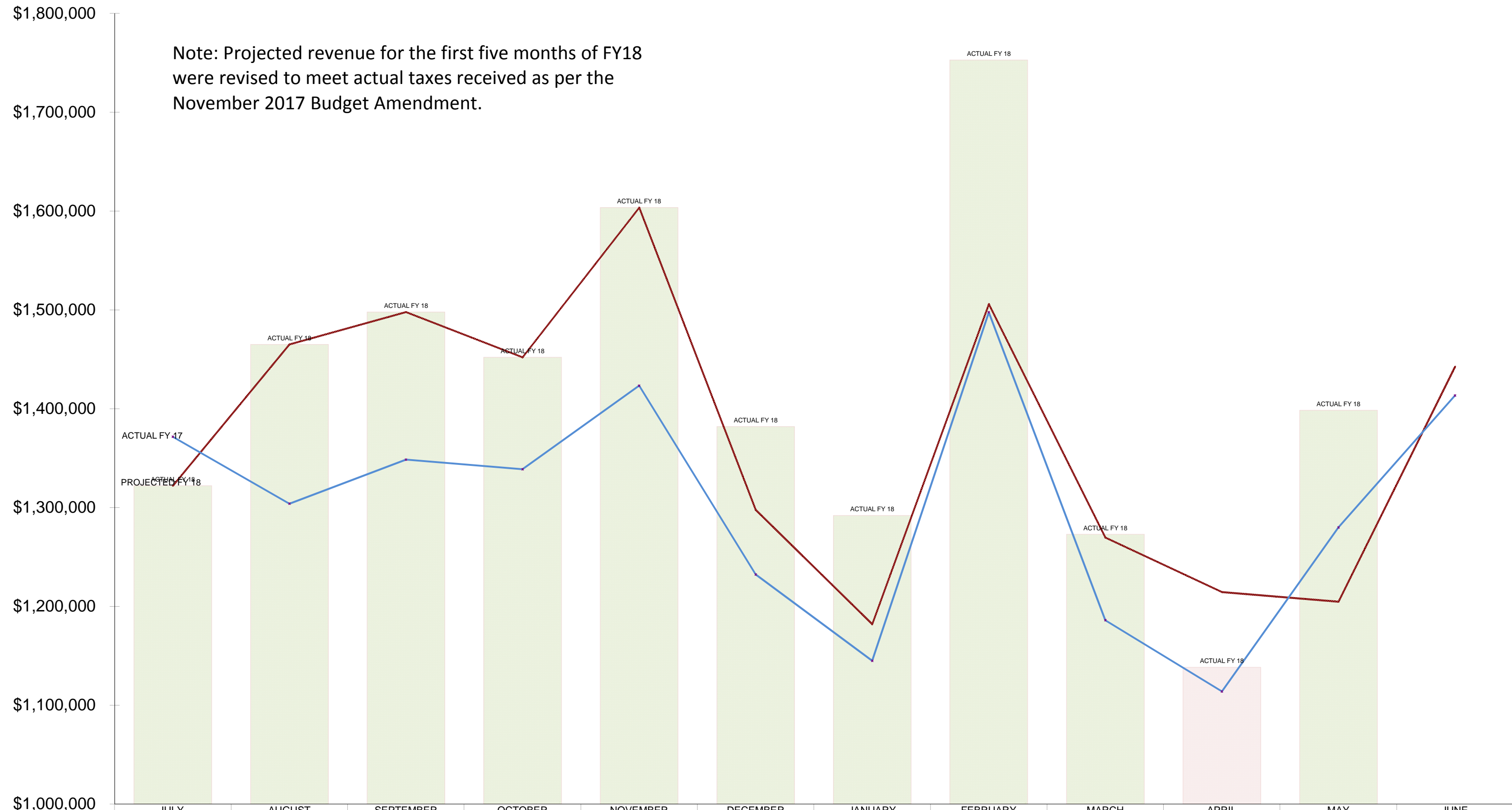
General Fund is up 3.74% from revised projection year to date which is at 94.65% of budget.

1%15 is up 18.26% from projected year to date which is at 108.40% of budget.

State Shared Sales Tax

	Date	Amount	Amount	Actual-Budget	Percent of Annual
	Received	Received	Budgeted		Budget
FY 2018 General Fund	7/10/2017	\$ 1,322,069	\$ 1,322,069	\$ -	8.03%
	8/7/2017	1,465,061	1,465,061	-	16.93%
	9/8/2017	1,497,903	1,497,903	-	26.04%
	10/6/2017	1,452,050	1,452,050	-	34.86%
	11/6/2017	1,603,526	1,603,526	-	44.60%
	12/8/2017	1,381,944	1,297,685	84,259	53.00%
	1/5/2018	1,292,009	1,182,023	109,986	60.85%
	2/8/2018	1,752,835	1,505,871	246,964	71.50%
	3/8/2018	1,272,931	1,269,679	3,252	79.23%
	4/9/2018	1,138,351	1,214,471	(76,120)	86.15%
	5/7/2018	1,398,527	1,204,861	193,666	94.65%
	June	-	1,442,749		
	Total FY 2018	\$ 15,577,205	\$ 16,457,947	\$ 562,006	
FY 2018 1%15			Optional 1% Tax		
	7/10/2017	\$ 1,101,169	\$ 1,000,000	101,169	9.18%
	8/7/2017	1,222,018	1,000,000	222,018	19.36%
	9/8/2017	1,253,016	1,000,000	253,016	29.80%
	10/6/2017	1,215,361	1,000,000	215,361	39.93%
	11/6/2017	1,340,517	1,000,000	340,517	51.10%
	12/8/2017	1,154,841	1,000,000	154,841	60.72%
	1/5/2018	1,079,606	1,000,000	79,606	69.72%
	2/8/2018	1,460,621	1,000,000	460,621	81.89%
	3/8/2018	1,063,414	1,000,000	63,414	90.75%
	4/9/2018	951,222	1,000,000	(48,778)	98.68%
	5/7/2018	1,166,490	1,000,000	166,490	108.40%
	June	-	1,000,000		
Total FY 2018	\$ 13,008,275	\$ 12,000,000	\$ 2,008,275		
Total	\$ 28,585,480	\$ 28,457,947	\$ 2,570,281		

Sales Tax FY 2018 Versus Projection and Prior Year



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ACTUAL FY 18	\$1,322,069	\$1,465,061	\$1,497,903	\$1,452,050	\$1,603,526	\$1,381,944	\$1,292,009	\$1,752,835	\$1,272,931	\$1,138,351	\$1,398,527	
PROJECTED FY 18	\$1,322,069	\$1,465,061	\$1,497,903	\$1,452,050	\$1,603,526	\$1,297,685	\$1,182,023	\$1,505,871	\$1,269,679	\$1,214,471	\$1,204,861	\$1,442,749
DIFFERENCE ACTUAL VS PROJECTED FY17	\$-	\$-	\$-	\$-	\$-	\$84,259	\$109,986	\$246,964	\$3,252	\$-(76,120)	\$193,666	
ACTUAL FY 17	\$1,371,581	\$1,303,947	\$1,348,548	\$1,338,806	\$1,423,295	\$1,232,310	\$1,144,978	\$1,497,558	\$1,185,949	\$1,113,879	\$1,279,855	\$1,413,465

	ACTUAL FY 17	PROJECTED FY 18	ACTUAL FY 18
YTD TOTAL	\$ 14,240,706	\$ 15,015,199	\$ 15,577,205
YTD VARIANCE	\$ 1,336,498	\$ 774,492	\$ 562,006
		% Difference	In Dollars
CHANGE FROM FY18 PROJECTED TO FY18 ACTUAL-SAME MONTH		16.07%	\$193,666
CHANGE FROM FY18 PROJECTED TO FY18 ACTUAL-YEAR TO DATE		3.74%	\$562,006
CHANGE FROM FY17 ACTUAL TO FY18 ACTUAL-SAME MONTH		9.27%	\$118,672
CHANGE FROM FY17 ACTUAL TO FY18 ACTUAL-YEAR TO DATE		9.39%	\$1,336,498